



DESERT COMMUNITY COLLEGE DISTRICT  
College of the Desert

Citizens' Bond Oversight Committee Meeting  
September 17, 2008  
3:00 p.m. – 4:30 p.m.  
Foundation Board Room  
Minutes

**Members Present:** Mr. Kenneth E. Feenstra (Member At-Large – West Valley Representative); Mr. John Fort (Taxpayers' Association); Mr. Juan Gonzalez (Student); Mr. Alfred A. (Al) McCandless (Business Representative); Mr. Noel Ramos (Member At-Large – East Valley); Ms. Berit Reistad (Senior Citizen Group); Mr. Robert Spiegel (College Support Organization)

**In Attendance:** Mr. Jerry R. Patton, College of the Desert's President; Dr. Edwin Deas, College of the Desert's Vice President, Administrative Services; Mr. Steve Renew, College of the Desert's Director of Maintenance & Operations; Tom Wixon, College of the Desert's Director of Public Relations; Linda Costagliola/Recorder

Before the meeting started, individual and group photographs of the members of the committee were taken for the Oversight Committee webpage. The new members were also asked to provide a brief biography for the webpage.

**Call Meeting to Order** – N. Ramos called the meeting to order at 3:15 p.m.

**Welcome New Members & Citizens' Oversight Committee Responsibilities**

N. Ramos welcomed the new members to the Citizens' Bond Oversight Committee: Mr. John Fort (Taxpayers' Association); Mr. Juan Gonzalez (Student); Ms. Berit Reistad (Senior Citizen Group); Mr. Robert Spiegel (College Support Organization). Everyone introduced themselves.

N. Ramos stated to the new members that this is a very valuable role taking place here on behalf of the taxpayers and the District. N. Ramos thanked the members for taking that role. He went on to say that the committee has outstanding resources that have been provided to the committee from the campus as far as keeping the committee abreast of what has been happening with the bond measure and how bond funds have been spent, and it is a valuable effort on the committee's part to give back to the community. This is a rewarding effort.

E. Deas presented a PowerPoint presentation on the Citizens' Bond Oversight Committee Responsibilities of the Members. The members received a paper copy of the presentation. The Citizens' Oversight Committee shall convene to provide oversight for, but not be limited to, both of the following:

1. Ensuring that bond revenues are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.
2. Ensuring that, as prohibited by subparagraph (A) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, no funds are used for any teacher or administrative salaries or other school operating expenses.
3. The citizens' oversight committee may engage in any of the following activities:

- a. Receiving and reviewing copies of the annual, independent performance audit and financial audit;
- b. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements;
- c. Receiving and reviewing copies of any deferred maintenance proposals or plans;
- d. Reviewing efforts by the school district or community college district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, all of the following:
  - i. Mechanisms designed to reduce the costs of professional fees.
  - ii. Mechanisms designed to reduce the costs of site preparation
  - iii. Recommendations regarding the joint use of core facilities.
  - iv. Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design.
  - v. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

A. McCandless suggested that the new members review the bylaws in their handbooks.

**Approval of Minutes from June 18, 2008 Meeting** – A Motion to approve minutes as presented by K. Feenstra, seconded by A. McCandless. All in favor. 4 Abstained/new members. Motion passed.

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

### **Bond Projects Update**

S. Renew mentioned that the Bond Program Manager, Mr. Mac McGinnis, from EIS Professionals was not able to attend today's meeting due to the construction bidding that is currently in process for the Cravens Student Services Center.

S. Renew reviewed the following items from a PowerPoint presentation:

1. Acronyms – Reviewed list.
2. Project Steps and Definitions – Reviewed the projects steps and definitions for: programming, schematic design, design development, construction documents, DSA (Department of the State Architect) review, and bidding or negotiation.
3. COD – Project Status Report
  - a. Projects in Programming Due Diligence Studies
    - i. West Valley Center
      1. Architect: To be determined
      2. Project Status: Studies
      3. Construction Start: To be determined
      4. Projected Occupancy: Undetermined
    - ii. Communications & Community Building
      1. Architect: tBP/Architects
      2. Project Status: Programming
      3. Construction Start: Fall 2009
      4. Projected Occupancy: Summer 2011
  - b. Projects in Design Development
    - i. Classroom Building
      1. Architect: Steinberg Architects
      2. Project Status: Construction Documents
      3. Construction Start: Summer 2009
      4. Projected Occupancy: Spring 2011
    - ii. Nursing Renovation

