

# CITIZENS' BOND OVERSIGHT COMMITTEE

## MINUTES

JANUARY 14, 2014 3:30 P.M. – 5:00 P.M.

COMMUNICATION BUILDING,  
CLASSROOM 101

<b>ATTENDEES</b>	<p><del>Members: Mr. Lawrence M. Cohen, (Business Representative);</del> Mr. Kenneth Eklund, Vice Chair (Senior Citizen Group Representative); Mr. Chris Escobedo, (Taxpayers' Association Representative); Mr. Geoffrey Kiehl, Chair (Member At-Large – East Valley); Ms. Brenda Valdez (Student Representative); Mr. Larry Spicer (College Support Organization); <del>Mr. William H. Waldron (Member At-Large West Valley)</del></p> <p>Mr. Steve Renew, College of the Desert's Director of Facilities Services; Mr. Mac McGinnis, Bond Program Manager from EIS Professionals; Jennifer Mergl, EIS Professionals; Aurora Wilson, College of the Desert's Board of Trustee</p> <p>Recorder: Linda Costagliola Minutes Approved: 12/9/14</p>
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### Agenda topics

#### 1. CALL MEETING TO ORDER

GEOFFREY KIEHL

<b>DISCUSSION</b>	<p>G. Kiehl called the meeting to order at 3:50 p.m. (Note: Due to road closures because of a gas leak on Monterey Avenue and Magnesia Falls, members arrived late.)</p> <p>L. Costagliola called the roll:</p> <p>Present:</p> <ul style="list-style-type: none"> <li>Ken Eklund</li> <li>Chris Escobedo</li> <li>Geoffrey Kiehl</li> <li>Larry Spicer</li> </ul> <p>Not Present:</p> <ul style="list-style-type: none"> <li>Brenda Valdez</li> <li>William Waldron</li> </ul>	
<b>CONCLUSIONS</b>	The committee had a quorum.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None		

#### 2. COMMENTS FROM THE PUBLIC

GEOFFREY KIEHL

<b>DISCUSSION</b>	There were no public comments.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

3. APPROVAL OF MINUTES

GEOFFREY KIEHL

<b>DISCUSSION</b>	<p>A motion was made by K. Eklund to approve the June 11, 2013 meeting minutes, seconded by Chris Escobedo. All in favor. No Opposed. No Abstained. Motion Passed.</p> <p>A motion was made by L. Spicer to approve the September 10, 2013 meeting minutes, seconded by K. Eklund. No. Opposed. 1 Abstained. Motion Passed.</p>	
<b>CONCLUSIONS</b>	<p>Meeting meetings from June 11, 2013 meeting and September 10, 2013 meeting were approved.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

4. INFORMATION

LISA HOWELL

<b>DISCUSSION</b>	<p>Lisa Howell, Vice President of Administrative Services, introduced herself and provided background information.</p> <p>Lisa followed up on a couple of items and they are:</p> <ul style="list-style-type: none"> <li>• Liability Insurance Coverage - Committee members were added to the District's policy at no extra charge to the District. There was a question regarding crime coverage and that coverage is separate. Crime coverage is for members that actually handles money. This committee does not handle money.</li> <li>• Bylaws – now allows a member to extend their term from a total of four years to a total of six years.</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

5. FINANCIAL & PERFORMANCE AUDITS

AUDITORS

<b>DISCUSSION</b>	<p>Heidi White from Vavrinek, Trine, Day &amp; Co., LLP reviewed both Financial and Performance Audit reports with the committee. Audit reports were presented at December's Board of Trustees regular board meeting.</p>	
<b>CONCLUSIONS</b>	<p>Received clean financial and performance audit reports....."The results of our tests indicated that, in all significant respects, Desert Community College District has properly accounted for the expenditures held in the Bond Funds (Measure B) and that such expenditures were made for authorized Bond projects. There were no salaries of administrators charge to the Bond Funds for District general administration or operations. District procedures for disbursement of funds were applied in accordance with laws and regulations, as well as policies approved by the Board of Trustees."</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		

