

CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES

DECEMBER 9, 2014 3:30PM-5:00PM

APPLIED SCIENCES, RM 104

ATTENDEES	<p>Members: Mr. Lawrence M. Cohen (Business Representative); Mr. Kenneth Eklund, (Senior Citizen Group Representative), Mr. Chris Escobedo, (Taxpayers' Association Representative); Mr. Geoffrey Kiehl, (Members At-Large – East Valley); Ms. Patricia “Tish” Lacy, (Student Representative); Mr. Larry Spicer (College Support Organization); Mr. William H. Waldron, (Members At-Large – West Valley)</p> <p>Lisa Howell, College of the Desert's Vice President, Administrative Services; Mr. Mac McGinnis, Bond Program Manager from Maas Companies; Jennifer Mergl, Maas Companies</p>
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Prior to the official start of the meeting, COC Members enjoyed a guided tour of the new Applied Sciences and Athletic Facilities projects.

Agenda topics

1. CALL MEETING TO ORDER

LARRY SPICER

DISCUSSION			
	<p>L. Spicer called the meeting to order at 3:35PM</p> <p>L. Spicer asked for introductions which served as roll call:</p> <p>Present:</p> <ul style="list-style-type: none"> Larry Cohen Ken Eklund Chris Escobedo Geoffrey Kiehl Tish Lacy Larry Spicer <p>Not Present:</p> <ul style="list-style-type: none"> William Waldron 		
CONCLUSIONS	The committee had a quorum.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None			

2. COMMENTS FROM THE PUBLIC

LARRY SPICER

DISCUSSION			
	There were no public comments.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None			

3. APPROVAL OF MEETING
MINUTES

LARRY SPICER

DISCUSSION		
<ul style="list-style-type: none"> September 9, 2014 – A correction was made to the September 9, 2014 meeting minutes. Under topic #6- Conclusion, paragraph 2- Meeting minutes read L. Cohen posed the following question to L. Howell. This should be corrected to L. Spicer posed the following question to L. Howell. L. Spicer requested that future meeting minutes have page numbers. K. Eklund made a motion to approve the September 9, 2014 minutes as amended, seconded by L. Cohen. All in favor. No opposed. No abstained. Motion passed unanimously. January 14, 2014- A motion was made by G. Kiehl to approve the January 14, 2014 meeting minutes, Seconded by T. Lacy. All in favor. No opposed. No abstained. Motion passed unanimously. March 11, 2014- A correction was made to the March 11, 2014 meeting minutes. Under Attendees- Meeting minutes list Mr. Lawrence Cohen, Chair. This is incorrect and the word "chair" should be stricken from behind Mr. Lawrence Cohen's name. L. Cohen made a motion to approve the March 11, 2014 minutes as amended, seconded by K. Eklund. All in favor. No opposed. 1 Abstained. Motion passed. June 10, 2014- A correction was made to the June 11, 2014 meeting minutes. Under Attendees- Meeting minutes list Mr. Lawrence Cohen, Chair. This is incorrect and the word "chair" should be stricken from behind Mr. Lawrence Cohen's name. K. Eklund moved to approve the June 10, 2014 minutes as amended, seconded by C. Escobedo. All in favor. No opposed. No abstained. Motion passed unanimously. 		
CONCLUSIONS		
Meeting minutes from the September 9, 2014, January 14, 2014, March 11, 2014 and June 10, 2014 meetings were approved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

4. FINANCIAL AND
PERFORMANCE AUDITS

LISA HOWELL

DISCUSSION		
<p>The Financial and Performance audits are being pulled and held pending approval by the Desert Community College District's Board of Trustees. The Board meets Friday, December 19th. Once approved by the Board, a copy of the report will be distributed to all COC Members via email. L. Howell is in possession of a copy of the Audit and did advise COC Members that there was one (1) finding. This finding was disputed by L. Howell and they were able to prove that the finding included a comment there was a temporary loan from the Bond funds to the Child Development Fund. This entry was made by Mr. Wade Ellis and was incorrect. Lisa and staff were able to prove that no funds were ever transferred between the Bond and the Child Development Fund. The auditor will address this discrepancy when they present their findings at the next COC Meeting.</p>		
CONCLUSIONS		
Financial and Performance Audits were pulled from the December 9, 2014 agenda pending Board approval and will be presented at the upcoming March 10, 2015 meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email Financial and Performance Audits to COC Members	Jennifer Mergl	12/31/2014

