

CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES

SEPTEMBER 11, 2012 3:00 P.M. – 4:30 P.M.

ALUMNI CENTRE
CONFERENCE ROOM

ATTENDEES	<p>Members: Mr. Lawrence M. Cohen, Vice Chair (Business Representative); Mr. Kenneth Eklund, (Senior Citizen Group Representative); Mr. Chris Escobedo, (Taxpayers' Association Representative); Mr. Geoffrey Kiehl, (Member At-Large – East Valley); Ms. Brenda Valdez (Student Representative); Mr. Larry Spicer (College Support Organization); Mr. William H. Waldron (Member At-Large West Valley)</p> <p>Dr. Edwin Deas, College of the Desert's Vice President of Business Affairs; Mr. Steve Renew, College of the Desert's Director of Facilities Services; Mr. Mac McGinnis, Bond Program Manager from EIS Professionals; Dr. Joel L. Kinnamon, College of the Desert's Superintendent/President; Mr. Michael O'Neill, College of the Desert's Board of Trustee</p> <p>Recorder: Linda Costagliola Minutes Approved: 12/11/12</p>
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Agenda topics

1. CALL MEETING TO ORDER

EDWIN DEAS

DISCUSSION	E. Deas called the meeting to order at 3:00 p.m.	
	E. Deas welcomed Mr. Michael O'Neill, College of the Desert's Board of Trustee, and College of the Desert's new Superintendent/President, Dr. Joel L. Kinnamon.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

2. SELECT A MEMBER TO CHAIR TODAY'S MEETING

EDWIN DEAS

DISCUSSION	The committee had an unusual circumstance. The Chair had termed out and his last meeting was in June. At June's meeting, it was decided that Larry Cohen would Chair today's meeting since he is the Vice Chair. Larry Cohen was unable to make today's meeting. Since there is no chair present, the committee needed to select an Acting Chair to	
	It was noted that William Waldron would not be at today's meeting.	
CONCLUSIONS	The four members present decided that Larry Spicer would act as the Chair.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Acting Chair	Larry Spicer	9/11/12

3. WELCOME NEWEST MEMBERS

EDWIN DEAS

DISCUSSION	Edwin welcomed the two newest members: Mr. Larry Spicer (College Support Organization Representative), and Ms. Brenda Valdez (Student Representative).
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CONCLUSIONS	Mr. Spicer and Ms. Valdez' appointments have been approved by the Board of Trustees at August 27, 2012 Board Meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

4. ELECTION OF NEW OFFICERS

LARRY SPICER

DISCUSSION	<p>Chris Escobedo arrived during review of this agenda item.</p> <p>L. Spicer asked if there were any members that are not here today that have expressed an interest in serving as a Chair or Vice Chair. E. Deas said that he had heard from Larry Cohen, current Vice Chair, and he had expressed an interest in serving as Chair if nominated.</p> <p>L. Spicer opened the floor for nominations for Chair. G. Kiehl nominated Larry Cohen as Chair, seconded by K. Eklund. L. Spicer asked if there were any other nominations for Chair. There were none. All in favor of Larry Cohen as Chair.</p> <p>L. Spicer opened the floor for nominations for Vice Chair. K. Eklund nominated Geoffrey Kiehl, seconded by L. Spicer. L. Spicer asked if there were any other nominations for Vice Chair. There were none. All in favor of Geoffrey Kiehl as Vice Chair.</p>	
CONCLUSIONS	Larry Cohen will serve as the Chair for one year and Geoffrey Kiehl will serve as the Vice Chair for one year. Geoffrey Kiehl will Chair the meeting starting with agenda item five.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

5. APPROVAL OF MINUTES

GEOFFREY KIEHL

DISCUSSION	June 12, 2012 meeting minutes were not available.	
CONCLUSIONS	Postponed approval of June 12, 2012 minutes to December's meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Add approval of June 12, 2012 meeting minutes to the agenda for December's meeting.	Linda Costagliola	12/11/12

6. COMMENTS FROM THE PUBLIC

GEOFFREY KIEHL

DISCUSSION		
CONCLUSIONS	No comments were made from the public.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

