



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
August 3, 2023, Meeting Minutes
Cañada College, Building 1, Room 214
4200 Farm Hill Blvd., Redwood City, CA 94061

Members Present

Rosanne Foust
Anne Campbell
Maxine Turner
Shelley Kessler
Michael Duncheon
Bart Pantoja

Chair
Vice Chair

Member Vacancies

Support Organization
Student Representative
Taxpayers Association

District Staff Present

Dr. Melissa Moreno
Bernata Slater
Peter Fitzsimmons

Interim Chancellor
Chief Financial Officer
District Budget Officer

Marie Mejia
Michele Rudovsky
Kurt Scholler
Arlene Calibo

Director of Capital Projects
Chief Facilities & Operations Officer
Director of Auxiliary Services
Facilities/Public Safety Business Manager

Other Panelists Present

Ann Kennedy
Jeff Scogin
Mike Chegini

A Kennedy Group
A Kennedy Group
A Kennedy Group

Call to Order

Ms. Foust called the meeting to order at 2:09 PM.

Roll Call / Attendance

A quorum was established.

Members present: Ms. Campbell, Ms. Turner, Ms. Foust, Mr. Pantoja, Ms. Kessler, Mr. Duncheon

Approval of Agenda (tape began after the motion and second)

A motion was made by Michael Duncheon and seconded by Anne Campbell to approve the agenda. The agenda was unanimously approved.

Ayes: Ms. Campbell, Ms. Terner, Ms. Foust, Ms. Kessler, Mr. Duncheon, Mr. Pantoja

Approval of the March 16, 2023, Meeting Minutes

Ms. Terner requested that she be listed as excused from the February 8, 2023 meeting rather than being marked as absent as she sent an email notifying the committee in advance that she would not be available to attend the meeting at the scheduled date and time. She also noted two corrections to the minutes that should be made to remove her as having voted on agenda items. A motion was made by Ms. Kessler and seconded by Ms. Campbell to accept the minutes as presented with the requested modifications. The meeting minutes were unanimously approved.

Ayes: Ms. Campbell, Ms. Terner, Ms. Foust, Ms. Kessler, Mr. Duncheon, Mr. Pantoja

Public Comment

There were no public comments.

Communications Received by the Committee

During the March 16, 2023 CBOC meeting, in response to Member Terner's continued concern on the topic, Chair Foust requested that the committee be sent the Measure H Bond Program Capital Repair vs Maintenance Projects Information that was provided to the committee at previous committee meetings.

The requested information was provided to the committee via email prior to this meeting and was pulled from the June 9, 2022 and September 15, 2022 meeting packets.

Staff Reports

Dr. Moreno has taken a deep dive into the District-Wide Capital Improvement program. One thing she would like to work on is ensuring that each campus president and their Capital Improvement program is in alignment with the Facilities Master Plan (FMP). The FMP, which is in effect from 2022-2026, went through the participatory governance process, which is law, and if the District goes outside of the participatory governance process, exceptions have to be made to ensure they are complying with the law in other ways. Dr. Moreno is working with each campus President to agree on a prioritization list in order to help the project management team have a priority list to guide them so that decisions are being made as a team.

Ms. Terner asked if Dr. Moreno is anticipating an effort to put another bond measure on the ballot to augment or backfill spaces. Dr. Moreno answered that although there is a tremendous need within the District, she would like to see some polling done to gauge the community's appetite for another bond measure. Dr. Moreno is also looking at other models used by other community-funded [basic aid or community-supported] districts, and seeing how they allocate resources to campuses and what resources are held back at the district level, in case the community doesn't support a new bond.

Annual Report Preparations

Mr. Chegini reviewed the Annual Report preparation schedule and asked for 2-3 volunteers to help in the preparation of the Annual Report. Ms. Foust and Mr. Duncheon volunteered to serve on the Annual Report working group.

Update on Capital Improvement Program (CIP3)

Ms. Mejia reviewed the presentation with the committee.

Ms. Turner noted that she was very impressed with Building 19 at College of San Mateo, which was a facelift project, and felt it was everything she thought she was voting for, but if it's interim, as stated by Ms. Mejia, and will eventually be demolished, what is the building missing? Ms. Mejia stated that she misspoke, and that Building 13 at Canada College was a complete modernization while Building 19 was a facelift. Ms. Mejia noted that a facelift extends the life of the building until it can be demolished.

Ms. Foust noted that she appreciated the funding sources being shown for each project.

Program Financial Reports

Mr. Scogin reviewed the FY2022-2023 Q3 financial reports.

Ms. Campbell noted that Project CSM-007, CSM Water Supply Tank Replacement is 99% complete and asked if the tank is fully functional? Ms. Mejia responded that the tank has been fully functional for 6-8 months. Project CSM-007 was 90% funded by state capital outlay funds, there is closeout with the state that needs to be completed before the project is considered 100% complete.