1. Architect: HMC Architects
  2. Project Status: Design Development
  3. Construction Start: Summer 2009
  4. Projected Occupancy: Fall 2010
- c. Projects Approved by DSA / In Review – Division of State Architect reviews the Construction Documents for structural, fire and life safety, and Americans with Disabilities Act Compliance. DSA, in effect, issues the building permit for construction.
- i. Alumni Center
    1. Architect: Holt Architects
    2. Project Status: DSA Approved
    3. Construction Start: Fall 2008
    4. Projected Occupancy: Fall 2009
  - ii. Business Building Renovation
    1. Architect: Steinberg Architects
    2. Project Status: DSA Approved
    3. Construction Start: Fall 2008
    4. Projected Occupancy: Spring 2010
- d. Projects Under Construction / Preparing for Bid
- i. Barker Nursing Complex
    1. Architect: HMC Architects
    2. Project Status: In Construction
    3. Construction Start: Fall 2007
    4. Projected Occupancy: Spring 2009
  - ii. Campus Infrastructure Phase 1
    1. Architect: TMAD Architects
    2. Project Status: In Construction
    3. Construction Start: Fall 2007
    4. Projected Occupancy: Summer 2008
  - iii. East Valley Center
    1. Architect: HMC Architects
    2. Project Status: In Construction
    3. Construction Start: Summer 2008
    4. Projected Occupancy: Spring 2009
  - iv. Public Safety Academy
    1. Architect: HMC Architects
    2. Project Status: In Construction
    3. Construction Start: Fall 2007
    4. Projected Occupancy: Spring 2009
  - v. Storm Drain Outlet
    1. Architect: TMAD Architects
    2. Project Status: In Construction
    3. Construction Start: Summer 2008
    4. Projected Occupancy: Fall 2008
  - vi. South Annex – Phase III – DSPPS
    1. Architect: HMC Architects
    2. Project Status: In Construction
    3. Construction Start: Summer 2008
    4. Projected Occupancy: Fall 2008
  - vii. Athletic Modularity – Weight & Training
    1. Architect: HMC Architects
    2. Project Status: In Construction
    3. Construction Start: Summer 2008
    4. Projected Occupancy: Fall 2008

- viii. Campus Infrastructure – Phase II
    - 1. Architect: TMAD Architects
    - 2. Project Status: In Construction
    - 3. Construction Start: Summer 2008
    - 4. Projected Occupancy: Summer 2009
  - ix. Pools – Convert to Courtyard
    - 1. Architect: Escalante Architect
    - 2. Project Status: In Construction
    - 3. Construction Start: Summer 2008
    - 4. Projected Occupancy: Fall 2008
  - x. Cravens Student Services Center
    - 1. Architect: WWCOT Architects
    - 2. Project Status: Preparing Bids
    - 3. Construction Start: Fall 2008
    - 4. Projected Occupancy: Summer 2010
  - xi. Dining Hall Renovation
    - 1. Architect: WWCOT Architects
    - 2. Project Status: Preparing Bids
    - 3. Construction Start: Fall 2008
    - 4. Projected Occupancy: Fall 2009
4. COD – Upcoming Events
- a. East Valley Center Groundbreaking, September (tentative) 2008 at EVC in Thermal
  - b. East Valley Center Grand Opening, January 2009 at EVC in Thermal
5. COD Project Matrix – Current Projects
- a. College of the Desert refers to this document to make sure we are in compliance with the bond language.
6. COD Plan Sites
- a. Reviewed site location plans for College of the Desert's West Valley Center and East Valley Center
7. COD Construction Map
- a. Reviewed areas that are under construction at the Palm Desert Campus.
    - i. Central Plant – energy projects for the campus
    - ii. Public Safety Academy
    - iii. Barker Nursing Complex
    - iv. Business Building Renovation
    - v. Cravens Student Center
    - vi. Roadwork

**Comments:**

R. Spiegel asked if the College is building toward energy efficient. E. Deas replied that the College is building toward energy efficient.

E. Deas commented that the College's Education Plan drives everything the College does. It drives the College's budget and other campus plans. The Education Plan is essentially the programs and courses that the College will deliver at the College's different locations. The Education Plan is constantly reviewed and renewed. The College continuously looks to make sure that the Facilities Plan corresponds with the Education Plan.