DISCUSSION	<p>M. McGinnis and Steve Renew reviewed the following items from a PowerPoint presentation:</p> <p><u>Project Status Reports – Current Projects:</u></p> <p><u>Math Science Technology Center (Formerly Classroom Building) – (Project In Construction)</u> Architect: Steinberg Architects Construction Manager: Bernards Project Square Footage: 40,200 sq. ft. Construction Start: Spring 2010 Targeted Completion: Fall 2012 Project Update:</p> <ul style="list-style-type: none">• Building is open and occupied for classes and operations• Contractors continue to work on punch list items• Fume hoods completed• Landscaping at east annex area complete• Miscellaneous air conditioning issues investigated; resolution pending• Missing casework in route from Tennessee• Close-out plan and schedule developed with CM• There will be classes and labs• Houses the Information Technology department <p>Sustainable Features:</p> <ul style="list-style-type: none">• Heating and cooling via central hydronics system• Water-conserving landscape• Environmental control systems via built-in architectural sun shading devices, and north-facing fenestration• Energy generation via photovoltaic system• Building automation controls to optimize mechanical system and energy usage• Will be minimum Silver LEED certified <p>This has been a challenging project because one of the construction companies went bankrupt in the middle of the project which caused a ripple effect. This project finished a little later than proposed. It did not have a detrimental effect on the college's operations. One of the major challenges was to move the Information Technology department out of the basement of the Hilb building to the first floor of this building. The project is under budget.</p> <p>Early on the College sequenced all the projects that needed to be built. Those projects were sequenced in size based on education programing. The existing cost per square foot was calculated from that space that was needed. Allocations were put on all the projects and periodically adjusted for construction costs or any other costs for labor or materials. Those allocations have been adjusted over the life of the bond a couple of times. Some of the projects we have allocated costs for the construction cost came in lower than expected. Those allocations if there was a balance left in the project at 100% completion, closed out, and certified with the State Architect, went into contingency to be used for augmented projects. Before this bond program, the College did some master planning to determine what to build. They did other master planning as well. For example, energy, sustainability, landscape and furniture. There are complete construction plans for each project before the College goes out to bid a project.</p> <p>There was a question about LEED certification and/or LEED standard. The College has some buildings that are LEED standard. It's been recommended not to use LEED if you are not going to go through the certification process. It is a little bit more expensive that involves a commissioning piece with it. We have certified two buildings now: one silver and one gold.</p> <p>There was a question about purchasing furniture with bond funds. The initial outfitting of the building is permitted.</p> <p><u>Communication Building – (Project In Construction)</u> Architect: tBP Architecture Construction Manager: ProWest Project Square Footage: 39,800 sq. ft. Construction Start: Fall 2011 Estimated Project Completion: Spring 2013 Project Update:</p> <ul style="list-style-type: none">• Furniture Reps field verified all rooms; rooms with concerns are being coordinated. One thermostat needs to be moved, furniture being moved to accommodate other coordination issues.• Window frames being installed• Stucco being installed on north wall
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- Drywall being installed on first floor
- Insulation being installed at walls and ceiling on first floor
- Exterior sheathing continues
- Roof 99% complete
- Second floor mud and tape continues
- House the Communication program
- It will be across the Cravens Student Services Center

Sustainable Features:

- Will be minimum Silver LEED certified
- Building automation controls to optimize mechanical system
- Water – conserving landscape
- Heating and cooling via central hydronics system
- Photovoltaics
- Shading strategies

Monterey Entrance (Project in Construction)

Architect: PMSM Architects

Construction Manager: ProWest

Project Square Footage: Exterior Site Work

Estimated Construction Start: Summer 2012

Estimated Project Completion: Spring 2013

Project Update:

- Monterey entrance opened on August 22nd
- Fountain in pricing by CM
- Additional road arrows to be added
- Construction fencing added around circle drive
- Additional funds for shade canopies approved
- Proceeding with amphitheater and amphitheater foundations, and holding on pouring concrete until DSA approval
- Processing Piggy-Back-Contract for shade structures
- Continuing work to open accessible sidewalks from Monterey Avenue to the Student Services building
- Concrete wall poured in roundabout
- Continue to trench underground conduit runs
- Continue to install conduits and placed backfill

Sustainability Features:

- Public transportation
- Drought Tolerant Landscaping
- Efficient irrigation system utilizing reclaimed water

The courtyard where the fountain is located will start construction at a later date along with the central development project which includes the Liberal Arts, Administration, and Hilb buildings.

