

CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES

SEPTEMBER 15, 2011 3:00 P.M. – 4:30 P.M.

PUBLIC SAFETY ACADEMY
CONFERENCE ROOM

ATTENDEES	Mr. Lawrence M. Cohen (Business Representative); Mr. Robert Flint (Taxpayers' Association Representative) ; Mr. Geoffrey Kiehl, Vice Chair (Member At-Large – East Valley); Ms. Berit Reistad (Senior Citizen Group) ; Mr. Robert Spiegel, Chair (College Support Organization); Ms. Cheri Nadell (Student Representative); Mr. William H. Waldron (Member At-Large West Valley)
	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; Michael O'Neill, College of the Desert's Board of Trustee;
	Recorder: Linda Costagliola Minutes Approved: 3/13/12

Agenda topics

1. CALL MEETING TO ORDER

ROBERT SPIEGEL

DISCUSSION	R. Spiegel called the meeting to order at 3:00 p.m.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None			

2. WELCOME NEW MEMBER

EDWIN DEAS

DISCUSSION	E. Deas introduced and welcomed the newest member Cheri Nadell, Student Representative, to the committee. Everyone introduced themselves. Cheri is majoring in computer science and will eventually transfer to University of California, Irvine to complete her bachelor degree in computer science.		
CONCLUSIONS	The committee thanked her for her commitment to serve as the student representative on this committee.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None			

3. APPROVAL OF MINUTES – JUNE 30, 2011

ROBERT SPIEGEL

DISCUSSION	G. Kiehl made a motion to approve the June 30, 2011 meeting minutes as presented today, seconded by L. Cohen. No opposed. 1 Abstained. Motion passed.		
CONCLUSIONS	June 30, 2011 meeting minutes were approved.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

4. COMMENTS FROM THE PUBLIC

ROBERT SPIEGEL

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

5. BOND PROJECTS UPDATE & BOND PROJECT FINANCIAL REPORT

MAC MC GINNIS
STEVE RENEW

	<p>M. McGinnis reviewed the following items from a PowerPoint presentation:</p> <p><u>Project Status Reports – Current Projects:</u></p> <p><u>Classroom Building (In construction)</u> Architect: Steinberg Architects Construction Manager: Bernards Project Square Footage: 40,353 Construction Start: Spring 2010 Targeted Completion: April 2012 Project Update:</p> <ul style="list-style-type: none"> • Precast panels installed • Sheet metal work continues • Concrete repair on second floor underway • Fireproofing of steel members underway • SWPPS work scheduled for week of 9-6-11 • Framing, plumbing and mechanical continue <p>Sustainable Features:</p> <ul style="list-style-type: none"> • Heating and cooling via central hydronics system • Water – conserving landscape • Architectural environmental control systems via built-in architectural sun shading devices, 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 project has been a challenge because of the concrete contractor going bankrupt in the middle of the project which slowed the project down and provided the College with defective work that the College had to remediate. Assurity Insurance covers the remediation costs. This project is now on track.</p> <p>The total project cost is \$23,800,000 and the construction budget is \$17,476,106, a difference of approximately \$6,000,000. The \$6,000,000 is for soft costs: architect fees, construction management fees, testing fees, inspection fees, furniture, fixtures, and IT costs. Softs costs are approximately 30% of the budgeted project. Contingency allowances are 10% of the hard costs, which includes change orders and other things that come up.</p> <p><u>Communication Building (Project in Initial Start-up Programming & Design)</u> Architect: tBP Architecture Construction Manager: Pro West Project Square Footage: 35,500 Estimated Construction Start: Fall 2011 Estimated Project Completion: Spring 2013 Project Update:</p> <ul style="list-style-type: none"> • Project advertised for Construction Contracts • Sections 0 and 1 of specifications coordinated with Construction Manager • Out to bid right now
DISCUSSION	

- First job walk this week for half of the contract, 78 contractors showed up
- Another job walk next week for the other half of the contract and expect the same amount of contractors
- Located north of 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

For this project and future projects, the College requires any substitution requests to be done before the bid and any certifications in order to comply with insurance requirements.

