



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
February 8, 2023, Special Meeting Minutes
Location: Zoom

Members Present

Rosanne Foust
Anne Campbell
Michael Duncheon
Shelley Kessler
Mark Waissar

Chair

Members Excused

Maxine Turner

District Staff Present

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| 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 |
| Naomi Ichikawa | Sr. Accounting Technician, Facilities Planning Dept. |

Other Panelists Present

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|--------------|-----------------|
| Mike Chegini | A Kennedy Group |
| Jeff Scogin | A Kennedy Group |

Call to Order

Ms. Foust called the meeting to order at 2:10 p.m.

Roll Call / Attendance

A quorum was established via roll call.

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

Members not present: Ms. Turner

Approval of Agenda

A motion was made by Ms. Kessler 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, Mr. Waissar

Resolution Permitting Remote Meetings (AB 361)

Ms. Campbell noted an error in the resolution regarding the current tier status which should be listed as “low”, according to the San Mateo County Health Officer. Ms. Foust recommended approving the resolution as amended. A motion was made by Mr. Duncheon and seconded by Ms. Kessler to approve the CBOC Resolution No. 22-04 as amended. The resolution was unanimously approved via roll call vote.

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

Election of Chair and Vice Chair

A motion was made by Ms. Campbell and seconded by Ms. Kessler to elect Ms. Foust as Chair, unanimously approved via roll call vote.

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

A motion was made by Ms. Foust and seconded by Ms. Kessler to elect Ms. Campbell as Vice Chair, unanimously approved via roll call vote.

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

Approval of the September 15, 2022, Meeting Minutes

A motion was made by Ms. Campbell and seconded by Mr. Waissar to accept the minutes as presented. The meeting minutes were unanimously approved via roll call vote.

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

Public Comment

There were no public comments.

Follow up on FY2021-2022 Audit Questions

Mr. Waissar provided a detailed presentation as a follow up on the discussions regarding unrealized loss on cash in the audit reports from the previous meeting. Mr. Duncheon complimented Mr. Waissar on his presentation and asked if it could be retained for posterity. Ms. Foust agreed that the presentation was very helpful and she would like to share it with others. Ms. Foust also stated that the presentation would be retained in the committee’s minutes and materials. Ms. Slater explained that as a government agency the District must follow GASB (Governmental Accounting Standards Board) protocols. Mr. Waissar stated that he researched and created the presentation to understand the topic further and as a service to the community, and he would love to have the presentation shared. Ms. Slater said she reached out to the County and they said the intent is to hold the securities to maturity. Ms. Foust said they may bring the presentation back for future use and thanked Mr. Waissar.

Measure H Annual Report FY2021-2022

Mr. Chegini reviewed the draft Measure H Annual Report FY2021-2022 with the committee and explained the formatting and sections of the web report. The Chair called for any comments or questions. Mr. Duncheon asked if the report referenced the Attorney General’s opinion statement regarding using bond funds to pay the salaries of district employees working on bond projects. Mr. Chegini replied that the report did include the statement and showed the committee where it was located. Ms. Campbell thanked Mr. Chegini and she appreciated the layout. Ms. Foust thanked everyone who worked on the report, and pointed out that this was transparency at its finest.

A motion was made by Ms. Campbell and seconded by Mr. Waissar to accept the Measure H Annual Report for FY2021-2022 as presented.

Ms. Kessler asked about the ADA Transition Project (DW-024) in the Project Summary Report, that says it won't be completed until 2032. Ms. Rudovski responded that there is a 10-year plan to rectify ADA items. Some of those items will be included in major renovations. Ms. Kessler asked if there would still be funding available. Ms. Rudovsky assured her the funds were earmarked for ADA specifically.

The motion to accept the Measure H Annual Report for FY2021-2022 was unanimously approved via roll call vote.

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

Program Financial Reports

a. Mr. Scogin presented the financial reports for Measure H as of September 30, 2022, highlighting key information and projects with significant quarter expenditures. The financial reports can be found in the meeting packet (pp. 16-25).

A motion was made by Mr. Waissar and seconded by Ms. Campbell to accept the Measure H Fiscal Year 2022-2023 Q1 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, Mr. Waissar

Proposed Next Meeting Date

Ms. Foust pointed out the next meeting date of Thursday, March 16, 2023, in person at the District. Ms. Foust requested the meeting schedule be sent to everyone. Mr. Chegini said he would send out meeting invites. Ms. Kessler will not be available for the June meeting and would like to be excused. Ms. Campbell asked about vacancies and recruitment. Mr. Chegini said the District is actively recruiting for the student and support organization representatives. Ms. Foust noted that a site tour would be good, maybe at the September meeting, and asked Mr. Chegini to poll for tour participation. Mr. Chegini asked about the time preference for future meetings. Ms. Foust said 2-4pm would be preferred.

Future Agenda Items

Ms. Foust asked if anyone wanted to add any items to the future agenda. No items were added.

Adjournment

Ms. Foust adjourned the meeting at 4:10 PM.