

**MARIN COMMUNITY COLLEGE DISTRICT
MEASURE B 2016**

**MEETING MINUTES
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
March 22, 2023**

**LOCATION:
Building 10 - ESCOM, Indian Valley Campus**

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, MEMBERS PRESENT

Jason Lau	Vice Chair and Representative, Support Organization
Tom Greenfield	Representative, Senior Citizens' Organization
Heather Kernahan	Representative, At-Large
Jeff Gunderson	Representative, At-Large
Margaret De Somma	Representative, At-Large
Randy Parent	Representative, At-Large
Nancy McCarthy	Incoming Representative, Taxpayer Association
Saidy Reyes	Representative, Student Organization

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, MEMBERS ABSENT

Richard Jensen	Chair and Representative, Senior Citizens' Organization
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CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, VACANT SEATS

Representative, Business Organization

MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Greg Nelson	VP of Administrative Services
Eresa Puch	Assistant VP of Administrative Services
Irmgard Witte	Administrative Assistant Administrative Services

CONSULTANTS

Ann Kennedy (via Zoom)	A Kennedy Group, Financial Manager
Mike Chegini	A Kennedy Group, Communications Manager
Beth Rhodes	Gilbane Building Company, Manager, Communications and Outreach

I. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Jason Lau at 4:35 PM with Tom Greenfield, Jason Lau, Heather Kernahan, Margaret De Somma, Randy Parent and Saidy Reyes present.

II. APPROVAL OF AGENDA

Margaret De Somma made a motion to approve the agenda with no changes. Randy Parent seconded the motion. The motion was carried by the Committee Members present (6 approvals).

Jeff Gunderson arrived at approximately 4:37 PM.

III. ACKNOWLEDGEMENT OF SERVICE AND INTRODUCTIONS

Greg Nelson acknowledged the years of service of outgoing members Margaret De Somma and Jeff Gunderson. Mr. Nelson also welcomed and introduced new CBOC members: Randy Parent, Heather Kernahan, Saidy Reyes, Tom Greenfield, and Nancy McCarthy.

IV. APPROVAL OF MEETING MINUTES

Randy Parent made a motion to approve the January 18, 2023, meeting minutes with no changes. Margaret De Somma seconded the motion. The motion was carried by the Committee Members present (7 approvals).

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments from the public.

VI. COMMUNICATIONS RECEIVED VIA WEBSITE

There were no communications via the website.

VII. COMMUNICATIONS FROM STAFF

Greg Nelson provided a copy of the Facilities Master Plan (FMP) to CBOC members and gave an overview of how the FMP (completed every five years) is generated. The College works from an Educational Master Plan (completed every six years) under which is a Strategic Plan, Facilities Master Plan, and the IT (tech) Plan. By law, anything built by the College must be in the Strategic Plan or it is considered an unfunded mandate. The Landscape Master Plan will be approved by the Board of Trustees (BOT) in April.

Margaret De Somma asked about the status of the Kentfield pool. Mr. Nelson responded that the pool is in great need of repairs. Specifically, the deck, coping and plaster will be replaced. The plans were submitted to the Department of State Architect (DSA) on March 20th. A new set of plans will be generated, and bids solicited after approval by DSA. Construction is currently planned for summer 2024 and is expected to reopen after Labor Day 2024. Ms. De Somma also asked if the pool will be deepened. Mr. Nelson shared that it cannot be as the water table is too high in the area.

Jason Lau asked if any changes are expected with the upcoming retirement of Dr. Coon bringing in new leadership. Mr. Nelson suggested there would not be many changes initially as the Board of Trustees (BOT) will remain intact.

VIII. PROGRAM/PROJECT UPDATE

Greg Nelson provided a Measure B update. The Learning Resource Center (LRC) make-ready work began in January 2023 with Increment 1. This is primarily underground work such as shoring, grading, etc. The work should conclude in July of this year. Increment 2 is comprised of everything that comes up out of the ground. Increment 2 work is planned to begin in August or September of 2023. The building is slated to be delivered in the fall of 2025 and open to students in January 2026.

Bolinas Field Station – Currently the College is still fundraising for the project and pre-qualifying contractors who will be asked to bid on the work. Construction is expected to start in July 2023. The new building will house a lab, offices, and storage. The College also owns the dock across the street which will allow our students access to the Bolinas estuary. A 15-month build schedule is expected.

Tom Greenfield asked for the definition of DSA. Mr. Nelson clarified that Division of State Architect is the licensing/permitting body for state agencies which reviews fire, earthquake, ADA, safety code, etc. Ms. De Somma asked about fundraising sources and what the funds will be used for. Mr. Nelson replied there will be a biology lab and classes, as well as field trips and access to the Bolinas estuary. Some of the funding sources are the Buck Family Fund, Marin Community Foundation, the Measure B Bond and District funds. Heather Kernahan asked how much more money needs to be raised. Mr. Nelson responded that approximately \$200K in additional funding is needed for the \$4.5 – \$5M project.

The public grand opening and ribbon cutting ceremony for the Miwok Center is Thursday, April 6th at 4 P.M.

Nancy McCarthy arrived at approximately 5:09 PM and introduced herself to the committee.

IX. FINANCIAL AND COMPLIANCE ITEMS

- a. Measure B 2016 Program Financial Reports for period ending 12/31/2022 – Ann Kennedy presented the reports giving greater detail and explanation of the report for new members. Nancy McCarthy asked whether schedule, budget or scope issues will show up in this report. Ms. Kennedy replied that known issues are shown on the reports through the cost and schedule statuses. If additional funds are needed for a project, the College will create a Bond List Revision (BLR) and submit it to the BOT for approval.

Mr. Lau asked how projects are closed. Ms. Kennedy replied that projects aren't considered complete until they are financially complete. The closeout process takes about six months and can start before or at occupancy. During this process, final accounting, distribution of overhead, and capitalization occurs. When the process is complete, the item is presented to the BOT for approval to move any remaining funds to a different project through a BLR.

Jeff Gunderson moved to receive and approve the FY 22/23 Q2 Financial Reports. Ms. De Somma seconded the motion. The motion was carried by the Committee Members present (8 approvals).

- b. Questions sent to Bond Counsel since last meeting – None.

X. NEXT MEETING DATES

The Committee reviewed next meeting dates and agreed that no changes to the schedule were needed. The next meeting is June 21, 2023 and will be an in-person meeting at the Kentfield Campus, AC 229.

XI. REVIEW OF COMMITTEE MEMBERSHIP

There is one vacancy for a Business Community member; the College is working with local Chambers of Commerce to find a small business owner to serve on the Committee.

XII. FUTURE AGENDA ITEMS

Training for all CBOC members will be presented by the District's Bond counsel, including the Brown Act and roles and responsibilities of members. Ms. McCarthy asked about the portable buildings on the Kentfield campus. Mr. Nelson shared that the nine portables, used for services, programs, classrooms and offices, will be removed after construction and sold. Heather Kernahan asked how information is disseminated to students, staff, and faculty. Mr. Nelson indicated that multiple methods are used including direct email, the Measure B newsletter as well as the District and community list serve. Saidy Reyes asked about future agenda items. Mr. Lau explained this section refers to what goes on the next meeting's agenda. According to the Brown Act, the agenda must contain all topics to be discussed in meetings.

XIII. ADJOURNMENT

Ms. McCarthy made a motion to adjourn. Ms. De Somma seconded the motion. The meeting was adjourned at approximately 5:46 PM.