A motion was made by Mr. Duncheon and seconded by Ms. Campbell to accept the FY2022-2023 Q3 financial reports. The reports were unanimously approved.

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

Fiscal Year 2022-2023 3rd Quarter Bond List Revision

Mr. Scogin reviewed Bond List Revision #14 which represents Measure H budget moves during the 3rd quarter. The purpose of the report is to document any changes to a project's name, scope, or budget.

Ms. Turner asked if budget funds were moved to Project DW-002, DW Project Requirements/Compliance Projects. Mr. Scogin noted that Project DW-002 had a budget increase from \$9,432,293 to \$12,314,873 and noted that this project also received expenditures as well and is used as a holding bucket for budget that may be transferred to fund future projects. At the end of the third quarter, Project DW-002 had \$7.6 million in expenditures and had a remaining budget of \$4.3 million that could be left in the project for additional expenditures or transferred out to fund other projects at a later date at the District's discretion.

Ms. Turner asked if the changes out of Project DW-002 budget will come to the CBOC at their next meeting showing the millions that have been reallocated to different projects and if that budget would be identified as coming from Project DW-002? Mr. Scogin replied that any allocation of budget, transfers in and out of a project's budget, related to Measure H have been brought to the CBOC and the financial reports presented at this meeting reflect these budget changes. Mr. Scogin noted that the budget could come from Project DW-002 or it could come from another project. The Bond List Revision would indicate the source of the budget funds. Ms. Turner noted that she wants to be able to track reallocations and ensure that they are part of the Measure H bond.

District Positions Budgeted to the Bond FY 2023-2024

Mr. Scogin reviewed the proposed budget for salaries and benefits that will be billed against the bond in FY2023-2024. These budgets are proposed, pending Board approval at their September meeting. Mr. Scogin noted that there is a 52% reduction in budget need for salaries and benefits from FY2022-2023. As the Measure H bond program is winding down, less staff time is needed for the bond.

Ms. Terner wanted to know where the salary and benefits information is shown on the financial reports. Do the reports show staff expenses as coming out of the budget and cumulative totals? Ms. Kennedy noted that expenses are going into the bond, budget is not coming out. Staff salaries are being budgeted to charge against the bond, the budget is there, and expenses are charged against the budget. Mr. Scogin added that staff salaries hit multiple bond projects. Many projects have salaries and benefits billed against them and will be reviewed during agenda item 10b. Ms. Kennedy explained that if staff activity is attributable to a specific project (direct expense), that expense gets charged directly to the specific project. If staff activity is attributable to all projects (indirect expense), that expense is distributed through a distribution process.

Ms. Terner was trying to get a sense of the staff costs that we don't see but are taken out of capital projects. Ms. Foust felt this question would be answered by agenda item 10b and deferred the discussion to that agenda item.

Re-organized Measure H Master Project List

A request was made at the last CBOC meeting to bring back the Measure H Master Project List reorganized in a format that shows each project and how it is nested under each ballot language identifier. The last page of the project list has a list of the ballot language separated into two identifiers. Identifier I is Modernization and Construction and Identifier II is Technology and Equipment. Each project is listed on the report under the ballot language identifier it addresses. Each project can be a part of one ballot language identifier or many ballot language identifiers and may appear in more than one location on the report.

Mr. Pantoja asked if projects can be listed more than once on the report. Mr. Scogin said that yes, they can and that there are no totals on this report because of projects being repeated throughout the report.

Ms. Kessler had the following questions on the Master Project List:

For projects that are consolidated, is that for the purpose of budget? Mr. Scogin stated that if a project has a status of consolidated, we would need to see if the budget and scope have been combined with another project. Mr. Scogin also noted that committee members can look back at the history of a consolidated project to see what project it was consolidated with and what scope was transferred with it.

For Project SKY-017, what is "theater safety items" referring to in the scope? Ms. Mejia answered that the following items were replaced:

- a. Curtains – Curtains were either expired or contained hazardous materials.
- b. Rigging system - The rigging system was broken and needed to be replaced.
- c. Lights – Existing lights were replaced with LED lights.

Ms. Kessler asked how someone with disabilities gets on the stage without using the freight elevator and where is ADA access to the stage on the list of things to get done. Ms. Mejia noted that the ADA transition plan has three to six thousand items on it. Measure H allocated \$3M to the transition plan and the transition plan list is a priority. CSM B3 is not on the list because it is in compliance. Once the District completes the transition plan list, if there are additional funds or savings then the District can address this issue. Ms. Kessler stated that the state may be an option for additional funding. She would also like to look at other funding options so that the stage accessibility issue can be addressed sooner than the ten years she was told it could take. Ms. Mejia talked to Ms. Rudovsky about the option to install a lift in the front of the stage but is not sure that someone in a wheelchair would want to go on a lift in front of hundreds of people. The team is trying to strategize but there are currently no funds to modernize CSM B3.

