

CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES

DECEMBER 17, 2009 3:00 P.M. – 4:30 P.M.

ALUMNI CENTRE BOARD ROOM

ATTENDEES	<p>Mr. Kenneth E. Feenstra (Member At-Large – West Valley Representative); Mr. John Fort (Taxpayers' Association); Mr. Juan Gonzalez (Student); Mr. Alfred A. (Al) McCandless, Chair (Business Representative); Mr. Geoffrey Kiehl, (Member At-Large – East Valley); Ms. Berit Reistad (Senior Citizen Group); Mr. Robert Spiegel, Vice Chair (College Support Organization)</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; Mr. Wade Ellis, College of the Desert's Director of Fiscal Services; Mr. Gary Dack, Lund & Guttry; Mr. Arturo Ceja, Lund & Guttry</p> <p>Recorder: Linda Costagliola Minutes Approved: March 18, 2010</p>
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Agenda topics

1. CALL MEETING TO ORDER

AL MC CANDLESS

DISCUSSION	A. McCandless called the meeting to order at 3:00 p.m. and thanked the Alumni Association for their generosity of the room.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1.		

2. WELCOME NEW MEMBER

AL MC CANDLESS

DISCUSSION	A. McCandless welcomed the newest member, Mr. Geoffrey Kiehl, Member-At-Large East Valley representative to the committee. Everyone introduced themselves.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1.		

3. APPROVAL OF MINUTES

AL MC CANDLESS

DISCUSSION	<p>R. Spiegel made a motion to approve the June 17, 2009 meeting minutes presented today, seconded by K. Feenstra. All approved. Motion passed.</p> <p>A. McCandless move to receive and file the September 16, 2009 meeting minutes as information only because there was not a quorum at the September's meeting. All approved.</p>	
CONCLUSIONS	The minutes were approved.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1.		

4. COMMENTS FROM THE PUBLIC

AL MC CANDLESS

DISCUSSION		
CONCLUSIONS	No comments made from the public.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1.		

5. FINANCIAL AND PERFORMANCE AUDIT RESULTS

LUND & GUTTRY

DISCUSSION	<p>E. Deas introduced auditors Mr. Arturo Ceja and Mr. Gary Dack from Lund & Guttry.</p> <p>Mr. Ceja reviewed with the committee members the financial and performance audit results.</p> <p>Mr. Ceja read from page 16 from the financial audit report, "There were no findings or questioned costs noted during our audit relating to internal control."</p> <p>Mr. Ceja read from page 7 of the performance audit report, "Based upon our procedures performed, we found that for the items tested, the District has properly accounted for the expenditures of the funds held in the Bond Fund and that such expenditures were made on authorized bond projects. Further, it was noted that the funds held in the Bond Fund and expended by the District were not expended for salaries of school administrators or other operating expenditures. Our audit does not provide a legal determination of the District's compliance with those requirements."</p>	
CONCLUSIONS	A. McCandless move to receive and file of the June 30, 2009 financial and performance audit reports. All approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1.		

6. BOND PROJECTS UPDATE & BOND PROJECT FINANCIAL REPORT

MAC MC GINNIS
STEVE RENEW

DISCUSSION	<p>M. McGinnis reviewed the following items from a PowerPoint presentation:</p> <ol style="list-style-type: none"> 1. Project Status Reports – Current Projects <ol style="list-style-type: none"> a. Cravens Student Services <ol style="list-style-type: none"> i. Architect: WWCOT ii. Construction Manager: C. W. Driver iii. Targeted Completion: Spring 2010 iv. Project Update <ol style="list-style-type: none"> 1. Plaster application continues 2. Glazing installation continuing 3. AV contract completed for issuance to Western Audio Visual 4. Elevator Car installation ongoing 5. Solar panel installation continuing 6. Assembling documentation for first change order (Glazcon) for the 1-15-10 Board Meeting 	
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- v. Sustainable Feature
 - 1. Meeting with Electrical Contractor and Engineer to evaluate Change Order Request pricing
 - 2. Water – conserving landscape
 - 3. Architectural environmental control systems via built-in architectural sun shading devices, north facing fenestration
 - 4. Energy generation via photovoltaic system
 - 5. Building automation controls to optimize mechanical system

- b. Dining Facility Renovation (original building was built in 1963)
 - i. Architect: WWCOT
 - ii. Construction Manager: Bernards
 - iii. Targeted Completion: Spring 2010
 - iv. Project Update
 - 1. Painting preparation for ceiling ongoing
 - 2. Tile completed on walls
 - 3. FRP wall board installed in kitchen
 - 4. Gypsum Board being prepped for first coat of paint
 - v. Sustainable Features
 - 1. Heating/Cooling efficient glass
 - 2. Upgrade to heating/cooling system
 - 3. New energy efficient interior task lighting
 - 4. New commercial kitchen equipment
 - 5. New water efficient bathroom fixtures

- c. Site Infrastructure – Phase II
 - i. Architect: TMAD
 - ii. Construction Manager: C. W. Driver
 - iii. Targeted Completion: Fall 2010
 - iv. Project Update
 - 1. Area 4, last section of the Alumni Road has been paved, addressing poor paving areas of the street
 - 2. Electrical in area 4 is complete
 - 3. San Pablo entrance repaving is complete
 - 4. Landscape work scheduled to start this week
 - v. Sustainable Features
 - 1. Providing energy efficient utilities to campus infrastructure

