CITIZENS’ OVERSIGHT COMMITTEE
MEETING AGENDA

April 23, 2015 – 4:00 to 5:30 p.m.
Kentfield Campus – Student Services Rm. #203 (SS A)

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Citizens’ Oversight Committee meeting or to otherwise participate at this meeting, including auxiliary aids or services, please contact Human Resources (415) 485-9340. Notification at least 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Citizens’ Oversight Committee meeting.

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<tr>
<td><strong>1. OPEN MEETING</strong></td>
<td>Call to Order, Roll Call and Approval of Agenda.</td>
<td>5 min.</td>
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<td><strong>2. MEMBERSHIP</strong></td>
<td>Welcome and introductions, discuss expiring terms</td>
<td>10 min.</td>
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<td><strong>3. COMMENTS</strong></td>
<td>Comments from public on non-agenda items</td>
<td>5 min.</td>
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<td><strong>4. MINUTES</strong></td>
<td>Approval of Minutes of February 26, 2015</td>
<td>2 min.</td>
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<td><strong>5. AUDITOR’S REPORT</strong></td>
<td>Report from Independent Auditors (Arthur Ngo from Crowe Horwath)</td>
<td>10 min.</td>
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<td><strong>6. PROJECT UPDATES</strong></td>
<td>Project Updates Only (Quarterly Report is pending)</td>
<td>15 min.</td>
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<td><strong>7. ACADEMIC CENTER TOUR</strong></td>
<td>Tour the Academic Center</td>
<td>30 min.</td>
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| **8. NEXT MEETING AGENDA & DATE** | September 24, 2015 – 4:00 pm Regular Meeting
  • Audit
  • Quarterly Report ending 03/31/2015
Confirm April meeting date and discuss follow up agenda items. | 3 min. | Discussion |
| **9. ADJOURNMENT** |   |   | Action |

Citizens’ Oversight Committee agendas, minutes and special reports are available at [http://www.marin.edu/MeasureC/coc/index.htm](http://www.marin.edu/MeasureC/coc/index.htm)
CITIZENS’ OVERSIGHT COMMITTEE MINUTES

February 26, 2015
4:00 – 5:30 PM

Committee Members Present: Charlotte Kissling, Susan Arati, Jeff Gunderson, John Hanley, Nancy McCarthy, Doug Wilson
Committee Members Absent: None

Others in Attendance: Laura McCarty, Debra Mathau, Maridel Barr, Debra Thayer

Others Absent: Bruce Hart, Peggy Isozaki, Greg Nelson

Meeting Minutes

Open Meeting

COC Chair, Charlotte Kissling, called the meeting to order at 4:06 pm. Laura McCarthy added two items to the agenda: corner sign presentation and tree health program. M/s (Hanley/Gunderson) made a motion to approve the Agenda as revised. The motion passed unanimously. No comments from anyone else on items not on the Agenda.

Minutes

M/s (Arati/Hanley) made a motion to approve the minutes of September 30, 2014. The motion passed unanimously.

Expanding memberships

Members with terms expiring 4/30/15 include Charlotte Kissling (2nd term), Susan Arati (1st term), and Jeff Gunderson (1st term). The committee is seeking new members in the Business and Senior Citizen Organization categories.

Report from Independent Auditors

Charlotte Kissling introduced, Tina Treis from the independent auditor firm of Crowe Horwath. She reviewed the performance Audit for the period ending June 30, 2014. The sample of 100 expenditures totaled $13,964,642 and was chosen to provide a snapshot of expenditures across a variety of construction projects, vendors and amounts. The report confirmed that in all significant respects, the College expended Measure C General Obligation Bond funds for the
year ended June 30, 2014, only for specific projects developed by the Board and approved by voters in accordance with Prop. 39 funds.

Nancy McCarthy asked about lawyer fees for the bond. Laura McCarty replied there are two different law firms that provide legal services. DWK provides ongoing construction legal counsel and preparing front end construction documents and instructions to bidders. There is another attorney, who advises on the Bond itself. But, DWK is who we go to for ongoing construction matters and mediation. We do have mediation on the Fine Arts building with DWK which is tentatively scheduled for April.

John asked if the window sub on the SMN building defaulted on the work. Laura replied that the window problem was a delay and was resolved by the contractor. Jeff commented that he deals with a lot of archival material. He appreciates the independent financial audit. He thanked them for doing a stellar job. Susan asked how they make the random selection and were there any concerns? Tina replied there were no concerns; there is a long list of people who sign for these expenditures. This is one of the controls in place to avoid fraud.

M/s (McCarthy/Wilson) made a motion to approve the audit as presented. Motion passed unanimously.

Quarterly Report

Debra Mathau, of Jacobs Project Management reported on activities from September 30, 2014 through December 31, 2014. Laura noted that Debra has worked on the Bond program longer than anyone else on the team and thanked her for her great work.

