

MARIN COMMUNITY COLLEGE DISTRICT  
MEASURE B 2016 and MEASURE C 2004

MEETING MINUTES  
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING  
JUNE 25, 2019

LOCATION:  
KENTFIELD CAMPUS  
ACADEMIC CENTER, ROOM 229, 835 COLLEGE AVE.  
KENTFIELD, CA 94904

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CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Margaret DeSomma	Representative, At Large
Eric D. Sitzenstatter, Jr.	Representative, Senior Citizens' Organization
Jeff Gunderson	Representative, At Large
Paul Premo	Representative, Taxpayers Association
Janelle LaChaux	Representative, Student Organization
Mark Dawson	Representative, Business Organization
Jason Lau	Representative, Support Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

None

MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Greg Nelson	Assistant Superintendent/VP of Admin. Svcs.
Isidro Farias	Director of Capital Projects
Katy Bauer	Executive Assistant

CONSULTANTS

Jeff Scogin	A Kennedy Group, Program Manager
Ellen Clements	Gilbane Building Company, Program Manager

GUESTS

None

I. CALL TO ORDER

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The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Vice Chair, Margaret De Somma, at approximately 4:34 PM. Vice Chair, Margaret DeSomma, Committee Members, Eric Sitzenstatter, Paul Premo, Mark Dawson and Janelle LaChaux were present, establishing a quorum. Committee Members, Jason Lau and Jeff Gunderson, arrived at approximately 4:36 PM and 4:37 PM, respectively.

II. INTRODUCTION OF NEW MEMBERS

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All Committee Members introduced themselves and welcomed the two new Members, Jason Lau, representing a Support Organization, and Mark Dawson, representing a Business Organization.

III. ELECTION OF CHAIR & VICE CHAIR

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Committee Member, Margaret DeSomma volunteered to be the Chair. Committee Member, Eric Sitzenstatter, made a motion to approve the appointment of Committee Chair. Committee Member, Jeff Gunderson, seconded the motion. The motion was unanimously carried by the Committee Members present (7 approvals, 0 absent). Committee Member, Mark Dawson volunteered to be the

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Vice Chair. Committee Member, Janelle LaChaux, made a motion to approve the appointment of Committee Vice Chair. Committee Member, Jason Lau, seconded the motion. The motion was unanimously carried by the Committee Members present (7 approvals, 0 absent).

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IV. APPROVAL OF AGENDA

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Committee Member, Margaret DeSomma, made a motion to approve the agenda with no changes. Committee Member, Paul Premo, seconded the motion. The motion was unanimously carried by the Committee Members present (7 approvals, 0 absent).

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V. APPROVAL OF THE MEETING MINUTES FOR JANUARY 22, 2019

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Committee Member, Paul Premo, requested a correction to the meeting minutes in Section VIII; the fifth line should be changed from February 12, 2018 to February 12, 2019. Committee Member, Jeff Gunderson, made a motion to approve the January 22, 2019 meeting minutes with the correction. Committee Member, Eric Sitzenstatter, seconded the motion. The motion was carried by the Committee Members present (3 approvals, 4 abstentions). The four abstentions included the two new Committee Members, Mark Dawson and Jason Lau, and two Committee Members who were absent from the January 22<sup>nd</sup> Meeting, Paul Premo and Janelle LaChaux.

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VI. PUBLIC COMMENT

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No comments were received from the public.

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VII. COMMUNICATIONS RECEIVED BY COMMITTEE MEMBERS

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Director of Capital Projects, Isidro Farias, reported that he had received feedback to include more information about the Bolinas Marine Lab; an update will be included in the next Measure B Newsletter. Committee Member, Janelle LaChaux, received feedback from students asking for more water fountains at the PE Complex (turf fields); an update on the PE Complex was provided by Director of Capital Projects, Isidro Farias, in the Program/Project Update.

