

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
Minutes of June 1, 2017 Meeting
District Office Board Room

Members Present:

Gino Gasparini, Vijay Gupta, Nori Jabba, James Ruigomez, Bill Rundberg and Dennis Zheng

Members Absent:

Shelley Kessler and Frank Pagliaro

District Staff and Representatives Present:

Mitchell Bailey, Chief of Staff; Bernata Slater, Chief Financial Officer; Carina Warne, Executive Assistant; and Anne Daley, Swinerton Management & Consulting, Director of Construction Management Services

Call to order

In the absence of a chair or vice chair, Chief of Staff Mitchell Bailey called the meeting to order at 3:02pm.

Introduction of New Committee Members

Mr. Bailey asked the new Bond Oversight Committee members to introduce themselves. Mr. Gino Gasparini, Ms. Nori Jabba, Mr. James Ruigomez and Mr. Bill Rundberg introduced themselves to the group. Ms. Shelley Kessler is also a new member, but not present at the meeting.

Election of Officers

Mr. Bailey announced that the chair and vice-chair positions are currently vacant. He asked for nominations from the floor for a new committee chair and vice-chair. Mr. Ruigomez nominated himself as chair and Mr. Gasparini seconded the nomination. Mr. Ruigomez accepted the nomination. There was no further discussion. After a vote by the committee, Mr. Ruigomez was elected chairperson with all members voting "Aye".

Ms. Jabba nominated herself as vice chair. Mr. Gasparini seconded the nomination. There was no further discussion. After a vote by the committee, Ms. Jabba was elected as vice-chairperson with all members voting "Aye".

Public Comments on Non-Agenda Items

None

Approval of Minutes from Meeting of December 1, 2016

A motion to approve the minutes of the December 1, 2016, meeting minutes was made by Ms. Jabba and seconded by Mr. Zehng. The motion passed unanimously.

Bond Oversight Committee Overview

Mr. Bailey explained the basic responsibility of the Bond Oversight Committee is to ensure that bond proceeds are used only for construction, reconstruction, rehabilitation or replacement of District facilities. The Committee shall ensure that no funds are used for faculty or administrator salaries or other operating costs. The most important role as a member is to ask questions so you understand the materials presented. The Bond Oversight Committee is not involved in the planning or approval of projects or expenditures.

Community member Maxine Terner addressed the committee and said she was pleased to see new members on the Bond Oversight Committee. She said the Bond Oversight Committee members represent the taxpayers of San Mateo County and have a very important role to play. She encouraged the members to ask tough questions and seek facts.

Presentation on the Summary of Key Financial Information

Ms. Bernata Slater reported Measure C projects were all completed by June 2011. Measure A projects are projected to be completed by Summer 2017. Total Measure A budget is \$468M. Total expenditures to date are \$467,519,240 or 99.9%. Total commitments to date are \$477,882 or 0.1%. Balance available to date is \$933 or 0.0002%.

For Measure H, voters approved \$388M and the first issuance was \$127M in May 2015. The second issuance is expected for Spring 2018. Total expenditures to date are \$15,429,940 or 4%. Total commitments to date are \$115,981 or 30%. Balance available to date is \$256,588,655 or 66%.

Districtwide Projects Measure A budget is \$64,015,306. YTD expenditures are \$64,015,306. Commitments are \$0. Balance available is \$0. Districtwide Projects Measure H budget is \$30,284,260. YTD expenditures are \$6,468,324. Total commitments to date are \$3,104,658. Available balance is \$20,711,277. Total of 14 projects.

Cañada College Projects Measure A budget is \$36,500,048. YTD expenditures are \$36,499,917. Commitments are \$0. Balance available is \$131. All projects are complete. Cañada College Projects Measure H budget is \$106,891,574. YTD expenditures are \$3,791,321. Total commitments to date are \$183,401,532. Total of eight projects. Balance available is \$19,698,720.

College of San Mateo Projects Measure A budget is \$271,223,972. YTD expenditures are \$270,743,344. Commitments are \$473,384. Balance available is \$5,299. All projects with the exception of CSM North Gateway are complete. College of San Mateo Projects Measure H budget is \$23,664,399. YTD expenditures are \$2,935,361. Total commitments to date are \$1,178,938. Total of nine projects. Balance available is \$19,550,099.

Skyline College Projects Measure A budget is \$96,260,673. YTD expenditures are \$96,260,673. Commitments are \$4,498. Balance available is \$(4,498). All projects are complete. Skyline College Projects Measure H budget is \$227,159,767. YTD expenditures are \$2,234,933. Total commitments to date are \$28,296,276. Total of nine projects. Balance available is \$196,628,558.

Cumulative bond interest earned as of 3/31/17 for Measure A is \$33,887,776. Expenditures are \$33,015,002. Commitments are \$489,928. Balance available is \$382,846. Measure H cumulative interest earned is \$1,857,582. Balance available is \$1,857,582. Estimated FY16-17 interest income April – June 2017 is \$250,000. The County Pool current interest rate is 1.129%, which has increased since December 2016.

Ms. Jabba inquired about the bond funds held in the County Pool. Ms. Slater explained that by law (Assembly Bill 2738) the District is required to keep the Bond proceeds as well as interest in the County Pool. Assembly Bill 2738 expressly prohibits a school district or community college from withdrawing bond proceeds from the fund held by the county for investment outside of the county treasury. The San Mateo County Community College District is tracking the investments and regularly reviews the county investment policies to ensure investments are secure, as in the past several million dollars were lost while invested with Lehman Brothers in the County Pool.

Cumulative Report on Bond Expenditures and Interest Expenditures through March 31, 2017 for Measure A and Measure H

Ms. Slater presented the Summary of Measure A and Measure H expenditures as well as Bond and Interest Expenditures for Measure A and Measure H projects.

