

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee Minutes
October 2, 2018
District Office Board Room**

Members Present: James Ruigomez, Chair; Rosanne Foust, Vice Chair, Gino Gasparini, Shelley Kessler, Frank Pagliaro, Juyi “Johnny” Yang

Members Absent: Bill Rundberg

District Staff Present: Mitchell Bailey, Chief of Staff; José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations; Bernata Slater, Chief Financial Officer; Chris Strugar-Fritsch, Director of Capital Projects; Carina Warne, Executive Assistant

Call to order

The meeting was called to order at 3:05 p.m.

Public Comments on Items not on the Agenda

None

Introduction of New Committee Members

Mr. Bailey introduced Juyi “Johnny” Yang, the new Student Representative for the Bond Oversight Committee.

ACTION ITEMS

Approval of Minutes from Meeting of June 7, 2018 Meeting

A motion to approve the minutes of the June 7, 2018, meeting was made by Ms. Kessler and seconded by Ms. Foust. Mr. Pagliaro and Mr. Yang abstained due to not attending the June 7, 2018 meeting. The motion passed.

Approval of 2017 Report to the Community

Mr. Bailey presented the 2017 Report to the Community. Mr. Bailey said the report now includes hyperlinks to the website for more detailed information as previously suggested by the committee. A motion to approve the 2017 Report to the Community was made by Ms. Kessler and seconded by Ms. Foust. The motion passed.

INFORMATION ITEMS

Presentation on the Summary of Key Financial Information for Cumulative Bond Expenditures and Interest Expenditures through June 30, 2018, for Measure A and Measure H

Ms. Bernata Slater, Chief Financial Officer, reported Measure C projects were complete in June 2011 and Measure A projects were completed in June 2018. She noted that the total Measure A budget is \$468M, total expenditures to date are \$468M, and total commitments to date are \$0. The balance available is \$0.

Ms. Slater noted that for Measure H, voters approved \$388M and the first issuance was \$127M in May 2015. She explained that the total expenditures to date are \$80,458,846 or 21%, total commitments to date are \$188,442,925 or 49%, and the balance available is \$119,098,229 or 31%.

Ms. Slater then provided an overview of project funding that included:

- Districtwide Projects under Measure A with a budget of \$64,027,045, year-to-date expenditures of \$64,027,045, commitments of \$0 and a balance available of \$0. All projects are completed.
- Cañada College Projects under Measure A with a budget of \$36,696,985, year-to-date expenditures of \$36,696,985, commitments of \$0, and a balance available of \$0. All projects are complete. Cañada College Projects under Measure H with a budget of \$154,175,433, year-to-date expenditures of \$35,360,031, total commitments to date of \$62,400,021, and an available balance of \$56,415,381. There are seven projects.
- College of San Mateo Projects under Measure A with a budget of \$270,996,011, year-to-date expenditures of \$270,996,011, commitments of \$0, and an available balance of \$0. All projects are complete. College of San Mateo Projects under Measure H with a budget of \$19,460,371, year-to-date expenditures of \$5,174,942, total commitments to date of \$459,213, and an available balance of \$13,826,216. There are nine projects.
- Skyline College Projects under Measure A with a budget of \$96,279,959; year-to-date expenditures of \$96,279,959, commitments of \$0 and an available balance of \$0. All projects are complete. Skyline College Projects under Measure H with a budget of \$185,594,964; year-to-date expenditures of \$28,607,668, total commitments to date of \$122,779,777, and available balance of \$34,207,518. There are 11 projects.

Ms. Kessler asked what projects are defined as Districtwide. Mr. Nuñez responded that Districtwide projects are procured on a Districtwide basis, but the actual project is on all three campuses. Two examples of Districtwide projects are the Districtwide Emergency Alert System (EAS) and the Districtwide Fire Alarm Control Panel Replacement project.

Ms. Slater continued that cumulative bond interest earned as of June 30, 2018 for Measure A is \$33,830,677, expenditures are \$33,830,677, commitments are \$0, and the available balance \$0. She further explained that Measure H cumulative interest earned is \$3,378,628, and the balance available is \$3,378,628. The County Pool interest rate (average for FY 17/18) was 1.49%, and the County Pool interest rate in June 2018 was 1.89%.

Mr. Bailey noted that Measure A projects are complete and Measure A financials will not be included for review in future meetings as there will be no new information to report.

Summary of Measure A and Measure H Expenditures

The Committee reviewed the Summary of Measure A and Measure H Expenditures. Mr. Gasparini asked if project budgets are ever over or under allocated. Mr. Nuñez responded that some projects do go over budget and are covered with Fund 4, non-Bond funds.

Review of Measure A Expenditures

Mr. Pagliaro asked about the “FF&E Showroom” line item on the Measure A Expenditures list. Mr. Nuñez responded that a Furniture, Fixtures & Equipment (FF&E) Showroom was set up on campus so that students, faculty and staff could view and try out sample desks, chairs, tables and other equipment for functionality, design and ergonomics before they were procured. The showroom acted as a “mockup”. The furniture, fixtures and equipment in the showroom were eventually distributed and used in various locations throughout the District.

Mr. Pagliaro asked about the “Swing Project B5/6/10/11/13” line item on the Measure A Expenditure list. Mr. Nuñez responded that “Swing” is a term used for temporary spaces and moves. When a building is taken offline for construction or modernization, the occupants of the building need to be moved to another location.

