



DESERT COMMUNITY COLLEGE DISTRICT  
College of the Desert

Citizens' Bond Oversight Committee Meeting  
September 12, 2007  
3:00 p.m. – 4:30 p.m.  
North Annex Room 1  
Minutes

**Members Present:** Dr. William Feddersen (Senior Citizen Group); Mr. Kenneth E. Feenstra (Member At-Large – West Valley Representative); Dr. Ward Fredericks (College Support Organization); Ms. Marjorie A. Kussman (Taxpayers' Association); Mr. Alfred A. (Al) McCandless (Business Representative); Mr. Noel Ramos (Member At-Large – East Valley); Mr. Geoffrey Klinge (Student)

**In Attendance:** Mr. Jerry Patton, College of the Desert's President; Dr. John D. Randall, College of the Desert's Interim Vice 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 Rogers, Program Manager from EIS Professionals; Mr. Forrest Jung, Account Consultant from EIS Professionals; Candace Brust, Construction Administrative Assistant from EIS Professionals; Mr. Matthew Vargas, former Student Representative of the Citizens' Bond Oversight Committee; Tom Wixon, College of the Desert's Director of Public Relations; Ms. Linda Costagliola, College of the Desert's, Administrative Secretary/Recorder.

**Call Meeting to Order** - W. Fredericks called the meeting to order at 3:00 p.m. He welcomed Dr. John D. Randall, Interim Vice President Administrative Services, to the committee. J. Randall introduced himself.

**Welcome New Member – Student Representative** – W. Fredericks welcomed the newest member to the committee, Mr. Geoffrey Klinge. J. Randall introduced G. Klinge to the committee. G. Klinge is majoring in engineering.

W. Fredericks thanked the former student representative, Matthew Vargas, for his participation on the committee during the past two years and wished him well.

**Election of New Officers**

**Chair:** W. Fredericks is currently the Chair. W. Fredericks explained that last year when he was nominated as the Chair he could only commit to one year due to another obligation. Since that time, W. Fredericks said that his other obligation is not consuming and that he would be able to continue serving as Chair for another year.

Open for nominations for Chair: K. Feenstra nominated W. Fredericks to continue as Chair, seconded by W. Feddersen. All approved.

**Vice-Chair:** M. Kussman is currently the Vice-Chair. It was decided to open the floor for nominations for Vice-Chair in order to provide continuity of members since she will term out next year.

Open for nominations for Vice-Chair: A. McCandless nominated N. Ramos, seconded by M. Kussman. All approved.

Elected Officers are Dr. Ward Fredericks as Chair and Mr. Noel Ramos as Vice-Chair for one year.

**Approval of Minutes from June 20, 2007 Meeting** – Motion to approve minutes as presented by A. McCandless, seconded by K. Feenstra. All approved.

**Comments from the Public** – No comments from the public.

### **Phase I Projects Update**

W. Fredericks invited and encouraged everyone to attend College of the Desert's groundbreaking ceremonies. They are listed below:

- Infrastructure & Central Plant, Tuesday, October 2, 2007, at 10:00 a.m. at the parking lot near McCallum Theatre and Monterey Avenue.
- Coeta & Donald Barker Foundation Nursing Building, Tuesday, October 23, 2007, at 10:00 a.m.
- Public Safety Academy Building, Wednesday, November 14, 2007, at 10:00 a.m.
- Peggy and Donald Cravens Student Services Building, Wednesday, April 2, 2008, at 10:00 a.m.

The media and members of city officials throughout the Coachella Valley have been invited.

S. Renew said that Mr. Jim Baker's, who has sheppard our program along and has done an outstanding job, consulting contract has ended. In the meantime, EIS Professional has been brought on board for financial document control. S. Renew introduced the program management team from EIS Professionals: Mr. Jim Rogers, Program Manager; Mr. Forrest Jung, Account Consultant; and Candace Brust; Construction Administrative Assistant, to the committee.

