

# CITIZENS' BOND OVERSIGHT COMMITTEE

## MINUTES

SEPTEMBER 30, 2010 3:00 P.M. – 4:30 P.M.

ALUMNI CENTRE BOARD ROOM

<b>ATTENDEES</b>	<p>Mr. Lawrence M. Cohen (Business Representative); Mr. Robert Flint (Taxpayers' Association Representative); Mr. Geoffrey Kiehl (Member At-Large – East Valley); Ms. Berit Reistad (Senior Citizen Group); Mr. Robert Spiegel, Interim Chair (College Support Organization); Mr. Daniel To (Student Representative); 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; Wade Ellis, College of the Desert's Director of Fiscal Services</p> <p>Recorder: Linda Costagliola Minutes Approved: 12/16/10</p>
------------------	--

Before the meeting started and after the meeting ended, individual and group photographs of the members of the committee were taken for the Citizens' Bond Oversight Committee website and for the 2009/2010 annual report. The new members were asked to provide a brief biography for the webpage.

### Agenda topics

#### 1. CALL MEETING TO ORDER

ROBERT SPIEGEL

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

#### 2. WELCOME NEW MEMBERS

EDWIN DEAS

<b>DISCUSSION</b>	E. Deas welcomed the new members on behalf of College of the Desert. Everyone introduced themselves.		
<b>CONCLUSIONS</b>	New members are Lawrence Cohen, Robert Flint, Daniel To and William Waldron.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
1. None			

#### 3. APPROVAL OF MINUTES – JULY 1, 2010

ROBERT SPIEGEL

<b>DISCUSSION</b>			
<b>CONCLUSIONS</b>	Minutes were tabled for the next meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

1. None.		
----------	--	--

4. COMMENTS FROM THE PUBLIC

ROBERT SPIEGEL

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

5. BOND PROJECTS UPDATE & BOND PROJECT FINANCIAL REPORT

MAC MC GINNIS  
STEVE RENEW

<b>DISCUSSION</b>	<p>S. Renew reviewed the following items from a PowerPoint presentation:</p> <ol style="list-style-type: none"> <li>1. Project Status Reports – Current Projects <ol style="list-style-type: none"> <li>a. Nursing Building Renovation <ol style="list-style-type: none"> <li>i. Architect: HMC Architects</li> <li>ii. Construction Manager: Orr Builders</li> <li>iii. Targeted Completion: Fall 2010</li> <li>iv. Project Update <ol style="list-style-type: none"> <li>1. Review punch list with COD for close-out</li> <li>2. Security phone line needs to be activated by IT</li> <li>3. Solar Panel Equipment needs data line connected</li> <li>4. Coordinate final punch list items with Orr Builders</li> </ol> </li> <li>v. Sustainable Features <ol style="list-style-type: none"> <li>1. Reuse of existing building</li> <li>2. Energy efficient glazing</li> <li>3. Energy efficient mechanical systems</li> <li>4. Reduction in heat islands</li> </ol> </li> </ol> </li> <li>b. Classroom Building <ol style="list-style-type: none"> <li>i. Architect: Steinberg Architects</li> <li>ii. Construction Manager: Bernards</li> <li>iii. Targeted Completion: Spring 2012</li> <li>iv. Project Update <ol style="list-style-type: none"> <li>1. Footings excavated for all buildings</li> <li>2. Submittals for rebar returned for review</li> <li>3. CM working on catch-up schedule</li> </ol> </li> <li>v. Sustainable Features <ol style="list-style-type: none"> <li>1. Heating and cooling via central hydronics system</li> <li>2. Water – conserving landscape</li> <li>3. Architectural environmental control systems via built-in architectural sun shading devices, north facing fenestration</li> <li>4. Energy generation via photovoltaic system</li> <li>5. Building automation controls to optimize mechanical system and energy usage</li> <li>6. Will be LEED certified</li> </ol> </li> </ol> </li> <li>c. Practice Field Lighting <ol style="list-style-type: none"> <li>i. Architect: RBB Architects</li> <li>ii. Contractor: Ace Electric</li> <li>iii. Targeted Completion: Fall 2010</li> <li>iv. Project Update <ol style="list-style-type: none"> <li>1. Received bids</li> <li>2. Pre-Construction meeting 9-13-10</li> </ol> </li> </ol> </li> </ol> </li> <li>2. Project Status Reports - Projects in Design <ol style="list-style-type: none"> <li>a. Communication Building <ol style="list-style-type: none"> <li>i. Architect: tBP Architecture</li> </ol> </li> </ol> </li> </ol>
-------------------	---