A. McCandless said that when we are talking about maintaining costs at or below 22% of total expenditures, the committee is somewhat after the fact...the contract has been signed and is in the

process of being implemented. How is the committee supposed to approach that type of service? E. Deas said there is never a single contract that will be 22% or 23%. The professional fees are made up of series of contracts. They vary depending on the type of project. For renovations, there might be more engineering costs than there are architectural costs. As the College negotiates the fees with the different consultants, the College is insuring that the sum of the fees does not exceed that percentage. R. Spiegel asked if the College goes out to bid for these projects. E. Deas said that, from time to time, the College will issue an expression of interests from professional firms. The College will interview the firm and if approved, the firm will be put on a short-list with three to five professional firms listed. The College assigns the work that best suits the firm on the list. The list is updated after two or three years. If the College went out to bid for a RFP (request for proposals) every time the College had a piece of work, the College would spend too much time with that process. It's more productive to go out to bid occasionally. When working from the list, the College knows exactly what the fees are since the firms have already been interviewed and approved. R. Spiegel asked if it is more of a design build situation. E. Deas said that it's not a design build situation in the pure sense of the work but certainly the award of work has some of the elements of that.

A. McCandless said that if you assume that you have a number of contracts; for example, in one case you had a modernization, then you would have more costs and over here you would have less costs. "Could one say that as long as you have an averaging cost that you are ok?" E. Deas said, "Yes, to a large extent." Setting up budgets for projects within the overall program is always a challenge. Budgets go through a series of refinement process. The costs continually go up and down. J. Patton said that the statewide average gets around 28-30% of state buildings. The College keeps the pressure on itself to keep it this low. The more money that you don't spend on professional consultants the more money goes into the building. When firms submit their proposals for professional services, they know at that time what the percentage of cost is. The State sets the max that they will pay. We try to stay close to that in terms of architects and engineers. If we don't exceed 22% as a whole, then we are meeting our target.

A. McCandless said that many of these projects have combination of moneys; donated/gift as well as what has been budgeted in order to complete what the complex is designed to accomplish. It would appear that there is no difference in any of the auditing or any of the process of following these once that money is donated. Is it commingled with the bond money? Steve said that it is not. For example, the infrastructure project is in several phases but it is a single project that has 3.1 million dollars of State money for that project. The infrastructure project itself is a total of about 24 million dollar project. Out of the 24 million we will charge 21 million to the Bond and 3 million to the State. It all gets put into the same account for paying the contractors who builds the project but the College tracks them on separate account codes. This is in agreement by the State and that it is at a certain ratio. For example, if we have a 10 million dollar building and the State is going to pay 8 million of it and the bond is going to pay 2 million of it, 20% of all the contracts will get charge to the bond and 80% to the State. The interest from the donations made to the Foundation through the Capital Campaign endowment is only to be used for maintaining the building(s). There are donors money involved for the equipment inside the building(s) but not for the actual construction.

West Valley Campus: This campus is located in Palm Springs at North Indian Canyon Drive and Tramview Road. This location is a very windy area and close to a wash. As the College looks at what they are going to build and put between the wash and the College, there will be some wind barriers. This also gives the College a great chance to consider what kind of solar programs we want to get involved in. There is a solar plant in that area.

East Valley Campus: This campus is located in Thermal at Avenue 62 and Buchanan. The College will have the "Will Serve" letter, irrigation for power and Verizon for phones. The modular village will be located in the northwest corner of the property. The College thought this would be the best place for the village because it would be out of the way when the College starts building the campus. There is a 6 foot high square tubular steel fence around the campus. K. Feenstra asked if the East Valley Center is at the stage where the land has been graded and there has been slab laid out. Steve said that there are no slabs yet. There is grading going on and removing the vegetation. The College spent some time

potholing some underground drainage piles and having engineers review the soil to make sure the College can move forward.

R. Spiegel asked if the College's envision down the road is the same thing happening to East Valley Campus that happened to Copper Mountain Campus. J. Patton said that Copper Mountain Campus separation was a political movement by one legislator. It was not Palm Desert or Copper Mountain that necessarily wanted that to happen. The people of the East Valley have asked if the East Valley Center would ever be an individual college. The College's intent is to be one college with satellite campuses. The way the College can satisfy the people in the east valley are; 1) Make sure the design criteria fits that area; 2) Offer degree programs and certificates; and 3) May have a provost or a site manager.