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VIII. COMMUNICATIONS FROM STAFF

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Vice President, Greg Nelson, provided an update on the sale of remaining bonds. The District sold the remaining balance of \$167.5M in January 2019. The LRC project cost is roughly \$93-94M which requires cash; the sale was split into \$70M (tax-exempt bonds) and \$97.5M (taxable). Committee Member, Paul Premo, asked what the interest rate was. VP Nelson replied the tax exempt was 3.7% and taxable was 3.8%. For comparison, several banks were consulted and would only lend to the District at 4.4% interest rate. The Board of Trustees approved a Resolution for debt repayment ratio of 1.5 for tax exempt, and 1.7 for taxable bonds. Measure B bonds are numbered A and A-1 (first series), and most recent are B and B-1. Series denoted with 1 are taxable. The current series will hit the taxpayer rolls in November. The bonds are a mix of 5, 10, 15, 20, 25, 30 and 35 year notes.

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IX. COMMITTEE MEMBERSHIP AND TERMS

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Executive Assistant, Katy Bauer informed the Committee Members that the Board acted at the April 16, 2019 Meeting to approve the current Committee Member terms for 2 years, instead of 1 which will allow the new Committee Members to serve up to the full term of 6 years, and Members will be appointed every two years instead of annually. Three consecutive 2 year terms are allowed based on the Bylaws, allowing for more consistency and for Members to serve longer.

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X. PROGRAM/PROJECT UPDATE REPORT

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Director of Capital Projects, Isidro Farias, gave an overview of Measure B 2016 projects for both campuses. The Facilities Master Plan renews every 5 years, and the District will start the process next year. Last time, it involved an eighteen-month process, and approximately 80 meetings. The District is developing a list of stakeholders, with plans to solicit a consultant to assist in the effort. The last presentation on the Bolinas Marine Lab to the Board of Trustees was on May 14, 2019. The Board decided to take the architect's presentation to the County to get entitlements on the property. The architectural designs (Options 1 and 2) were also presented to the Bolinas community; members requested off street parking that would be made available by the District during non-business hours. Option 1 was chosen by the Board of Trustees at a cost of approximately \$2.9M (vs. Option 2, renovation of existing building with a new modular), which was more cost effective than renovating the existing site. The new facility will have capacity to teach up to 25 students.

Director of Capital Projects, Isidro Farias, reviewed projects in design including Building 9 renovations at the Indian Valley campus. Committee Member, Eric Sitzenstatter, asked if the small conference room in Building 8 could be sound-proofed since it is used as a back-up for Building 10 which the IVC ESCOM Clubs use. Projects in design at the Kentfield campus are Fusselman Hall waterproofing and structural improvements, and swing space in preparation for the LRC replacement which requires moving portables from IVC to Kentfield.

Projects bidding are Performing Arts audio visual improvements which has been awarded, and will start this Summer. The LRC architectural firm selection is in process; 2 finalists are currently shortlisted. Committee Member, Jeff Gunderson, asked who determines who is shortlisted. Director of Capital Projects, Isidro Farias, replied that the committee was comprised of 16 members including 4 administrators, 4 staff, 4 faculty, 2 students, and 2 community members. Committee Member, Jeff Gunderson, asked how the committee was advertised and solicited to the community. Vice President, Greg Nelson, stated that the District received four solicitations from the Board of Trustees, three of whom were from the same organization. The two finalist architectural firms will be interviewed by senior staff and if one is chosen, they will be presented to the Board of Trustees for approval. Committee Members, Margaret DeSomma, and Jeff Gunderson, asked whether the Committee could be informed when architectural review committees are being formed. Vice President, Greg Nelson, said that existing internal committee members can't serve on the shared governance committees due to a conflict of interest, but the District can inform the Committee Members when other committees are being formed. Committee Member, Margaret DeSomma, suggested and Vice President, Greg Nelson, agreed that if a Committee member wishes to address the Board of Trustees about a bond project during public comment, they should indicate that they are addressing the Board as a community member, not a CBOC member. Committee Member, Mark Dawson, asked how long the portables (Swing Space) will be located on site in Kentfield. The portables will be located at Kentfield for 3-4 years and then will be sold.

