

Yosemite Community College District

Measure E Citizens' Bond Oversight Committee Meeting Minutes

YCCD Board Room
October 5, 2011, 6:00 p.m.

Members Present: Frank "Del" Hodges, Lee DeLano, Mark Heinzinger, Mike Sharif, Matthew Rollicheck, Verle Bartels, James West, Lyndi Love

Members Absent: Jeff Phillips, Billie Taylor

Others Present: Larry Calderon, Nick Stavrianoudakis, Mark Newton, Matt Kennedy, Tim Nesmith, Gary Whitfield, Michael Guerra, Teresa Scott, Deborah Campbell, Joan Smith, Graciela Molina (recorder).

1. Call to Order

Citizens' Bond Oversight Committee (CBOC) Meeting was called to order by CBOC Chair Frank "Del" Hodges at 6:00 p.m. in the YCCD Board Room.

2. Comments from the Public

No comments from the public.

3. Approval of Minutes of July 6, 2011 Meeting

A motion was made by Mike Sharif and seconded by Matthew Rollicheck to approve the meeting minutes of July 6, 2011. The motion carried with a vote of 8-0, minutes were approved.

4. Presentations

a. Scheduled Maintenance

Executive Vice Chancellor Teresa Scott provided CBOC members with a presentation on California Community Colleges Scheduled Maintenance Process. The topics presented included a review of Education Code 84660 and Bond Ballot Language—Exhibit A. She discussed the Scheduled Maintenance Process which involved providing data to the State using the Fusion System, identifying critical and anticipated needs in the areas of roof, mechanical, utility, exterior and other categories which she described; in addition, the process of submission and when monies become available were discussed. She concluded with an overview of the Measure E Scheduled Maintenance Projects for the period 2005-06 through 2010-11, totaling just under \$6.2 million.

In response to a question from Chair "Del" Hodges regarding Scheduled Maintenance for Central Services and the discrepancy with Kitchell's reporting Mark Newton reported that the Measure E Budgets and Schedules identifies the addition of \$5 million which reflects matching State funds.

Lee DeLano inquired about the transfer of bond proceeds; Matthew Rollicheck inquired about the \$14-\$18 million in arbitrage funds; Teresa Scott reported that Fiscal Services continues to engage in discussion with regard to the arbitrage funds and investment earnings; it was reported that investment earnings needs to be spent on capital projects and funds are subject to a spend down schedule. In response to Lyndi Love's question regarding matching State funds, it was reported that funding for Community Colleges is a State line item budget. Lee DeLano inquired about public access to the Fusion system to review scheduled maintenance; YCCD staff offered to meet and review data. It was reported that the "Capital Projects Fund" is part of the annual district budget which is an established and audited fund; the auditors review and audit scheduled maintenance.

b. Bond Process – Cost Savings Measures

Mark Newton provided an overview of the procedures manual; president and administrators decided that all projects are budget driven and any changes in budget are presented to the YCCD Board for approval. Kitchell reviews content of drawings using value engineering and projects are competitively bid. Pre-established purchase agreements were mentioned; State negotiated contracts are used such as California Multiple Award Schedules (CMAS). Discussion ensued regarding types of bids: pre bid, responsive and responsible bids.

With respect to reallocation of funds in light of low bids and cost savings, Mark Newton reported that savings have been itemized and the district and colleges are looking to reallocate funding from the Ag Pavilion, Student Services and Allied Health at MJC; Columbia College identified savings with the Mahogany, Public Safety and Science projects. Discussion ensued regarding energy saving strategies and long term saving options. Matthew Rollicheck inquired about rebates associated to Measure E projects; staff reported applications have been completed, however no funds have yet to be received; input from Bond Counsel will be sought regarding rebates. A request from Lee DeLano for lifecycle costing was made, Fiscal Services staff will respond to this request.

c. Expenditure of Funds

Controller Deborah Campbell provided some background information regarding the financial aspect of the District budget. She reviewed the material available online at the YCCD Controller's Office website, the Budget and Accounting Manual (BAM) – State Chancellor's Office, and audit reports - CCFS311 Reports. Deborah Campbell and Teresa Scott provided information regarding the purchasing process in response to an inquiry by Chair Frank "Del" Hodges. It was reported that following inquiries from CBOC members YCCD has established a formal closeout process for Measure E Bond Projects; closeout will occur approximately one year after occupancy takes place. Discussion ensued regarding short term and long term issues with respect to capital outlay construction and furniture, fixtures and equipment (FF&E). It was reported that all purchases fall under State guidelines.

