



CITIZENS' BOND OVERSIGHT COMMITTEE		
MINUTES FOR: October 18, 2016	3:30-5:00PM	CSSC- Multi-Purpose Room
Members Present:	Members: Vern Kozlen (College Support Organization); Steven Bayard (Member-At-Large East Valley); Andrew Harker Ed.D (Member-At-Large West Valley); Vicki Shepard (Taxpayers' Association); Eileen Packer (Business Representative); Margie Eklund (Senior Citizen Group Representative); Liam Withrow (Student Representative)	
Members not Present:	Trustee Fred Jandt	
Guest(s):	Mac McGinnis (MAAS Companies, Bond Management Office); John Ramont (Director of Fiscal Services)	
Guest(s) not Present:	Lisa Howell (COD VP of Administrative Services)	
Recorder:	Courtney Kerrigan (MAAS Companies, Bond Management Office)	

AGENDA

1. Call to Order/Roll Call		
	The meeting was called to order at 3:29PM. The Committee had a quorum which included recently approved committee members. M. McGinnis announced that L. Howell was unable to attend the meeting and he would facilitate the meeting on her behalf.	
1.1 Comments From The Public		
	There were no comments from the public.	
2. Action Items(s)		
2.1 Review of June 14, 2016 Meeting Minutes		
DISCUSSION	Meeting Minutes – June 14, 2016: A motion was made by M. McGinnis to acknowledge receipt and not approve the meeting minutes. A quorum could not be met to approve the minutes; S. Bayard is the sole committee member who attended the June 14, 2016 meeting. V. Kozlen posed the following question to S. Bayard “Do you have any questions regarding the meeting minutes”? S. Bayard responded, “No”. Motion not to approve the June 14, 2016 minutes was voted on; 3 abstained; V. Kozlen, V. Shepard, and A. Harker Ed.D. Pending appointees; M. Eklund, E. Packer, and L. Withrow were unable to vote.	
CONCLUSION	Meeting Minutes from June 14, 2016 were acknowledged. The committee did not have a quorum to approve minutes.	
ACTION ITEMS		PERSON RESPONSIBLE
None		
DEADLINE		
3. Information/Discussion Item(s)		
3.1 Introductions of Committee Members		
DISCUSSION	M. McGinnis introduced himself to the committee and stated he is Bond Program Manager for the District and motioned members to formally introduce themselves and to state their assigned committee roles.	
CONCLUSION	S. Bayard is a returning member from the previous Citizens' Oversight Committee group. V. Kozlen, V. Shepard, A. Harker Ed.D are newly approved members; M. Eklund, E. Packer and L. Withrow are pending members waiting for appointment approval from the Board of Trustees on October 21, 2016.	

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
3.2 Charter / Review of Responsibilities			
DISCUSSION	Committee members were furnished bylaws outlining their roles, responsibilities and level of authority. The bylaws were provided back in 2013 by the Districts' Bond attorney at a Citizen Oversight meeting. M. McGinnis added that if the committee had additional questions to submit them to the District and they would respond back to them in a timely matter.		
CONCLUSION	Committee members were furnished Independent Bond Oversight Committee bylaws that outline their roles and responsibilities for their review and reference.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
3.3 Election of Officers			
DISCUSSION	<p>M. McGinnis opened the floor for nominations for Chair. Steve Bayard made a motion to nominate Vern Kozlen, seconded by Vicki Shepard. All in favor. No opposed. Motion passed unanimously.</p> <p>M. McGinnis opened the floor for nominations of Vice Chair. Vern Kozlen made a motion to nominate Andrew Harker Ed.D, seconded by Vicki Shepard. All in favor. No opposed. No abstained. Motion passed unanimously.</p>		
CONCLUSION	Vern Kozlen is the newly appointed Chair and Andrew Harker Ed.D is the Vice Chair for a period of one (1) year.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
3.4 Information			
DISCUSSION	<p>M. McGinnis briefed the committee on the existing Measure B Bond program and the new Measure CC Bond initiative.</p> <p>Measure B Bond Program – Existing \$346.5 million general obligation bond passed by voters in 2004. This measure funded numerous classroom buildings, a new campus entrance, wayfinding campus signs, and development of several satellite campuses; East Valley Indio Center, Mecca-Thermal and Desert Hot Springs. Through this aggressive building campaign the District kept the core campuses design of their original architect, John Carl Warnecke.</p> <p>The District was able to extend and stretch the bond dollars two-fold; through refinancing in 2007, and saving on building cost construction during the economic downturn in 2009-2010 when construction material costs came down resulting in total building costs finishing under the projects' original estimate.</p> <p>A. Harker posed the question "How much of the bond has been issued and was it issued in tranches?" M. McGinnis replied, "All of the bond dollars were issued at one time". A. Harker followed with "Where are the unspent balances and how are they being held". J. Ramont, Director of Fiscal Services answered "Both Lisa Howell and I agree we would have not have recommended the current bond structure". He informed the committee that \$66 million of the remaining bond money is with US Bank being held for future maintenance or construction costs, and \$6 million that is left over from the final regular bond series, will be spent no later than next year. J. Ramont confirmed that the bonds were tax exempt, but recently a new state law prohibits investments outside the county treasury. The Districts' attorney is currently working with the county treasurer and US Bank to make sure our investments comply with this new law.</p>		