Ms. Jabba inquired about the details of the Cañada Tree Trimming Project on the Measure A Bond Expenditures list. Specifically, Mr. Ruigomez inquired about the letters in the Reference column. Ms. Slater and Mr. Bailey responded that they would ask Vice Chancellor, José Nuñez about this specific project and provide a list of References at the next meeting.

Ms. Terner asked about the Small Projects list, which was not included in the packet. Ms. Terner also asked for clarification at the next meeting regarding the definition of “Small Projects”. Mr. Bailey said per the agreement of past Committee, the Small Projects list is provided to the Bond Oversight Committee on an annual basis. Mr. Bailey said the Small Projects list would be available at the next meeting in September. Ms. Jabba asked that the Bond language also be provided at the next meeting.

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

Director of Construction Management Services for Swinerton Management & Consulting, Anne Daley gave a CIP3 project update. Ms. Daley began by explaining the process of a project including budget, delivery methods, schedule development, A&E selection, design process, contractor procurement, permitting, construction, furniture fixtures and equipment selection (FF&E), commissioning, occupancy, and finally close out.

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 academic building with components such as shower facilities, basketball gymnasium, dance studios, entrance lobby, offices, outdoor competition space, and instructional swimming pools. Ms. Daley continued with the Cañada College Math and Science Building (B23N) project. This project is a Measure H funded project and components of the project include classrooms, Science Laboratories and Lab Preparation spaces, large and medium lecture halls, and offices.

College of San Mateo projects include the Softball Field Turf Replacement Project, Marie Curie Parking Lot Repairs, Theatre Modernization (B3), Student Life & Learning Communities Modernization (B17), Engineering & Technology Building (B19N), Fire Mitigation Project, and the Aquatic Center Upgrade. The Softball Field Turf Replacement Project was completed last Summer 2016 and included replacement of the entire Softball Field synthetic turf, refurbishing the pitcher mounds, and replacing the Bull Dog logo. The Marie Curie Parking Lot Repairs Project is a Measure A project that includes resurfacing the parking lot, repairing tree planters, installing Electric Vehicle Charging Stations, and restriping the Socrates Lot.

The Theatre Modernization (B3) project is a Measure H 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 Student Life & Learning Communities Modernization (B17) project is a Measure H and State Scheduled Maintenance and Special Repairs (SMSR) 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 Engineering & Technology Building (B19N) project is a Measure H funded and Design Build project that includes the demolition of existing Building 19 and Building 12. The new Building (B19N) will include classrooms, offices, and Emerging Technology labs. This project is pending litigation clearance. The Fire Mitigation

project is a Measure A funded project that includes removal of over 100 dead and dying trees around campus. The dead trees pose a fire and safety hazard and need to be removed to maintain campus safety. The Aquatics Center Upgrade is a Measure A funded project that includes improvement of the existing pool heating system.

Skyline College projects include the Social Science and Creative Arts Building (B1N), the Environmental Studies Building (B12N), Lot L Expansion, and Pacific Heights Swing Space (B19). The Social Science and Creative Arts Building (B1N) project is the most recently contracted project. Elements of the project include a new 520-seat theater with an orchestra pit, scene shop, gallery, music choral room, concert band room and recording rooms. The Environmental Studies Building (B12N) is a Measure H funded project. The project includes classrooms, event spaces, catering kitchen, entrance lobby, offices, and an outdoor lab. The building will also have a panoramic view of the Pacific Ocean. The Lot L Expansion Project is a Measure H Project that will expand the existing Lot L with over 200 new parking spaces. 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.

Mr. Ruigomez asked about Parcel B. Mr. Bailey responded that Parcel B is land owned by the District, which will be developed for Faculty and Staff Housing.

Districtwide projects include the Electric Vehicle Charging Stations, Exterior Lighting Upgrade, Utility Measurement & Verification Project, and Fire Alarm Panels Replacement Project. The Districtwide Exterior Lighting Upgrade project is a Design Build project to upgrade 1,100 exterior light fixtures and lighting controls at all three campuses.

Ms. Daley continued by giving an update on the Districtwide Utility Measure & Verification Project and the Districtwide Fire Alarm Panel Replacement Project. The Utility Measurement & Verification Project is a Measure A and Design Build project. The project scope is to provide an energy measurement and verification and management system, including replacing all outdated building management systems controls and software, and adding an Energy Information System to monitor energy usage. This project is in its final stages. The Districtwide Fire Alarm Panel Replacement Project is a Measure H and Design-Bid-Building project. The project scope is to replace all existing Fire Alarm Panels with updated panels at existing buildings on all three campuses.

Ms. Jabba asked about the College of San Mateo Fire Mitigation Project and inquired if the project could have been completed or funded using Maintenance & Operations resources. Ms. Slater and Mr. Bailey responded that they would ask Vice Chancellor, José Nuñez about this specific project and provide an answer at the next meeting.

Mr. Zheng asked how many parking spaces would be lost during construction at Skyline College. Mr. Bailey responded that the purpose of expanding Lot L is to minimize and offset any parking spaces lost from construction of Building 12, which is about 80 spaces. Lot L will provide an additional 200 parking spaces.

Committee Members' Comments/Requests for Future Agenda Items

Mr. Ruigomez encouraged the Committee to review the Bond Oversight Committee Roles and Responsibilities Overview document as well as the Measure A and Measure H Bond Project Lists, all of which are included in the packet.

Schedule of Future Meetings in 2017 (first Thursday every three months):

- **September 7**
- **December 7**

Mr. Bailey mentioned that the Bond Oversight Committee might like to do an offsite tour of construction projects at a future meeting.

Adjourn

Chairperson Ruigomez adjourned the meeting at 4:24pm.