- ii. Construction Manager: Pro West
- iii. Estimated Project Occupancy: Spring 2013
- iv. Project Update
  - 1. Revised furniture plan reviewed by administration and the Dean, all revisions were approved
  - 2. F. Herzek, VP of Academic Affairs, asked for variation in the furniture layout to see a 90 degree option
  - 3. Interior color scheme meeting held on September 2, 2010
- v. Sustainable Features
  - 1. Will be LEED certified
  - 2. Building automation controls to optimize mechanical system
  - 3. Water – conserving landscape
  - 4. Heating and cooling via central hydronics system

- b. East Valley Indio
  - i. Architect: gkkworks
  - ii. Construction Manager: gkkworks
  - iii. Estimated Project Occupancy: Summer 2013
  - iv. Project Update
    - 1. Programming Summary submitted to Cabinet and approved
    - 2. Committee members sign to approve program summary
    - 3. Team meeting to obtain direction for further schematic design work by the architect
    - 4. Discussed schedule with Dean to meet with Math and Science faculty to program science labs
  - v. Sustainability Features
    - 1. Will be LEED certified
    - 2. Photovoltaic array at parking possible
    - 3. Architectural environmental control features
    - 4. Public transportation

- c. West Valley - Palm Springs
  - i. Architect: To be determined
  - ii. Construction Manager: To be determined
  - iii. Estimated Project Occupancy: 2013
  - iv. Project Update
    - 1. Working with City of Palm Springs on land transfer
    - 2. Site studies on-going
    - 3. Meeting with potential partners
    - 4. RFQ for design professionals has been sent out
  - v. Sustainability Features
    - 1. Will be LEED certified
    - 2. Public transportation
    - 3. Solar Energy
    - 4. Sustainable Site

- d. Monterey Entrance
  - i. Architect: PMSM Architects
  - ii. Construction Manager: To be determined
  - iii. Estimated Project Occupancy: Summer 2013
  - iv. Project Update
    - 1. Sent architect updated project schedule
    - 2. Kick-off meeting scheduled for 9-8-10
    - 3. Obtaining proposal for survey work
    - 4. Obtaining proposal for soils testing
  - v. Sustainability Features
    - 1. Public transportation
    - 2. Water resistant landscaping

- 3. Upcoming Project Events
  - a. No events planned

- 4. Projects in Programming
  - a. Administration Building – Renovation of building
  - b. Admissions and Records – Renovation of building
  - c. Career Technology Education – air conditioning and Auto tech kinds of labs, architecture and construction management and real estate development programs
  - d. Child Care – Early Childhood Education improvement of site
  - e. Gymnasium – Athletic projects, new gym, renovation of existing building
  - f. Liberal Arts – Renovation of building

- g. Visual Arts – New building

5. Completed Projects

- a. Alumni Centre
- b. Barker Nursing Complex
- c. Business Building Renovation
- d. Central Plant & Street Fair Restrooms
- e. Cravens Student Services Center
- f. Dining Facility Renovation
- g. East Valley Campus Mecca/Thermal
- h. PSA Parking & Magnesia Falls Entrances
- i. Public Safety Academy
- j. Site Infrastructure – Phase I
- k. Site Infrastructure – Phase II
- l. Site Infrastructure – Phase III
- m. Weight Room / Training Room for Athletic Program

**Discussions:**

S. Renew let everyone know that the Measure B Bond website link is [www.bond.collegeofthedesert.edu](http://www.bond.collegeofthedesert.edu). There is detailed information on all current and completed bond projects and information on the Citizens' Bond Oversight Committee.

S. Renew referred to the Measure B Bond Language. It lists the specifics of what kinds of projects that are going to be built. How the College developed the list of projects was by doing an education plan and understanding what the needs are. Every project that the College is building meets the language of the bond and the specific guidelines that the State requires.

B. Spiegel mentioned that on October 1<sup>st</sup> at 10am the City of Palm Desert will be breaking ground on a new pool that will be used by the City and College of the Desert. Everyone's invited to attend this event. This event is located next to the Palm Desert Civic Center Park off of San Pablo Avenue.

L. Cohen asked if the furniture, fixtures and equipment are included in the budget. S. Renew said that the furniture, fixtures, media equipment, architect fees, construction management fees and State fees are included in the construction budget and that it differs for each kind of building.

S. Renew said that the college heard this week that it should be getting the LEED (Leadership & Energy Environmental Design) Certification on a couple of buildings. It's a rating by the U.S. Green Building Council. It looks at energy efficiency, indoor air quality, efficient use of water, landscaping and how you recycle the materials that come off of a construction project. There are several sections you can design and build to and there are ratings of LEED Certified, LEED Silver, LEED Gold and LEED Platinum design. The Nursing Building looks like it should receive LEED Silver. For the Communication Building, the College is striving for LEED Gold.

