



DESERT COMMUNITY COLLEGE DISTRICT
College of the Desert

Citizens' Bond Oversight Committee Meeting
June 20, 2007
2:00 p.m. – 3:30 p.m.
North Annex Room 1
Minutes

Members Present: Dr. Ward Fredericks (College Support Organization); Dr. William Feddersen (Senior Citizen Group); Mr. Alfred A. (Al) McCandless (Business Representative); Mr. Kenneth E. Feenstra (Member At-Large – West Valley Representative); Mr. Noel Ramos (Member At-Large – East Valley); Mr. Matthew Vargas (Student)

Members Not Present: Ms. Marjorie A. Kussman (Taxpayers' Association)

In Attendance: Mr. Jerry Patton, College of the Desert's Assistant Superintendent/President, Administrative Services; Mr. Steve Renew, College of the Desert's Director of Maintenance and Operations; Mr. Wade Ellis, College of the Desert's Director of Fiscal Services; Mr. Jim Baker, College of the Desert's Facilities Planner Consultant; Mr. Forrest Jung, Account Consultant from EIS Professionals; Ms. Linda Costagliola, College of the Desert's, Administrative Secretary/Recorder.

Call Meeting to Order - W. Fredericks called the meeting to order at 2:00 p.m. He announced that J. Patton is the new elect President of College of the Desert effective July 1st. Congratulations to J. Patton! Dr. John D. Randall will be joining College of the Desert on August 1st as the Interim Vice President Administrative Services and will be attending the Citizens' Bond Oversight Committee meetings.

Approval of Minutes from March 7, 2006 Meeting – Motion to approve minutes as presented: by N. Ramos, second by W. Feddersen. All approved

Comments from the Public – No Public Attendees present.

Phase I Projects Update – PowerPoint Presentation

J. Baker reviewed the items listed below:

1. Overview – Currently exists as of today
 - a. Bond Matrix - College of the Desert refers to this document to make sure we are in compliance with the bond language.
 - i. Added titles to matrix and numbers for cross reference
 - b. Project Progress
 - i. North Road Excavation (Utilities)
 1. No evacuations.
 2. Fiber Optic will be connected.
 - ii. Business Building Remediation
 1. Completed
 - iii. South Annex Modulars, Phase II
 1. Completed
 - iv. Monterey Avenue
 1. Completed

- c. At State Architect (DSA) for Review
 - i. Public Safety Academy – Approved on 6/8/07
 - ii. Nursing – Approved on 5/29/07
 - iii. Central Plant – Review in July 2007
 - iv. Infrastructure – Approved on 5/15/07
 - v. Alumni – Review in July 2007

There are three projects ready to kick-off; Public Safety Academy, Nursing and Infrastructure. Requests for bids will go in the newspaper for these three projects in the next couple of weeks.

- d. Ongoing Projects
 - i. Business Building – Construction Drawings
 - ii. Classroom Building – Design Development
 - iii. Student Center – Design Development
 - iv. Softball Field – Construction Drawings
- e. Acronyms for COC Presentation
 - i. Reviewed list
- f. Liquidated Damages
 - i. Committee received handout

S. Renew reviewed the items listed below:

- 1. Program Update – Three elements drive every construction project
 - a. Schedule (how long)
 - b. Scope (how big)
 - c. Budget (fit into the budget; allocated range of projects)
 - d. As we begin to build, it is important to review, update and validate all three elements, referring always to the original bond language.
- 2. Program Update
 - a. Currently revising master schedule and project sequencing to maximize bond monies through augmentations of other funds to ensure sequencing matches progress to infrastructure.
 - b. At this date, College of the Desert now has schedules for buildings with completed plans. This will allow for more accurate sequencing and schedules for future projects.
- 3. Educational Master Plan and Program Review (Scope)
 - a. Updated Educational Master Plan and Program Review provided accurate information for right-sizing and right-purposing buildings. Some building sizes and scopes have been updated.
- 4. Cost Estimate Updates
 - a. Budget
 - b. Construction Documents
 - c. Constructability Reviews of Completed Plans
 - d. Provide Updated Estimates of Project Costs
 - e. Reviewed baseline estimates
- 5. Current Mission: Update and Validate Budget and Implementation Schedule
 - a. Verify and revisit sequencing schedule based on revised construction schedules.

- b. A more detailed infra-structure construction schedule that will drive new building and renovation sequencing.
 - c. Validate and update all individual project budgets.
6. Program Management & Controls
- a. Program review, constructability reviews, and sequencing will allow for updated budgets and schedule.
 - b. Value engineering and scope control will be utilized to maintain overall budgets.
7. Building GSF (ground square footage)
- a. Reviewed list.
8. Handouts – Committee received the following handouts from S. Renew
- a. Sequencing Plan
 - i. Reviewed plan

N. Ramos commented on the consistent timeline for the preliminary plans for the projects except for the Student Center. What caused the Student Center to take two years for the preliminary plans? S. Renew said that the cause is due to the validation of the scope and budget. It took six months of going back to the user group and the architect with discussions on how do we meet the need of the campus and stay within budget and the educational plan.

A. McCandless commented that the timeline was nicely done. Detailed information is good to know and who would be applied under the discretion of the bond issue that has been allocated. S. Renew said that the college will report on the bond projects that matches with the bond language and stay within the budget allocated. A. McCandless discussed the construction costs due to inflation and the process that the Boys and Girls Club went through for a safe house in Thousand Palms. When prices changed, the Boys and Girls Club reviewed different priorities or the scope. Bids were reputable in the community. S. Renew said that the college goes by what the state sets for the cost per square feet. The college is trying to be or the approach is to be conservative about bids from contractors.