The budget for Project DW-024 is zeroed out, is that because there are no funds? Ms. Rudovsky explained that the District allocated \$3M of Measure H funds for ADA mitigation and those funds have been utilized. The District also dedicated more than \$29M in other funding to the ADA mitigation plan over the next ten years.

Why has Project DW-022 been cancelled? Ms. Rudovsky said that the District is looking into other avenues for solar and storage and is considering a partnership with Peninsula Clean Energy. A solar study was done and the return on investment would be more than 18 years. The sustainability team is looking for other opportunities for solar and storage.

Why was Project DW-019 cancelled? Ms. Mejia said the project was cancelled because there wasn't enough budget for it.

Why is Project CSM-003 on the report more than once? Ms. Foust noted that it is because the project falls under multiple ballot language identifiers.

Ms. Foust mentioned that the Committee will need to discuss if they want to keep the new report format or go back to the old format where each project is listed once with a list of ballot language identifiers listed next to the project name.

Are there cameras and emergency phones in the parking lots? Ms. Rudovsky answered that there are cameras in the parking lots but not emergency phones. The current cameras are seven to ten years old and are being upgraded.

Ms. Terner and Ms. Campbell both expressed their appreciation for the hard work on the re-organized Master Project List. The new format is extremely helpful and a nice way to find information.

Ms. Foust pointed out that the projects have always tied to the ballot language and there has never been a project that did not tie to the ballot language. Ms. Foust thanked AKG for organizing the report in a way that is easier to explain.

Managerial and Administrative Expenditure Summary

Mr. Scogin reviewed the Program and Construction Management Fees. The last time this report was brought to the committee was in September 2021 and there was a request at the last meeting to bring

this report back to the committee with updated information. This report reflects all expenditures against Measure H that were coded to 5690S for program and construction management through March 31, 2023, grouped by project.

Ms. Turner asked if this report includes District-wide Swinerton Program Management. Ms. Turner noted that the total is \$14.8M but remembers receiving a District vendor summary at a Board of Trustees meeting and Swinerton was listed at \$12M and asked if the bulk of the expenditures on the report are Swinerton and the remaining is for other vendors? Ms. Calibo stated that object code 5690S is a Measure H only object code and is only used for Swinerton. Ms. Turner asked if Swinerton is also paid out of District funds. Ms. Calibo noted that there may be other expenses for Swinerton that are not part of Measure H that would be paid out of District funds. Ms. Foust reminded the committee that the report only represents Measure H program and construction management fees.

ADA Transition Plan

Ms. Rudovsky reviewed the ADA Transition Plan and noted that it is available on the District website for review. Ms. Kessler asked if there is a student committee that is consulted regarding issues they see or face through their direct experience on campus. Ms. Rudovsky noted that each campus has a Disability Resource Center (DRC) and students can bring any concerns they may have to the DRC and they will be filtered up to Ms. Rudovsky for evaluation.

Future Meetings

The future meeting schedule was reviewed and at this time there were no problems with the proposed dates. The next meeting is on Thursday, December 14th.

Committee Membership Review

Ms. Foust noted that this is the last meeting for Ms. Kessler and thanked her for her service to the committee. Ms. Foust reviewed the current and upcoming committee vacancies, encouraging the committee to reach out to family and friends to serve on the CBOC.

Ms. Kessler asked for clarification on the support organization seat and if this seat is for someone who lives in the District or is involved in an organization that supports the District. Ms. Kennedy noted that it is a support organization to the District. Ms. Kessler asked if a volunteer to Second Harvest, which provides support services to District students, counts as a support organization. Ms. Kennedy said that she would have to check with bond counsel. Typically support organizations are those that are in support of the District, often providing fundraising (i.e. Foundation, Athletics, etc). If the Board of Trustees acknowledges Second Harvest as a support organization of the District via a Board agenda item, then they would qualify as a support organization of the District. Ms. Kessler has someone in mind that would be a good addition to the CBOC who volunteers at Second Harvest. Ms. Kennedy will reach out to bond counsel to see if Second Harvest would count as a support organization.

Ms. Turner asked if committee members must be residents of San Mateo County. Ms. Kennedy said that it depends on the seat. A community at-large seat can only be filled with a county resident whereas a person involved in a business organization within the county could be on the committee whether they live in the county or not.

Future Agenda Items

Ms. Foust reviewed the future agenda items and asked if a committee member sends her any suggested items for the next agenda, to please copy Mr. Chegini.

Adjournment

Meeting adjourned at 3:59 PM.