East Valley Indio (Project in Initial Start-up Programming & Design)

Architect: gkkworks

Construction Manager: gkkworks

Project Square Footage: 40,000; full

Estimated Construction Start: Fall 2012

Estimated Project Completion: Spring 2014

Project Update:

- Three story multi-use structure (retail, education and multi-purpose rooms)
- Located in downtown Indio
- City of Indio is helping with the land and parking
- Received Architects 50% submittal for review
- Meeting with CM Group scheduled to begin bid package strategy and schedule

Sustainability Features:

- Will be minimum Silver LEED certified
- Photovoltaic array at parking possible
- Architectural environmental control features
- Public transportation

West Valley - Palm Springs (Project in Initial Start-up Programming & Design)

Architect: HGA Architects

Construction Manager: Sundt Construction

Project Square Footage: 50,000; total build-out is approximately 650,000

Estimated Construction Start: 2013

Estimated Project Completion: 2015

Project Update:

- Culinary Arts programmed now scheduled to be included in project
- Tentative meeting with DWA scheduled
- Looking at breaking ground in 2013
- Entrance for phase I will be off of Tramview Road
- There will be enough parking spaces
- Emergency vehicles will use an exit at the north end of the campus

Sustainability Features:

- Will be minimum Gold LEED certified
- Public transportation
- Solar Energy/10mw of energy – Solar agreement has been signed by Edison Co.
 - This will be the largest amount of energy produced from a community college campus in the Nation
- Sustainable Site
- 5 Zero Planning

On the campus side, there are plans to develop the campus in five phases. The timing of the five phases is not developed yet. The College is looking at installing solar on the campus side to serve the campus and maybe to generate revenue.

There are enough bond funds to build phase I. There are some discussions about going out for another bond program to fund the other four phases.

Value engineering is going through the project and making sure the essentials are in but finding what you can either take out completely or put in potentially as an alternate ending. The first charge is to not compromise the program. The College looks at different materials, systems, weight of steel, etc. to reduce the cost without affecting the program. This is done at several stages: schematic design, design and development and with construction documents.

The District's intent is to remain one district with one college and with satellite campuses.

Monterey Entrance (Project in Initial Start-up Programming & Design)

Architect: PMSM Architects

Construction Manager: Pro West
Project Square Footage: Exterior Site Work
Estimated Construction Start: Summer 2012
Estimated Project Completion: Spring 2013
Project Update:

- Cabinet presentation of Emergency Phone System scheduled
- Signage Schematic Design Review meeting scheduled
- Design Development continues

Sustainability Features:

- Public transportation
- Drought Tolerant

Administration Building (Project in Initial Start-up Programming & Design)

Architect: Perkins & Will
Construction Manager: Pro West
Project Square Footage: 13,560
Estimated Construction Start: Fall 2012
Estimated Project Completion: Spring 2014
Project Update:

- Final Schematic Design meeting held and Users approved
- Schematic Design presentation to Cabinet scheduled
- Removing the Administration building to build a new two-story building
- Remove C Building for a courtyard
- Temporary space is located in modular buildings, South Annex

Sustainability Features:

- Will be minimum Silver LEED certified

There is a concern with the demolition of this building and the Liberal Arts building that the college will lose the archways which is part of the theme that has been the campus. The College is still trying to fold in covered walkways where you have the traditional arch in some of these new designs. They are trying to make sure that there are covered walkways to walk under. It may not be on both sides of the building because on the north side of the building you won't need it because it is shaded by the sun. They are trying to make sure that it is on the south side of the buildings. This has been a complex project. To renovate the Administration Building and keep the existing shell is very restrictive. The College is able to achieve a whole lot more than it would have done if they kept the building. In investigating the building, a few issues came up and one of those issues is the existing tunnel system which is tied into the foundation of the building. The College cannot take the building down without compromising the tunnel severely, which would add an astronomical cost to that. So they are looking at taking the utilities out of the tunnel so that they can demolish the building.

The College is trying to maintain the architectural language of the Hilb Building and some of the existing buildings where rhythm of columns and other architectural elements to include those in the design so that the college is not departing 100% from the original design of the campus but updating them.

Career Technical Education (Project in Initial Start-up Programming & Design)

Architect: HGA Architects
Construction Manager: Gilbane
Project Square Footage: 21,741
Estimated Construction Start: Fall 2012
Estimated Project Completion: Spring 2014
Project Update:

- Report regarding any additional soil contamination pending
- Cabinet and Board Schematic Design presentation dates scheduled

Sustainability Features:

- Will be minimum Silver LEED certified

Along with this new building there will be a renovation of the existing Agriculture Science Building. It will still have two classrooms. In the classroom on the east side, the restroom facility will be removed to increase the capacity of the classroom. The College will reconfigure the core of the building to be more efficient. To the north of the building is a non-code compliance shade structure. They need to take it down and build a more code compliance structure. They are going to replace two non-accessible greenhouses. To the east of the project is the Applied Technology Building, it will be demolished and a new building will be built.

