



**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Bond Oversight Committee**  
**August 31, 2020 Meeting Minutes**  
**Location: Zoom Call**

**Members Present**

James Ruigomez (Arrived at 4:00 pm)  
Rosanne Foust  
Anne Campbell  
Michael Duncheon  
Rocsana Enriquez  
Shelley Kessler  
Bill Rundberg  
Maxine Turner  
Bill Collins

Chair  
Vice Chair

**Members Absent**

N/A

**District Staff Present**

Michael Claire  
Bernata Slater  
Peter Fitzsimmons  
Chris Strugar-Fritsch  
Arlene Calibo  
Nai Saechao

Interim Chancellor  
Chief Financial Officer  
District Budget Officer  
Director of Capital Projects  
Facilities/Public Safety Business Manager  
Capital Projects Analyst

**Other Attendees Present**

Ann Kennedy  
Jeff Scogin  
Mike Chegini

A Kennedy Group  
A Kennedy Group  
A Kennedy Group

**Call to Order**

Vice Chair Foust called the meeting to order at 3:01 PM.

**Approval of Agenda**

A motion was made by Ms. Turner and seconded by Ms. Kessler to approve the agenda. The agenda was unanimously approved as presented.

**Public Comments on Items NOT on the Agenda**

There were no public comments for items not on the agenda.

**Approval of the February 24, 2020 Meeting Minutes**

A motion was made by Ms. Kessler and seconded by Ms. Campbell to approve the minutes. The minutes were unanimously approved as presented.

**Communications Received by Committee Members**

There were no communications received by Committee members.

Vice Chair Foust asked Ms. Kennedy to lead the meeting on her behalf for a bit. Ms. Kennedy agreed and acted on behalf of the Vice Chair leading the meeting.

### **Staff Reports**

Chancellor Claire thanked the Committee for their participation. He spoke about the District's response to COVID19 as well as the fires and air quality issues.

Mr. Duncheon asked how enrollment was impacted. Chancellor Claire answered that their headcount increased slightly, up 2-3%.

### **Website Update**

Mr. Chegini gave a brief overview of the new Measure H Bond Website, how to access it and how the public can communicate with the Committee.

Mr. Duncheon asked when it was decided to do the new website. Ms. Kennedy answered that the internet has become the place where most of the public goes to look for communication and information. Newer bond programs write the requirement of communication via website directly into the committee's bylaws. As such, we felt it was important to update the website to the newer standard. It is important to maintain robust communication, be transparent and keep all data up to date. Ms. Turner complimented the team on the website updates, especially the easy access from the District's home page. Ms. Turner is happy with the improvements made to date. She is happy it is an open process.

Ms. Kessler asked if the annual report would be on the website. Ms. Kennedy responded that it would be and directed the question to the next agenda item on that topic.

### **Annual Report Preparations**

Mr. Chegini recommended that future annual reports be based on the fiscal year ending June 30th rather than a calendar year. He called for 1 or 2 volunteers in addition to the Chair to help prepare the annual report over email. Ms. Turner, Mr. Duncheon and Vice Chair Foust volunteered for the working group. The Chair is assumed to be included, though the Vice Chair could hold the lead position if needed.

### **Update on Capital Improvement Program (CIP3)**

Mr. Strugar-Fritsch noted the presentation slides are as recent as possible even though the financial reports are for the period ending June 30, 2020. This is to give the Committee the most up to date picture of the projects. Also, the slides are provided to the campuses, faculty, and staff. This was noted to explain any variances between the financial reports and the slides. He then proceeded to review the CIP presentation with the Committee. See the presentation for further detail.

Ms. Kessler asked if there has been any need to change construction in lieu of COVID19 impacts. Mr. Strugar-Fritsch expounded on the safety protocols in place. He does not believe productivity has been lost, but the cost has increased approximately 1% of construction cost for the contractors to put COVID19 protocols in place.

Ms. Kessler asked if there are any modifications to facilities planned to accommodate social distancing. Chancellor Claire answered that the modifications to facilities are being designed for the long term.

Ms. Enriquez asked if any space can be used for after-school or child-care for the community given that many families are trying to work, care for children and take classes in crowded spaces at home. Is there a way that some of the colleges' facilities could be used to provide spaces for those families? Chancellor Claire noted that it was a great observation and question. He stated that on opening day the tag line for the District was "Here for you!" and that means both for our students and our community. Chancellor Claire then described the various things the District is doing such as feeding about 1000 families a week, training for census workers and training for voting stations.

Chancellor Claire would like to speak to Ms. Enriquez offline to further consider what she has suggested.

