



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
September 15, 2022 Meeting Minutes
Location: Zoom Webinar ID: 894 1269 8953

Members Present

Rosanne Foust Chair
Anne Campbell
Michael Duncheon
Maxine Turner
Shelley Kessler
Mark Waissar

Members Absent

James Ruigomez (Unexcused) Vice Chair

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
Michele Rudovsky Chief Facilities & Operations Officer

Other Panelists Present

Ann Kennedy A Kennedy Group
Mike Chegini A Kennedy Group
Jeff Scogin A Kennedy Group

Call to Order

Ms. Foust called the meeting to order at 2:00 p.m.

Meeting 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, Ms. Kessler

Members not present: Mr. Ruigomez

Approval of Agenda

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

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

Resolution Permitting Remote Meetings (AB 361)

A motion was made by Ms. Kessler and seconded by Ms. Turner to approve the CBOC Resolution No. 22-03. The resolution was unanimously approved via roll call vote.

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

Approval of the June 9, 2022 Meeting Minutes

Ms. Turner asked about the status of Mr. Ruigomez's committee membership as he had missed more than 2 meetings. Several committee and staff members have reached out to him without response. Board Policy 8.14 (BP6740) Section IV was reviewed, and it was determined that he had missed 3 consecutive meetings without an excused absence and could be automatically dropped. The Chair deemed him officially dropped. Ms. Kennedy noted Mr. Ruigomez's position was at-large: 2 at-large representatives are required, and the committee currently has 4, so that position specifically does not need to be refilled. Ms. Kessler requested differentiation in the minutes between excused absence and no show. It was agreed moving forward, this differentiation will be reflected in the minutes. Also, there would be an edit to the June 9, 2022, meeting minutes reflecting Ms. Kessler's excused absence.

A motion was made by Ms. Campbell and seconded by Mr. Waissar to accept the minutes with the afore-mentioned amendment. The meeting minutes with amendment were unanimously approved via roll call vote.

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

Public Comments

There were no public comments.

Communications Received by Committee Members

There were no communications received by committee members.

Staff Reports

Chancellor Claire reported that the District was making good progress on the screening process to select the next chancellor. He welcomed Michele Rudovsky, the new Chief Facilities and Operations Officer. He also said students are returning to campus and enrollment has stabilized. The District hopes to see enrollment increase even further with the pending signing of SB 893 which would make community college free.

Annual Report Preparations

Mr. Chegini reviewed the annual report calendar with the committee and explained the preparation process. He let the Chair know she was automatically included in the working group. He asked for volunteers for the working group. Mr. Duncheon volunteered.

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. 12-15).

Ms. Foust expressed excitement about the new workforce development building. Ms. Kessler expressed interest in what types of organizations would be interested in presenting training to the students on campus and offered to meet offline to discuss. She also asked what the plan was to give ADA access to the stage in the theater. Ms. Rudovsky said there was an ADA transition plan, but she did not know the exact details at this time. Ms. Turner said there was plenty of funding in the ADA transition project. Chancellor Claire addressed Ms. Kessler's interest in the types of organizations connected with workforce development and stated that they will not all be computer related, there will be hands-on instruction as well.

Responses to Committee Questions

a. Small Capital Projects – Ms. Mejia reviewed the most expensive Small Capital Repair Project to date, which was CSM-207 – Campus-wide Classroom/Building/Technology Upgrade. Ms. Turner said her interest was mostly in a cost ceiling to identify small projects, and that they were actually small.

Program Financial Reports

a. Mr. Scogin presented the financial reports for Measure H as of June 30, 2022, highlighting key information and projects with significant quarter expenditures. The financial reports can be found in the meeting packet (pp. 17-26).

Ms. Campbell asked about DW-022 – DW Solar and Energy Storage and DW-023 – Emergency Generators Project, what they entail and when they would be done. Ms. Mejia explained the projects were started but when they went to bid, the cost was too high. The Emergency Generators Project is no longer a bond project. Ms. Rudovsky explained with other internal funding they opted for target-specific generators to ensure continuity of operations during Public Safety Power Shutoff events. DW-022 was cancelled due to being cost prohibitive. Ms. Turner asked about the \$99M in remaining budget. Mr. Scogin pointed out that of the \$99M, only \$45M were Measure H funds, and that those funds have been budgeted, just not spent or encumbered. Ms. Turner expressed hope that ADA and the theater would be prioritized. Ms. Foust drew the committee's attention to DW-024 – DW ADA Transition Implementation. She noted that it was only 5% complete and that it is spread out over the next 10 years. Ms. Mejia explained the bond funds were used first for small projects like elevator installations. Chancellor Claire reminded the committee the Board had a very comprehensive ADA plan. Ms. Foust requested a link to the Board's ADA Transition Plan. Ms. Mejia added the link to the chat (<https://smccd.edu/ada2020/>).

A motion was made by Ms. Campbell and seconded by Ms. Kessler to accept the Measure H Fiscal Year 2021/2022 Q4 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. Kessler, Ms. Turner, Mr. Waissar

b. Mr. Scogin reviewed the Fiscal Year 2021-2022 4th Quarter Bond List Revision with the committee. The Bond List Revision can be found in the meeting packet (pp. 27-32).

c. Mr. Scogin reviewed a chart of District positions budgeted to the Bond for Fiscal Year 2022-2023 with the committee. The chart can be found in the meeting packet (pg. 33).

Proposed Next Meeting Date

Ms. Turner pointed out a clerical error on the future meetings chart with 2 September meetings. Mr. Chegini said he would look into the reason for it and get back to the committee.

Ms. Foust pointed out the next meeting date of Thursday, December 8, 2022. She requested Mr. Chegini to poll the committee on whether 2-4 or 3-5 would be the preferred time.

Future Agenda Items

Ms. Foust asked if anyone wanted to add any items in addition to the election of Chair and Vice Chair to the future agenda. No items were added.

Adjournment

Ms. Foust adjourned the meeting at 3:05 p.m.