Mr. Pagliaro asked about the “Payoff of Facilities Lease Obligations” line item on the Measure A Expenditures list. Mr. Nuñez responded that this item relates to capital leases financed through a Certificate of Participation (COP) and was diffused and the COP was recompensed.

Mr. Pagliaro asked about the “Skyline College, Building 2, CALT Upgrade” project on the Measure A Expenditure list. Mr. Nuñez responded that this project is a series of large computer labs. CALT stands for Center of Advanced Learning & Technology.

Update on Capital Improvement Program (CIP3), Schedule of Project Rollout and Timing

Mr. Nuñez presented a Capital Improvement Program (CIP) III project update.

Mr. Nuñez explained that Cañada College projects include the Kinesiology and Wellness Building (B1N) and the Math and Science Building (B23N).

The Kinesiology and Wellness Building (B1N) is a Measure H project that will provide a new 84,500 GSF building with components such as basketball gymnasium, dance studios, faculty offices, outdoor competition space, and instructional swimming pools. He said the existing building abatement and demolition is complete. Earthwork and site utilities and construction of the hillside retaining wall are in progress, and construction documents were submitted to the Division of State Architect (DSA) on December 15, 2017. The target completion date for the project is spring 2020.

Ms. Foust asked about the length of time for the DSA permitting process. Mr. Strugar-Fritsch responded that permitting normally takes 6-7 months, but DSA is extremely busy so the permitting process is averaging 9-10 months.

Mr. Nuñez noted that the Cañada College Math and Science Building (B23N) project is a Measure H funded project and components of the project include classrooms, science laboratories and laboratory preparation spaces, large and medium lecture halls, and offices. The Campus Bus Stop will also be relocated as part of this project. The Central Utility Plant construction is complete, and retaining walls, building foundations, commissioning, metal framing and electrical are all in progress. The target completion date for the project is November 2019.

Mr. Nuñez shared that College of San Mateo projects include the Theatre Modernization (B3) and the Student Life & Learning Communities Modernization (B17). The Theatre Modernization (B3) project is a Measure H and State Scheduled Maintenance and Special Repairs (SMSR) funded project that will modernize the interior of the building, focusing on replacing aging mechanical, electrical and plumbing, modernizing ADA access, and audio/visual, acoustical and lighting. The project also includes replacing the roof on Buildings 2, 3 and 4. He further noted that the College of San Mateo Student Life & Learning Communities Modernization (B17) project is a Measure H funded project. The project includes re-roofing the building, interior modernization to create dynamic student support areas, demolishing interior demising walls, and modernizing the building courtyard entryway. The Board of Trustees rejected bids on January 24, 2018 due to budget constraints. The project delivery method changed from hard bid to lease-leaseback (LLB). Construction start is targeted for late fall 2018 and target completion is summer 2019.

Mr. Nuñez shared that Skyline College projects include the Social Science and Creative Arts Building (B1N), the Boiler Plant, the Environmental Studies Building (B12N), Loma Chica Child Development Center (B14) and Pacific Heights Swing Space (B19).

He explained that the Social Science and Creative Arts Building (B1N) project involves demolition of the existing Social Science and Creative Arts Building (B1). The newly constructed building will include a new 520-seat theater with an orchestra pit, scene shop, gallery, music choral room, concert band room and recording rooms. The Design phase is in progress for this project. The Boiler Plant project is a part of the Social Science and Creative Arts Building project and Measure H funded.

As it relates to the Skyline College Environmental Studies Building (B12N), a Measure H funded project, Mr. Nuñez pointed out that the project includes classrooms, convening spaces, faculty offices, and an outdoor lab. The building will also have a panoramic view of the Pacific Ocean. Target completion is August 2019.

Mr. Nuñez commented that the Loma Chica Child Development Center (B14) Project is a Measure H funded project that includes renovating play yards, replacing old windows, and upgrading the path of travel to meet DSA requirements. The Pacific Heights Swing Space (B19) project is a two-phase project funded by Measure H. The project will provide swing space for occupants of Buildings 1 and 2. Skyline College is also leasing space from Oceana High School for Art, Music and Drama classes. Target completion is January 2019.

Mr. Gasparini asked about seismic upgrades for the facilities. Mr. Nuñez replied that a seismic assessment was completed for all three campuses in 2002.

Finally, Mr. Nuñez provided an overview of Districtwide projects that include the Fire Alarm Panels Replacement Project and the Classroom Security Hardware Upgrade. The Districtwide Fire Alarm Panel Replacement Project is a Measure H and Design-Bid-Build project. The project scope is to replace all existing Fire Alarm Panels with updated panels at existing buildings on all three campuses. The Classroom Security Hardware Upgrade project is a security initiative to change door hardware throughout all three campuses, giving users the ability to manually lock doors from the inside.

Maxine Turner, a member of the public, addressed the Committee regarding her concerns of the budgets for the Skyline College Social Science and Creative Arts Building (B1) and Cañada College Kinesiology and Wellness Building (B1N) projects. Mr. Pagliaro responded that it is not the purview of this Committee to determine budgets for projects.

Adjourn

The meeting adjourned at 4:19 p.m.