



<b>CITIZENS' BOND OVERSIGHT COMMITTEE MEASURE B AND MEASURE CC BOND</b>		
<b>MINUTES FOR:</b> September 12, 2017	<b>3:30-5:00PM</b>	<b>CSSC –Multipurpose Room 1</b>
<b>Members Present:</b>	Members: Vern Kozlen (Chair and College Support); Andrew Harker, Ed.D. (Vice Chair, and Member-At-Large, West Valley); Dr. Fred Jandt (Trustee), Steven Bayard (Member-At-Large, East Valley) Margie Eklund (Senior Citizen Group Representative); Eileen Packer (Business Representative)	
<b>Members not Present:</b>	Vicki Shepard (Taxpayer's Association), TBD (Student Representative)	
<b>Guest(s):</b>	Facilities Master Plan Team (Cambridge West Partnership, LLC & HPI Architecture); Jessica Enders (COD Director, Education Centers); Brandon Toepfer (Director, Maintenance & Operations).	
<b>Guest(s) not Present:</b>	N/A	
<b>Recorder:</b>	Courtney Kerrigan (MAAS Companies, Bond Management Office)	

**AGENDA**

<b>1. Call to Order/Roll Call</b>		
	The meeting was called to order at 3:34 p.m. The Committee had a quorum.	
<b>1.1 Approval of Agenda – September 12, 2017</b>		
DISCUSSION	A motion was made by V. Kozlen to approve the September 12, 2017 Agenda; seconded by A. Harker Ed.D. All in favor. No opposed. No abstained. Motion was passed.	
CONCLUSION	1. September 12, 2017 Agenda was approved.	
<b>1.2 Comments From The Public</b>		
	No comments from the public.	
<b>2. Action Item(s)</b>		
<b>2.1 Approval of June 13, 2017 Meeting Minutes</b>		
DISCUSSION	A motion was made by V. Kozlen to approve the June 13, 2017 Agenda; seconded by A. Harker. All in favor. No opposed. 1 abstain vote by E. Packer; who was not present at the June 13, 2017 meeting. Motion passed.	
CONCLUSION	1. June 13, 2017 Meeting Minutes was approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Finalize and publish the June 13, 2017 COC Meeting Minutes.	Courtney Kerrigan	09/13/17
<b>3.0 Appointments:</b>		
<b>3.1 Appointment Process – New Student Representative</b>		
DISCUSSION	L. Howell informed the Committee that the Student Representative position has not been filled yet. The Associated Students College of the Desert (ASCOD) is currently vetting for a replacement and one will be appointed prior to the next COC meeting on December 12, 2017.	
CONCLUSION	1.ASCOD is currently seeking a replacement and will appoint one in the next few weeks.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

None	
<b>4. Presentations:</b>	
<b>4.1 Facilities Master Plan Presentation</b>	
DISCUSSION	<p>L. Howell introduced Cambridge West Partnership, LLC and HPI Architecture as the District’s new Facilities Master Planning team. They were selected over several proposals received after engaging in a RFP (request for proposal) process. This team have collaboratively worked on over 14 Facilities Master Plans, and planned over 2 million in academia space. The Facilities Master Plan will be completed in early February 2018.</p> <p>The following items were defined during the presentation discussion;</p> <p><b>Educational Master Plan (EMP)</b> - collects data; demographic changes, job growth, and quantifying space for Programs. The Districts’ EMP was recently updated and was adopted at the August Board of Trustees meeting. Educational Master Plans are updated on a regular basis, as required for Accreditation.</p> <p><b>Facilities Master Plan (FMP)</b> - evaluates campus buildings and sites, utilities and infrastructure, traffic, parking and sustainability.</p> <p><b>Educational Master Plan and the Facilities Master Plan</b> – are tied together to provide quantitative and qualitative measurements and illustrates long term planning.</p> <p><b>Facilities Advisory Committee</b> - is a Presidents Committee consisting of representatives from all constituents groups, bargaining unit, senate, faculty, and classifieds.</p> <p><b>Preventative Maintenance Program</b> - performs a complete assessment of campus equipment to determine its current functionality; last completed in 2014. The District has \$2.6 million set aside for this program; ongoing efforts to update systems as needed which optimize campus efficiencies.</p> <p><b>Team Presentation:</b> Cambridge West Partnership, LLC and HPI Architecture provided PowerPoint Hand-outs that outlined their experience, approach and methodology. The salient points discussed are as follows;</p> <ul style="list-style-type: none"> <li>• The EMP will be evaluated and used as a baseline for the FMP</li> <li>• Inventory and evaluations on all campus building (all sites).</li> <li>• Internal and External Outreach Communications; through small group sessions, surveys, community outreach, workshops and hands-on site analysis.</li> <li>• Work with the Facilities Advisory Committee from the beginning to the end of the process, includes the following; <ul style="list-style-type: none"> <li>A. Meet to identify their needs and objectives, learn about new programs and planned delivery method.</li> <li>B. Share feedback received from outreach campaign and obtain Advisory’s response to feedback.</li> </ul> </li> <li>• Will deliver a comprehensive Facilities Master Plan by early February 2018 that will contain the following; <ul style="list-style-type: none"> <li>A. Identify and provide recommendations of site or system improvement, secondary effects and impact for each project.</li> <li>B. Provide ways to sequence projects to try and minimize campus disruption, the need for swing space and to maximize bond dollars.</li> <li>C. Provide a link to both the institutional objectives and to the Educational Master Plan, while leveraging State and Local Dollars.</li> </ul> </li> </ul>