S. Renew reviewed the items listed below from a PowerPoint presentation:

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.
  - b. California Education Code Section 15278-15282 – reviewed the purpose of the Citizens' Oversight Committee
  - c. Citizens' Oversight Committee Responsibilities – W. Feddersen requested the committee to review Section 13a of the Education Code. S. Renew will provide this information for the next meeting. W. Fredericks mentioned to the committee members that their mission is to oversee the projects and not be project managers.
    - i. Reviewed Responsibility column and Report/Information/Data column
    - ii. Missing information from the last row under the report/information/data column from today's handout. It should read, "Buildings incorporate State guidelines for space efficiency as well as energy efficient equipment, roofs, and building design. A presentation of these efforts can be presented to Committee." It was included in the report that was sent to the committee members prior to today's meeting. S. Renew was open to any suggestions on how to report this information to the committee. W. Fredericks suggested that if there are any standards for energy efficiency to bring it to the committee to review.

W. Fredericks requested that if there are any changes to the Capital Projects Update Report, please notify the committee members prior to the meeting.

- d. Project Progress
    - i. Infrastructure
      - 1. North Road Alumni – In Progress
      - 2. Budgeted at 9 million, Bids came at 8.9 million
    - ii. Nursing Complex
      - 1. In Progress
      - 2. Budgeted at 7.8 million, Bid came in at 7.2 million
    - iii. Public Safety Academy
      - 1. Construction Starts October 1<sup>st</sup>
      - 2. Opening bids this week
    - iv. Central Plant
      - 1. Construction Starts October 1<sup>st</sup>
      - 2. Budgeted at 14.9 million, bids came in at 10.3 million
    - v. Softball Field
      - 1. Construction Starts October 1<sup>st</sup>
  - e. At State Architect (DSA) for Review
    - i. Alumni Building
    - ii. Business Building Modernization – to DSA this Fall
    - iii. Dining Hall Renovation – to DSA this Fall
  - f. Acronyms
    - i. Reviewed list
  - g. Building Ground Square Footage
    - i. Reviewed list
2. Implementation Plan – Fiscal Years 2007-2008 through 2016-2017
- a. Guiding Principles
    - i. Build Projects to Support the Educational Master Plan
    - ii. Complete projects currently underway
    - iii. Limit disruption on campus
    - iv. Follow the logical sequence of moves
    - v. Limit the number of moves required
    - vi. Address safety issues
    - vii. Control rising construction costs
    - viii. Leverage bond funds – refunding
    - ix. Position the College to maximize state funding
  - b. 2007-2008
    - i. Completed Projects
      - 1. West Parking Lot
      - 2. South Parking Lot
      - 3. Temporary Facilities
    - ii. Construction
      - 1. Infrastructure – Phase 1
      - 2. Central Plant
      - 3. Public Safety Academy – Phase 1
      - 4. Nursing & Health Sciences
      - 5. Scene Shop
      - 6. Softball Field
    - iii. Design
      - 1. Alumni Center
      - 2. Student Center
      - 3. Dining Hall
      - 4. Classroom Building
      - 5. Business Building Renovation
  - c. 2008-2009
    - i. Completed Projects
      - 1. West Parking Lot