6. IRS AUDIT

LISA HOWELL

<b>DISCUSSION</b>	<p>IRS Audit is currently under review. There is a timing issue on expending the bond funds. There may be a penalty of \$229,984.03, which is less than the original amount of half a million dollars. L.</p>	
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	Howell will report back on potential future findings. The committee was concerned about other bond fund series that this might happen to so it was requested that Mac and Steve provide a timeline of future projects.	
<b>CONCLUSIONS</b>	L. Howell will report back on potential future findings and Mac and Steve will provide a timeline of future projects.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Update on IRS Audit 2. Timeline of Future Projects	Lisa Howell Steve Renew & Mac McGinnis	ASAP ASAP

7. 2012-2013 ANNUAL REPORT

LISA HOWELL

<b>DISCUSSION</b>	Committee members reviewed the annual report and reported the following changes:  Cover page: Correct spelling of Geoffrey's name; Page 2: The second title labeled "Authority and Purpose of the Citizens' Bond Oversight Committee," remove the words "Authority and"; Page 2: Second to the last paragraph, second sentence, add the word "advisory" after the word independent; Add future meeting dates.	
<b>CONCLUSIONS</b>	After changes are made, the report will be emailed out to the different agencies throughout the valley.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Update the Annual Report with changes noted above 2. Email Report	Steve Renew Linda Costagliola	ASAP ASAP

8. BOND PROJECTS UPDATE  
& BOND PROJECT FINANCIAL  
REPORT

MAC MCGINNIS

<b>DISCUSSION</b>	M. McGinnis and Steve Renew reviewed the following items from a PowerPoint presentation:  <b><u>Project Status Reports – Current Projects:</u></b>  <b><u>Central Campus Redevelopment (Project in Design)</u></b> Architect: LPA Architects Construction Manager: ProWest Project Square Footage: 66,526 sq. ft. Construction Start: Summer 2014 Targeted Completion: Spring 2016 Total Project Budget: \$37,550,000 Project Update: <ul style="list-style-type: none"> <li>• Further direction from Administration pending.</li> </ul> Sustainable Features: <ul style="list-style-type: none"> <li>• Will be minimum LEED Silver certified</li> </ul> Complete renovation of 4 buildings (Liberal Arts, Administration, Hilb and Building C) and the central campus fountain plaza (Courtyard). The renovations will prepare spaces to consolidate all administrative functions together and return the Hilb Learning Resource Center/Library to its central role as a research, study and tutoring facility.  <b><u>West Valley Campus - Palm Springs (Project in Design)</u></b> Architect: HGA Architects Construction Manager: Sundt Construction Project Square Footage: 50,000 sq. ft. (Phase I) Construction Start: Fall 2013 Targeted Completion: Fall 2014-2015 Total Project Budget: \$43,000,000	
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Project Update:

- Legal Counsel review of Legal exhibits for DWA Easement & Well Sites continues

Sustainable Features:

- Will be minimum LEED Gold certified
- Public transportation
- Solar Energy
- Sustainable Site
- 5 Zero Planning

Construction of a new LEED Gold free-standing 50,393 square feet 3 story Administration Building, 3,200 square feet single story DEEC Storage Building and 5,900 square feet single story Central Utility Plant, & 162 space on-site parking which includes a bus drop-off area. The project will provide educational opportunities to the student population of the western service area of Palm Springs.

**Indio Education Center (Project in Construction)**

Architect: gkkworks

Construction Manager: gkkworks

Project Square Footage: 40,000 sq. ft.

Construction Start: Fall 2012

Targeted Completion: Late Spring 2014

Total Project Budget: \$23,000,000

Construction Budget: \$16,000,000

Expenditures to Date: \$15,568,057

Project Update:

- Curtain wall & Door lite glass installation complete (except 2-replacement curtain wall panels; int. door lights; and retail entry door lights & transoms; 2 replacement lights for curtain wall glass expected to be installed by 1/3/14)
- Building metal panel installation ongoing (commenced 12/19)
- Acoustical ceiling tile installation commenced, 12/26; above ceiling issues (Couts & Enterprise) impact completion of ceiling tile drop-in
- All doors installed, 12/24, locksets scheduled to install on 1/6/14
- Parking lot final lift of asphalt complete; slurry & stripe complete

Sustainable Features:

- Will be minimum LEED Silver certified
- Architectural environmental control
- Public transportation

New 3 story building in Indio with classrooms, administration, offices, and commercial retail space. It will provide permanent school space for the COD Indio classes that are currently being held in leased space, and will allow for additional science and laboratory classes that are so impacted at the Palm Desert campus.