The City of Palm Desert will be working on the signals at the Monterey Entrance but will not be able to start on the project until next summer. This was delayed due to the freeze of redevelopment funds.

The roundabout is working out well.

Indio Education Center (Project in Design)

Architect: gkkworks

Construction Manager: gkkworks

Project Square Footage: 40,000 sq. ft.

Estimated Construction Start: Fall 2012

Estimated Project Completion: Fall 2013

Project Update:

- Project resubmitted to DSA; stamp out achieved
- Project's bid activity previously halted until DSA approval
- Coordinated CM for tentative bid schedule
- District approved Fire Protection analysis document requested by DSA submitted to Architect
- IOR contract in process of approval
- Special Testing & Inspection services contract in process for approval
- Three-storey building
- Opportunity for retail spaces
- Parking lot behind the building

Sustainability Features:

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

West Valley Campus - Palm Springs (Project in Design)

Architect: HGA Architects
Construction Manager: Sundt Construction
Project Square Footage: 50,000 sq. ft.
Estimated Construction Start: Spring 2013
Estimated Project Completion: Fall 2014
Project Update:

- Project in Construction Document Phase
- DWA requiring water lines be a public system
- Directed Architect to proceed with DSA request to have public water lines
- Architect exploring emerging technology opportunities
- CM reviewed 50% Estimate with EIS Pro on 8-21-2012; project on budget

Sustainability Features:

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

This is the first phase of approximately 650,000 square feet for total build out. The strategy in both east and west is to create two sites. The one site as the major site and the other one as a supporting site. East Valley Center - Mecca/Thermal is the major site and the East Valley Center - Indio site will be the supporting site; and West Valley Campus - Palm Springs will be the major site and West Valley Campus - Desert Hot Springs will be the supporting site.

Applied Sciences (Formerly Career Technical Education) - (Project in Design)

Architect: HGA Architects
Construction Manager: Gilbane
Project Square Footage: 21,741 sq. ft.
Estimated Construction Start: Summer 2013
Estimated Project Completion: Summer 2014
Project Update:

- Approved Applied Sciences Fire Access plan was sent to architect for incorporation
- Documents received from ADA Architect for inclusion of the Path of Travel to the Applied Sciences project. Revised fee proposal for the work pending.
- Architect requested to send project specs to Ingersoll Rand, Dynalectric, carpet representative for review.
- Replace the existing applied technology building
- Houses the architecture department, construction technology, agriculture department, exterior programs, greenhouses, shaded structures and offices

Sustainability Features:

- Will be minimum Silver LEED certified

Child Development Center (Project in Design)

Architect: HMC Architects
Construction Manager: None
Project Square Footage: 10,314 sq. ft.
Estimated Construction Start: Spring 2013
Estimated Project Completion: Summer 2014
Project Update:

- Project Schedule from Architect; DSA review schedule to complete in five months
- Budget increased to include electrical upgrades and site covered walkway
- Plans at DSA
- Proposal for LEED design and administration in process
- A new building adjacent to the west of the existing child development center
- Houses observations rooms, kitchen, offices, and exterior playgrounds
- Includes a canopy that will stretch out from the new building to the old building

Sustainability Features:

- Will be minimum Silver LEED certified

Athletic Facilities (Project in Design)

Architect: LPA, Inc.
Construction Manager: ProWest
Project Square Footage: 26,840 sq. ft.
Estimated Construction Start: Fall 2012
Estimated Project Completion: Summer 2014
Project Update:

- DSA, CM and EIS reviewed comments and VE revision complete and re-submitted to DSA
- ACM and LBP remediation complete
- First advertisement for salvage contract published; schedule issued to CM and COD.

- New gymnasium
- Multi-purpose building
- Six new tennis courts

Sustainability Features:

- Will be minimum Silver LEED certified

Central Campus Redevelopment (Project in Design)

Architect: HMC Architects

Construction Manager: ProWest

Project Square Footage: 66,526 sq. ft.

Estimated Construction Start: Summer 2014

Estimated Project Completion: Fall 2015

Project Update:

- Library Program verification meeting held with Architect
- Includes the Liberal Arts Building, Hilb Building, Administration Building, Building C, and the Courtyard between Liberal Arts and Administration Buildings. The Courtyard is also included in the Monterey Avenue project.
- Maintaining the current architecture
- Renovating buildings
- Library will be in the Hilb Building and the C Building
- Administration will be to the north and Liberal Arts will be to the south

Sustainability Features:

- Will be minimum Silver LEED certified

Visual Arts (Project in Design)

Architect: Perkins & Will

Construction Manager: Gilbane

Project Square Footage: 13,710 sq. ft.

