



DESERT COMMUNITY COLLEGE DISTRICT
College of the Desert

Citizens' Bond Oversight Committee Meeting
June 15, 2005
3:00 p.m. – 5:00 p.m.
Foundation Board Room
Minutes

Members Present: Ms. Sylvia Castellon-Calvache (Student); Dr. William Feddersen (Senior Citizen Group); Dr. Ward Fredericks (College Support Organization); Mr. Paul Magana (Business Representative); Ms. Marylou Marrujo (Member At-Large – East Valley)

Members Not Present: Chief Gary Jeandron (Member At-Large – Palm Springs); Ms. Marjorie A. Kussman (Taxpayers' Association)

In Attendance: Mr. Gordon Getchel, Douglas E. Barnhart, Inc.; Mr. Sean Balingit, Douglas E. Barnhart, Inc.; Mr. Tim White, Program Manager/PinnacleOne, Inc.; Mr. Bruce Risley, PinnacleOne, Inc.; Mr. Joshua Higgins, PinnacleOne, Inc.; Ms. Deborah Shepley, tBP/Architecture; Mr. Chris Bradley, tBP/Architecture; Mr. Matt McCue, Lund & Guttry; Mr. Tom Wixon, College of the Desert's Public Relations Office; Mr. Jerry Patton, College of the Desert's Vice President, Administrative Services; Mr. Steve Renew, College of the Desert's Director of Maintenance and Operations; Ms. Elaine Snyder, College of the Desert's Purchasing; Ms. Linda Costagliola, College of the Desert Administrative Secretary/Recorder.

Call Meeting to Order - Dr. Feddersen called the meeting to order at 3:15 p.m.

Approval of Minutes from March 16, 2005 Meeting – Motion to approve minutes as presented: Sylvia Castellon-Calvache requested that the fifth sentence under Eastern Valley Campus Update on page one “All donated land including bringing infrastructure to the site” to read “All donated land includes bringing infrastructure to the site”.

Motion by Paul Magana, Second by Dr. Fredericks to approved the minutes with the correction with the fifth sentence under Eastern Valley Campus Update on page one from “All donated land ~~including~~ bringing infrastructure to the site” to “All donated land includes bringing infrastructure to the site”. All approved.

Comments from the Public – No comments.

Program Manager Update – Jerry informed the committee that he received a letter from Douglas E. Barnhart, Inc. informing College of the Desert that they are withdrawing from our program management contract in order for them to concentrate on construction and construction management projects. The College has agreed this is in the best interests of all. The original program manager selection committee had recommended two firms, and Pinnacle One, Inc. was one of the top two firms selected for the program management position. PinnacleOne, Inc. has been selected as the new Program Manager. They have been approved by the Board of Trustees.

Douglas E. Barnhart, Inc. will be working with PinnacleOne, Inc. during this transition to insure that no processes are dropped and that no projects are delayed. Douglas E. Barnhart and

PinnacleOne, Inc. have worked together in the past and they do have a good relationship. Dr. Frederick asked about the costs during this transition. Douglas E. Barnhart has eliminated most of the invoices/costs during 2004.

Jerry introduced Gordon Getchel and Shawn Balingit from Douglas E. Barnhart to the committee and said that this will be their last meeting that they will be attending.

Jerry introduced Bruce Risely, Senior Vice President from PinnacleOne, Inc., to the committee. Bruce Risely spoke to the committee about their firm. The firm has been in business for 25 years. He went on to say what their firm provides. He introduced two employees that will be on campus full time: Tim White, Program Director, and Joshua Higgins, Project Manager. Dr. Fredericks asked if this is a big project or a small project. Bruce said that this is a big project. A small project is an 87 million bond program. Other colleges that the firm has worked for is the Los Angeles Community College District in California and with K-12 districts and programs in California and has worked for colleges in Arizona. Bruce mentioned that a Program Manager oversees the processes and designs of the entire project. It has not been determined if we need a construction manager. There are five projects that will go out to bid. There may be different architects for different projects.

