



Citizens' Bond Oversight Committee
Minutes for Tuesday, December 10, 2019

3:30 – 5:00 p.m.

North Annex NA1 Conference Room

Meeting Participants

Committee Member(s) Present

Andrew Harker, Ed.D (Vice Chair and Member-At-Large, West Valley); Steve Bayard (Member-At-Large, East Valley); Vicki Shepard (Tax Payers' Association); Margie Eklund (Senior Citizen Group Representative); Becky Broughton (Business Representative); Aaron Willms (Student Representative)

Committee Member(s) Not Present

Vern Kozlen (Chair and College Support Representative)

District Official(s) Present

John Ramont (Vice President, Administrative Services); John White (Executive Director, Bond Program & Facilities Planning)

District Official(s) Not Present

Joel L. Kinnamon, Ed.D. (Superintendent/President); Fred Jandt, Ph.D. (Trustee)

Guest(s)

Scott Adkins, Ed.D. (Director, Education Centers, West Valley); Tony Carrillo (Director, Fiscal Services)

Bond Management Representative(s) Present

Mac McGinnis (Program Manager, MAAS Companies)

Bond Management Representative(s) Not Present

None

Recorder

David DeSpain (MAAS Companies, Bond Management Office)

Meeting Minutes

1. Call to Order/Roll Call

- S. Bayard volunteered to facilitate the meeting since both Chair V. Kozlen and Vice Chair A. Harker were not in attendance at the start of the meeting. The meeting was called to order at 3:36 p.m.

1.1 Public Comments

- No comments from the public

1.2 Meeting Facilitation

- Vice Chair A. Harker arrived at 3:38 p.m. and facilitated the rest of the meeting.

2. Action Items

2.1 Approval of Agenda

- A motion was made by B. Broughton to approve the December 10, 2019 Meeting Agenda. S. Bayard seconded. No opposed. Motion was passed.

2.1 Conclusion

- December 10, 2019 Meeting Agenda was approved as presented.

2.1 Follow-up Items

2.1 Task of

2.1 Due by

None	None	None
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2.2 Approval of September 10, 2019 Minutes

- A motion was made by S. Bayard to approve the September 10, 2019 Meeting Minutes. M. Eklund seconded and B. Broughton and A. Harker abstained. All in favor. No opposed. Motion was passed.

2.2 Conclusion

- September 10, 2019 Meeting Minutes were approved as presented.

2.2 Follow-up Items

2.2 Task of

2.2 Due by

None	None	None
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2.3 Election of Officers

- J. Ramont opened the floor for nomination of Chair. V. Shepard moved to nominate A. Harker for a one-year term, seconded by S. Bayard. All in favor. No opposed. Motion passed unanimously.
- A. Harker opened the floor for nomination of Vice Chair. V. Shepard moved to nominate S. Bayard for a one-year term, seconded by M. Eklund. All in favor. No opposed. Motion passed unanimously.

2.3 Conclusion

- A. Harker was elected as Chair to the Committee for a period of one year.
- S. Bayard was elected as Vice Chair to the Committee for a period of one year.

2.3 Follow-up Items	2.3 Task of	2.3 Due by
None	None	None

3. Information/Discussion Items

3.1 COC Annual Report (2018-2019) First Draft Review

- J. Ramont directed the committee to the first draft of the COC Annual Report included in their handouts. He explained that the report is put together by the Bond Office and that feedback is requested from the committee members. Additionally, the report will be vetted through the COD Public Information Office for branding and visual elements of the report.
- M. McGinnis stated that he would like to receive comments on the draft report from the committee by January 15, 2020. He stated that D. DeSpain will email the committee the draft with a request for comments by this date.

3.1 Conclusion

- Committee Members were briefed on the draft 2018-2019 COC Annual Report

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Email all committee members a request for suggested edits to the report with a response date of no later than January 15, 2020	D. DeSpain	December 11, 2019

3.2 Bond Projects Update & Bond Project Financial Report

- M. McGinnis, by PowerPoint, reviewed the District's projects and Bond financial updates located in the Measure B and Measure CC Bond Citizens' Oversight Committee Report dated December 10, 2019.
- J. Ramont explained that the Indio Campus Expansion Project includes a space that is envisioned to integrate community events and the creation of space that will be open for community members to utilize. M. McGinnis stated that a makerspace will also be included in the project and explained that this is a collaborative work space in which people with shared interests, can gather to work on projects while sharing ideas, equipment, and knowledge. B. Broughton asked if the makerspace would be a place where a mobile lab could be brought into the site for use. J. Ramont explained that the makerspace is on the third floor of the building with an outdoor balcony. M. Eklund asked how the square footage of the new building compared to the square footage of the current building. M. McGinnis stated that the current building is 43,000 square feet and that the new building is 67,000 square feet. Additionally, 10,000 square feet of renovations to the existing building will be completed. J. Ramont explained that several administrative

spaces will be converted to instructional spaces. The administrative spaces will be moved to the ground floor of the new building.