J. Gonzales asked how the College will handle lighting in the parking lots. Students are concerned with the lighting at night. S. Renew said that the College has not yet put a lighting line item into any of our projects allocations. The College is beginning to look at lighting as the College build's a building where adjacent to that building might the College improve the lighting. About five to six years ago the College did a lighting retrofit plan with a limited and specific budget and worked to light walkways, roadways and parking lots.

Projections of enrollment by 2020 are anticipated at 18,000/Palm Desert Campus, 10,000/East Valley Campus and 5,000/West Valley Campus.

### **Bond Project Financial Report**

S. Renew reviewed the following financial reports from a PowerPoint presentation:

1. COD – Project Expenditures - Inception Through August 31, 2008 – Included in the report are the matrix reference number that relates to the bond language and the project number. Reviewed original budget, revised budget, expenditures, balances, percent complete to revised budget and percent complete construction for the following projects:

- a. Job and Career Training Projects
- b. Classroom Buildings and Facilities
- c. Health and Safety Projects
- d. Energy Efficiency Improvements
- e. Safety and Security; Sites

Total Expenditures: \$66,211,373 – 19%

Total Remaining: \$288,374,062 – 81%

2. COD – Completed Project List
  - a. Classroom Buildings & Facilities
    - i. Building/Classroom Renovation (Central Annex)
    - ii. Athletic Complex
    - iii. Science Labs
    - iv. Voice Over IP Communication
    - v. Wireless Access
    - vi. Scene Shop
    - vii. Culinary Kitchen
  - b. Health & Safety Projects
    - i. Field House Restroom & Shower
    - ii. Diesel Mechanic Floor
    - iii. Roof Repair Carol Meier Lecture Hall
    - iv. Contractor Lay Down Area
    - v. Agricultural She Corrections
  - c. Safety & Security; Sites
    - i. Monterey Avenue Improvements

- ii. ADA Master Plan
- iii. Parking Lot Design & Construction
- iv. Gym Repair
- v. Sidewalk Repair
- vi. Safety

Closed projects expenditures to date: \$12,320,097

### **Comments:**

K. Feenstra asked if there is a way for the committee to know where money gets shifted to; for example, the Hilb Renovation went from a budgeted amount of \$34,500,000 to \$65,749,000. Steve said, "Yes, there is." For example, the Nursing Building Renovation, originally the College had only a list of projects that needed renovation with no budgets. As the College started looking at what the square footage was and the cost, the College came up with a budget. The Hilb Center renovation and the Visual Arts Renovation have a footnote (Design Proposal Effort Only). That is the original construction amount including management fees estimated at \$34,500,000. This effort is only to present a final project proposal to the State so that we can see if the State will fund them for these projects rather than spending bond dollars.

N. Ramos asked if the mathematical difference for the completed projects (budget: \$31,752,541; revised budget: \$12,437,442; expended: \$12,320,097) is that a reflection of the State making up the difference or is it projects that weren't done. Steve said that in the last report the college had Classroom buildings renovations indicated at \$25,000,000. The College expanded out of that budget only the amount of that particular amount for modulars for the Center for Training and Development (Central Annex). Rather than continue with the Classroom Renovations, the College took that budget and put it into the future projects and showed only the expenditures that the college actually spent on projects so far.

B. Spiegel asked for clarification for the total bond amount: Initial Bond was \$346.5 million and this report states a total of \$354,585,435. D. Deas said that there was some refinancing that was done which increased the amount to \$354,585,435.

N. Ramos 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."

### **Scheduled Meetings for 2008-2009**

Motion to approve proposed dates for future meetings: December 17, 2008, March 11, 2009 and June 17, 2009 by R. Spiegel, seconded by A. McCandless. All Approved. No Opposed. Motion passed.

### **Future Agenda Items**

Tour of Projects on Campus – The committee decided to tour the campus at the December 17, 2008 meeting starting at 2:00 p.m.  
Financial and performance Audit Results – Lund & Guttry will be present to review the results.  
2007-2008 Annual Report – Report will be available to review.

**Adjournment** – Motion to adjourn at 4:40 p.m. by R. Spiegel, seconded by K. Feenstra. All approved. No opposed. Motion passed.

The next meeting is scheduled on Wednesday, December 17, 2008, at 3:00 p.m. in the Foundation Board Room.