2. Temporary Facilities
3. Scene Shop
4. Infrastructure – Phase 1
5. Softball Field and fill in Pool
- ii. Construction
  1. Infrastructure – Phase 2, 3 and 4
  2. Central Plant
  3. Public Safety Academy – Phase 1
  4. Nursing & Health Sciences
  5. Alumni Center
  6. Student Center
  7. Dining Hall
  8. Classroom Building
  9. Business Building Renovations
- iii. Design
  1. Nursing Building Renovations
  2. Communications
  3. Gymnasium
  4. Pollock Renovations
- d. 2009-2010
  - i. Completed Projects
    1. West Parking Lot
    2. Temporary Facilities
    3. Scene Shop
    4. Infrastructure – Phase 1, 2, 3 and 4
    5. Central Plant
    6. Nursing & Health Sciences
    7. Public Safety Academy – Phase 1
    8. Alumni Center
    9. Business Building Renovations
  - ii. Construction
    1. Infrastructure – Phase 5
    2. Student Center
    3. Dining Hall
    4. Classroom Building
    5. Nursing Building Renovations
  - iii. Design
    1. Communications
    2. Gymnasium
    3. Pollock Renovations
    4. Stadium Improvements
    5. Music/Visual Arts
- e. 2010-2011
  - i. Completed Projects
    1. West Parking Lot
    2. Temporary Facilities
    3. Scene Shop
    4. Infrastructure – Phase 1, 2, 3, 4 and 5
    5. Central Plant
    6. Nursing & Health Sciences
    7. Public Safety Academy – Phase 1
    8. Alumni Center
    9. Business Building Renovations
    10. Student Center
    11. Dining Hall
    12. Classroom Building

- 13. Nursing Building Renovations
- 14. Pollock Renovations
- ii. Construction
  - 1. Communications
  - 2. Gymnasium
- iii. Design
  - 1. Stadium Improvements
  - 2. Music/Visual Arts
  - 3. Liberal Arts Renovations
  - 4. Multi-Use Arts
  - 5. PE, Science, Math/Social Sciences
  - 6. Advanced Transportation
  - 7. Administration Renovations
  - 8. Hilb/Library Resource Center
- f. 2011-2012
  - i. Completed Projects
    - 1. West Parking Lot
    - 2. Temporary Facilities
    - 3. Scene Shop
    - 4. Infrastructure – Phase 1, 2, 3, 4 and 5
    - 5. Central Plant
    - 6. Nursing & Health Sciences
    - 7. Public Safety Academy – Phase 1
    - 8. Alumni Center
    - 9. Business Building Renovations
    - 10. Student Center
    - 11. Dining Hall
    - 12. Classroom Building
    - 13. Nursing Building Renovations
    - 14. Pollock Renovations
    - 15. Communications
    - 16. Gymnasium
  - ii. Construction
    - 1. Stadium Improvements
    - 2. Liberal Arts Renovations
    - 3. Music/Visual Arts
    - 4. Multi-Use Arts
    - 5. PE Building Renovations
    - 6. Science, Math/Social Sciences
  - iii. Design
    - 1. Advanced Transportation
    - 2. Hilb/Library Resource Center
    - 3. Administration Renovations
    - 4. Agricultural Science/Environmental Design
- g. 2012-2013
  - i. Completed Projects
    - 1. West Parking Lot
    - 2. Temporary Facilities
    - 3. Scene Shop
    - 4. Infrastructure – Phase 1, 2, 3, 4 and 5
    - 5. Central Plant
    - 6. Nursing & Health Sciences
    - 7. Public Safety Academy – Phase 1
    - 8. Alumni Center
    - 9. Business Building Renovations
    - 10. Student Center

11. Dining Hall
12. Classroom Building
13. Nursing Building Renovations
14. Pollock Renovations
15. Communications
16. Gymnasium
17. Stadium Improvements
18. Liberal Arts Renovations
19. PE Building Renovations
20. Science, Math/Social Sciences
- ii. Construction
  1. Music/Visual Arts
  2. Multi-Use Arts
  3. Advanced Transportation
  4. Administration Renovations
  5. Hilb/Library Resource Center
- iii. Design
  1. Agricultural Science
  2. Engineering Renovations
  3. Child Development Center
- h. 2013-2014 & 2014-2015
  - i. Completed Projects
    1. West Parking Lot
    2. Temporary Facilities
    3. Scene Shop
    4. Infrastructure – Phase 1, 2, 3, 4 and 5
    5. Central Plant
    6. Nursing & Health Sciences
    7. Public Safety Academy – Phase 1
    8. Alumni Center
    9. Business Building Renovations
    10. Student Center
    11. Dining Hall
    12. Classroom Building
    13. Nursing Building Renovations
    14. Pollock Renovations
    15. Communications
    16. Gymnasium
    17. Stadium Improvements
    18. Liberal Arts Renovations
    19. PE Building Renovations
    20. Science, Math/Social Sciences
    21. Music/Visual Arts
    22. Multi-Use Arts
    23. Administration Renovations
    24. Agricultural Science/Environmental Design
  - ii. Construction
    1. Advanced Transportation
    2. Hilb/Library Resource Center
  - iii. Design
    1. Child Development Center
    2. Engineering Renovations
- i. 2015-2016
  - i. Completed Projects
    1. West Parking Lot
    2. Temporary Facilities

