

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Bond Oversight Committee Minutes**  
**May 19, 2008**  
**College Vista Clubhouse, 3 p.m.**

Members Present: Committee Chair Jim Wyatt, Vice Chair Marion McDowell, Marta Bookbinder, Gita Dev, Stanley Gross, Bill Nack, Ruth Nagler

Members Absent: Linda Asbury, Dr. Patrick Cheng, Chris Eden, Rose Jacobs Gibson

District Staff Present: Linda da Silva, Barbara Christensen, Jim Keller

**Call to Order**

The meeting was called to order at 3:10 pm.

**Approval of Minutes from Meeting of February 1, 2008**

It was moved by Marion McDowell and seconded by Bill Nack to approve the minutes as written. The motion passed, all members voting "Aye". Ruth Nagler asked if absentees should be recorded in the minutes. Jim Wyatt responded that they haven't been recorded in the past, but if committee members would like, absentees can be added going forward.

Before continuing with the agenda, Jim Wyatt read an email he received from Gita Dev asking for clarification on several items. She asked if it was possible to use the Measure C project list to track completed projects including what percent completed; items moved to Measure A; and items removed entirely from the project list. Barbara Christensen explained that the project list was created to accurately reflect the projects approved by voters and is used by the Bond Oversight Committee to assure that funds are only expended for these voter-authorized projects.

Gita Dev revisited the issue that Chris Eden raised in a prior meeting concerning the efficiency with which the projects are being completed and asked whether this is outside the jurisdiction of the Bond Oversight Committee. Marion McDowell said the main purpose of this committee is to ensure that funds are being spent only on voter authorized projects; and that the Board of Trustees of the District has the responsibility for ensuring that projects are appropriate and completed efficiently. Jim Keller reminded the committee that District auditors select 25% of the bond expenditures and verify that the funds are spent in accordance with the bond measure.

Barbara Christensen said that the San Mateo County Grand Jury has endorsed the District's policies and procedures that have proven effective for controlling and managing large capital improvement projects. The Grand Jury recommended that local school districts develop policies and procedures for construction planning and management similar to the College District's.

Barbara Christensen also explained the processes followed by the Construction Planning Department in selecting contractors and managing construction, which involves many people in the decision making, as an example of how efficiently/effectively the District is planning for the use of bond dollars and spending bond dollars. Executive Vice Chancellor Keller added that an enormous amount of time goes into the planning process, confidential meetings and hard negotiations. The District regularly holds "partnering" meetings to discuss how to effectively move through the projects and to get the maximum value out of each project.

## **Review of Cumulative Report on Expenditures through March 30, 2008 for Measure A and Measure C**

Executive Vice Chancellor Keller summarized the financial reports as of March 31, 2008. Expenditures to date for Measure C projects were \$197 million. This represents 95% of the budget, with 3% committed. He noted that there was very little change from the previous quarter as Measure C projects are winding down. Measure C interest is 61% committed and will be allocated last.

Expenditures to date for Measure A projects were \$64 million. Three major contracts have been awarded: Design/Build projects at CSM and Skyline and the Gateways/Circulation/Parking project at Canada. Mr. Keller noted that we continue to review the facilities master plan due to escalating costs of materials and the uncertainty of state funding.

## **Review of Status of CSM and Skyline Design/Build Projects and Cañada Design Assist**

Linda da Silva, Executive Director for Construction Planning, distributed copies of the Capital Improvement Program status report. Highlights are as follows:

### **Cañada College**

- District Staff prequalified six Design Builders to submit proposals for the project
- Five proposals were submitted, then reviewed and evaluated by District Staff, Swinerton and the College President
- Top two ranked Design Builders were interviewed and had the opportunity to present their best and final proposals
- A panel determined that Robert A. Bothman's proposal provided the best value for the District. Recommendation was sent to the Board, approval was granted and the contract was awarded.

Barbara Christensen distributed Board Report No. 08-5-103B, APPROVAL OF CONTRACT AWARD FOR CANADA COLLEGE GATEWAYS, CIRCULATION AND PARKING DESIGN-BUILD PROJECT. This report summarizes the selection process through the awarding of the bid. She also mentioned that this is another example of how the District is getting the best value and building efficiently.

### **College of San Mateo**

Design and Construction Period: Spring 2008-Summer 2011

- New Building 5N - Workforce and Wellness Center (Fitness Center, Dental Assisting, Nursing, Cosmetology, General Electric Classrooms, Concession Stand). Two new pools will be built next to this building.
- New Building 10N – Administration and Student Services (includes Bookstore, Food Service, Multi Media, General Electric Classrooms, Instruction, Business Office, Faculty Offices, Integrated Learning Center)
- Demolition of Buildings 5,6,10, 11, 13, T1 and Kiosk
- Sitework Improvements: Gateways & Quad, Parking, Paving, Sidewalks, Roadways, Landscape, Outdoor Lighting and Signage

## **Skyline College**

Design and Construction Period: Spring 2008-Summer 2011

- Skyline project is approximately 1½ months behind CSM project
- New Building 11N – Auto Transmission and Technology
- New Building 4N – Cosmetology, Administration, General Electric Classrooms
- Sitework Improvements: Gateways & Quad, Parking, Paving, Sidewalks, Roadways
- Boiler Plant Upgrade

## **Committee Members' Comments/Request for Future Agenda Items**

Mr. Wyatt called for future agenda items; there were none. He reminded committee members they can email future agenda items to him or Barbara Christensen before the next meeting.

Marta Bookbinder commended the SMCCCD staff for the wonderful work being done in coordinating all the projects.

Gita Dev added that the planning department should be commended for efforts in sustainability. During this time when city agencies are being pressured to adopt green guidelines, she said SMCCCD has achieved it, while using bond money effectively.

Linda da Silva invited those present to visit the construction planning website to view the awards & commendations page which has recently been updated. This can be found at:  
<http://www.smccd.edu/accounts/smccd/departments/facilities/AwardsandCommendations.shtml>

## **Public Comments**

Mr. McDowell asked to what extent the student population is involved in the Capital Improvement process. Linda da Silva replied by saying that students, faculty/staff and many others participated in many user group meetings planning the interior space of all the buildings. They are asked to think of the needs over the long term -10, 20, 30, 50 years from now. Unfortunately, students who are currently attending college and have been involved in the master planning and construction process will not benefit directly. Faculty/Staff have more longevity and are more likely to see the completed project.

## **Schedule for Next Meeting**

There will be no meeting in August due to vacations. Barbara Christensen will email committee members several proposed dates for a September meeting.

## **Adjournment**

The meeting was adjourned at 4:30 pm.