- M. McGinnis stated that COD bought land just south of the Indio Campus, which will be the new location of the Indio Campus Child Development Center. He further explained that the facility will be state of the art with outdoor spaces, parking, and a secure child drop off area. The location is directly across the street from the existing campus. The square footage should be listed as 17,000 square feet and not 61,000 square feet as stated in the report.
- M. McGinnis reviewed the Roadrunner Motors Project in Cathedral City. V. Shepard asked if the location was near the dealerships in the area. Both M. McGinnis and J. White explained that the location is in back of the Volkswagen dealership in between the Subaru and future Lexus dealership. B. Broughton asked how COD plans on transporting students from the East and West Valley to the location in Cathedral City. J. White conveyed that there are established bus routes to provide transportation to students. Additionally, several of the dealerships have demonstrated interest in sending their employees to train at the new site. B. Broughton stated that she is always concerned about getting the students from the East Valley to COD teaching facilities and conveyed that the bus routes in the early morning don't always work out so well for students in this area. J. White explained that the program will expand to about two hundred students and that B. Broughton's point is well taken. J. White further acknowledged that the affordability of bus transportation has improved due to the student passes, but the challenge continues to be getting the bus routes optimized and how quickly the buses are operating. J. Ramont explained for those that were not aware, that the students last spring voted to implement a \$25.00 transportation fee for all students. The fee allows each student to either obtain a parking permit for their vehicle or to use their student identification card as a bus pass. COD is in talks with Sunline to consolidate routes, who have discovered that our students are one of the largest sources of ridership. Sunline is sharing ridership data that they obtain when students swipe their identification card when they get on the bus. This information is valuable and assists in determining routes most utilized by students.
- M. McGinnis briefed the committee on the status of the mall demolition of the future site of the COD Palm Springs Campus. He explained that the concrete crushing is underway and the materials will be used to spread across the site to help mitigate the dust before construction starts. A. Harker inquired if there would be banners with renderings of the new building. S. Adkins conveyed that rather than renderings, pictures of students would appear on the banners.

- M. McGinnis reviewed the Central Campus Quad Renovation Project. He explained that the new fountain will be a different style than the previous fountain and will be above ground with new filtration devices and pumps. There will also be all new concrete and the addition of several palm trees. Completion of the project will be near the end of February 2020.
- M. McGinnis next informed the committee that a new well was installed with state of the art equipment. COD now has two wells that are communicating with one another.
- M. McGinnis reviewed the Central Campus Redevelopment Project. Substantial completion on the Hilb Building is scheduled for the week of December 16, 2019 and final completion is scheduled for January 26, 2020. J. Ramont mentioned that there will be an opening that everyone will be invited to tour the new building. M. Eklund requested that a tour be provided to the COC members of some of the completed as well as ongoing projects. M. McGinnis asked D. DeSpain to coordinate a tour for the next meeting date of March 10, 2020. An explanation of the layout of the Hilb Building was provided to the committee.
- A. Harker asked how the capital program is impacting the operating expenses of COD and forecasting moving forward. He asked if there is a way from both the debt service and operations and management point of view to see how the projected increase in the debt service relates to the operations and maintenance and other operating costs. J. Ramont explained that the debt service is tied to the actual issuance of the Bond. The entire authorization for Measure B has been issued. Additionally, COD has issued fifty million dollars of Measure CC, with another approximately one hundred ten million dollars scheduled for issuance in the next couple of months. There are projections of what the debt service looks like when the money is issued. As far as operations are concerned, the staffing plans are still being established. A. Harker asked if there is any information that can be shared with the taxpayers. J. Ramont explained that he will have to address this with the committee at a later date since there are several projects that are ongoing at present and good accurate costs have not yet been established.

3.2 Conclusion

- Committee Members were briefed on current and completed projects and financials under the Measure B and Measure CC Bond Programs.

3.2 Follow-up Items

3.2 Task of

3.2 Due by

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Coordinate tour of projects with the COC members	D. DeSpain	None

3.3 Facilities Master Plan Update

- J. White handed out hard copies of the final version of the COD Facilities Master Plan and briefly reviewed the various sections of the document. The Plan is a snapshot of where COD facilities are now and a snapshot of where COD facilities are headed in the future at the various sites.
- A Facilities Master Plan is a requirement of all community colleges. COD's Plan was more than ten years old and it was incumbent to produce a new Plan. The result is a high-level conceptual document that was produced with the intent to demonstrate that our facilities will be rolled out to service what is included in the COD Educational Master Plan.
- The Plan is a tool and a roadmap that is adaptable that can be amended if necessary. Additionally, COD stakeholders have the added benefit of staying informed of what the College plans to accomplish.
- The Plan went through the normal vetting process with input from various campus committees including The College Planning Council and The Facilities Advisory Committee. The Plan was ultimately approved by the Board of Trustees on October 31, 2019.
- The Facilities Master Plan Summary is available on the COD website. The full document is available by request to J. White's office.

3.3 Conclusion

- Committee Members were briefed on the final version of the Facilities Master Plan for COD.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
None	None	None

4. Future Agenda Topics

- 2018-2019 Final Version of COC Annual Report
 - J. Ramont explained that after input from the committee, the 2018-19 COC Annual Report will be revised and distributed in final format at the next meeting on March 10, 2020.
- 2018-2019 Financial and Performance Audit
 - J. Ramont informed the committee that the financial and performance audit is now in the final review and that a presentation will be made by the auditor to the committee at the March 10, 2020 meeting.

5. Questions for the District

- A. Harker posed two questions to both J. Ramont and M. McGinnis, concerning Bond proceeds and expenditures

- 1. "Are you aware of any Bond proceeds that were expended for purposes other than those set forth in Measure B or Measure CC?" Both J. Ramont and M. McGinnis responded, "No".
- 2. "Are you aware of any Bond proceeds that were expended for any teacher or administrative salaries of the College or for the operating expense?" Both J. Ramont and M. McGinnis responded, "No".

6. Adjournment

The committee adjourned at 4:38 p.m.

Next Meeting

Tuesday, March 10, 2020

3:30 – 5:00 p.m.

North Annex NA 1 Conference Room