The HVAC program will move out of the Diesel Mechanics Building and into the new Career Technical Education Building. The upper floor of the Diesel Mechanics building will be closed off. Diesel Mechanics program will remain in the building. The plan is to build a new structure and move the Diesel Mechanics program into the new building.

Child Development (Project in Initial Start-up Programming & Design)

Architect: HMC Architects
Construction Manager: None

Project Square Footage: 10,314
Estimated Construction Start: Summer 2012
Estimated Project Completion: Summer 2013

Project Update:

- Sign-off Program by Cabinet scheduled
- Schematic Design initiated
- Topographic and Site Utilities maps complete
- Geotechnical Investigation scheduled
- New building located west of the existing building

Sustainability Features:

- Will be minimum Silver LEED certified

Athletic Facilities (Project in Initial Start-up Programming & Design)

Architect: LPA, Inc.

Construction Manager: Pro West

Project Square Footage: 26,840

Estimated Construction Start: Fall 2012

Estimated Project Completion: Spring 2014

Project Update:

- Schematic Design approved by Users
- Schematic Design package received from Architect
- Notice to the Architect to commence Design Development
- New gymnasium

Sustainability Features:

- Will be minimum Silver LEED certified

The old gymnasium will be demolished and then new tennis courts will be installed. The existing shower/locker building will be turned into a sports facility to include a workout room, multi-purpose room, and offices for the coaches. The showers and lockers will relocate to the new gymnasium.

Liberal Arts Renovation (Project in Initial Start-up Programming & Design)

Architect: HGA Architects

Construction Manager: None

Project Square Footage: Pending

Estimated Construction Start: TBD

Estimated Project Completion: TBD

Project Update:

- Project on hold; pending further education planning
- Two-story building
- The Foundation will move into this building

Sustainability Features:

- Will be minimum Silver LEED certified

Visual Arts (Project in Initial Start-up Programming & Design)

Architect: Perkins & Will

Construction Manager: Gilbane

Project Square Footage: 13,710

Estimated Construction Start: Fall 2012

Estimated Project Completion: Fall 2013

Project Update:

- Value Engineering options review meeting held with COD staff and Architect
- Received and distributed 100% Design Development documents for review
- Located east of the Marks Gallery

Sustainable Features:

- Will be minimum Silver LEED certified

Discussions:

Budget Concerns:

- As these buildings are up and running, all costs will then come out of the College's operating budget. Some buildings will not have a huge impact on the operating budget because they are replacing existing buildings. Some of the operating expenses are already there but probably the utility expenses may go up since the buildings are bigger.
- A question was brought up if the Trustees considered budget constraints in some sort of deferral or moratorium on new projects. The Trustees are concerned that the College might be over building and are checking to see if there is a way that the College might be able to put a moratorium on these projects and not be penalized.

The College has very limited ability to stop spending bond funds because most of our bonds are nontaxable and there is a prescribed timeframe in which these expenditures must be made. \$60 million of our bond program, which most of it is for the East Valley Campus - Mecca/Thermal, is taxable and we can defer that. At this stage, the College thought it would be building a major campus but with all the development around it being stalled the College stalled the build-out of the Mecca/Thermal campus too. The College will complete the projects within five years so that it will not be taxed on those bonds. It's possible that the College could complete a building and not open it or only open part of it. For example, the satellite campuses could fall under that category. Nothing is planned at this time to not open any of the new buildings. The College is currently working on a budget plan in saving \$2.4 million dollars a year for the next four years. This is not due to the lack of students; it's due to State funding. Tuition has gone up for this semester. If there are mid-year cuts from the State, there will be another increase of \$10 for spring tuition.

- There is a concern that the College is building all these buildings to expand the campus and then the college will not be able to keep up with the operations of the campus and that the college is cutting out classes.

Hilb Building: The Hilb Building will not be demolished. This project will start next year.

Parking: A question was brought up on how the College is balancing parking around buildings. Students tend to try to park close to the building where their class is located. There are parking lots with available parking but it is far away so students are not parking in those lots. In the overall master plan for the campus, it does allow for new parking on the campus. It is not in this bond program but in a future bond program. This campus is trying to build buildings within the core of the campus and parking on the outside.

Magnesia Falls Entrance: A question was brought up about any discussions on opening up an entrance for traffic heading west on Magnesia Falls. Currently you can enter the campus if you are heading east on Magnesia Falls but there is no entrance to the campus if you are heading west. The fire marshal would like an entrance to the campus for westbound traffic. This is a City issue. The College is not allowed to spend bond monies on property that does not belong to the District.

