



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
June 9, 2022 Meeting Minutes

Location: District Office, 3401 CSM Drive, San Mateo, CA 94402 and
Zoom Webinar ID: 837 4985 5846

Members Present

Rosanne Foust Chair
Anne Campbell
Michael Duncheon
Maxine Turner
Mark Waissar

Members Absent

James Ruigomez Vice Chair
Shelley Kessler

District Staff Present

Michael Claire Chancellor
Bernata Slater Chief Financial Officer
Peter Fitzsimmons District Budget Officer
Richard Storti Executive Vice Chancellor, Administrative Services
Marie Mejia Interim Director of Capital Projects
Arlene Calibo Facilities/Public Safety Business Manager
Michael Manneh IT Support Technician

Other Panelists Present

Ann Kennedy A Kennedy Group
Mike Chegini A Kennedy Group
Jeff Scogin A Kennedy Group
Chris Lynch Jones Hall
Jack Herbert Swinerton Construction Management

Call to Order

Ms. Foust called the meeting to order at 3:02 p.m.

Zoom Protocols

Mr. Chegini reviewed the Zoom protocols with the committee.

Roll Call / Attendance

A quorum was established via roll call.

Members present: Ms. Campbell, Mr. Duncheon, Ms. Foust, Ms. Turner, Mr. Waissar

Members not present: Mr. Ruigomez, Ms. Kessler

Approval of Agenda

A motion was made by Mr. Waissar and seconded by Ms. Campbell to approve the agenda. The agenda was approved unanimously via roll call vote.

Ayes: Ms. Campbell, Mr. Duncheon, Ms. Foust, Ms. Terner, Mr. Waissar

Resolution Permitting Remote Meetings (AB 361)

A motion was made by Mr. Waissar and seconded by Mr. Duncheon to approve the CBOC Resolution No. 22-02. The resolution was approved unanimously via roll call vote.

Ayes: Ms. Campbell, Mr. Duncheon, Ms. Foust, Ms. Terner, Mr. Waissar

Approval of the March 10, 2022 Meeting Minutes

Ms. Terner referred to page 10 of the packet where Ms. Foust had stated “The Board of Trustees is the decision-making body for the projects. Sometimes members of the committee are not clear on our role. We are trusting the Board of Trustees to make decisions on the bond proceeds.” She requested that these 3 sentences be struck and wanted it noted that it is the committee’s role to make sure the Board is in compliance, that we are the voice of the voter and not a rubber stamp for the Board. Ms. Foust did not support the request. She noted that she does trust the Board and thinks they are doing a great job.

A motion was made by Mr. Duncheon and seconded by Mr. Waissar to accept the minutes as written was approved via roll call vote:

Ayes: Ms. Campbell, Mr. Duncheon, Ms. Foust, Mr. Waissar

Abstain: Ms. Terner

Public Comments

There were no public comments.

Communications Received by Committee Members

The Committee received an email dated June 6, 2022, from Ms. Terner asking for clarification on Maintenance vs. Capital Projects (*see email from Ms. Terner appended to this document*). Ms. Foust noted items on the current agenda that would address this item. She pointed out that to request information, the majority of the committee would need to support the request, so it comes from the committee as a whole. She asked the other committee members if this information would be required for them to make a decision. Ms. Terner pointed out that she sent it with the intention it would be a discussion point for Agenda Item 11. It was agreed to table Ms. Terner’s request until that agenda item.

Staff Reports

Ms. Foust addressed Chancellor Claire, saying she was happy for him and that he will be missed, alluding to his retirement announcement.

Chancellor Claire announced his retirement in a year and expressed his gratitude to the committee and the college. He reported on the following items:

- Staffing update: Kim Lopez is the new President of Cañada College.
- The Commencement was very successful with approximately 4,000 degrees/certificates confirmed.

Mr. Waissar congratulated Chancellor Claire on a successful career.

Update on Capital Improvement Program (CIP3)

Ms. Mejia provided the committee with a CIP Project Update. Her presentation can be found in the meeting packet (pp. 16-19).

Ms. Campbell asked since SKY B2 Workforce & Economic Development Prosperity Center was in DSA for 2 years, with inflation and supply chain issues, is there a plan for covering those increases and completing the project as proposed? Ms. Mejia responded that they won't know until they have bids, at which point they will forward it to the State to see if they can get additional funding, as it is a legitimate request. Ms. Foust expressed excitement about the Workforce & Economic Development Prosperity Center and asked why it was in DSA for 2 years. Ms. Mejia responded that the original voluntary seismic criteria was upgraded to a full retrofit, causing the need for redesign. COVID also slowed the process as DSA was not prepared for remote work. Chancellor Claire noted DSA stands for Division of State Architects, the permitting entity. Vice Chancellor Storti noted there is also a large influx of projects into DSA, which are causing delay.

