Independent Citizens' Bond Oversight Committee

Minutes of Regular Meeting **December 5, 2017**
(Approved February 20, 2018)

I. Call to Order

The Independent Citizens' Bond Oversight Committee met in a regular meeting on Tuesday, December 5, 2017, in meeting room 1030 on the Oceanside Campus. Chairperson Debbie Barnum called the meeting to order at 2:10 p.m.

II. Roll Call

Committee members present:

Debbie Barnum
Richard High
Ted Owen
Lee Reich
Juana Reyes
Yolanda Silva

Committee members not present:

Ray Clendening

Others present:

Geoffrey Bachanas
John Dacey (via phone)
Kristen Huyck
Tom Macias
Charlie Ng

III. Approve Meeting Minutes

A. Regular Meeting of October 17, 2017

By motion of committee member Owen, seconded by committee member Reyes, the minutes of the regular meeting of October 17, 2017, were approved.

Vote: 6/0
Aye: Barnum, High, Owen, Reich, Reyes, Silva

IV. Public Comment On and Not on the Agenda

None.

V. Changes in Agenda Order

Table the 2018 meeting calendar until later in the meeting for further discussion.

VI. 2018 Meeting Calendar

The committee reviewed the proposed meeting calendar and accepted the dates as outlined. It was agreed that future meetings will be confirmed two weeks before the actual meeting on whether or not it will be held or cancelled. The next meeting will be January 18, 2018.

VII. Independent Citizens' Bond Oversight Committee Handbook

Committee received copies of the revised Independent Citizens' Bond Oversight Committee Handbook.

VIII. Term of Student Representative Recruitment, Selection, and Appointment Notification

Committee notified that the student representative term is set to expire and a recruitment will need to be started in January 2018 to fill the vacancy. Discussion ensued on how to advertise the open position. Barnum will speak with Haney Hong from the San Diego County Taxpayers Association to see if we can advertise the student vacancy through the Associated Student Government on campus versus advertising in the local newspaper.

IX. Annual Report

The committee reviewed a sample draft outline for the 2018 Annual Report that will need to be prepared in 2019. Data for the report will be collected after each meeting or on a quarterly basis to assist in the creation of the document. The committee was reminded that subcommittees (three members or less) are allowed to meet to work on the annual report. It was noted that Scheduled Maintenance will be updated in January 2018.

X. Standing Reports

a. Status of Design
Two projects are currently in the design process (Classrooms 300/600 at the San Elijo Campus). Kitchell reviewed with the committee the in-design projects for the next 90 and 150 days. The district standard guidelines are near completion and the goal is to turn them over to the architects at the end of the month.

b. Status of Construction
Temporary portables will be set up in June 2018. The theatre and storage unit projects paid by the Lease Revenue Bond will be completed by the end of the year. The studio is currently in process and scheduled to be completed by summer 2018 and ready for classes in fall 2018.

c. Status of Contracts Let
The board approved the qualified pools of architects, geotechnical, and civil engineers. Those selected have signed master agreements for services. Pre-authorized funding amounts for the master service agreements were also approved by the board. Architectural/Engineering services have been approved at $36M, Geotechnical services have been approved at $4.3M, and Civil engineering services for $1.2M. Upcoming procurements are aligned with the start of projects.

d. Scope of Services for Negotiated Contracts
The three contracts approved are for program-wide services for Measure MM. Future contracts will be project specific. The committee has requested Kitchell include estimates to show the expected cost savings on the bundling of services. Kitchell noted there is no mark up on program management services.

e. Status of Finance (Cost to Date)
The district has requested that Kitchell handle all procurement and financial processing of the projects for Measure MM. A district employee will review and validate the items processed by Kitchell.

The committee reviewed the Measure MM Master Program Budget Executive Summary and the Existing Bond Commitments and Expenditures as of November 30, 2017 presented by Kitchell. The committee would like the documents marked showing the costs in between meetings. It would be helpful to have a running total and note what the new items are from the last month. A request was made to split out hard and soft costs and run the information on 8 ½" x 14" paper. Geoff will present this at the next meeting.

A question was asked whether or not the Independent Citizens' Bond Oversight Committee has any oversight responsibility of the $12.3M Lease Revenue Bond. John Dacey will inquire with bond counsel on proper expenditures of the debt that was paid off and how it should be addressed.

XI. Items for Next Agenda
None.

X. Adjournment
Meeting adjourned at 3:29 p.m.

Minutes Approval:

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Debbie Barnum
Committee Chair