CONCLUSION	<ol style="list-style-type: none"> <li>1. Educational Master Plan was updated and adopted by the District in August 2017.</li> <li>2. Cambridge West Partnership, LLC were awarded the Facilities Master Plan contract through a Request for Proposal (RFP) process.</li> <li>3. Facilities Master Plan efforts have commenced with completion in February 2018.</li> <li>4. Both Plans are tied together to identify needs, changes and steps to implement.</li> <li>5. Internal and external feedback will be conducted; to obtain community support. The Facilities Master Plan is a roadmap for future planning and delivery of future projects and programs.</li> </ol>
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ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
None		

**4.2 Bond Projects Update & Bond Project Financial Report**

DISCUSSION	<p>M. McGinnis reviewed all project and financial updates found on the Bond Citizens’ Oversight Committee Report dated September 12, 2017.</p> <p>L. Howell provided the following project updates;</p> <p><u>Indio Campus:</u> The Deposition and Development Agreement (DDA) is scheduled for this month’s Board meeting for consideration and expected approval. Once the Agreement is executed, a 45 day escrow will follow, then acquire the site. Currently working with an Architect to develop the programming needs; 1<sup>st</sup> kick off meeting will be held September 15, 2017.</p> <p><u>Mecca/Thermal Observatory Project:</u> The small telescope and dome has been installed. The larger 1 meter telescope is completed and will be delivered to the site soon.</p> <p>L. Howell confirmed the following for the committee;</p> <ol style="list-style-type: none"> <li>a. Measure B - \$15 million of the bond is remaining and accounted for</li> <li>b. Measure CC - \$577.8 bond has not been funded or used yet</li> <li>c. RDA Funds - \$7 million is received annually and is used for small renovation projects and projects that fall outside of the Measure B or Measure CC bond language.</li> </ol>
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CONCLUSION	<ol style="list-style-type: none"> <li>1. The Committee members were briefed on current project and financials under the Measure B Bond program.</li> <li>2. Indio Campus expansion is on the fast track and the planning stages for the project will begin within the next few months.</li> <li>3. Mecca/Thermal Observatory project has installed the first small telescope and dome; larger 1 meter telescope will be installed in the near future.</li> <li>4. V. Kozlen posed the following question to M. McGinnis; “Are you aware of any Bond proceeds that were expended for purposes other than those set forth in Measure B?” M. McGinnis responded, “No”.</li> <li>5. V. Kozlen posed the next following question to M. McGinnis; “Are you aware of any Bond proceeds that were expended for any teacher or administrative salaries of the college or for the operating expense?” M. McGinnis responded, “No”.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

**5.0 Schedule:**

<b>5.1 Schedule of Future Meetings</b>			
DISCUSSION	Future meeting dates were reconfirmed; <ol style="list-style-type: none"> <li>a. December 12, 2017</li> <li>b. March 13, 2018</li> <li>c. June 12, 2018</li> <li>d. September 11, 2018</li> <li>e. December 11, 2018</li> </ol>		
CONCLUSION	1. Future meeting dates were approved by the committee.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. Send calendar invitations on all future meeting dates to committee	Courtney Kerrigan	Sept. 2017	
<b>5. Future Agenda Items</b>			
DISCUSSION	Chairman, V. Kozlen confirmed agenda items scheduled for the next meeting. M. Eklund inquired when Bylaws for the new Measure CC Bond would be furnished. L. Howell confirmed they would be furnished at the next meeting and requested it to be added as a follow-up item to the December 12 <sup>th</sup> COC Meeting Agenda.  <u>Confirmed Agenda Items for December 12, 2017 Meeting:</u> <ol style="list-style-type: none"> <li>1. 2016-2017 Financial &amp; Performance Audit</li> <li>2. 2016-2017 Annual Report and Distribution List</li> <li>3. Measure CC Bylaws</li> </ol>		
CONCLUSION	<ol style="list-style-type: none"> <li>1. Future Meeting Agenda items were confirmed.</li> <li>2. Measure CC Bylaws need to be produced by the Districts legal counsel and furnished to the Committee at the next December 12<sup>th</sup> COC meeting.</li> </ol>		
<b>6. Adjournment: 4:36PM</b>			

**NEXT MEETING:**

December 12, 2017 at 3:30PM – 5:00PM  
 NORTH ANNEX Conference Room