Projects under construction at the Indian Valley campus are the Jonas Center and Building 18, Pomo Cluster renovation which will be complete at the beginning of August, Admin Cluster (Building 9 and 12 window replacement), and the Miwok Center which was delayed due to the extended rainy season. Committee Member, Margaret DeSomma, asked when drawings for the New Miwok Center will be available. Director of Capital Projects, Isidro Farias, informed the Committee that the New Miwok Center will now include a dive tower due to an anonymous donation, but at this time the project is still being finalized and the drawings will be available after contract negotiations are finalized. The New Miwok Center will be open by Fall 2020, possibly early 2021. The facility will be run by the District because hiring an outside firm causes tax issues for the District. At Kentfield, the Performing Arts ticket booth construction is nearing completion, and the new M&O Building is under construction. Committee Member, Eric Sitzenstatter asked if the wooden plank walkway between Building 8 and 9 will be replaced. Vice President, Greg Nelson, replied that it won't be replaced, but will be resurfaced in sections. Due to the number of staff involved who use the walkway daily, it would be too costly to replace.

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Projects in close-out are the Organic Farm, Building 27 exterior paint, Admin Cluster roofs at Indian Valley, and Synthetic Athletic Turf Fields at Kentfield. The restroom/concession building at the Athletic Fields was removed from the plans, but may be added back and will include a water fountain if included.

#### XI. FINANCIAL AND COMPLIANCE ITEMS

- a. Program Manager, Jeff Scogin presented the Measure B 2016 Whole Program and Project Summary Reports through the period ending March 31, 2019. It was noted that \$9.9M of expenditures, during the quarter, is shown on the Whole Program Report. Jeff Scogin noted that there are 2 reconciling items in the report. Series B and B-1 bonds were sold in January/February; however, the cost of issuance on the Fiscal books was delayed, so the \$402k in the "Other" expense column is a manual adjustment to recognize the costs. The Measure B 2016 Project Summary Report through the period ending March 31, 2019 was discussed. Projects that had over \$300k of expenditures in the quarter were highlighted including the PE Complex Pool Renovations, Site Improvements and Utilities, Athletic/Synthetic Turf Fields in Kentfield, and the New Miwok Center, Organic Farm/Garden Enhancements, Pomo Cluster, Admin Cluster, and Demolition (former Miwok buildings) projects at Indian Valley. The second reconciling item relates to the Sir Francis Drake Property acquisitions; the transactions were booked in early June; however the journals represented when the transaction actually took place (February). Committee Member, Mark Dawson, asked for more information about the acquired properties. Vice President, Greg Nelson, provided the Committee with information about the 3 properties. 937 and 939 Sir Francis Drake Blvd. will be demolished and used for staff/faculty housing in the future, and 941 Sir Francis Drake Blvd. will be the new location for Reprographics and storage for Performing Arts (1<sup>st</sup> floor and basement, respectively) and the 2nd floor will be used for staff/faculty housing. Committee Member, Margaret DeSomma, motioned to accept the reports, Committee Member, Janelle LaChaux, seconded the motion. The motion was unanimously carried by the Committee Members present (7 approvals, 0 absent).
- b. Program Manager, Jeff Scogin presented the Measure B 2016 Bond List Revision #6, dated February 22, 2019. Vice President, Greg Nelson, said that there are typically 3 Bond List Revisions per year, one in early Summer (June) to reconcile items at the end of the fiscal year, one to recognize interest and overhead spread (August), and one in December/January for planned moving of funds and other adjustments.
- c. Vice President, Greg Nelson, presented the Measure C 2004 Program Financial Report through the period ending March 31, 2019. The only items remaining are legal fees (Fine Arts litigation) and Banner (Enterprise Resource Planning system used by Human Resources and Finance) consulting fees. The District expects a final bill for Fine Arts legal fees and then Measure C will be closed out. Committee Member, Jeff Gunderson, motioned to accept the report, Committee Member, Jason Lau, seconded the motion. The motion was unanimously carried by the Committee Members present (7 approvals, 0 absent).
- d. No questions were sent to Bond Counsel in the last quarter.

#### XII. NEXT MEETING DATES

The Committee reviewed the future meeting dates and prefers to meet on Wednesdays instead of Mondays, and prefers to keep the same time (4:30-6:00 PM). Executive Assistant, Katy Bauer, will send Outlook invitations via email to the Committee Members with the agreed upon future meeting dates.

**XIII. TOPICS FOR NEXT MEETING**

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Committee Member, Jeff Gunderson, requested an update on LRC progress.

**XIV. ADJOURNMENT**

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The meeting was adjourned at approximately 6:05 PM.