Estimated Construction Start: Fall 2012

Estimated Project Completion: Fall 2013

Project Update:

- Bid opening complete
- Pre-construction checklist meeting scheduled
- Special Testing & Inspection services contract is in process
- DSA forms 5 requested for all inspectors

Sustainable Features:

- Will be minimum Silver LEED certified

Stagecraft (Project in Design)

Architect: PMSM Architects

Construction Manager: None

Project Square Footage: 3,346 sq. ft.

Estimated Construction Start: Spring 2013

Estimated Project Completion: Fall 2013

Project Update:

- Construction documents in progress from modular company
- Located north of Theatre Too building
- Outdoor space for stagecraft building and lighting
- Music rooms, a makeup studio and wardrobe space

DSA is the Division of the State Architect. They have to approve all projects.

4 Week Look Ahead Schedule for 05/30/12 to 06/27/12

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: \$90,154,704.81
 - Bond Only Expenses: \$85,063,232.61
- Current Projects – Ongoing:
 - Bond + Other Budget: \$274,712,463.26
 - Bond Only Expenses: \$104,256,185.13
 - Bond Only Balance: \$166,324,650.73
- Future Projects:
 - Bond + Other Budget: \$32,150,000.00
- Contingency

	<p>Bond + Other Budget: \$430,344.00 Bond Balance Only: \$6,425,587.00</p> <ul style="list-style-type: none"> Central Contracted Management Fees: <p>Bond + Other Budget: \$20,853,036.00 Bond Only Expenses: \$18,205,283.10 Bond Only Balance: \$2,647,752.90</p> Total Summary of Projects Bond + Other Budget: \$418,300,548.07 Total Summary of Projects Expenditures Bond Only: \$207,524,700.84 Total Summary of Projects Bond Only Balance: \$207,547,990.63 Funding Sources: <p>Bond Series "A" - \$65,000,000 Bond Series "B" - \$57,850,000 Bond Series "C" - \$223,648,444 State - \$3,144,000 (funds already received) RDA - \$30,000,000 (funds already received) Interest - \$30,000,000 Refunding - \$7,500,000 (refinance of all the series) Rebates - \$1,158,104 (includes money from the Foundation and the County) TOTAL Funding Sources: \$418,300,548</p> Deferred Projects – Bond 2: <p>Committed Project Budget: 47,013,440.00</p> <p>Upcoming Event: There is no grand opening event for the Math Science Technology Center on September 18, 2012.</p>
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CONCLUSIONS	<p>G. Kiehl posed the following question to M. McGinnis; "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?" M. McGinnis responded: "No."</p> <p>G. Kiehl 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."</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None.		

8. SCHEDULE MEETINGS FOR 2012-2013 GEOFFREY KIEHL

DISCUSSION	The proposed meeting dates were December 11, 2012, March 12, 2013, June 11, 2013. There was a suggestion to change the meeting time to either 3:30 p.m. or 4:00 p.m. Since the auditors will be presenting the audit reports at the next meeting, it was suggested that the next meeting start at 3:00 p.m. to allow extra time. Another suggestion was made to have a tour of the campus prior to the next meeting.
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CONCLUSIONS	It was decided to have the next meeting on December 11, 2012 at 2:00 p.m. for a tour of the campus and have the regular meeting start at 3:00 p.m. Since not all of the members were present, it was decided to postpone the scheduling of March, June and September meetings until the next meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Add schedule future meetings to the December 11, 2012 agenda.	Linda Costagliola	12/11/12

9. FUTURE AGENDA ITEMS GEOFFREY KIEHL

DISCUSSION	<ul style="list-style-type: none"> Financial and Performance Audit Results, by Vavrinke, Trine, Day & Company 2011-2012 Annual Report Tour of campus for committee members
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Add future agenda items to the December 11, 2012 agenda	Linda Costagliola	12/11/12
Meeting adjourned at 3:56 p.m. by a motion from K. Eklund, seconded by C. Escobedo. All Approved. Motion Passed.		