



DESERT COMMUNITY COLLEGE DISTRICT
College of the Desert

Citizens' Bond Oversight Committee Meeting
March 7, 2007
3:00 p.m. – 4:30 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); Ms. Marjorie A. Kussman (Taxpayers' Association); Mr. Noel Ramos (Member At-Large – East Valley); Mr. Matthew Vargas (Student)

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. Jim Baker, College of the Desert's Facilities Planner Consultant, Mr. Drew Jung, Vice President of Operations, EIS Professionals, Ms. Elaine Snyder, College of the Desert's Director of Business Services, Ms. Linda Costagliola, College of the Desert's, Administrative Secretary/Recorder.

Call Meeting to Order - Dr. Ward Fredericks called the meeting to order at 3:00 p.m.

Approval of Minutes from December 13, 2006 Meeting – Motion to approve minutes as presented: W. Feddersen requested that on page 5, sentence in the first paragraph under Phase I Bond Project Financial Report, should be corrected from “The percentage cost of Series A funds compared to the budget for most colleges runs at 25%, but College of the Desert runs at 13%, which means we are trying our best to keep this as low as possible.” to “The percentage of soft costs of Series A funds compared to the budget for most colleges runs at 25%, but College of the Desert runs at 13%, which means we are trying our best to keep this as low as possible.”

Motion to approve minutes with the correction made on page 5, sentence in the first paragraph under Phase I Bond Project Financial Report to “The percentage cost of soft costs of Series A funds compared to the budget for most colleges runs at 25%, but College of the Desert runs at 13%, which means we are trying our best to keep this as low as possible,” seconded by N. Ramos, all approved.

Comments from the Public – No Public Attendees present.

Phase I Projects Update – PowerPoint Presentation

College of the Desert has decided to manage the Measure B Bond Projects in-house. The agreement between former project managers, PinnacleOne, Inc., and College of the Desert has ended. J. Baker, Facilities Planner Consultant, will be presenting the Phase I Project Updates.

J. Baker commented that the presentation he is about to review is in a different format. He has taken suggestions from the last meeting and incorporated them into this presentation. A copy of the presentation has been distributed to the committee members and a handout listing the ground square footage of the buildings. J. Baker said that in the future the handout with the ground square footage will be included in the presentation. Committee members suggested having the presentation printed in black and white instead of color.

J. Baker introduced Mr. Drew Jung, Vice President of Operations from EIS Professionals. D Jung is handling the financial reports for the Measure B Bond Projects. His office and staff are on site and working with College of the Desert on a daily basis. And J. Baker introduced Steve Renew, Director of Maintenance & Operations from College of the Desert. He will be handling the operational updates.

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. Six categories when bond issue was passed
 1. Job and career training projects
 2. Classroom buildings and facilities
 3. Health and safety projects
 4. Energy efficiency improvements
 5. Refinance existing obligations
 6. Safety and security; sites
 - ii. Format
 1. Left hand side lists the bond language approved by the voters
 2. Top of matrix lists the different projects
 3. Add title to Matrix, "Bond Projects"
 4. Add title to the second column "Measure B Bond Language"
 - b. Project Progress
 - i. North Road Excavation (Utilities)
 1. Bids for infrastructure went out yesterday
 2. Construction on ring road in two weeks to start infrastructure
 - ii. Business Building Remediation
 1. Completed
 - iii. South Annex Modularity, Phase II
 1. Scheduled completion date, April 22, 2007
 2. Furniture is on schedule for delivery
 - iv. Monterey Avenue
 1. 1. Completed
 - c. At State Architect (DSA) for Review – These projects are at DSA waiting for approval. DSA is nine to twelve months behind. We cannot move forward until we meet with their approval. Committee discussed in length the process approval from DSA. W. Fredericks asked approximately when will COD receive approval from DSA on the following projects (J. Baker responded):
 - i. Public Safety Academy – May 2007
 - ii. Nursing – late March 2007
 - iii. Central Plant – June 2007
 - iv. Infrastructure – May 2007
 - v. Alumni – late March 2007 or April 2007
 - d. Ongoing Projects
 - i. Business Building – Construction Drawings
 - ii. Classroom Building – Design Development, which shows design (exterior) has been approved and sent to DSA. A. McCandless asked about the curvature design of the building. J. Baker went on to explain that the curvature is in the roof and not the walls. The walls are straight and do not follow the roof curvature. The elevation

indicates shows landscaping around the building and sidewalk curves.

- iii. Student Center – now in Design Development
- iv. Softball Field – now in Design Development

- e. Acronyms for COC Presentation
 - i. Add RDA (Re-Development Agency) to the list

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. Timeline
 - a. Facilities plan – buildings we needed
 - b. Measure B passes
 - c. Issue Series A – list of projects
 - d. Master Plans
 - e. Programming and Design
 - i. User group meetings
 - ii. Amount of space the State will support based on enrollments, 15 sq. ft. per enrollment
 - f. Education Master Plan updated and program review
 - i. Academic programs (enrollments)
 - g. Construction managers
 - i. Estimating costs to build
 - h. Design completions allow cost updates
 - i. Steel and concrete costs rising 20%
 - j. Commercial/Education contractors work has increased in our areas
3. 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.
4. 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.
5. Cost Estimate Updates
 - a. Budget
 - b. Construction Documents
 - c. Constructability Reviews of Completed Plans
 - d. Provide Updated Estimates of Project Costs

J. Patton handed out a cost estimate update addendum and reviewed it with the committee. Due to inflation, there will most likely be changes in scope; programs are going to change and building sizes will change as we project out in the future. The

College may not do some of the projects due to inflation. We are constantly reviewing the Education Master Plan and discussing what projects (programs) to postpone in order to plan now rather than wait until bond monies are expended.