K. Feenstra asked if we had a solid commitment from the Redevelopment agency. J. Patton said that we have agreements with the redevelopment agency. We have a consultant that calculates our share and is validated by an outside auditor.

- b. Five Year Construction Plan
 - i. Plan submitted to the Chancellor's Office each year
 - ii. Reviewed Plan

N. Ramos requested a spread sheet that lists projects where additional funds may be needed. S. Renew said that the five year construction plan shows the source out to 2013-2014.

9. Handouts – Committee received the following handouts from J. Baker
- a. Map of the new East Valley Campus
 - i. Reviewed map
 - b. Project Status Report – 60 Day Look Ahead
 - i. Reviewed Report
 - c. Sample 4 Week Look-A-Head Schedule
 - i. Reviewed Schedule

W. Fredericks posed the following question to J. Baker; "Are you aware of any Bond funds that have been spent or committed for any project or purpose not covered or included in the language of the bond issue approved by the voters?" J. Baker responded: "No"

Phase I Bond Project Financial Report

S. Renew introduced Mr. Forrest Jung, Account Consultant, from EIS Professionals. F. Jung is now handling the financial reports for the Measure B Bond Projects.

F. Jung reviewed the following financial reports:

1. Total Project Expenditures of Measure "B" Inception thru April 31, 2007
 - a. Total budget \$354,348,439.00 (Measure B and refund money)
 - b. 7% expended, \$24,929,330.26
 - c. 93% available, \$329,419,108.74
2. Measure "B" Series "A" Expenditures Inception thru April 31, 2007
 - a. Total budget is \$72,848,412.00
 - b. 34% expended, \$24,929,330.26
 - c. 66% available, \$47,919,081.74
3. Project Expenditures – reviewed numbers for budget, expenditures, balances and percent completed for the following projects: (matrix reference numbers have been added to the report and added "Series A Only" to the title)
 - a. Infrastructure and Utilities
 - b. New Construction
 - c. Renovation & Repair
 - d. Other Projects
 - e. Learning Centers
 - f. Program Management
 - g. Unallocated
 - h. Contingency

W. Fredericks questioned the percent complete listed as 107% under the Infrastructure and Utilities, Site Development – Palm Desert Campus. S. Renew said that it should be the percent of expenditure not percent complete.

W. Feddersen requested a report that shows the bond language with matrix numbers and expenditures. This would be good for the annual report.

4. Breakdown of Expenditures
 - a. Infrastructure and Utilities, \$5,682,511.00, 23%
 - b. New Construction, \$3,205,071.25, 13%
 - c. Renovation & Repair, \$434,268.48, 2%
 - d. Other Projects, \$11,048,912.35, 44%
 - e. Centers, Contingency & program Management, \$4,558,567.18, 18%
5. Infrastructure & Utilities – reviewed budget, expenditures, balances and percent complete
 - a. Infrastructure/Master Plan
 - b. Monterey Ave. Improvements
 - c. Site Development – Palm Desert Campus
6. New Construction – reviewed budget, expenditures, balances and percent complete
 - a. Nursing Complex
 - b. Student Services Campus Center

- c. Public Safety Academy Phase 1
 - d. Alumni Center
 - e. Communications Center/IT Classroom
7. Renovation & Repair – reviewed budget, expenditures, balances and percent complete
- a. ADA Master Plan
 - b. Building/Classroom Renovation
 - c. Athletic Complex
 - d. Business Building
8. Other Projects
- a. Quickstart projects – Projects that were done right away
9. Centers & Contingency – reviewed budget, expenditures, balances and percent complete
- a. East Valley Phase 1 – N. Ramos asked about the \$15 million listed for EVC. J. Patton responded that the College thought they would be purchasing the land. The land has been donated to the College. \$2 million is set aside for utilities. The college is not ready to build permanent buildings at EVC so the College did not submit proposal to the State. The College will start with temporary buildings.
 - b. West Valley Phase 1
 - c. Program Management
 - d. Unallocated
 - e. Contingency

In the future, F. Jung said that Series A and Series B expenditures will be reported separately and will include another report with running totals.

J. Baker stated that the program managers analyze the scope and the budget of the Measure B Bond Projects on a daily basis.

J. Patton introduced Mr. Wade Ellis, College of the Desert's Director of Fiscal Services. W. Ellis will be working with EIS Professionals on the financial reports for the Measure B Bond Projects and attending the Citizens' Bond Oversight Committee meetings.

J. Patton said that the College will put together the bylaws and duties for the committee members as it relates to the bond language. The College wants to make sure they are doing their part in providing the appropriate information to the committee in order for the members to have a full understanding of what their responsibility is.

W. Fredericks asked F. Jung if there were any major changes in the financial report since the last one. F. Jung said, "Nothing is out of the ordinary."

W. Fredericks posed the following question to F. Jung; "Are you aware of any Bond funds that have been spent or committed for any project or purpose not covered or included in the language of the bond issue approved by the voters?" F. Jung responded: "No, I am not."

Schedule of Meetings for FY2007-2008

September 12th and December 12th, 2007, starting at 3:00 p.m.: Confirmed and accepted by the Committee.

Reappointment/Appointment Process

R. Ramos has agreed to serve another one year term. Committee approved.

There will be a new student representative at the next meeting. M. Vargas has served two one-year terms. He will continue his education at the California State University, San Bernardino at the Palm Desert Campus. His last meeting will be the September 12th meeting.

Future Agenda Items

Election of Chairperson – W. Fredericks is able to continue as Chair and would like to.
Schedule Meetings for 2008 – Committee members: Please bring your Calendars

Adjournment – Motion to adjourn at 3:30 p.m. by A. McCandless, Second by K. Feenstra; all in favor.