Phase I Projects Update

A PowerPoint presentation was presented to the committee. Jerry reviewed the items listed below:

1. Measure B Objectives: Overview
2. Series A – August 2004: Reviewed series A projects: \$65,000,000.00
 - a. Infrastructure Installation and Repair
 - b. Building/Classroom Renovation
 - c. Temporary Classrooms and Office Space
 - d. Parking Lot Design and Construction
 - e. Site Development – Main Campus
 - f. Planning and Design – East Valley Campus Phase I
 - g. Voice Over IP Communication
 - h. Contingency/Reserve
3. Current Program Status, Continuing Program Elements and Design Guidelines Status.

Shawn Balingit explained the Quickstart Projects to the committee:

4. Quickstart Projects
 - a. Gymnasium – Stage and Gym floor replacement.
 - b. Liberal Arts/Culinary Kitchen - selective demolition, FRP panels, new oven hoods, fire suppression system at oven hoods and quarry tile floors.
 - c. Stadium Locker Room – There is water damage. Remove and replace plaster ceiling and patch walls.
 - d. Diesel Mechanic Building – Floor removal, install new floor and roof repair.
 - e. Sidewalk Repairs – repair lifted cement. Will work on it on Fridays late June.
 - f. Carol Meier Hall – roof replacement.

Dr. Fredericks asked about the costs for these Quickstart Projects. Shaun went on to say that these projects have safety and health and welfare issues. The cost estimates for these projects will be presented at the next meeting. It was brought up that the costs for seismic upgrades in the gym are related. We are analyzing with consultants; architects, engineers and state government agencies. We may be surprised by the bids that come back with all construction costs that have been increasing over the last year.

5. Review On-Going Planning Efforts
 - a. ADA Transition Plan: A plan that allows transition and access to comply with the American with Disabilities Act.
 - b. Seismic Rapid Assessment: Architects and engineers analyze construction types with seismic retrofit with the building upgrades. The State allocated money to community colleges through a statewide bond program for seismic retrofits and COD did receive funds for the dining hall. We are doing a thorough analysis of all buildings for seismic stability.
 - c. Bond Program Website – handouts were distributed to the committee.
 - d. 90-Day Schedule – a review of the 90-day schedule. At a future meeting a new 90 day schedule will only have milestone events taking place; starting, finishing and approval for that project. There will be two reports: one with a 90-day look at the past at what actually happened and one with an additional future 90 days at what is planned.
 - e. Voice Over IP System – This project is completed and it was under budget.
6. Reviewed Building Renovation/Repurposing
7. Implementation Program Process - Gordon Getchel explained the Implementation Program Process. Jerry showed the committee the implementation plan binder as a way of explaining the detail involved in cost estimation.
8. Development of Future Campuses:

Eastern Valley Campus – Jerry reviewed a map regarding demographic studies where Coachella Valley, Indio, Thermal and Mecca are growing. We have one chance to select the right location for the Eastern Valley Campus. We are looking at the center between Indio and Northshore. We have tentative approval from CPEC and approval from the Chancellor. Supervisor Roy Wilson is being apprised of all activity. There are nine developers with land plus bringing infrastructure to the site. There are two areas we are concentrating on. At the next Board Meeting we will submit two proposals and hopefully the Board will make a decision to go with one. Both are close access to the college and by the 86 Expressway and the water and sewage are a mile away. The Eastern Valley Advisory Committee is kept updated on the process.

Western Valley Campus – Jerry mentioned that Desert Hot Springs is booming. The city of Desert Hot Springs has contacted us to place a facility in their jurisdiction. We are looking at four sites which would be all donated land. One is on I-10, two in Desert Hot Springs and one in Palm Springs (Hwy. 111 and Indian Canyon). BLM has the land in Palm Springs. Palm Springs has surplus land that may be traded with the BLM. We are asking for infrastructure, no one has said “no” yet. We are going through the same process as EVC. It will probably be six months or so before we make a decision.

9. Design Guidelines Status – by Chris Bradley, tBP/Architecture. Chris went over the design guidelines status; architectural, landscape and signage/graphics. Along with SWA Architect Group and RSM Design (contributing to signage) developed a strategy which helps with articulation and further the goals outlined in the master plan. He explained the purpose, campus plan/goals, design guidelines to Coachella Valley, legacy as it relates to the architecture history, materials, light, massing, sun control, sunshade, arcades, lobbies, natural light, building systems, landscape strategies, perimeter trees, interior campus palms, entry palm groves, primary pedestrian, campus interior, signage/identify, type modern classics, sign family concept, Monterey Avenue Monument sign, parking zone, details, materials/colors and permanent shade structures. The Landscape Sub-Committee which includes Spenser Knight, Landscape Manager from the City of Palm Desert, toured the landscape at the Desert Willow, Big Horn and the Reserve.