During the last 6 months, the staff and consultants have reviewed cost estimates for the entire bond projects and are continuing to update as inflation estimates are reported in Southern California.

In Measure B, \$105 million is designated for East Valley Campus and \$29 million for West Valley Campus. Funds to augment bond funds to cover construction cost inflation are redevelopment funds, refunding each bond series and State facilities bond funds. East Valley Center is within scope at the present time. W. Feddersen said that assuming its high enough priority, Series C may be a problem. He suggested managing the series now because the College can't over build nor do we want to be in a position to approach the board to consider a bond to finish the center. Since it would be 11 years after the first bond, voters may or may not approve another bond, so we must strategize now.

Estimated Groundbreaking Dates:

Nursing – late summer 2007
Public safety – July 2007
Student services – do not know at this time

W. Fredericks posed the following question to J. Patton; "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. Patton responded: "No"

Phase I Bond Project Financial Report

D. Jung reviewed the following financial reports.

1. Total Project Expenditures of Measure "B" Inception thru January 31, 2007
 - a. Total budget \$354,348,439.00 (Measure B and refund money)
 - b. 6% expended, \$22,464,867.00
 - c. 94% available, \$331,883,572
2. Measure "B" Series "A" Expenditures Inception thru January 31, 2007
 - a. Total budget is \$72,848,412.00
 - b. 31% expended, \$22,464,840
 - c. 69% available, \$50,383,572
3. Project Expenditures – reviewed numbers for budget, expenditures, balances and percent completed for the following projects:
 - a. Infrastructure and Utilities
 - b. New Construction
 - c. Renovation & Repair
 - d. Other Projects
 - e. Learning Centers
 - f. Unallocated Contingency

Changes to the report:

- g. Add title "Series A Only" to the report
- h. Add bond numbers to projects (cross reference)

W. Fredericks asked how much it would cost to build the nursing building. D. Jung said that he is working on a document with estimated costs to construct new buildings with Series A, Series B, etc. funds.

4. Breakdown of Expenditures
 - a. Programming, Planning & Other, 7,288,150 32%
 - b. Design, \$4,024,452, 18%
 - c. Construction, \$9,375,774, 42%
 - d. Equipment, \$1,776,491, 8%
 - e. Total Expended, \$22,464,867
 - f. Programming, Planning and Design represents our soft costs, 50%. This will decrease as soon as we get into construction.

5. Infrastructure & Utilities – reviewed budget, expenditures, balances and percent complete
 - a. Infrastructure Master Plan
 - b. Infrastructure Design & Management
 - c. Central Plant
 - d. Water/Gas System
 - e. Fire Hydrant Loop
 - f. Safety
 - g. Monterey Avenue Improvements
 - h. Site Development – Palm Desert Campus

6. New Construction – reviewed budget, expenditures, balances and percent complete
 - a. Nursing Complex
 - b. Dining Hall
 - c. Student Services Campus Center
 - d. Public Safety Academy Phase 1
 - e. Alumni Center
 - f. Communications Center/IT Classroom

7. Renovation & Repair – reviewed budget, expenditures, balances and percent complete
 - a. Added ADA master accessibility plan – This was not allocated to a specific category. So COD went ahead and allocated it here.
 - b. Smaller type projects and repairs
 - c. Building/Classroom Renovation
 - d. Athletic Complex
 - e. 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
 - b. West Valley Phase 1
 - c. Unallocated
 - d. Contingency

W. Fredericks posed the following question to D. 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?” D. Jung responded: “No.”

D. Jung commented that he has worked on a lot of prop 39 bonds with other colleges with their financial reports. Some of the colleges are El Camino, Southwestern, Riverside, San Bernardino, Bakersfield, Foothill and DeAnza. He said, “College of the Desert is doing a good job recording expenditures in the

right categories. It's been a pleasure reviewing what College of the Desert's has done." Dr. Fredericks commented that it is a pleasure to be working with an organization that is recognizing the future impacts of inflation and is taking the steps now to plan the response. The solid management of Jerry Patton was recognized.

Business and Member-At-Large, East Valley Representation

J. Patton clarified that the Board of Trustees nominated A. McCandless for the Business Representative and N. Ramos as the At-Large Community Member/East Valley; approved by A. McCandless and N. Ramos.

Future Agenda Items

Future Meeting Dates: June 14, 2007 – Confirmed and accepted by the Committee.

Agenda Items for next meeting:

Construction Phase
Liquidated Damages

Adjournment – Motion to adjourn: all in favor. The meeting was adjourned at 4:30 pm.