**Athletic Facilities (Project in Construction)**

Architect: LPA Architects

Construction Manager: ProWest

Project Square Footage: 26,840 sq. ft.

Construction Start: Fall 2012-2013

Targeted Completion Phase 1: Summer 2014

Targeted Completion Phase 2: Fall 2014

Total Project Budget: \$23,115,238

Construction Budget: \$15,987,000

Expenditures to Date: \$9,582,402

Project Update:

Gymnasium

- Structure Cast
  - Welding continues at roof truss/panels
  - Cord rebar installation complete
- Roof truss erection complete
  - Welding continues at roof trusses and intermediate structural steel
  - Structural steel beam erection complete (lower roof)
- Canopy steel column erection complete
  - Form construction commenced at canopy end wall

Fitness Center

- Walls and ceilings complete/paint complete at restrooms and kitchenette
- Hydronics tested and flushed
- Wet-pipe insulation and labeling underway

Sustainable Features:

- Will be minimum LEED Silver certified

New gymnasium, team rooms, restrooms, shower/locker rooms and maintenance facilities for the Physical Education and Athletics programs, as well as renovation of an initial structure to accommodate weight training, multipurpose rooms and faculty/staff offices for the Physical Education and Athletics programs for the campus. New tennis facilities and athletics quad.

The Fitness Center will be done before the Gym and this project is on schedule.

**Visual Arts (Project in Construction)**

Architect: Perkins & Will  
Construction Manager: Gilbane  
Project Square Footage: 13,710 sq. ft.  
Construction Start: Spring 2013  
Targeted Completion: Summer 2014  
Total Project Budget: \$8,515,353  
Construction Budget: \$6,075,000  
Expenditures to Date: \$4,751,342

Project Update:

- Installation of base material at roadway commenced.
- Installation of irrigation system commenced.
- Installation of door glazing in the interior continues.
- Site grading continues.
- Installation of electrical panels and pulling conductor continues.
- Interior wall finish continues.
- Building painting continues.

Sustainable Features:

- Will be minimum LEED Silver certified

New building with offices, a multi-purpose classroom, new lab space for 2D art, photography, ceramics & screen printing classes, a wood shop, and a large outdoor yard for kilns and 3D art. It will allow the Art programs to relocate into spaces designed specifically for these programs.

**Applied Sciences (Project in Construction)**

Architect: HGA Architects  
Construction Manager: Gilbane  
Project Square Footage: 21,741 sq. ft.  
Construction Start: Summer 2013  
Targeted Completion: Fall 2014  
Total Project Budget: \$12,381,000  
Construction Budget: \$8,400,000  
Expenditures to Date: \$3,693,687

Project Update:

Ag. Building

- Start construction of cabinetry
- Finish installation of fire sprinkler system

Applied Sciences Building

- Commence installation of hot taps for the utilities and fire hydrants
- Continue installation of masonry block wall
- Continue installation of ADA pathway improvements
- Continue installation of underground utilities infrastructures
- Finish installation of electrical floor boxes and conduit.
- Complete installation of moisture barrier/aggregate base for floor slab

Sustainable Features:

- Will be minimum LEED Silver certified

This project encompasses both the Agricultural Sciences, which will be renovated along with a new Greenhouse and Lath House, and a new Applied Sciences building that will be home to the HVAC, Drafting, Construction Technology, Natural Resources, classrooms and Labs. The Dean and Facility offices will also be in this building.

**Child Development Center (Project in Construction)**

Architect: HMC Architects  
Construction Manager: None  
Project Square Footage: 10,314 sq. ft.  
Construction Start: Summer 2013  
Targeted Completion: Spring 2014  
Total Project Budget: \$5,924,000  
Construction Budget: \$3,934,000  
Expenditures to Date: \$2,868,501

Project Update:

- Paving of parking lot commenced
- Installation of Densdeck at exterior finish continues
- Wall framing continues
- Installation of HVAC, plumbing, and electrical systems continues
- Installation of roof access ladder complete
- Flush and test of hydronic lines complete
- Includes a shade structure.