- d. Site Infrastructure – Phase III
 - i. Architect: TMAD
 - ii. Construction Manager: C. W. Driver
 - iii. Targeted Completion: Summer 2010
 - iv. Project Update
 - 1. Area 1 ramp in front of administration has been completed
 - 2. Area 5 has commenced, noisy work scheduled for night time
 - 3. Area 3 at the Dining Hall is progressing
 - 4. Area 3, tree that was removed will be replaced with 36" box trees
 - v. Sustainable Features
 - 1. Providing energy efficient utilities to campus infrastructure

- e. Business Building Renovation
 - i. Architect: Steinberg Architects
 - ii. Construction Manager: C. W. Driver
 - iii. Targeted Completion: Fall 2009
 - iv. Project Update
 - 1. Final Punch List items being addressed
 - 2. AV / IT equipment installation ongoing, waiting on CISCO switch to be delivered, delivery date 12-14-09
 - 3. Working with Mark Rizzo on moving requirements and move date
 - v. Sustainable Features
 - 1. New insulation
 - 2. High efficiency glazing
 - 3. New efficient heating /cooling system

- f. Weight Room/Training Room (for athletic department)
 - i. Architect: HMC Architects
 - ii. Construction Manager: C. W. Driver
 - iii. Targeted Completion: TBD
 - iv. Project Update
 - 1. Interior work continues in both Weight and Training Rooms

2. Tapping table modifications sent to cabinet maker
3. Coordinating the electronic lock purchase and installation
4. Fire Alarm company "Simplex" not returning calls
5. Moving company to move weight equipment into Weight Room
- v. Sustainable Features
 1. High quality insulation
 2. Energy efficient "Low-E" windows
 3. Energy Star HVAC system
- g. Nursing Building Renovation
 - i. Architect: HMC Architects
 - ii. Construction Manager: ORR Builders
 - iii. Targeted Completion: Fall 2010
 - iv. Project Update
 1. Project approved by Board
 2. Pre-Construction meeting held on 11-17-09
 3. MTGL selected as Materials, Testing and Inspection company
 4. All contracts signed for contractor and picked up by ORR Builders
 5. Contractor delivered construction trailer
 - v. Sustainable Features
 1. Reuse of existing building
 2. Energy efficient glazing
 3. Energy efficient mechanical systems
 4. Reduction in heat islands
2. Project Status Reports - Projects in Design
 - a. Classroom Building
 - i. Architect: Steinberg Architects
 - ii. Estimated Project Occupancy: Fall 2011
 - iii. Project Update
 1. EIS Site Fire Access Plan complete
 2. CM contract executed by COD
 3. DSA Structural Plan Checker contacted, Plan Check commenced on 11-6-09; will not be complete until 11-30-09, according to him
 4. Coordinated over-ex with Phase 3 Infrastructure Project Hydronic's run
 - iv. Sustainable Features
 1. Heating and cooling via central hydronics system
 2. Water – conserving landscape
 3. Architectural environmental control systems via built-in architectural sun shading devices, north facing fenestration
 4. Energy generation via photovoltaic system
 5. Building automation controls to optimize mechanical system operation and energy usage
 6. Will be LEED certified
 - b. Communication Building
 - i. Architect: TBP Architecture
 - ii. Estimated Project Occupancy: Spring 2013
 - iii. Project Update
 1. Meeting with tBP to discuss the next steps of Design Development, took place last week
 2. Information requested by tBP, sent to them last week
 3. tBP to produce fly-through of building for presentation purposes
 - iv. Sustainability Features
 1. Will be LEED certified

Financial Report

1. Project Allocations Budget
 - a. Completed Projects
 - i. Total Expended: \$16,235,994
 - b. Current Projects - Ongoing
 - i. Expenditures to date: \$103,611,697
 - c. Future Projects
 - i. Committed Projects Budget: \$165,703,696
 - ii. Deferred Projects Budget: \$47,857,845
 - d. Central Contracted Management Fees
 - i. Expenditures to date: \$10,097,459

	<p>A. McCandless posed the following questions to M. McGinnis; "In the course of your work, 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>A. McCandless posed the following questions to S. Renew; "In the course of your work, 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>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1.			

7. SCHEDULE MEETINGS
FOR 2009-2010

AL MC CANDLESS

DISCUSSION	<p>Members reviewed the proposed future meeting dates: March 18, 2010, June 24, 2010 and September 16, 2010. Some members were not able to attend June 24, 2010 proposed meeting date. It was decided to change June 24, 2010 meeting date to July 1, 2010.</p>		
CONCLUSIONS	<p>G. Kiehl made a motion to approve the future meeting dates: March 18, 2010, July 1, 2010 and September 16, 2010, 3:00 p.m. to 4:30 p.m. in the Alumni Center, seconded by R. Spiegel. All approved. Motion passed.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1.			

8. DRAFT 2008-2009
ANNUAL REPORT

STEVE RENEW

DISCUSSION	<p>Committee members reviewed the draft 2008-2009 annual report. J. Gonzalez said that his name was spelled incorrectly on page 3. S. Renew said that he will correct J. Gonzalez' name and add the future meeting dates with location.</p>		
CONCLUSIONS	<p>2008-2009 Annual Report was approved with corrections noted above.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. Correct Juan Gonzalez' name on page 3, add future meeting dates with location on the draft 2008-2009 Annual Report.	Steve Renew	ASAP	

9. FUTURE AGENDA ITEMS

AL MC CANDLESS

DISCUSSION	<p>The committee would like a tour of the campus at the March 18, 2010 meeting.</p>		
CONCLUSIONS	<p>K. Feenstra made a motion to start the tour on March 18, 2010 at 2:00 p.m. and then have the regular meeting at 3:00 p.m., seconded by B. Reistad. All approved. Motion passed.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
1. None.			

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Meeting adjourned at 4:00 p.m. by a motion from R. Spiegel, seconded by G. Kiehl. All approved. Motion passed