Regulating Temperature in Classrooms: The college continues to try to regulate the temperature in the classrooms on campus. S. Renew will report on what the college has done so far and where the college is headed regarding energy efficiency at one of the future meetings.

Restrooms: Some of the restrooms on campus are closed or not clean. Some are closed because of the construction and some are affected by operational issues like budget and reduction of staff. The College has a small staff of custodians that work at night and try to get into every restroom to clean it. Additional square footage has been added to the campus without the ability to add staff to cover it. They get cleaned at night and are used throughout the day. The College is transitioning from a philosophy of creating a few central restroom pods to restrooms eventually in every new building.

R. Spiegel 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."

R. Spiegel 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."

Financial Report

Project Allocations Budget

- Completed Projects:
Total Expended: \$63,770,097
- Current Projects – Ongoing:
Expenditures to date: \$96,056,104
- Future Projects:
Total Committed Budget: \$72,854,264
- Central Contracted Management Fees:
Expenditures to date: \$15,266,234
- Deferred Projects:
Committed Project Budget: 47,013,440
- Contingency:
Actual Savings: \$12,183,780
- Central Contracted Management Fees \$20,848,778
- Total Committed Project Budget: \$433,994,142
Includes initial bond, refinancing, redevelopment funds, interests and State funding
- Expenditures to date: \$175,092,435
- Balance: \$258,901,707

	Central Contracted Management Fees are architect fees for planning and producing the five-year plan, facilities master plan, environmental impact reports, and manager fees which are around 3% of the total project. This includes the master architect fees, specific plan fees and environmental impact fees. The 3% is paid to the bond program manager, EIS Professionals. EIS Professionals are located in modular trailers on campus. The modular trailers were not paid for out the bond funds. The bond funds are being used to pay for the services of EIS Professionals.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None			

6. ELECTION OF NEW OFFICERS

ROBERT SPIEGEL

DISCUSSION	<p>E. Deas opened the floor for nominations for position of Chair. G. Kiehl nominated Robert Spiegel, seconded by Larry Cohen. E. Deas asked if there were any other nominations for position of Chair, no response. E. Deas asked again if there were any other nominations for position of Chair, no response. E. Deas announced Robert Spiegel as Chair of the committee. All approved. Robert Spiegel accepted his position as Chair.</p> <p>E. Deas opened the floor for nominations for position of Vice Chair. R. Spiegel nominated Larry Cohen, seconded by G. Kiehl. E. Deas asked if there were any other nominations for position of Vice Chair, no response. E. Deas asked again if there were any nominations for position for Vice Chair, no response. E. Deas announced Larry Cohen as Vice Chair of the committee. All approved. Larry Cohen accepted his position as Vice Chair.</p>		
CONCLUSIONS	Robert Spiegel is the Chair and Larry Cohen is the Vice Chair for one year.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.			

7. SCHEDULE MEETINGS FOR 2011-2012

ROBERT SPIEGEL

DISCUSSION	<p>It was noted that the fiscal year on the agenda should be for 2011-2012 instead of 2010-2011.</p> <p>Berit Reistad was not able to attend today's meeting because of another meeting she had to attend and that she would not be available on the proposed dates (December 15, 2011, March 15, 2012, June 14, 2012 and September 20, 2012). It was decided to have Linda Costagliola work with the committee members by email to find other available dates.</p>		
CONCLUSIONS	It was decided to schedule the future meeting dates by email.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. Schedule future meeting dates.	Linda Costagliola	ASAP	

8. SCHEDULE A TOUR OF EVC MECCA/THERMAL CAMPUS &

ROBERT SPIEGEL

INDIO CAMPUS

DISCUSSION	For the next meeting, it was suggested to take a bus from the Palm Desert campus to tour the Mecca/Thermal and Indio campuses and have the meeting at the Mecca/Thermal Campus. Since there would not be too much to see at the Indio Campus at this time, it was decided to hold off on the tour.	
CONCLUSIONS	It was decided to defer the tour for another time.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. None		

9. FUTURE AGENDA ITEMS

ROBERT SPIEGEL

DISCUSSION	1. Financial and Performance Audit reports 2. 2010-2011 Annual Report	
CONCLUSIONS	Auditors from Lund & Guttry will present the financial and performance audit reports at December's meeting and Steve Renew will present a draft of the 2010-2011 annual report.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Add items to agenda.	Linda Costagliola	12-13-11

Meeting adjourned at 4:20 p.m. by a motion from G. Kiehl, seconded by L. Cohen. All approved. Motion passed.