3. Scene Shop
  4. Infrastructure – Phase 1, 2, 3, 4 and 5
  5. Central Plant
  6. Nursing & Health Sciences
  7. Public Safety Academy – Phase 1
  8. Alumni Center
  9. Business Building Renovations
  10. Student Center
  11. Dining Hall
  12. Classroom Building
  13. Nursing Building Renovations
  14. Pollock Renovations
  15. Communications
  16. Gymnasium
  17. Stadium Improvements
  18. Liberal Arts Renovations
  19. PE Building Renovations
  20. Science, Math/Social Sciences
  21. Music/Visual Arts
  22. Multi-Use Arts
  23. Administration Renovations
  24. Agricultural Science/Environmental Design
  25. Advanced Transportation
  26. Hilb/Learning Resource Center
  27. Engineering Renovations
  28. Child Development Center Renovations & Expansion
- j. 2016-2017
- i. Completed Projects
    1. West Parking Lot
    2. Temporary Facilities
    3. Scene Shop
    4. Infrastructure – Phase 1, 2, 3, 4 and 5
    5. Central Plant
    6. Nursing & Health Sciences
    7. Public Safety Academy – Phase 1
    8. Alumni Center
    9. Business Building Renovations
    10. Student Center
    11. Dining Hall
    12. Classroom Building
    13. Nursing Building Renovations
    14. Pollock Renovations
    15. Communications
    16. Gymnasium
    17. Stadium Improvements
    18. Liberal Arts Renovations
    19. PE Building Renovations
    20. Science, Math/Social Sciences
    21. Music/Visual Arts
    22. Multi-Use Arts
    23. Administration Renovations
    24. Agricultural Science/Environmental Design
    25. Advanced Transportation
    26. Hilb/Learning Resource Center
    27. Engineering Renovations
    28. Child Development Center Renovations & Expansion

29. Public Safety Academy – Phase 2
  - k. College of the Desert – Master Plan
    - i. Reviewed campus master plan
3. Current Mission: Update and Validate Budget and Implementation Schedule
  - a. Verify and revisit sequencing schedule based on revised construction schedules.
  - b. A more detailed infrastructure construction schedule has allowed for updated building and renovation sequencing.
  - c. Continue to validate and update all individual project budgets.
4. Program Management & Controls
  - a. Program review, constructability reviews, and sequencing allows for continuous updates to budgets and schedule.
  - b. Value engineering and scope control will be utilized to maintain overall budgets.
  - c. Cash flow projections – detailed information, construction costs, inflation, soft and hard costs are all in the right sequence. Determine insurance for Series B is in process now. The college is working with bond counsel.
5. Handout – the committee received the following handouts from S. Renew:
  - a. Five Year Construction Plan – A list of district projects in priority order with total costs and funding source from either State or Non-State. The State Facility Planner is schedule to visit the College campus to review the progress. The five year construction plan is due July 1<sup>st</sup> of each year to the Chancellor's Office.

W. Fredericks commented that projects are funded from bond monies and some are not. He asked, "What is the majority?" Steve said, "The majority are bond monies."

