

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Bond Oversight Committee Minutes**  
**December 1, 2016**  
**District Office Board Room**

**Members Present:**

- ✓ Alan Talansky, Chair, business representative
- ✓ Frank Pagliaro, community member
- ✓ Gus Petropoulos, active in organization in support of District (Retirees and Foundation)
- ✓ Adrienne Zanini, representative of bona-fide taxpayers association
- ✓ Victor Torreano, community member
- ✓ Vijay Gupta, senior representative

**Members Absent:**

- ✓ Dennis Zheng, student representative
- ✓ Steve Dworetzky, Vice Chair, community member

**District Staff Present:**

- ✓ Ron Galatolo, Chancellor
- ✓ Mitch Bailey, Chief of Staff
- ✓ Raymond Chow, Chief Financial Officer
- ✓ Bernata Slater, Chief Financial Officer
- ✓ José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations
- ✓ Chris Strugar-Fritsch, Director of Capital Projects
- ✓ Carina Warne, Executive Assistant

**Guests Present:**

- ✓ Maxine Turner, community member
- ✓ Nori Jabba, future committee member, business representative
- ✓ Bill Rundberg, future committee member, representative of an affiliated organization (Retirees)
- ✓ James Ruigomez, future committee member, community member

**Call to order**

Mr. Talansky called the meeting to order at 3:04pm.

**Public Comments on Non-Agenda Items**

None

**Introduction of New District Staff**

Chancellor Galatolo introduced Mitch Bailey, the new Chief of Staff replacing Barbara Christensen. He also introduced Bernata Slater, the new Chief Financial Officer replacing Raymond Chow.

**Committee Members' Expiring Terms**

Chancellor Galatolo thanked Ms. Adrienne Zanini, Mr. Steve Dworetzky, Mr. Alan Talansky, Mr. Gus Petropoulos and Mr. Victor Torreano for their years of service to the Bond Oversight Committee. Chancellor Galatolo welcomed new members Mr. Gino Gasparini, Ms. Nori Jabba, Ms. Shelley Kessler, Mr. James Ruigomez, and Mr. Bill Rundburg.

**Approval of Minutes from Meeting of June 2, 2016**

Mr. Pagliaro reported a grammatical error on page 2.

	Dworetzky	Pagliaro	Petropoulos	Talansky	Torreano	Zanini	Zheng
Motion		x					
Second			x				

Ayes	4
Noes	
Abstain	1

**Presentation on the Summary of Key Financial Information**

Mr. Raymond Chow reported Measure C projects were all completed by June 2011. Measure A projects are projected to be completed by December 2017. Total Measure A budget is \$468M. Total expenditures to date are \$467,341,690 or 99.86%. Total commitments to date are \$625,533 or 0.13%. Balance available to date is \$30,830 or 0.01%.

For Measure H, voters approved \$388,000,000 and the first issuance was \$127,000,000 in May 2015. Total expenditures to date are \$6,450,521 or 1.66%. Total commitments to date are \$8,941,762 or 2.30%. Balance available to date is \$372,607,717 or 96.03%.

Districtwide Projects Measure A budget is \$64,039,486. YTD expenditures are \$64,008,656. Commitments are \$0. Balance available is \$30,830.49. There is only one unfinished project: Project Requirements/Compliance, \$31K. Districtwide Projects Measure H budget is \$105,294,474. YTD expenditures are \$3,977,413. Total commitments to date are \$2,231,689. Total of 15 projects. Available balance is \$99,085,372. Mr. Nuñez explained that Districtwide Projects are projects that impact all three campuses, for example, the Districtwide Exterior Lighting Upgrade is a Districtwide Project.

Cañada College Projects Measure A budget is \$36,754,512. YTD expenditures are \$36,602,243. Commitments are \$152,269 (Small Projects and Emergency Building Repairs). Balance available is \$0. All projects are complete. Cañada College Projects Measure H budget is \$102,557,658.32. YTD expenditures are negative due to the plan to spend down Measure A, and transfer those expenditures from Measure H to Measure A. Total commitments to date are \$1,749,878. Total of 7 projects. Balance available is \$100,863,924.

College of San Mateo Projects Measure A budget is \$270,944,667. YTD expenditures are \$270,471,476. Commitments are \$471,245.61. Balance available is \$0. All projects are complete. College of San Mateo Projects Measure H budget is \$23,027,868. YTD expenditures are \$1,860,549. Total commitments to date are \$1,803,124. Total of 7 projects. Balance available is \$19,364,195.