5. Annual Report

A copy of the 2010-2011 CBOC Annual Report was previously provided to CBOC members for their review. Public Affairs Director Nick Stavrianoudakis provided a slideshow overview of the report; he made CBOC members aware of the change to the section "*A message from the CBOC Chair*". James West made the motion to accept annual report with the recommended changes, Lee DeLano seconded the motion. CBOC members approved the motion with a vote of 8-0. Matthew Rollicheck agreed to present the annual report at the October YCCD Board meeting. It was reported that staff would be available to respond to questions from the Board of Trustees, if needed. Chair Frank "Del" Hodges thanked Nick Stavrianoudakis and everyone involved in the creation and gathering of information for the annual report.

6. Bond Update

A written update on the progress of current Bond projects was previously provided to CBOC members. Mark Newton provided three presentations: New Energy Efficiency Building Designs, Thinking Greener and More Sustainable Practices, and lastly Glacier Hall. **New Energy Efficiency Building Designs:** Mark Newton discussed the going green at YCCD, buildings targeting Leadership in Energy and Environmental Design (LEED) certification include Science and Natural Resources and the Child Development Complex at Columbia College and the Student Services Building and Science

Community Center at MJC. It was noted that applications have been submitted to MID for rebates on lights and turbo core chillers. Discussion ensued regarding California energy requirements. **Thinking Greener and More Sustainable Practices:** Mark Newton reviewed the solar photovoltaic (PV) system and informed CBOC members of the buildings designed to accommodate future solar systems which included Child Development Complex at Columbia College and the Beef and Sheep Barns, Ag Pavilion, Science Community Center, and Shipping and Receiving at MJC. Other potential locations include the MJC retention basin and parking lots. Mark Newton highlighted the green technology incorporated in the Science & Natural Resource and Glacier Hall projects. **GLACIER HALL:** The allied health building is newly named Glacier Hall. Mark Newton provided an overview of the building layout of the first and second floors which include the lobby and study area, simulated hospital ward, nursing skills lab, medical assisting classroom, lecture halls, and department and faculty offices.

7. YCCD Measure E Budgets and Schedules

Mark Newton reported on items of significance. The Ag Pavilion, Allied Health and Founders are deemed complete.

8. Bond Quarterly Expenditure/Revenue Report

Mark Newton provided the Measure E Quarterly Expense Report. As of June 30, 2011, MJC has total expenditures of \$110.6 million, encumbered \$40.1 million, and ends with an unencumbered balance of about \$69.3 million. Columbia College's total expenditures amount to just under \$30.7 million, encumbered just over \$2.2 million, and an unencumbered balance of about \$19.5 million. Central Services has total expenditures of just over \$33.2 million, encumbered \$1.2 million, and an unencumbered balance of just under \$19.1 million. Program wide total expenditures amount just over \$174.5 million, encumbrances just over \$45.1 million, and an ending balance of approximately \$106.5 million.

9. Comments from Committee Members

Chair Frank "Del" Hodges commented that the repayment of bonds lays with the property tax owners; counties collect the money, financially YCCD is out of the loop. It was reported that YCCD is very much involved with the bond and audit process. The audit reports out the bond repayment. There are three bonds on the tax bill, each bond issuance was structured differently; the bond structure drives the annual change in the rate. Discussion ensued regarding the repayment schedule and asked for clarification on the Measure E Audit was requested.

10. Adjournment

The Citizens' Bond Oversight Committee meeting was adjourned at 8:15 p.m.

The next regular meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, January 4, 2012, at 6:00 p.m., in the Yosemite Community College District Board Room, 2201 Blue Gum Avenue, Modesto, California.