

Minutes of the Citizens' Bond Oversight Committee Meeting  
Riverside Community College District  
Norco College  
Science and Technology – ST107  
2001 Third Street, Norco, CA 92860  
4 p.m. – October 20, 2016

**Members Present:**

Morrie Barembaum  
James Cuevas  
Clark DuPont  
Raymond Hicks  
Jeff Kraus

**Staff/Guests:**

Majd Askar, *Director, Business Services*  
Aaron Brown, *Vice Chancellor, Business and Financial Services*  
Chris Carlson, *Chief of Staff and Facilities Development*  
Peggy Cartwright, *Associate Vice Chancellor, Strategic Communications & Institutional Advancement*  
Bart Doering, *Director, Facilities Development*  
Melissa Elwood, *Controller*  
Beth Gomez, *Vice President, Business, Norco College*  
Carlos Villafuerte, *Attorney, Stradling Attorneys at Law*  
Renee Graves, *Partner, Vicenti, Lloyd & Stutzman*

**Members Absent:**

Susan Cash  
Tyrone Macedon, Sr.

**Call to Order: 4:22 p.m.**

**Approval of Minutes**

Approved as amended. Cuevas/m Kraus/s vote: 3-0, 2 abstentions

**Bond Counsel Presentation**

With two new committee members, it was requested that Bond Counsel provide information about the roles of the CBOC. Carlos Villafuerte, attorney from Stradling Attorneys at Law, covered the following topics: Proposition 39, the Ralph M. Brown Act, role of the CBOC as a unit, and CBOC communication. The responsibility of the CBOC is to “inform the public” and the CBOC is required to produce materials such as the annual report to provide the public an overview of Measure C projects and expenditures that took place during the year.

*The committee members reviewed their obligations and roles as members of the Citizens Bond Oversight Committee with the bond counsel. They also discussed the use of funds for Measure C projects and asked for clarity on using bond funds for administrative salaries.*

**Norco College Update**

Norco College Vice President of Business, Beth Gomez provided the Norco College update. She shared an overview of college projects and future projects scheduled at the College. One project that was highlighted when the committee met at Norco College last year was an electronic marquee that would be constructed at the entrance of the College. City and College leaders continue to work together to make this project happen.

**Audit Report**

Renee Graves, partner with Vicenti, Lloyd and Stutzman, CPAs shared provided the 2016 Bond Audit report. There were a few items that needed to be addressed including the an error in posting of an expenditure, posting minutes on the District website and the CBOC membership, these issues have been resolved. The audit stated, “We encountered no significant difficulties in dealing with management in performing and completing our financial and performance audits.”

## **Measure C Financial Update**

*Project Commitments Summary Series A, Series B, Series A Refunding, Series 2007 C, Series 2010 D, Series 2015 E as of June 30, 2016*

Director of Business Services, Majd Askar provided the Measure C Project Commitments Summary. Committee members received the financial report with the differences from the past report. The summary reflects a decrease in the cash balance of about \$160,000 and an increase to the income of approximately \$140,000 in interest earned bringing the total proceeds/income to \$344,622,163. Under the project commitments \$129,801,62 includes a decrease of approximately \$380,000 in unused salaries. The contingency account from last reporting increased about \$522,000 because of the increase added and salary savings. The total 2016-17 contingency account is (\$9,745,237).

Q – Kraus: The \$40 million that has not been issued was not reflected in the auditor’s report on the bond expenditure table, is this correct?

A- Brown: The \$309 million of the issuance is reflected on the debt, plus interest. The \$40 million wouldn’t be shown on the audit report because it hasn’t issued.

Q – Hicks: I would like to ask about the line item listed as \$16,658,802 for the Nursing/Sciences Building at RCC. Does that mean that is how much money is left to spend on this building?

A – Askar: There were \$73,000 in expenses for that project in the last quarter. To-date the project has \$16,658,802 in expenditures.

The major components of the expenditures this quarter were the Dr. Charles A. Kane Student Services and Administration building, the Culinary Arts Academy and District Offices which represent the majority of the total expenditures.

## **Measure C Project Update**

Chief of Staff and Facilities Development, Chris Carlson, provided the Measure C project update. For the benefit of the new members, she mentioned that the committee is presented the Measure C related items that the Board of Trustees has undertaken during the quarter. As such she reviewed the following board agenda items:

*August 2016*

Agenda Item (IV-C-1) 8-2-16

*Annual Presentation on Status Update of Project Labor Agreement by Padilla and Associates*

Agenda Item (VIII-E-1) 8-16-16

*Change Order No. 2 for the Henry W. Coil Sr. and Alice Edna Coil School for the Arts and Parking Structure with Continental Flooring, Inc.*

Agenda Item (VIII-E-2) 8-16-16

*Change Order No. 7 for the Culinary Arts Academy and District Offices Project with J.M. Farnan*

Agenda Item (VIII-E-3) 8-16-16

*Change Orders No. 8, No. 9 and No. 10 for the Culinary Arts Academy and District Offices Project with Neal Electric*

Agenda Item (VIII-E-4) 8-16-16

*Change Order No. 4 for the Culinary Arts Academy and District Offices Project with Inland Building Construction Companies, Inc.*

*September 2016*

Agenda Item (VIII-E-5) 9-20-16

*Change Order No. 5 for the Culinary Arts Academy and District Offices Project with Kamran and Co., Inc. -*

Agenda Item (VIII-E-6) 9-20-16

*Change Order No. 8 for the Culinary Arts Academy and District Offices Project with J.M. Farnan*

Agenda Item (VIII-E-7) 9-20-16

*Change Order No. 11 for the Culinary Arts Academy and District Offices Project with Neal Electric.60.*

**Project Summary**

Chief of Staff and Facilities and Development, Chris Carlson, provided the Measure C current/future project summary.

*Norco College*

The monitoring wells project with the Department of Toxic Substance Control (DTSC) at Norco College is now complete. It is an on-going operations and maintenance project for the college.

*Riverside City College*

An updated master plan at RCC is needing to be undertaken.

*Moreno Valley College*

The Network Operations Center was finalized.

Work on the elements necessary to start the project at the Ben Clark Training Center is underway.

Architects were interviewed and the District started negotiations with an architect for the Student Services remodel. Exploring the options of renovate the building that shares resources with the library or construct a smaller new building as a welcome center and slight renovations to the existing building using scheduled maintenance funding. This could be a good example of leveraging. The library, learning resources building, the first building on the list for state funding.

**Business from Committee Members**

The 2016 Annual Report was reviewed and accepted by the committee (Kraus left at 6:02pm) with a change recommended by Ray Hicks to add information about the appointment of two new committee members: Hicks and Dupont. Chair, Morrie Barembaum will present the report to the Board of Trustees on November 15, 2017.

**Next Meeting**

The next CBOC meeting will be on January 19, 2017 at Moreno Valley College.

**Public Comments**

None

**Meeting Adjourned 6:35 pm**