



CITIZENS' BOND OVERSIGHT COMMITTEE MEASURE B AND MEASURE CC BOND		
MINUTES FOR: September 11, 2018	3:30-5:00PM	North Annex - Room 1
Members Present:	Vern Kozlen (Chair and College Support); Dr. Fred Jandt (Trustee); Margie Eklund (Senior Citizen Group Representative); Vicki Shepard (Tax Payers' Association); Eileen Packer (Business Representative).	
Members not Present:	Andrew Harker, Ed.D (Vice Chair, and Member-At-Large, West Valley); Steven Bayard (Member-At-Large, East Valley); Student Representative (VACANT position).	
District Official(s) Present:	John Ramont (Interim Vice President, Administrative Services)	
District Official(s) not Present:	Dr. Joel Kinnamon (President)	
Guest(s):	Jessica Enders (Director, Education Centers)	
Bond Management Representative(s) Present:	Ryan Lamb (Senior Project Manager, MAAS Companies); Courtney Kerrigan (Office Manager, MAAS Companies)	
Bond Management Representative(s) Not Present:	Mac McGinnis (Program Manager, MAAS Companies)	
Recorder:	Courtney Kerrigan (MAAS Companies, Bond Management Office)	

AGENDA

1. Call to Order/Roll Call		
	The meeting was called to order at 3:33 p.m. The Committee had a quorum.	
1.1 Approval of Agenda – September 11, 2018		
DISCUSSION	A motion was made by Chair, V. Kozlen to approve the September 11, 2018 Meeting Agenda. M. Eklund seconded. All in favor. No opposed. No abstained. Motion was passed.	
CONCLUSION	1. September 11, 2018 Meeting Agenda was approved as presented.	
1.2 Comments From The Public		
	No comments from the public.	
2. Action Item(s)		
2.1 Approval of June 12, 2018 Meeting Minutes		
DISCUSSION	A motion was made by Chair, V. Kozlen to approve the March 13, 2018 Meeting Minutes; M. Eklund seconded. All in favor. No opposed.	
CONCLUSION	1. June 12, 2018 Meeting Minutes was approved as presented.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Finalize and publish June 12, 2018 Meeting Minutes onto Bond site.	C. Kerrigan Recorder	September 17, 2018
2. Action Item(s)		

2.2 Reappointment Appointment Process		
DISCUSSION	<p>Reappointment: J. Ramont confirmed that on August 17, 2018 the Board of Trustees approved the reappointments of members seeking a second two-year term; Vern Kozlen (Chair and College Support); Andrew Harker Ed. D (Vice Chair, and Member-At-Large, West Valley); Margie Eklund (Senior Citizen Group Representative); Vicki Shepard (Tax Payers' Association); Eileen Packer (Business Representative).</p> <p>Steven Bayard (Member-At-Large, East Valley) is completing his final second two-year term which concludes September 2019. The Student Representative position has yet to be filled; Associate Students of College of the Desert (ASCOD) is currently seeking to fill the position by October 2018.</p> <p>Appointments of Officers: V. Kozlen opened the floor for nominations of Chair. E. Packer moved to nominate V. Kozlen for another one-year term, seconded by M. Eklund. All in favor. No opposed. Motion passed unanimously.</p> <p>V. Kozlen opened the floor for nominations of Vice Chair. M. Eklund moved to nominate A. Harker Ed. D for another one-year term, seconded by E. Packer. All in favor. No opposed. Motion passed unanimously.</p>	
CONCLUSION	<ol style="list-style-type: none"> Vern Kozlen was nominated to Chair the Committee for a period of one year. Andrew Harker, Ed. D was nominated to Vice Chair for a period of one-year. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		
3. Presentations		
DISCUSSION	<p>2016-2017 Financial & Performance Audit Report</p> <p>Brandon Harrison, auditor from Vavrinek, Trine, Day & Co. LLP provided information contained in the 2016-2017 Financial & Performance Audit Report- Measure B General Obligation Bonds:</p> <ol style="list-style-type: none"> 2016-2017 Financial & Performance Audit Reports resulted in no findings. \$67M funds leftover from the restricted fund balance of the Measure B (as of June 2017 audit). Performance reports were conducted and no issues found relating to internal controls. No comingling of funds; funds properly segregated. Bid procedures; documentation and advertising were performed correctly. Change Orders were under the 10% of contract amount and in accordance with the bond language. 	
CONCLUSION	<ol style="list-style-type: none"> Financial & Performance audit resulted in no negative findings. No comingling of funds and segregated. Bids and Change Orders submitted were in accordance of the Measure B Bond language. 	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
1. None		
4.0 Reports		
4.1 Bond Project Update & Bond Project Financial Report		

DISCUSSION	<p>Ryan Lamb, Senior Project Manager of the Bond Office presented the report on behalf of Mac McGinnis, who was unable to attend. R. Lamb provided projects and bond financial updates based off the Bond Citizens' Oversight Committee Report dated September 11, 2018.</p> <p>R. Lamb followed with a second report called the "Campus Project Allocation Budget Report. This report lists the completed campus projects and provides status on project balances, budget variances, and fund status. Updates were made to this report to include the Committee's feedback from the June 12, 2018 meeting. R. Lamb inquired if the report captured the information they were seeking. The Committee affirmed it did.</p> <p>J. Ramont then provided an update concerning the Indio Campus Expansion project. The District just closed escrow on a new property that will be used for the Indio Expansion Project. More information will be provided as it develops.</p>		
CONCLUSION	<ol style="list-style-type: none"> 1. Committee Members were briefed on current project and financials under the Measure B and Measure CC Bond program. 2. Committee Members were briefed on the budgetary statuses of closed campus projects. Committee Members confirmed format and content of the report was acceptable. 		
ACTION ITEM		PERSON RESPONSIBLE	DEADLINE
None			
5.0 Future Agenda Items			
DISCUSSION	<p>V. Kozlen opened the floor for future Agenda Items suggestions. No suggestions were received by the Committee.</p>		
CONCLUSION	<ol style="list-style-type: none"> 1. Future Agenda items were not identified for the December 11, 2018 meeting. 		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
6.0 Adjournment: 4:12PM			

NEXT MEETING:

December 11, 2018 at 3:30PM – 5:00PM
NORTH ANNEX Conference Room