Sustainable Features:

- Will be minimum LEED Silver certified

New laboratory providing direct observation of two separate early childhood groups. Support spaces for the young children and staff are included to facilitate the groups while allowing students the opportunity to monitor the interaction and behavioral development of the children.

**Stagecraft Shop (Project in Construction)**

Architect: PMSM Architects

Construction Manager: None

Project Square Footage: 3,346 sq. ft.

Construction Start: Fall 2013

Targeted Completion: Spring 2014

Total Project Budget: \$2,135,000

Construction Budget: \$1,494,500

Expenditures to Date: \$684,616

Project Update:

- Installation of under slab utilities complete
- Installation of under slab base material and moisture barrier complete
- Installation of reinforcing steel commenced
- Fabrication of offsite modular building continued

New facility that directly supports Theatre Arts functions held on campus. Spaces include a scenery workshop, full costume shop, makeup studio with cast changing facilities, and music/vocal practice rooms. This is a pre-manufactured facility.

**Wayfinding (Project in Construction)**

Architect: PMSM Architects

Construction Manager: None

Project Square Footage: Exterior Site Work

Construction Start: None

Targeted Completion: Summer 2013

Total Project Budget: \$500,000

Construction Budget: \$395,300

Expenditures to Date: \$116,613

Project Update:

- Final concrete pour for foundation of signs commenced 1/3/14 at East Ring Road then at miscellaneous locations
- Installations of signs commenced to be completed by 1/10/14
- All issues pertaining to relocation of signs approved

**4 Week Look Ahead Schedule for 01/02/14 to 01/30/14**

This information was provided so that everyone could see what is going to happen over the next four weeks on the campus.

**Financial Report**

Project Allocations Budget

- Completed Projects:
  - Bond + Other Budget: \$114,843,061
  - Bond + Other Expenses: \$114,843,061
- Current Projects – Ongoing:
  - Bond + Other Budget: \$254,318,718
  - Bond + Other Expenses: \$140,807,225
  - Balance: \$113,511,493
- Future Projects:
  - Bond + Other Budget: \$32,200,000
- Contingency
  - Bond + Other Budget: \$1,746,700

	<ul style="list-style-type: none"> <li>• Bond Management &amp; Other Fees:  Bond + Other Budget: \$24,649,879  Bond + Other Expenses: \$22,081,981  Bond Balance: \$2,567,897</li> <li>• Total Summary of Projects Bond + Other Budget: \$427,758,358</li> <li>• Total Summary of Projects Bond + Other Expenditures: \$277,742,267</li> <li>• Total Summary of Projects Bond + Other Balance: \$150,016,091</li> <li>• Funding Sources:  Bond Series "A" - \$65,000,000  Bond Series "B" - \$57,850,000  Bond Series "C" - \$223,648,444  State - \$3,144,000  RDA - \$38,634,900  Interest - \$30,000,000  Refunding - \$7,500,000  Foundation - \$400,000  Rebates - \$1,331,031  Surety - \$249,984  TOTAL Funding Sources: \$427,758,358</li> <li>• Deferred Projects  Total Deferred Projects: \$47,013,440</li> </ul> <p><b>Upcoming Events:</b> No events currently scheduled.</p>
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<b>CONCLUSIONS</b>	<p>G. Kiehl posed the following question to M. McGinnis and S. Renew; "Are you aware of any bond proceeds that were expended for purposes other than those set forth in Measure B?" M. McGinnis responded, "No." Steve responded, "No."</p> <p>G. Kiehl posed the following question to M. McGinnis and S. Renew; "Are you aware of any bond proceeds that were expended for any teacher or administrative salaries of the college or for other operating expenses?" M. McGinnis responded, "No." S. Renew responded, "No."</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

9. FUTURE AGENDA ITEMS

GEOFFREY KIEHL

<b>DISCUSSION</b>	No new items to report.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. None.		
Meeting adjourned at 5:05 p.m. by a motion from K. Eklund, seconded by B. Valdez. All Approved. No Opposed. Motion Passed.		