

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
Meeting Minutes
December 7, 2017
District Office Board Room**

Members Present:

Gino Gasparini, Vijay Gupta, Shelley Kessler, Frank Pagliaro and Bill Rundberg

Members Absent:

James Ruigomez, Chair, and Dennis Zheng

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; and Carina Warne, Executive Assistant

Call to order

The meeting to order at 3:23 pm. Mr. Bailey noted that in the absence of the chair and vice chair, he would facilitate the meeting. He also announced that vice chair Nori Jabba had resigned her membership of the committee to avoid a professional conflict of interest.

Mr. Pagliaro joined the meeting at 3:30 p.m.

Public Comments on Non-Agenda Items

None

Approval of Minutes from Meeting of June 1, 2017

A motion to approve the minutes of the June 1, 2017, meeting was made by Mr. Gasparini and seconded by Mr. Rundberg. The motion passed.

Presentation on the Summary of Key Financial Information

Ms. Slater began her presentation by reporting that the District is in the final stages of an annual audit. Mr. Bailey said that bond funds are included in the audit and the audit reports will be presented to the Board of Trustees and then shared with the Bond Oversight Committee at our next meeting.

Ms. Slater reported Measure C projects were complete in June 2011. Measure A projects are projected to be completed by Spring 2018. Total Measure A budget is \$468M. Total expenditures to date are \$467,452,800 or 99.95%. Total commitments to date are \$197,638 or 0.04%. Balance available to date is \$47,615 or 0.01%.

For Measure H, voters approved \$388M and the first issuance was \$127M in May 2015. Total expenditures to date are \$30,992,212 or 8%. Total commitments to date are \$217,442,199 or 56%. Balance available to date is \$139,565,588 or 36%.

Districtwide Projects Measure A budget is \$64,069,760. YTD expenditures are \$64,018,145. Commitments are \$4,000. Balance available is \$47,615. Districtwide Projects Measure H budget is

\$44,609,710. YTD expenditures are \$8,087,669. Total commitments to date are \$2,055,096. Available balance is \$34,466,945. Total of 14 projects.

Cañada College Projects Measure A budget is \$36,540,098. YTD expenditures are \$36,540,098. Commitments are \$0. Balance available is \$0. All projects are complete. Cañada College Projects Measure H budget is \$123,676,574. YTD expenditures are \$10,337,721. Total commitments to date are \$79,765,193. Total of nine projects. Balance available is \$33,573,660.

College of San Mateo Projects Measure A budget is \$271,110,183. YTD expenditures are \$270,914,599. Commitments are \$193,638. Balance available is \$193,638. All projects with the exception of CSM North Gateway are complete. College of San Mateo Projects Measure H budget is \$27,582,208. YTD expenditures are \$4,146,884. Total commitments to date are \$1,944,280. Total of eight projects. Balance available is \$21,491,043.

Skyline College Projects Measure A budget is \$96,279,959. YTD expenditures are \$96,279,959. Commitments are \$0. Balance available is \$0. All projects are complete. Skyline College Projects Measure H budget is \$192,131,508. YTD expenditures are \$8,419,938. Total commitments to date are \$133,677,630. Total of nine projects. Balance available is \$50,033,940.

Cumulative bond interest earned as of 9/30/17 for Measure A is \$33,882,924. Expenditures are \$33,342,558. Commitments are \$497,253. Balance available is \$43,114. Measure H cumulative interest earned is \$2,157,646. Balance available is \$2,157,646. The County Pool interest rate was 1.059% in FY16/17. The anticipated pool earnings for FY17/18 is approximately 1.125% (per the County Treasurer). The County Pool interest rate in September 2017 was 1.351%.

Ms. Kessler asked about bond interest and how it is reported. Ms. Slater responded that bond interest is reported per bond measure.

Review/Accept Cumulative Report on Bond Expenditures and Interest Expenditures through September 30, 2017 for Measure A and Measure H

The Committee reviewed the Cumulative Report on Bond Expenditures and Interest Expenditures through September 30, 2017 for Measure A and Measure H. Mr. Pagliaro asked about the Bond Spending graph in Enclosure #03B and why spending in FY 2017-18 is so low. Ms. Slater that the number reflected in this graph is only representing the first three months of the fiscal year, not a full 12 months.