5. INFORMATION

LISA HOWELL

DISCUSSION	
<p>Lisa reviewed a handout which provided answers to several questions presented by the Oversight Committee at the September 9, 2014 meeting. The questions and answers are as follows:</p> <p>Question: Is there sealant protection planned for the new Tennis Courts to protect the court from skateboards?</p> <p>Answer: No. Nothing was included in the project for this type of protection. In checking with the installation contractor, there is nothing on the market for protecting tennis court surfaces from skateboards. Tennis court surfaces consist of latex paint and sand. The sand is for texture. Skateboarding on the new surface will wear down the surface prematurely.</p> <p>Question: Roof drain outlets onto sidewalk at Applied Sciences.</p> <p>Answer: Yes, on the west side of the Applied Sciences building, three roof drains empty onto the sidewalk. The installation of catch basins and piping can divert the water flow into the grass area to the west and away from the building.</p> <p>Question: Schedule Tours of Athletic Facility and Applied Sciences Projects for December 9, 2014.</p> <p>Answer: Tour planned as requested.</p> <p>Question: Provide financial report clearly separating Bond dollars from outside funding sources.</p> <p>Answer: A financial report was provided to all COC Members.</p> <p>Question: How much of the Bond funds are left?</p> <p>Answer: A financial report was provided to all COC Members.</p> <p>A discussion ensued regarding the West Valley Campus- Palm Springs Project. L. Howell confirmed that the existing site in North Palm Springs is off of the table and the District is pursuing the new location at the Palm Springs Mall. L. Howell provided a brief overview of the process that the District will be going through to obtain this property. The process is expected to take roughly 1-2 years. The District has entered into a contract with Terra Nova to start work on an Environmental Impact Report (EIR). This report is required prior to entering into the eminent domain process. L. Howell confirmed that the funding source for the contract with Terra Nova will come out of RDA funding and that no Bond dollars have been used in connection with securing the new location at the mall. T. Lacy asked L. Howell if all of the funds from the sale of the N. Palm Springs location (currently appraised at \$5.9MM) go back into the Bond fund or if just the original amount used to purchase the land gets returned to the Bond. L. Howell stated that she would check with the District's legal department to ensure an accurate answer.</p>	

CONCLUSIONS		
All answers from the September 9, 2014 COC meeting were answered.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Provide clarification of the distribution of funds received from the sale of the N. Palm Springs location.	L. Howell	

6. 2013-2014 ANNUAL REPORT

LISA HOWELL

DISCUSSION		
L. Howell confirmed that the 2013-2014 Annual Report will be available at the next meeting.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

7. BOND PROJECTS UPDATE & BOND PROJECT FINANCAIL REPORT

MAC MCGINNIS

DISCUSSION

L. Howell reviewed the following items from a PowerPoint presentation:

Project Status Reports- Current Projects

Athletic Facilities (Project in Construction)

Architect: LPA Architects

Construction Manager: ProWest

Project Square Footage: 26,840 sq. ft.

Construction Start: Fall 2012 – 2013

Target Completion Phase 1: Summer 2014

Targeted Completion Phase 2: Fall 2014

Total Project Budget: \$24,765,238

Construction Budget: \$19,081,410

Expenditures to Date: \$21,434,633

Project Update:

Gymnasium

- Construction complete
- Installing Fire Turn Around Lane Turfblock pad

Kinesiology Building

- Complete

Tennis Courts

- Tennis court chain link fencing complete
- Preparing court for painting and drinking fountains, benches, net posts, and shade canopy installation
- Landscape and irrigation work complete
- Concrete perimeter walkway complete

Sustainable Features:

- Will be minimum LEED Silver Certified

New gymnasium, team rooms, shower/locker rooms and maintenance facilities for the Physical Education and Athletic programs, as well as renovation of an initial structure to accommodate weight training, multipurpose rooms and faculty/staff offices for the Physical Education and Athletics programs for the campus. New tennis facilities and athletic quad.