Ms. Turner observed that some expenditures for buildings that were not part of the plans are the reason student services are not getting addressed. She gave an example of Skyline Environmental Sciences building when there was no Environmental Sciences program. Chancellor Claire corrected the record stating that Skyline did have an environmental studies program at the college.

Ms. Kennedy relinquished the lead of the meeting to Chair Ruigomez.

### **Program Financial Reports**

- a. Ms. Kennedy introduced the new suite of financial reports; they are still working with Facilities and Finance to fine tune the reports. The current reports only reflect Bond, no State or other funding. Mr. Scogin then walked the Committee through a review of the remaining new reports.

Ms. Turner asked what defines a “Small Project” and how are Capital bond projects related to normal District repair projects. Mr. Scogin replied there is a Project Initiation Form (PIF) that is filled out to determine whether it is a bond-eligible project. Mr. Strugar-Fritsch agreed, saying there is a list that is used to determine whether it is a Measure H eligible project. Mr. Scogin pointed in the packet (pg. 44) to the list of Measure H projects and how the ballot language is met by the scope of the project.

Regarding the question of normal repair versus bond-eligible, Mr. Strugar-Fritsch stated normal preventative maintenance is not charged to the bond, but there are certain repairs that are bond allowable. Mr. Ruigomez asked for clarification on who makes the final determination if it is bond allowable. Chancellor Claire spelled out the progression of offices that a project needs to go through before it gets to the Board to approve the recommended project.

A motion was made by Vice Chair Foust and seconded by Ms. Campbell to acknowledge receipt of the financial reports. The motion passed unanimously as presented.

- b. The Measure H Master Project List was reviewed. Ms. Kennedy asked Mr. Chegini to post it on the website.

Ms. Turner asked where she could see the original budgets for the projects. Mr. Scogin pointed out that the budgets on the list were programmed from what the District reported. Ms. Turner then stated that Kinesiology and Wellness’ original budget was closer to \$50M, not the \$120M on the Master Project List. Mr. Scogin said he would look into it and get back to the Committee.

- c. Ms. Kennedy introduced the new Bond List Revision (BLR) Request report, which would track all changes to budget, name, and scope by project. Mr. Scogin then took over to review the two BLRs with the Committee.

Ms. Turner requested that the building names be used, not just the numbers, so she would have a better understanding of what type of building each project is. Ms. Kennedy said if the District approves, a Bond List Revision (BLR) could be done to add the names to the building numbers. Mr. Duncheon asked why this information was being requested and what would it be used for. Ms. Kennedy responded that the request for the name of the building is to understand the project. Ms. Turner provided further clarification that what she was really wanting to know was if Building B9 was an academic or faculty housing building. Mr. Strugar-Fritsch stated that it was an academic building. Ms. Slater confirmed the same.

### **Responses to Committee Information Requests**

Ms. Kennedy said that Ms. Slater reached out to bond counsel to address the Committee's request for information on prepayment of 2004/2009 lease payments with bonds and use of rental income and the resulting letter is in the packet.

Ms. Turner stated the issue was about bond money being used for lease payments on faculty housing. How much money was involved and how much money was repaid, and did it go back into the bond fund? Ms. Slater said what was repaid went into the general reserve for College Vista and Canada Vista for repairs and contingency, also for the Promise Scholars Program.

Mr. Duncheon asked what College and Canada Vista are? Ms. Slater answered faculty and staff housing.

Chair Ruigomez asked the Committee if they had more interest in following up on prior issues concerning the use of lease payments in the past. Ms. Kennedy stated that the Committee must speak with one voice. She let the Committee know that their purview is only Bond Measure H and the expenditures associated with it. The point Ms. Turner raises should be a request of the Committee as a whole, and the request does not involve Measure H funds and, therefore, is not in the Committee's purview. The Committee was satisfied with the response provided.

Ms. Slater presented the District position report which shows those positions budgeted to the bond. The Committee requested to see the dollar figures along with the percentage of time. This will be brought to the next meeting.

Ms. Kennedy and Mr. Scogin presented an initial Glossary of Terms used by the District. It was agreed this would be updated as necessary and would be a "living" document on the website. The Committee thanked the team for putting it together.

#### **Proposed Next Meeting Date**

The Committee agreed that December 3<sup>rd</sup> would work as the next meeting date for the majority of members. The Committee will confirm the following date at their next meeting.

#### **Next Agenda Topics**

The Committee agreed that at their next meeting they will review the draft Annual Report and receive more information on the position report, as well as cover the standing agenda items.

#### **Adjournment**

The meeting adjourned at 5:08 PM.