Phase I Bond Project Financial Report

Jerry explained to the committee that we recently refunded the bonds at a better rate. By doing this we were able to take seven million dollars off the debt and reduce the pay back time.

Committee reviewed the Series A Expenditures to Date (5/31/05) Analysis, #1

1. Infrastructure Installation & Repair
 - a. Fire hydrant loop – Repair the pressure level because it's too low. Including new fire hydrants to accommodate with the new buildings. The College applied for state funds and hopefully they will help us.
2. Site Development – Main Campus - We have not done anything in this area. We may use the money for some other area.
3. EIR, Planning & Working Drawings for Four Buildings – In process. We are moving faster. We have to spend 85% of the 65,000,000 within 36 months. The design and drawings for the buildings are in process. When that is completed, construction bids will go out and then construction will begin. Committee would like to see sub-elements under this project. EIR overall campus master plan is required by law. 30 days for final circulation. Board adopts plan in August or September. This needs to be in place before we start projects.
4. Phase I East Valley – borrowed \$5,000,000 out of site development costs for EV and put it in Quickstarts Projects. The College is continuing with a number of studies at all the sites for an Eastern Valley Campus. Both the Chancellor's Office and CPEC have indicated that any of the sites would be acceptable. The Chancellor's Office has approved our letter of intent. The next step is to analyze the use of land, traffic, noise, mileage to airports (out a two-mile range from an airport will satisfy Chancellor), etc. Dr. Fredericks mentioned that we may not be able to spend the money budgeted for the eastern valley campus within three years. So we may move the money to other areas.

The current EVC location is maxed out for utilization. There is no room to expand. Once a location is designated for EVC, we will start with modulars and then permanent buildings will go up and the modulars will be removed.

5. Voice Over IP Communication – This project is complete and it was under budget.
6. Contingency/Reserve – May use funds for Quickstarts.
7. Quickstarts Projects – A lot of the bills have not come in yet for the projects. The Committee would like the accruals (estimate) added to the report for the next meeting. We will continue to refine these reports for Series A and B staying within the parameters of the budget. Jerry asked the committee to make any other suggestions regarding the reports.
8. Infrastructure Planning – \$20 million to spend on the central plant, water/gas system, sewage system, fire hydrant loop, electricity and master planning. We received a preliminary report from engineers that COD will look at for additional review. If COD accepts them, then we will issue commission to bid.
9. EIR Documentation and Process – TerraNova Planning is continuing work on the Palm Desert Campus EIR.

10. New Building Design Teams – Reviewed status of each design time with the committee. The cost for the New buildings, Nursing/Health Sciences, Learning Commons, Public Safety Academy (Phase I), Classroom/Information Technology and Alumni Center, is approximately \$50 M.

Sylvia asked if the money that was spent on the change of adding a new school physician was out of the bond money. Jerry said that it was not out of the bond money.

Lund & Guttry – Financial and Performance Auditors

Jerry introduced Mr. Matt McCue from Lund & Guttry, a CPA firm in Rancho Mirage, to the committee. Matt McCue discussed the services Lund & Guttry will be providing for the Financial and Performance audits.

He will start working on the audits on Monday, June 20th and finish sometime in September 2005 or October 2005. The committee has to report to the Board of Trustees and public once a year. He went on to say that he has examples of Bond audits if anyone wanted to view them.

Measure B Bond Language

Committee will review at the next meeting.

Project Cross-Reference with Ballot Language Matrix

The project cross reference with ballot language matrix handout will be reviewed at the next meeting. Everyone received the handout to take home to review.

Future Meetings & Agenda Items

Future meeting dates and times for FY2005-2006 are September 14th, December 14th, March 15th and June 14th at 3:00 p.m. in the Foundation Board Room.

Agenda Items:

New appointments – committee needs a replacement for Ms. Sylvia Castellon-Calvache (Student Representative, one year term) and the committee would like to renew Mr. Paul Magana's (Vice-Chair and Business Representative) term for one year.
Performance Audit

Meeting adjourned at 5:00 p.m.