



CITIZENS' BOND OVERSIGHT COMMITTEE MEASURE B AND MEASURE CC BOND		
MINUTES FOR: March 14, 2017	3:30-5:00PM	CSSC- Multi-Purpose Room
Members Present:	Members: Vern Kozlen (Chair and College Support); Andrew Harker, Ed.D. (Vice Chair, and Member-At-Large, West Valley); Vicki Shepard (Taxpayers' Association); Eileen Packer (Business Representative); Margie Eklund (Senior Citizen Group Representative); Liam Withrow (Student Representative), Steven Bayard (Member-At-Large, East Valley) Fred Jandt (Trustee)	
Members not Present:	Lisa Howell (VP, of Administrative Services)	
Guest(s):	John Ramont (Director, Fiscal Services) Donald Field (Orrick), Mac McGinnis (MAAS Companies, Bond Management Office), Jessica Enders (Director, Education Centers), Brandon Toepfer (Director, Maintenance & Operations)	
Guest(s) not Present:	N/A	
Recorder:	Courtney Kerrigan (MAAS Companies, Bond Management Office)	

AGENDA

1. Call to Order/Roll Call		
	The meeting was called to order at 3:35 p.m. The Committee had a quorum. John Ramont, Director of Fiscal Services announced he will be substituting for Lisa Howell.	
1.1 Comments From The Public		
	There were no comments from the public.	
2. Action Items(s)		
2.1 Approval of December 5, 2016 Meeting Minutes		
DISCUSSION	Meeting Minutes – December 5, 2016: A motion was made by V. Kozlen to approve the December 5, 2017 meeting minutes, seconded by A. Harker. All in favor. No opposed. No abstained. Motion passed unanimously.	
CONCLUSION	1. Meeting Minutes from December 5, 2016 were approved.	
ACTION ITEMS		PERSON RESPONSIBLE
		DEADLINE
1. Finalize and publish December 5, 2016 COC Meeting Minutes.		Courtney Kerrigan
		03/24/17
Information Items:		
2.2 Measure CC – Election Vote Certification Information		
DISCUSSION	J. Ramont furnished the Voter Election Certifications for the Measure CC Bond Measure for both Riverside and Imperial counties. The measure passed with 72% approval.	
CONCLUSION	1. Bond Measure CC was successful due to marketing efforts and strong community support.	
ACTION ITEMS		PERSON RESPONSIBLE
		DEADLINE
None		
2.3. 5-Year Plan – FPP Moratorium		
DISCUSSION	A Memorandum from the State Chancellor's Office dated February 8, 2017 was presented to the Committee for information purposes. The memorandum informs there will be a funding moratorium in place for those projects seeking state subsidy. The moratorium is in result of the Governor's new budget and the passing of Prop 51.	

CONCLUSION	1. The State Chancellor's moratorium will not affect this District; Measure B & CC Bonds will provide the funds needed for planned campus projects.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			
3. Follow up Items			
3.1 Final COC 2015 Annual Newsletter			
DISCUSSION	<p>A final version of the 2015-2016 Citizens' Oversight Committee Annual Report was furnished to the committee. M. McGinnis addressed an inquiry made in the last meeting of December 5th, by confirming the former COC Chair, Ken Eklund reviewed and approved the report.</p> <p>Q: V. Kozlen: Who receives these Annual Reports and how is it delivered to them? A: M. McGinnis: The Districts' Public Information Office distributes the report. The distribution list information will be looked into.</p> <p>M. McGinnis confirmed the COC Annual Report 2015-2016 is posted on the COD Bond site, for public visibility as required.</p>		
CONCLUSION	<ol style="list-style-type: none"> 2015-2016 COC Annual Report was reviewed and approved by Ken Eklund, former Chair, prior to formal distribution. The COC Annual Report provides updates to the public on Bond project and financials for each fiscal year, as required. Committee seeks information on how and to whom the report is distributed. 		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
1. Provide a copy of the distribution list for the COC Annual Report.	C. Kerrigan	03/24/17	
3.2 Bond Covenants			
DISCUSSION	<p>The District's Bond Covenants were furnished to the Committee for their use and in response to their inquiry relating to retail space.</p> <p>J. Ramont addressed the Committee's inquiry concerning Bond provisions as it relates to the Indio retail space. He stated the provisions within the Covenants specify the District must remain under 5% in space allocation for retail or commercial property. The District is within this provision at 4%. J. Ramont explained that since the District was unable to attract commercial leases for the Indio retail space, they decided to instead repurpose the space and build larger classrooms, a new bookstore, and a permanent Student Kiosk for the campus.</p> <p>Q: A. Harker: What is done with the net proceeds from the Kiosk? A: J. Ramont: The current model for the Kiosks' is under the Student Work Experience Program funded by the State Chancellor's Office. The Program is to teach entrepreneurship skills in a living lab experience. The model is to simulate a real business; having its own checking account, paying students a stipend as well as a percentage of sales.</p> <p>Q: A. Harker: Does the Student Kiosk operate under the College's 501(c)3? A: J. Ramont: We are a "political subdivision" of the State. The Kiosk funds are accounted for within the District's operating funds, and would be closed out to the unrestricted general fund at the close of the program. The program does receive State apportionment as well.</p>		
CONCLUSION	<ol style="list-style-type: none"> The District is compliant with the Bond provision by remaining under 5% in space allocation. The Student Kiosk is a Student Work Experience Program, is funded by the State's Chancellor's Office and tracked separately. 		