Phase 1 of the Athletics Project is now 99% complete. This phase was slated for completion Summer of 2014. This deadline was met and students are currently using the new facility. The new gym was redesigned to ensure maximum use and that two NCAA (National Collegiate Athletic Association) regulation cross-courts have been added for intermural play and tournaments.

Phase 2 of the project includes the installation of eight tennis courts and is 85% complete. Outstanding items include applying the surface as well as installation of covered seating, drinking fountains and windscreen.

Applied Sciences (Project in Construction)

Architect: HGA Architects

Construction Manager: Gilbane

Project Square Footage: 21,741 sq. ft.

Construction Start: Summer 2013

Targeted Completion: Fall 2014

Total Project Budget: \$12,381,000

Construction Budget: \$8,781,000

Expenditures to Date: \$11,725,559

Project Update:

Agriculture Building

- Complete

Applied Sciences Building

- Commissioning complete and LEED documentation being submitted
- Faculty/Staff move in date: December 22, 2014
- Construction Complete
- Audio Visual and Network Equipment installation complete
- Fire inspection scheduled for December 9, 2014
- Processing of Notices of Completion

Sustainable Features:

- Will be minimum LEED Silver certified

This project encompasses both the Agricultural Sciences, which will be renovated along with a new Greenhouse and Lath House, and a new Applied Sciences building that will be home to the HVAC, Drafting, Construction Technology, Natural Resources, classrooms and Labs. The Dean and Facility offices will also be in this building.

Financial Report

Project Allocations Budget

- Completed Projects:
 - Bond + Other Budget: \$124,720,751
 - Bond + Other Expenses: 124,720,751
- Current Projects- Ongoing:
 - Bond + Other Budget: \$170,202,068
 - Bond + Other Expenses: \$164,486,036
 - Balance: \$5,716,032
- Future Projects:
 - Bond + Other Budget: \$105,918,814
 - Bond + Other Expenses: \$37,775
- Contingency
 - Bond + Other Budget: 2,557,197
- Bond Management & Other Fees:
 - Bond + Other Budget: \$24,649,879
 - Bond + Other Expenses: \$24,624,327
 - Bond Balance: \$25,552
- Total Summary of Projects Bond + Other Budget: \$428,048,709
- Total Summary of Bond + Other Expenses: \$313,874,010
- Total Summary of Projects Bond + Other Balance: \$114,179,820
- Total Bond Funds Issued: \$346,500,000
- Deferred Projects:
 - Total Deferred Projects: \$47,013,440

M. McGinnis provided an overview of the financial reports that were included on pages 10-12 of the December 9, 2014 Bond Report. L. Cohen requested that future Bond reports indicated a date that the dollar amounts correspond with. M. McGinnis agreed to make that change.

Upcoming Events: No events currently scheduled.

CONCLUSIONS

L. Spicer posed the following question to L. Howell & M. McGinnis; "Are you aware of any Bond proceeds that were expended for purposes other than those set forth in Measure B?" L. Howell & Mc. McGinnis responded, "No."

L. Spicer posed the following question to L. Howell & 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?" L. Howell & M. McGinnis responded, "No."

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Update Bond Report format to include a date that corresponds with the dollar amounts indicated.	M. McGinnis	3/10/2014

8. SCHEDULE OF FUTURE MEETINGS

LARRY SPICER

DISCUSSION

Future meeting dates are set for March 10, 2015, June 9, 2015 & September 8, 2015.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

- 1. None

9. FUTURE AGENDA ITEMS

LARRY SPICER

DISCUSSION

- Financial & Performance Audit Results
- 2013-2014 Annual Report

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Add Agenda items to the March 10, 2015 agenda.	Jennifer Mergl	3/10/2015
Meeting adjourned at 4:35PM		