- b. 2007/2008 Scheduled Maintenance Projects – Schedule due in December

A. McCandless was concerned with any safety issues before occupying a building. He wanted to know if the College is complying with city and state rules and regulations, in terms of the state overseeing the plan and specifications before occupying a building. S. Renew responded that before the College occupies a building, inspectors, architects, engineers, project managers are required to sign off on a check list that is provided for each project. The college submits to the Division of the State Architect their DSA Form 6 for final approval. DSA Form 6 states that all inspections are complete and certified. All necessary contingencies have signed the form certifying that the project is complete. The inspectors and architects license information are listed on the form. This paperwork process takes months to complete and have finalized. W. Fredericks requested that S. Renew make available the signed-off check lists for each project, at the appropriate time, during one of the Citizens' Bond Oversight Committee meetings along with the approved DSA Form 6.

K. Feenstra requested that the committee tour the new construction on campus. J. Patton said that there are safety issues to deal with if touring individually or as a group. The college will need advanced notice in order to coordinate the tour. W. Fredericks suggested that we schedule a tour of the nursing building six months from now at March 12<sup>th</sup> meeting starting at 2pm and then convene at 3:00 p.m. for the meeting. The committee members agreed. S. Renew will arrange the tour.

Committee discussed in length on energy efficiency standards, reducing energy consumption, and Title 24 – Building Standards Code. S. Renew mentioned that the College is striving to set a good example by building and spending bond funds responsibly by meeting the educational needs including energy efficiency and staying within Title 24 guidelines.

### **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 from PowerPoint presentation:

1. Total Project Expenditures of Measure "B" Inception thru July 31, 2007
  - a. Total budget \$354,348,439.00 (Measure B and refund money)
  - b. 7% expended, \$26,400,400
  - c. 93% available, \$327,948,039
  
2. Measure "B" Series "A" Expenditures Inception thru July 31, 2007
  - a. Total budget is \$72,848,412.00
  - b. 36% expended, \$26,400,400
  - c. 64% available, \$46,448,012
  
3. Project Expenditures Series "A" Only – reviewed numbers for budget, expenditures and balances for the following projects:
  - a. Infrastructure and Utilities
  - b. New Construction
  - c. Renovation & Repair
  - d. Other Projects
  - e. Learning Centers
  - f. Program Management
  - g. Unallocated
  - h. Contingency

Construction and program management costs are below 22%. The college will report hard costs as soon as construction begins.

4. Projects by Matrix Number
  - a. Reviewed list

W. Feddersen requested adding expenditures to the matrix report. W. Feddersen wants to see how much was spent for each of the categories in the bond language. S. Renew will contact W. Feddersen before the next meeting to discuss formatting the matrix.

5. Breakdown of Expenditures
  - a. Infrastructure and Utilities, \$5,866,436.00, 22%
  - b. New Construction, \$3,382,927.36, 13%
  - c. Renovation & Repair, \$767,280.30, 3%
  - d. Other Projects, \$11,601,071.87, 44%
  - e. Centers, Contingency & program Management, \$4,782,684.65, 18%

Auditors from Lund & Guttry will start auditing the Measure B Bond financial records following the completion of the District's audit.

J. Patton requested that S. Renew and T. Wixon work on a draft version of the 06-07 Annual Report and then email it to the committee members to proofread. The final version will be ready by December's Citizens' Bond Oversight Committee Meeting for approval and then the College will distribute the report at December's Board of Trustees Meeting. L. Costagliola will mail the report to organizations throughout the Coachella Valley.

W. Fredericks asked Steve if there were any projects that are over budget. S. Renew said, "No, there are not. Bids have come in close or lower than budgeted."

W. Fredericks posed the following question to S. Renew; "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?" S. Renew responded: "No, I am not."

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**

March 12, 2007, starting at 3:00 p.m.: Confirmed and accepted by the Committee. The committee will continue scheduling future meetings at December 12, 2007 meeting.

#### **Future Agenda Items**

Measure B Bond Financial and Performance Audits  
2006-2007 Annual Report  
Schedule Meetings for 2008 – Committee members: Please bring your Calendars

**Adjournment** – Motion to adjourn at 3:30 p.m. by A. McCandless, Seconded by N. Ramos. All approved.