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
3.2b Bond Refunding – Talking Point			
DISCUSSION	<p>Talking Points were furnished to the Committee as requested in the December 5th meeting. The one page document highlights the benefits of refinancing the District’s current outstanding (CABs) Bonds.</p> <p>Donald Field of Orrick relayed that the District will be taking advantage of the historically low interest rates while combatting the tax rate for the new Bond. Eliminating the CABS and replacing with Current Interest Bonds (CIBs) will lower cost to tax payers and reduce debt term by 5 years.</p> <p>Q: S. Bayard: When will the new Bonds would be paid off? A: D. Field: Measure CC Bonds will be paid off in 2046?</p>		
CONCLUSION	<ol style="list-style-type: none"> 1. The Districts Bond refunding information was outlined in a Talking Points document for the Committee to use as reference, if asked by the public. 2. Refunding 2007C Bonds will save approximately \$200M. 3. Measure CC Bonds will be paid off in 2046. 		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
4.0 Presentations			
4.1 Bond Counsel Presentation, Donald Field, Orrick			
DISCUSSION	<p>Bond Counsel, Don Field from Orrick provided the Measure CC Bond Resolution that outlines the Roles and Covenants for the new COC Committee.</p> <p>D. Field prefaced by stating that when Prop 39 passed, it mandated California Community Colleges put in place accountability measures. Those include forming a Citizens’ Oversight Committee that must meet at least once a year and producing the COC Annual Report. D. Field added that the Committee is to safeguard the process, by making sure proceeds are spent on the type of projects outlined in the language of the Bond Resolution. D. Field directed the Committee to Exhibit A – Table A4 in the Resolution that provides the exact Bond language and the approved project list. D. Field advised that the Committee should refer to this list throughout the process, matching the expenditures against the project list.</p> <p>V. Kozlen added that It is not within the Committee’s purview to determine if a project is a good thing or not, only if the type of project qualifies. S. Bayard further explained, that it is the Committee’s job to make sure the District and Bond office report correctly. If you have opinions outside of your purview, than speak to Board of Trustee representative, Fred Jandt.</p> <p>Q: V. Shepard: Besides the Annual Report, should we report in other ways to the public? A: D. Field: The only other requirement is to have OC meetings at least once a year. Your meet on a quarterly basis and therefore exceed the Prop 39 requirements.</p> <p>Q: A. Harker: Will there be two committees, one for each Bond measure or 1 committee to oversee both Bonds? A: D. Field: This Committee will oversee both Bond measures.</p>		

CONCLUSION	<ol style="list-style-type: none"> 1. The roles and responsibilities of the Committee are to: <ol style="list-style-type: none"> A. Furnish an Annual Report that will be distributed by the Districts Public Information Office. B. Hold a COC meeting at least once a year. C. Make sure proceeds are spent on the type of projects outlined in the language of the Bond Resolution. 2. The Committee will oversee both Bond measures; Measure B and Measure CC. 	
ACTION ITEMS		DEADLINE
None		
4.2. Bond Projects Update & Bond Project Financial Report		
DISCUSSION	M. McGinnis reviewed all project and financial updates found on the Bond Citizens' Oversight Committee Report dated March 14, 2017.	
CONCLUSION	<ol style="list-style-type: none"> 1. The Committee was briefed on current project and financials under the Measure B Bond program. 2. 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". 3. 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". 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
5. Future Agenda Items		
DISCUSSION	V. Kozlen asked the Committee if they had suggested agenda item for the next COC meeting on June 13, 2017. <ol style="list-style-type: none"> 1. The Committee did not identify any future agenda items. 	
CONCLUSION	<ol style="list-style-type: none"> 1. Agenda items for the June 13, 2017 were not identified by the Committee. 	
6. Adjournment: 4:52PM		

NEXT MEETING:

June 13, 2017 at 3:30PM – 5:00PM
 Craven's Student Services Center
 Multi-Purpose Room