

**MARIN COMMUNITY COLLEGE DISTRICT
MEASURE C BOND CITIZENS' OVERSIGHT COMMITTEE**

Annual Report

For The Period Ending June 30, 2005

Description of Measure C

On November 2, 2004, voters in Marin County approved Measure C which provided \$249.5 million in funding to update, modernize, and retrofit the Marin Community College District serving County residents at the College of Marin Kentfield and Indian Valley Campuses.

Measure C Bond Citizens' Oversight Committee

As provided in Education Code Section 15278, a Citizens' Oversight Committee was formed by the Community College District's Board of Trustees on February 8, 2005. The committee is composed of members that represent student government, the business community, a senior citizen organization, taxpayer association, college support organizations and the community at large. The role of the committee is to inform the public concerning the District's expenditure of revenues received from the sale of bonds authorized by the voters in the November 2004 general election. In particular, the committee will provide oversight ensuring that:

1. Bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the projects listed in the Measure C ballot language; and that
2. No funds are used for teacher or administrator salaries or for other college operating expenses.

To carry out its role, the Citizens' Oversight Committee may:

1. Receive and review copies of the annual independent performance audit conducted to ensure that the bond revenue has been expended only on the specific projects listed in the bond proposition;
2. Receive and review copies of the annual independent financial audit of the bond revenue;
3. Inspect college facilities and grounds to ensure that the bond revenue is expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution;
4. Receive and review copies of deferred maintenance proposals or plans developed by the district; and

5. Review efforts by the district to maximize bond revenues by implementing various cost saving measures.

At its June 21, 2005 meeting, the committee established a lottery system to identify term limits for each committee member. Currently, there are thirteen committee members, of whom seven are two year and six are one year terms.

Meetings:

Since it's formation in February 2005, the Committee has met on May 5, June 21, September 13, November 29, 2005 and February 28, 2006. Minutes of the meetings are posted on the District website and are available to the public. Locations of meetings are announced in advance through the publication of the individual agenda and posted on the District website. The committee meetings have been held at the Kentfield Campus in the Administrative Center.

During the past year, the Citizens' Oversight Committee has met on the above occasions and has reviewed its roles and responsibilities, appointed Dr. William Levinson as Chair and elected Ross Millerick Vice Chair. The Committee has also viewed presentations and information to familiarize its members with the District's bond project plans, timelines and proposed expenditures. The Committee was provided with financial and project plan updates describing the bond-related activities undertaken by the District thus far.

Issuance of Measure C Bonds

The Series A bond issue in April of 2005 represents the first series under the \$249.5 million authorization. The funds have not yet been allocated to specific projects pending completion of the Education and Facilities Master Plans.

Understanding that this bond issue is funded by Marin County residents, the Trustees have elected to undertake a series of bond sales spread over a period of years. In doing so, the Trustees will ensure that funds will not be accessed until needed for the program and, thus, supporting tax rates which will be consistent and appropriate.

In April of 2005, the first of these issuances, Series A, was undertaken. The issuance was for a total of \$75 million of which \$755,567 has been used as of June 30, 2005..

Future bond issuances are planned as the need arises to undertake the program with the next issuance, Series B, which is planned for sometime in 2008.

Swinerton Management and Consulting moved into their Kentfield Program Office space, the renovated MS-3 Building, on May 6, 2005. The first Capital Improvement Program (CIP) Briefing for the Campus was held on May 10, 2005 to outline the next steps and outline the processes to be implemented on the Measure C Bond Program.

Swinerton was also engaged in leading the process of reviewing statements of qualifications received from over 150 different consulting firms. After concluding the

paper screening of these proposals, Swinerton made recommendations to the Full Selection Committee for a “short list” of firms to interview for District Consultants. Interview panels were formed, interviews conducted and selections approved by the Board of Trustees for District Consultants to perform facilities and infrastructure assessments in the following areas: Civil Engineering and Surveying, Landscape Architecture, Industrial Hygiene, Geotechnical Engineering, Structural Engineering, Mechanical/Electrical/Plumbing Engineering and Architecture. Other consultants selected and approved by the Board of Trustees included firms that will provide California Environmental Quality Act advice and documentation and legal counsel and support.

