

**MARIN COMMUNITY COLLEGE DISTRICT  
MEASURE B 2016**

MEETING MINUTES  
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING  
June 21, 2023

LOCATION:  
AC 229 – Kentfield Campus

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, MEMBERS PRESENT

Tom Greenfield	Representative, Senior Citizens' Organization
Jason Lau	Vice Chair and Representative, Support Organization
Randy Parent	Representative, At-Large
Nancy McCarthy	Representative, Taxpayers Association
Saidy Reyes	Representative, Student Organization

CITIZENS' BOND OVERSIGHT COMMITTEE MEETING, MEMBERS ABSENT

Heather Kernahan	Representative, At-Large
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MARIN COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Greg Nelson	VP of Administrative Services
Irmgard Witte	Administrative Assistant, Administrative Services

CONSULTANTS

Nic Heuer	Stradling Yocca Carlson & Rauth, Bond Counsel
Jeff Scogin	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 approximately 4:50 pm. Tom Greenfield, Jason Lau, Randy Parent, Nancy McCarthy and Saidy Reyes were present, establishing a quorum.

II. APPROVAL OF AGENDA

Nancy McCarthy made a motion to approve the agenda with no changes. Randy Parent seconded the motion. The motion was carried by the Committee Members present (5 approvals/5 members present).

III. ELECTION OF CHAIR AND VICE CHAIR

Randy Parent nominated Jason Lau as Chair, Nancy McCarthy seconded. The motion was carried by the Committee Members present (5 approvals/5 members present).

Nancy McCarthy nominated herself as Vice Chair. Randy Parent seconded. The motion was carried by the Committee Members present (5 approvals/5 members present).

IV. APPROVAL OF MEETING MINUTES

Randy Parent made a motion to approve the March 22, 2023, meeting minutes with no changes. Nancy McCarthy seconded the motion. The motion was carried by the Committee Members present (5 approvals/5 members present).

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments from the public.

#### VI. COMMUNICATIONS RECEIVED VIA WEBSITE

There were no communications received via the website.

#### VII. COMMUNICATIONS FROM STAFF

Greg Nelson announced Irmgard Witte's last meeting is today. She has accepted the position of Payroll Specialist in Fiscal Services.

Mr. Nelson expounded on maintenance work, approximately \$2M, done in the past three weeks. The work was carried out primarily in five buildings; Academic Center, Fine Arts, Student Services, PE Complex and Childcare Center. Some projects completed include: 400K feet of carpet flooring, painting and window washing.

Work on the LRC is progressing. Currently, the College plans to bring the GMP to the BOT in July. Increment I work continues and Increment II work will begin as soon as we have DSA approval and the Board approves the contract, with the goal to come out of the ground in September. Mr. Nelson invited members to view the site through the construction fencing to see the size and location of the site.

The Bolinas Field Station project is out for bid and bidding closes soon. The contract will be brought to the BOT for approval. Though the project is small, it is relatively expensive, in the \$5M range. This is due to the location of the site. It is in flood, hurricane, earthquake and landslide zones, which will be addressed in the construction. The Bolinas groundbreaking will be on July 21 at 10 AM.

The LRC groundbreaking will be on August 29, 12:40 PM – 1:30 PM. Irmgard will send out another save the date reminder for both events.

Another project at the IVC campus is the Fire Foundry Partnership. It is a partnership with College of Marin and other entities (UC Extension through Cal, Stanford, UCLA, CalFire, Marin County Fire, North Bay Workforce Alliance and one other). The program is for students interested in firefighting and wildland training. Building 17 will be used as a classroom/gathering center as well as housing for 40-60 firefighters; 30 full-time permanent with up to 30 more during peak fire season. The project also includes a new training facility. The County and State are paying for the approximately \$16M project. College of Marin is providing Program Management and Building 17 infrastructure.

Ms. McCarthy asked for more detail on why Stanford and other non-local entities would be involved. Mr. Nelson responded that the program is meant to provide wildfire training and forest management beyond Marin County. This fall, there are currently 95 students in the program taking EMS and fire classes as well as fitness and Kinesiology, with 140 students expected next fall. Participants receive live work training with CalFire and if accepted after completion of the certificate program, may live in the Building 17 facility. A Fire Science degree exists but is not yet available at College of Marin.

Partners in the curriculum-based program provide technology, faculty/instructors in botany, fire science, forest management and operating/training/living facilities. Stanford is loaning faculty to program through the state. Ms. McCarthy asked what income Cal Fire/Marin County Fire firefighters make. Mr. Nelson replied that starting salary is approximately \$80-85K.

#### VIII. REVIEW OF BYLAWS/CBOC ROLES AND RESPONSIBILITIES

Nic Heuer of Stradling, Yocca, Carlson and Rauth (District Bond counsel) reviewed the process through which local bonds were created, Prop 13, Prop 46, Prop 39, the Brown Act, establishment of Citizens' Bond Oversight Committees (CBOC) and CBOC Bylaws.

CBOC has three primary duties according to the Bylaws:

1. Review expenditures
2. Inform the public – can be via newsletter, attendance at BOT meetings or via the CBOC website
3. Annual report –the Chair will present to the BOT each year

The Committee's purview is strictly over Measure B. The Committee does not choose the auditor but does receive the audit reports from the auditing firm.

Jason Lau asked if members can come back after serving 3 consecutive terms. Mr. Heuer replied that members would need to wait one year before reapplying.

Ms. McCarthy asked if Measure A was completed. Jeff Scogin replied yes.

IX. PROGRAM/PROJECT UPDATE

Mr. Nelson included this item in item VII.

X. FINANCIAL AND COMPLIANCE ITEMS

- a. Measure B 2016 Program Financial Reports for period ending 3/31/2023 – Jeff Scogin presented the reports.

Ms. McCarthy asked what percentage of interest the bond earns. Mr. Scogin replied the interest rate is minimal. Mr. Heuer and Mr. Scogin shared that MCCD is required to invest in county bonds which earn approximately 1%.

Ms. McCarthy asked what is in the portables on Sir Francis Drake and when will they be removed? Mr. Lau added that the portables were initially used at IVC; they have been purchased, are currently housing programs that were displaced by the LRC construction and could be resold.

Ms. McCarthy asked what the Welcome Center at 830 College cost to purchase. Beth Rhodes replied that the Property Acquisition project includes 830 College tenant improvements and ADA upgrades as well as the 941 Sir Francis Drake property.

Ms. McCarthy moved to receive and approve the FY 22/23 Q3 Financial Reports. Jason Lau seconded the motion. The motion was carried by the Committee Members present (5 approvals/5 members present).

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

XI. NEXT MEETING DATES

The Committee reviewed next meeting dates and agreed that no changes to the schedule were needed. The next meeting is September 20, 2023 and will be an in-person meeting at the IVC Campus, ESCOM Building.

XII. 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. Ms. McCarthy asked if the Board of Trustees could refuse to seat a CBOC applicant. Mr. Heuer replied he has not experienced that situation. Randy Parent replied that the BOT has discretion on approvals.

XIII. FUTURE AGENDA ITEMS

Mr. Lau asked if there are any future agenda items and there were none.

XIV. ADJOURNMENT

Ms. McCarthy made a motion to adjourn. Mr. Parent seconded the motion. The meeting was adjourned at approximately 6:10 PM.