Responses to Committee Questions

a. Maintenance vs. Capital Projects – Ms. Turner asked what the criteria is to call something a small project, what is the dollar threshold and what is the range of costs? Ms. Mejia responded that there was not a dollar threshold, that small projects usually do not require architects, engineers or Construction managers, and small projects must be capital improvements that increase the value of the asset. Ms. Turner asked what the most expensive small project was on the list of small projects. Ms. Mejia said she would get back to her. Ms. Foust asked what the purpose of the question was. Ms. Turner expressed concern that the Board of Trustees need to be looking at its operating budget, that maybe ceiling tile replacement is maintenance. She expressed concern that possibly bond funds were being used for maintenance instead of funding more unmet needs still existing on campus. Chancellor Claire pointed out that her concerns are more of a Board discussion. Ms. Mejia noted furniture has a 7 to 10-year life, so, yes, it must be replaced. Ms. Turner feels like furniture replacement should have been built into the operating budget. Chancellor Claire responded that total cost of ownership was reviewed by the accreditation commission. Ms. Mejia noted that replacement/repair of furniture, fixtures and finishes is in the bond language.

b. Links to Bond Audits – Mr. Chegini pointed out on the bond website the location of the audits which contain the District staff costs paid for by the bonds annually. Mr. Scogin added that each audit provides a line item that calls out the District salaries billed against the bond for that fiscal year.

Program Financial Reports

a. Mr. Scogin presented the Financial Reports for Measure H as of March 31, 2022, highlighting key information and projects with significant quarter expenditures. The financial reports can be found in the meeting packet (pp. 22-31).

Ms. Turner asked what types of items are included in each college's technology budget vs. District-wide. Are bonds the best way to fund something that will change every year or two? Also, what are repair projects, particularly emergency repairs? If there was no bond money, there is money in the budget. Ms. Mejia listed the ballot language related to technology. Ms. Foust pointed out that the technology projects for College of San Mateo and Canada College were completed and had no expenditures in the past two years. Ms. Turner added that there are similar charges in the District-

wide technology project and that she would like to understand if those expenses were only for the District headquarters. Ms. Kennedy clarified that the District-wide technology serves all the colleges, such as servers and infrastructure. The college level expenditures serve that college only. Ms. Turner thanked Ms. Kennedy for the clarification.

A motion was made by Ms. Campbell and seconded by Mr. Duncheon to accept the Measure H Fiscal Year 2021/2022 Q3 Financial Reports as presented.

The motion to accept the financial reports was unanimously approved via roll call vote:

Ayes: Ms. Campbell, Mr. Duncheon, Ms. Foust, Ms. Turner, Mr. Waissar

b. Mr. Scogin reviewed the Fiscal Year 2021-2022 3rd Quarter Bond List Revision with the committee.

Proposed Next Meeting Date

Ms. Foust pointed out the next meeting date of Thursday, September 15, 2022. She requested that the next meeting be held from 2-4pm. The committee members agreed to the time change.

Future Agenda Items

Ms. Foust asked if anyone wanted to add any items to the future agenda.

Ms. Turner would like her email included in the minutes of this meeting. It was agreed that it would go in the minutes with emails redacted.

Ms. Foust mentioned that a new Vice Chair may need to be elected at the next meeting due to the current Vice Chair's recent absences. Ms. Kennedy suggested waiting until December to keep it in the established rotation. Ms. Foust agreed.

Adjournment

Ms. Foust adjourned the meeting 4:17 p.m.

Email communication from Committee Member Maxine Turner, submitted to the Bond Oversight Committee on June 6, 2022, included below:

Good day, I hope all are well. Thank you for including the maintenance v capital project agenda item. I look forward to the discussion and hope the following few questions can be clarified.

Are there cost criteria for classifying projects as a small project? Please include project cost as part of the small project list. It is not clear whether some of the small projects on the list are actually maintenance projects as described in the notes defining maintenance v capital. E.g., the Canada ceiling tile replacement or the CSM B10 dining furniture and B36 planetarium dome weatherproofing, both of which were projects already funded by the previous bond measure.

There are a number of projects in the Summary Report that are actually identified as repairs or appear to be, such as the SKY B3 gym floor and B3 South wall waterproofing and the CSM pool re-plaster. Are these projects correctly funded with bond money?

What is included in the individual college category of Technology and Equipment v. the technology expenditures under the District-wide category? Does the District General Fund have a budget for technology upgrades and future replacement?

Many important and excellent projects were built with the over \$1B in bonds generously funded by San Mateo taxpayers. It will be important for staff to plan and budget for the ongoing maintenance of these facilities without the use of bond monies.

Dear Committee Members,

Please use the link below to download the Bond Oversight Committee agenda and meeting materials:

<https://cboc.smccd.edu/wp-content/uploads/2022/06/SM-BOC-Packet-20220609-FINAL.pdf>

The print packets have been mailed to the members who requested them.

Next Bond Oversight Committee Meeting:

Thursday, June 9, 2022, 3pm – 5pm

In-Person Location: District Office, 3401 CSM Drive, San Mateo, CA 94402

For individuals who attend the meeting in person, face coverings will be required while in-doors at the District Office for all individuals, regardless of COVID-19 vaccination status.

Remote Access: Zoom Meeting – <https://smccd.zoom.us/j/83749855846>

Dial-In: 1-669-900-9128 – Webinar ID: 837 4985 5846