Selection of the District Architect, Steinberg Architects, to provide, Master Planning and Programming, District Material and Product Standards, Design Guidelines including Computer Aided Drafting (CAD) Standards and Implementation Planning.

Some major COM facilities planning activities that took place during the past year include:

- Extensive planning, scheduling and campus consultation regarding the scope and sequence of the major bond projects (modernization, new construction, repair) that will take place at all District facilities. The District has invested a considerable amount of staff time (not funded by the bond) in pre-construction planning and consultation activities in order to assure that bond project funds are efficiently and effectively expended on college improvements that will benefit students for generations to come.
- Issuance the AAA rated Series A bonds in the amount of \$75,000,000 represents the first series under the \$249.5 million authorization. Because of the favorable financing rate on this bond issue, the estimated cost to local taxpayers to repay the bonds is approximately \$18.80 per \$100,000 in assessed valuation.
- Contracted with Jose Nunez to assist the District with the extensive planning and preparation in evaluating numerous requests for proposals to hire Program/Construction Managers, Architects and Engineering firms.
- Selection of Swinerton Management and Consulting as the program manager for bond project activities. Throughout the construction period, which is estimated to be 7-8 years, Swinerton will provide all program management services (budget and schedule management, communications, procurement strategies, etc) and construction management services (programming, design, bidding, contract award, construction phases, etc.) for bond projects.

Swinerton Management and Consultants took occupancy on campus on May 6, 2005. A CIP Briefing was held on May 10, 2005 to outline next steps and processes. The firm reviewed statements of qualifications, requests for proposals and interviewed firms for Engineer for Mechanical/Electrical and Plumbing

assessment; CEQA Consultant; Civil Engineer, Structural Engineer, Geotechnical Engineer, Consultant for Bolinas Property, Industrial Hygienist, Landscape Architect; Civil Engineer/Survey for boundary survey and District Architect.

- Selection of firm Steinberg Architects as the district Architect.
- Some of the activities of the COC committee include:
 - site visitations
 - meetings with auditors
 - addressed member term issues
 - scheduled two audits per year
 - workshop demonstration of Paragon
 - COM web site upgrade for committee documents for public accessibility
 - defined quorum and voting expectations for annual report
 - defined attendance expectations
 - reviewed Measure C projects
 - reviewed bylaws as approved by the COM Board
 - reviewed quarterly report including budget expenditures
 - set quarterly meeting dates
 - reviewed attorney general opinions on key issues

The accounting firm of Perry – Smith, LLP conducted both a financial and a performance review of the first-year bond expenditures and activities. The firm found that the bond fund financial statements present fairly the financial position and results of operations for the fund. As part of a performance review, Perry Smith reviewed 76% of the expenditures in the bond fund for the 2004-05 fiscal year and found that the use of funds was consistent with the stated purposes of the bond measure that was approved by voters. The Measure C Citizens’ Oversight Committee is pleased with the first-year results of the District's efforts.

More detailed information about the College District's bond projects, timelines, and expenditures-to-date are available on the District's web page: www.marin.cc.ca.us. From the first page, under “News and Events” click on "Measure C Construction Updates” and “Citizen’s Oversight Committee” where you will find minutes, agendas and reports considered by the Citizens’ Oversight Committee. Measure C Construction Updates allows you to view the bond project lists and other bond-related information. If you still have questions or concerns, please contact the Citizens’ Oversight Committee at Carolyn.Sanders@marin.cc.ca.us.

The College of Marin Citizens’ Oversight Committee invites community members to attend its quarterly meetings held at the College of Marin, Administrative Center, Room 108 at 835 College Avenue Kentfield, CA 94904. All meetings are open to the public; meeting dates and agendas are posted on the District web site.

Measure C Citizens' Oversight Committee: (As of March 2006)

Dr. William Levinson, Chair

Ross Millerick, Co-Chair

Members:

Richard Biegel

Ted Bright

Joan Capurro*

R.J. de Recat

Julie Grantz

Klif Knoles*

Nancy McCarthy

Roberta Michels

Perry Newman

Bill Scott

Dr. Lawrence Witter

* Original members Nanda Schorske and Dave Bernardi were replaced by Joan Capurro and Klif Knoles respectively.

**Original members Dr. Daniel Karner and Jesse Law resigned and were not replaced.