Debra updated the committee on current activities starting with the Fine Arts Weatherization closeout on the new awning to keep out the rain. At Performing Arts there is a comeback improvement project to update the Audio-Visual equipment. At Science Math Nursing, post move-in user requests regarding furniture are on-going. Geothermal Pump upgrades will provide a money savings after 3-5 years and have already cut energy usage costs. John asked whether the engineering of a system is ever questioned by the management company; for example did anyone question the photo voltaic beams at PE whether they were overbuilt? Debra replied that Jacobs always does that analysis for every project. Since this is a school everything has to go through DSA (Department of State Architects) for approval and we must meet the state mandates building codes. There are also fire-life-safety requirements to be met. So, no it is not overbuilt, it is built to code.
CSC construction is complete and there are a few ongoing user requests. The Sheriff’s trailer is moving slightly and at an angle, so it will be less noticeable. TB-1 was demolished and more parking will soon be available. IVC has an ADA related Roof and Building Improvement Project coming up. There are no activities planned at the Bolinas location. Austin Center will be demolished over the summer and surface parking will be retained.

Doug asked if the construction budget for the Academic Center (NAC) was on target. Laura told him it was and this is largely due to the pre-qualifying process. A lot of up front work was done and there was outreach to the community to communicate the process. Charlotte thanked Laura for her outstanding work reaching out the community. A question came up about the high cost of the Performing Arts Renovation. Debra noted that a renovation is often more costly that building something new. For example, at PA native soils under the building had to be preserved by removing them to IVC campus, keeping them there until they could be returned in place. This was a cultural requirement. It is also more costly because it has to be brought up to code. Laura said she’d do another community outreach when Austin is demolished.

Review of Citizens’ Oversight Committee Annual Report

Laura McCarty presented the Annual Report to the group. Some revisions were made. M/s (Gunderson/Arati) made a motion to approve the Annual Report for the Period Ending June 30, 2014. The report was approved, with changes, unanimously. Susan will report to the committee’s findings to the Board of Trustees at the March meeting.

Corner Sign and Tree Health

Laura showed the committee the corner sign presentation she gave to the Board of Trustees. The Environmental Impact Report (EIR) suggests replacing each removed tree at a 2:1 ratio. The Board wants to look at a variety of trees prior to choosing what to plant. The redwoods we have are not drought tolerant. The Western cedar is a native and more drought tolerant. Laura invited the members to come see the Architect’s presentation to the Board regarding trees, landscaping and the corner sign. We are looking at another lighted sign for the Performing Arts building to announce plays, concerts and other performances. Laura is also tracking the trees removed on a spreadsheet so she can be sure the replacement process is on target.

Next Meeting Agenda & Date (TBD)
The next meeting date is TBD. Maridel will send out an email with a suggested date and requests the committee confirm with her. M/s (Arati/Hanley) made a motion to adjourn the meeting. Motion carried unanimously and meeting was adjourned at 5:25 pm.
PLACE HOLDER FOR QUARTERLY REPORTS

Copies of the Quarterly Reports through 03/31/2015 will not be available in time for the Citizens’ Oversight Committee Meeting. A project update will be presented in lieu of the Quarterly Report. Reports will be sent to the COC members when it becomes available.
College of Marin
Citizens’ Oversight Committee Roster

Effective May 1, 2014 – April 30, 2015

Membership: The committee shall consist of a minimum of seven members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39: Student (1); Business Organization (1); Senior Citizen Organization (1); Taxpayer Association (1); Supporting Organization (1); Member at Large (2).

Charlotte Kissling – Support Org.
Committee Chair
5/21/2013 4/30/2015 (2nd Term)

Susan Arati – Student Support Group
Vice-Chair
5/21/2013 – 4/30/2015 (1st Term)

Jeff Gunderson – Member at Large
5/21/2013 – 4/30/2015 (1st Term)

John Hanley – Member at Large
5/1/2014 – 4/30/2015 (2nd Term)

Nancy McCarthy – Taxpayer Organization
5/1/2014 – 4/30/2016 (2nd Term)

Doug Wilson – Member at Large
5/1/2014 – 4/30/2016 (2nd Term)

Vacant – Business Organization
Vacant – Senior Citizen Organization
MARIN COMMUNITY COLLEGE DISTRICT

Application for Measure C Citizens Oversight

Please complete this application and attach a letter of interest (not to exceed three pages). If you wish to include letters of support, please attach no more than two letters. Please return your application packet to the Board of Trustees c/o the Department of Modernization, College of Marin, 835 College Avenue, Kentfield, CA 94904. Applications must be received no later than April 28, 2015.

Name: ____________________________

Address: ________________________________________________________________

Phone: _________________________________________________________________

E-mail ________________________________________________________________

Current Occupation: _____________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Please indicate the Citizens Oversight Committee position for which you wish to be considered:

☐ Individual active in a business organization representing the business community located in the District

Organization: ____________________________________________________________

☐ Individual active in a senior citizens’ organization

Organization: ____________________________________________________________

☐ Individual active in a bona fide taxpayers’ organization

Organization: ____________________________________________________________

☐ Individual who is enrolled and active in a community college support group such as student government

Organization: ____________________________________________________________

☐ Individual who is active in a support organization for College of Marin, such as a foundation

Organization: ____________________________________________________________

☐ Individual who represents the community at large (must appoint a minimum of two).

Signature____________________________________ Date:_______________________