Review Report on Small Project Expenditures through September 30, 2017 for Measure A and Measure H

The Committee reviewed the Report on Small Project Expenditures through September 30, 2017 for Measure A and Measure H. Mr. Pagliaro asked about the College of San Mateo Tree Trimming Project. Mr. Nuñez responded that the removal of trees in this project is referenced in the Bond Project Reference List under wildfire mitigation. Mr. Bailey said the Bond Project Reference List will be provided to the committee at the next meeting.

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

Director of Capital Projects, Chris Strugar-Fritsch, presented a Capital Improvement Program (CIP) III project update. Mr. Strugar-Fritsch 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.

Ms. Kessler asked if the District meets with the Building and Trades Council during the planning stages of a project to discuss prevailing wage and other concerns. Mr. Strugar-Fritsch answered that the District has a continuing relationship and a strategic partnership with the Building and Trades Council. The District has had a Project Labor Agreement (PLA) since 2003 that has been shared with the Building and Trades Council. Regarding cost, the District is required by law to pay prevailing wage. Mr. Nuñez said that the Building and Trades Council is automatically notified via Planet Bids during the District's annual prequalification process and every time a project is out to bid.

Mr. Gupta asked about the permitting process for a project. Mr. Strugar-Fritsch said that the Division of State Architects (DSA) takes about 7 months to issue a permit. Mr. Nuñez said that the Division of State Architects is very impacted with Community College and K-12 Bond related projects. Mr. Nuñez said that the District meets with DSA on a quarterly basis to discuss project timelines and any issues prior to submittal.

Due to a previously scheduled engagement, Mr. Gasparini left the meeting at 4:05pm.

Cañada College projects include the Kinesiology and Wellness Building (B1N), the Math and Science Building (B23N), the Central Plant Upgrade, and the Access Compliance Project. The Kinesiology and Wellness Building (B1N) is a Measure H project that will provide a new 84,500 GSF building with components such as shower facilities, basketball gymnasium, dance studios, entrance lobby, offices, outdoor competition space, and instructional swimming pools. Ms. Kessler asked if the building and swimming pools will be ADA (Americans with Disabilities Act) accessible and Mr. Strugar-Fritsch replied yes. Mr. Bailey also mentioned that roof line of the building matches the ridge line of the adjoining landscape. Mr. Strugar-Fritsch said the aesthetics of the building were given a great deal of consideration during design. Ms. Kessler asked if the District will incorporate options for Solar on this project. Mr. Strugar-Fritsch said Solar was considered, but not cost effective. Mr. Nuñez said the building is slated for LEED Gold certification and 15% better than Title 24 Standards for energy efficiency.

Mr. Strugar-Fritsch 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 Laboratory Preparation spaces, large and medium lecture halls, and offices. The Central Utility Plant project began in October 2017 and involves installing new chilled water piping for the Kinesiology and Wellness Building (B1N) and Math and Science Building (B23N) as well as connecting to Buildings 13 and 22. The Cañada College Access Compliance Project is providing accessibility modifications to Cañada College Buildings 3, 5, 9 Men's restrooms and site modifications to walkways in front of Buildings 9, 13 and the ramp between Building 9 and Building 3.

College of San Mateo projects include the Theatre Modernization (B3), Student Life & Learning Communities Modernization (B17), and the Aquatic Center Upgrade. 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 project also includes replacing the roof on Buildings 2, 3 and 4.

The College of San Mateo 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 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), Loma Chica Child Development Center (B14), Pacific Heights Swing Space (B19), and Lot L Expansion. 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 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 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. The Lot L Expansion Project is a \$5.7M Measure H Project that will expand the existing Lot L with over 200 new parking spaces. Mr. Strugar-Fritsch also discussed the schedule and logistical challenges associated with multiple projects happening concurrently at Skyline College.

Districtwide projects include the Exterior Lighting Upgrade, Utility Measurement & Verification Project, and Fire Alarm Panels Replacement Project. The Districtwide Exterior Lighting Upgrade project is a Proposition 39 and Design Build project to upgrade 1,100 exterior light fixtures and lighting controls at all 3 campuses. 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.

Committee Members' Comments/Requests for Future Agenda Items

None

Adjourn

The meeting adjourned at 4:49 pm.