

**APPROVED**

**CITRUS COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING MINUTES  
OF THE CITIZENS' OVERSIGHT COMMITTEE  
CITRUS COLLEGE**

**Thursday, March 21, 2024  
3:30 p.m. in AD 109**

**Regular Meeting**

The Citizens' Oversight Committee met for a Regular Meeting on Thursday, March 21, 2024, at 3:30 p.m. in AD 109.

**Members Present**

Brian Bowcock  
Robert Helbing  
Susan M. Keith  
Wesley A. Menard  
Jess Swick  
Brenda J. Trainor  
Yuxiang (Charles) Zhu

**Staff Present**

Lori Amato  
Claudette Dain  
Fred Diamond  
Wade Ellis

**Members Absent**

None

**Guests Present**

None

**I. CALL TO ORDER/INTRODUCTIONS/COMMITTEE MEMBERSHIP**

The meeting was called to order by Mrs. Keith at 3:32 p.m.

**II. PUBLIC COMMENTS**

None

**III. APPROVAL OF MEETING MINUTES**

Mrs. Keith called for a motion to accept the minutes of December 14, 2023, as presented. Mr. Helbing motioned that the minutes be approved. The motion was seconded by Ms. Trainor. An edit to the minutes was suggested and discussed. In the last paragraph of Item V, the first sentence will be revised to read, Ms. Dain and Mrs. Keith thanked Ms. Dominguez for taking time to share and present this information, and congratulated her on her upcoming retirement. The motion and the second were both accepted. The minutes of December 14, 2023, were approved with the edit to Item V, as follows:

7 yes – (Bowcock, Helbing, Keith, Menard, Swick, Trainor and Zhu)

#### IV. BOND FINANCIAL STATEMENT

Mr. Ellis explained that this report is from the beginning of Measure Y and will continue to accumulate as time goes on. The order of projects listed in the first column under “Expenses” is not the order of construction. As of this report, no adjustments have been made to the budget, so the Pro Forma and Adjusted Budgets are the same numbers. The total interest earned on the bonds issued is \$2,659,041. Higher interest rates have resulted in the college earning additional interest revenue, increasing the amount of funds available. The total cumulative expenses are \$787,342. Other Non-Capital Expenses include expenses related to the entire Measure Y program, such as the CEQA, underground surveying of utilities and consultant costs that support initial planning and coordinating for the program as a whole. Once a project begins, the costs will be charged to that specific project. For example, the current expenses listed for the STEM/Science Building were related to pre-planning, specifically for that building.

When the Pro Forma Budget was prepared, in 2020, there was discussion about the possibility of a Statewide Facilities Bond being on the ballot in November 2020 and again in 2022. Neither of these transpired and state funds were not available. The college had originally planned to build the Center for Excellence Building first because it was off-campus and would not impact any activities on the campus. However, given the cost of the proposed projects and funding concerns, the college decided to re-evaluate the sequencing of the Measure Y projects. Through the shared governance process, discussions with the college community, the Board of Trustees and the Citizens’ Oversight Committee took place, and the decision was made to prioritize the college’s two high-priority instructional buildings, the CTE and STEM/Science Buildings.

The Final Project Proposal (FPP) for the CTE Building has been approved by the State Chancellor’s Office and the project could be eligible for State funding, should a Statewide Facilities Bond be on the November 2024 ballot and be approved by the voters. This could result in Citrus receiving approximately \$50 million for the CTE project.

The initial cost projection for the STEM/Science Building is approximately \$120 million. The Pro Forma Budgets will be updated once the Request for Qualifications (RFQ’s) for the STEM/Science Building are received. The RFQ’s will include estimated construction costs for the project. Campus-wide Improvements include expenses related to work needed for the overall program, such as, underground utilities, technology infrastructure, fuel gas line replacement, etc. This work will be done in conjunction with the projects to minimize disruption to the campus and to save money by not completing the same work multiple times.

Because of decreasing interest rates, on three occasions the Citrus College Board of Trustees approved refunding of the Measure G bonds. This action reduced the long-term amount that taxpayers had to pay and shortened the life of the bonds. The refunding was completed for the benefit of the taxpayers.

## V. BOND PROJECTS/STATUS UPDATE

Mr. Diamond presented the Bond Projects Status Update, which included details about the ED Modernization project and current activity for Measure Y.

Information about the ED Modernization project included the following:

- Westberg White Architects was the architecture firm
- Horizon Construction Company was the contractor
- Project close-out is complete
- The Notice of Completion is complete
- Final invoicing is complete
- Division of the State Architect (DSA) Certification Letter – In process

Mr. Diamond reviewed the current work in progress on Measure Y:

- Sequencing of Projects – Restructured – Close item
- CEQA – Posting in process.
  - Information will be posted on the college's website and a dedicated email will be available for public comments.
- Campus inclusion area utility surveying – Complete
- Science – Geotechnical Report – Complete
- Science – Haz Mat Report – Complete
- Design Standards and Specifications – Complete
- Science Design/Build Request for Qualifications (RFQ)
  - Design/Build RFQ – Complete; Posting is pending final exhibits

Citrus received about 50 responsive and responsible RFQ's from various architect firms. These were reviewed and scored, and the top eight firms were chosen as our pre-qualified firms. There is a mix of multi-sized architect firms that will serve throughout the entire Measure Y program.

Once the Design/Build RFQ is board approved, the design team will hold meetings with stakeholders involved with the Science Building. The design process could take approximately nine to ten months. After the design process, the plans for the project would be submitted to DSA. The DSA review time could take about a year or longer depending on their workload. DSA's review includes FLS (fire/life/safety), Structural Safety and Access Compliance. It will likely be approximately one and one-half years before construction begins on the Science Building.

Ms. Dain shared there is a lot of work being completed as part of the initial process. The new Science Building will be built in proximity of where the existing Liberal Arts/Business (LB) building is currently located. The other buildings that will be removed are the Life Science (LS), Lecture Hall (LH) and Physical Science (PS). The District's ability to qualify for state funds is based on capacity, in terms of space and the number of students served. The state ensures the campus is not over or underbuilt based on capacity. Under Measure Y, the square footage will remain almost the same, however, efficiencies will be gained through modernization. Construction of new buildings will follow the LEAD Silver standards.

**VI. FUTURE AGENDA ITEMS**

- Bond Financial Report
- Bond Projects/Status Update

**VII. NEXT MEETING DATE**

Thursday, June 27, 2024 – Campus Tour

Thursday, September 19, 2024

Thursday, December 12, 2024

Meetings will be held in AD 109 at 3:30 p.m.

Since there is currently no construction activity on campus, in lieu of a campus tour in June, the suggestion was made to meet for lunch and return to campus for an information session presented by some of the consultants who provide support to the college, related to the bond program. The COC committee provided some feedback for the information session. Lunch reservations will be made for 11:30 a.m., and details regarding the location will be emailed to the committee.

**VIII. ADJOURNMENT**

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

*Lori Amato*

Administrative Assistant

Office of the Vice President of Finance and Administrative Services