	<p>Measure CC Bond -This new Bond Measure would finish build-out of the Palm Desert campus, future phases of the aforementioned satellite campuses and construction of a new West Valley Palm Springs campus.</p> <p>M. McGinnis informed the committee that the Coachella Valley is one of the fastest growing communities in the nation with a growth rate of approximately 17%. Projections also show enrollment growth for the District.</p>
CONCLUSION	The Committee was briefed on projects, bond structure and financials of the existing Measure B Bond and the new census information to support the projects and campuses that are planned under the Measure CC bond initiative.
ACTION ITEMS	PERSON RESPONSIBLE DEADLINE
None	
3.5 Bond Projects Update & Bond Project Financial Report	
DISCUSSION	<p>M. McGinnis presented a Power Point of the Citizens’ Oversight Committee Report that provides a list of the projects that are in the design phase, under construction or completed. M. McGinnis concluded with an overview of the Project Financials. V. Kozlen and A. Harker requested that the budget table within the financial section include; original budget numbers for each project, the amount financed by bond money and if the project came in under or over budget.</p> <p>A. Harker inquired if the District planned to create a separate oversight committee for Measure CC GO Bond, if it passes. V. Kozlen replied that per Lisa Howell this matter has not yet been decided on by the District.</p>
CONCLUSION	The Committee was briefed on Measure B bond projects and project financials.
ACTION ITEM	PERSON RESPONSIBLE DEADLINE
Discussion with District to adjust budget tables in the report financials.	M. McGinnis 12/1/2016
3.6 Schedule of Future Meetings	
DISCUSSION	M. McGinnis opened the floor to vote on future meeting dates; proposing December 13, 2016; March 14, 2017; June 13, 2017; September 12, 2017. All in favor. No opposed. No abstained. Motion passed unanimously.
CONCLUSION	Proposed future meeting dates were agreeable to the committee members.
ACTION ITEMS	PERSON RESPONSIBLE DEADLINE
Meeting Invitations will be e-mailed to committee members to secure future meeting dates in calendar.	C. Kerrigan ASAP
4. Future Agenda Items	
4.1	
DISCUSSION	<p>M. McGinnis informed committee members that in the December 13, 2016 meeting the following items would be provided and discussed:</p> <ul style="list-style-type: none"> • 2015 – 2016 Financial & Performance Audit • 2015 – 2016 Annual Report
CONCLUSION	
The Districts’ 2015-2016 Financial & Performance Audit and their COC Annual Report will be presented to the committee at the next December 13, 2016 meeting.	
5. Adjournment: 4:18PM	

NEXT MEETING:

December 13, 2016 at 3:30PM – 5:00PM
Craven’s Student Services Center-
Multi-Purpose Room