Skyline College Projects Measure A budget is \$96,261,334. YTD expenditures are \$96,259,315. Commitments are \$2,019. Balance available is \$0. All projects are complete. Skyline College Projects Measure H budget is \$157,120,000. YTD expenditures are \$668,703. Total commitments to date are \$3,157,071. Total of 9 projects. Balance available is \$153,294,226.

Cumulative bond interest earned as of 9/30/16 for Measure A is \$34,055,509. Expenditures are \$32,065,992. Commitments are \$1,169,867. Balance available is \$819,650. Measure H cumulative interest earned is \$1,287,857. Balance available is \$1,287,857. Estimated FY16-17 interest income is \$1M. The County Pool current interest rate is 0.944%. Mr. Chow explained that interest earnings are put back into Measure A or Measure H respectively and are spent for purposes of the bond. Mr. Chow responded to a question from Mr. Pagliaro explaining that the District is mandated by State Law to invest in the County Pool.

### **Review/Accept Cumulative Report on Expenditures through September 30, 2016 for Measure A and Measure H**

Mr. Chow reviewed the Cumulative Report on expenditures through September 30, 2016 for Measure A and Measure H. Mr. Chow explained that the cumulative report is a summary of Measure A and Measure H expenditures. The report includes a Measure A and Measure H project list as well as interest earned. Mr. Nuñez explained that the Project Lists give all the detail per project. He also explained that the “Project List Reference” column and the “Notes” column give further information about the project. Mr. Chow also discussed how useful these documents are for the District’s annual Audit.

### **Update on CIP3 Projects, Schedule of Project Rollout and Timing**

Mr. Nuñez gave a CIP3 project update. Cañada College projects include the Kinesiology and Wellness Building (B1N), Math and Science Building (B23N), and the Theatre Modernization Project (B3). The Kinesiology and Wellness Building (B1N) is a Measure H project that will provide a new 84,500 GSF building with elements such as shower facilities, basketball gym, dance studios, entrance lobby, offices, outdoor competition space, and instructional swimming pools. Mr. Strugar-Fritsch said that the Division of State Architect (DSA) process for the Cañada College Kinesiology and Wellness Building is incremental and broken into two submittals that each take about 6-7 months. Mr. Nuñez continued with the Cañada College Math and Science Building (B23N) project. This project is a Measure H project and elements of program 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), and the Engineering & Technology Building (B19N). The Softball Field Turf Replacement Project includes 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.

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 complicated and largest project in the District.

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. Elements of the project include 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 Building 1 and Building 2.

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 Design Build project to upgrade 1,100 exterior light fixtures and lighting controls at all three campuses. Mr. Petropoulos asked about Energy Efficiency Rebates. Mr. Nuñez said that Energy Efficiency Rebates are project specific and they all vary. Mr. Nuñez said he will include a slide at the next meeting showing the District's operational savings of over \$2 Million dollars annually.

Mr. Nuñez 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. 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.

### **Review 2016 Annual Report**

Chief of Staff, Mitch Bailey presented the draft 2016 Report to the Community. Final expenditures are not entered until December 31<sup>st</sup>. Mr. Pagliaro and Mr. Torreano suggested several grammatical changes.

Mr. Petropoulos made a motion to accept the 2016 Report to the Community pending changes from Mr. Bailey. Mr. Torreano seconded the motion. After a vote by the committee, the Report was accepted with all members voting "Aye".

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

The Committee requested that Bond Counsel be present at the next meeting to give an overview of roles and responsibilities of the Bond Oversight Committee. Mr. Bailey said he will arrange for that.

The Committee also requested an explanation about the internal approval process for projects and how each college creates a project wish list. Mr. Strugar-Fritsch said that there is a Facilities Master Plan that is based upon each college's Strategic Master Plan. Mr. Nuñez said he will present in more detail at the next meeting. Ms. Maxine Turner commented that plans are often changed after Bond Measures are passed and she suggested that this committee review information more closely.

### **Schedule of Future Meetings: March 2, 2017, June 1, 2017 and September 7, 2017 (first Thursday every three months)**

**Motion to Adjourn**

	Dworetzky	Pagliari	Petropoulos	Talansky	Torreano	Zanini	Zheng
Motion				x			
Second		x					

Ayes	5
Noes	
Abstain	

The Motion passed. Meeting adjourned at 4:46 pm.