Financial Report

1. Project Allocations Budget

- a. Completed Projects
  - i. Total Expended: \$63,017,257
- b. Current Projects - Ongoing
  - i. Expenditures to date: \$79,723,180
- c. Future Projects
  - i. Committed Projects Budget: \$126,554,264
  - ii. Deferred Projects Budget: \$44,513,440
- d. Central Contracted Management Fees
  - i. Expenditures to date: \$12,109,302

**Discussions:**

L. Cohen asked why the committed project budget column total is the same as the expenditures to date column total for the completed projects. S. Renew said that for reporting purposes, as the College closes out the project, rather than leaving a balance, they move the balance to contingency. Most of the projects finished under budget. The Business Building Renovation ended up going over budget by \$119,000. When the project started, there was some undocumented work that was done on the roof. There was concrete that was added on top of the roof that severely compromised the structure of the building. They ended up taking the roof off and started over. Since then, the College has included allowances in projects. So when these "unknowns" come up they can be worked out of the allowance. At the end of the project, if the allowance has not been spent, it comes back to the College.

Learning Resource Center / HILB Renovation – What the College wants to do with this project exceeds the

<p>amount of money that the College has in the bond program. The College has sought State funding. This project has been approved for funding by the State for 80% of the \$39,000,000. The earliest that funding would have been funded would have been a bond on this year's ballot in November. The State decided not to put it on the ballot this year. It probably won't go on a ballot for another two years.</p> <p>R. Spiegel asked who makes the decisions on the deferred projects. E. Deas said that the Board of Trustees agreed with the list of deferred projects from an assessment of the entire program the College made to the Board of Trustees. A year ago the College did an assessment of the entire program of what was done, what the College said that they intended to do, what it would likely cost and how would it compare to funding. The deferred projects was a consequence of that assessment. Some of these deferred projects the College didn't have enough money for and some were just not ready to go yet.</p> <p>R. Spiegel asked if there was enough money to develop the East Valley and West Valley campuses. E. Deas said that there is 40 million dollars for the West Valley and 50 million dollars for the East Valley, of which 20 million dollars will be spent for the Indio location and 30 million dollars for the Mecca/Thermal location within this bond program. The total build out of those two campuses will require substantially more funding which will come from future bond programs, state funding that the College is looking for or have received, redevelopment funds from the various valley communities and interest from some investments of the funds. The College was able to refinance bond funds that allowed the College to increase the bond funds.</p>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>		
PERSON RESPONSIBLE		
DEADLINE		
1. None		

6. ELECTION OF NEW OFFICERS

ROBERT SPIEGEL

<p>R. Spiegel opened the floor for nominations for Chair. G. Kiehl made a motion to nominate Robert Spiegel as Chair for one year, seconded by B. Reistad. All approved. No opposed. Motion passed.</p> <p>R. Spiegel opened the floor for nominations for Vice Chair. B. Reistad made a motion to nominate Geoffrey Kiehl as Vice Chair for one year, seconded by R. Spiegel. All approved. No opposed. Motion passed.</p>		
<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
Robert Spiegel will be the Chair and Geoffrey Kiehl will be the Vice Chair for one year.		
<b>ACTION ITEMS</b>		
PERSON RESPONSIBLE		
DEADLINE		
1. None.		

7. SCHEDULE MEETINGS FOR 2010/2011

ROBERT SPIEGEL

<p>Reviewed proposed future meeting dates: December 16, 2010, March 31, 2011, June 30, 2011 and September 15, 2011. L. Cohen made a motion to accept the proposed future meeting dates, seconded by R. Flint. All Approved. No opposed. Motion passed.</p>		
<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
Future meeting dates are December 16, 2010, March 31, 2011, June 30, 2011 and September 15, 2011.		
<b>ACTION ITEMS</b>		
PERSON RESPONSIBLE		
DEADLINE		

1. None.		

8. FUTURE AGENDA ITEMS

ROBERT SPIEGEL

<b>DISCUSSION</b>	<p>R. Spiegel suggested that since there are four new members on the committee that it would be a good idea to have a tour of the campus an hour before December 16th regular meeting. All the committee members agreed to start the tour at 2:00 p.m. on December 16<sup>th</sup> and the regular meeting will start at 3:00 p.m.</p> <p>W. Ellis said that the financial and performance audit reports will be available for the next meeting and the auditors from Lund &amp; Guttry will present the audit reports to the committee.</p> <p>S. Renew will prepare the 2009/2010 Annual Report and bring a draft of the report to the next meeting for review and discussion.</p>	
<b>CONCLUSIONS</b>	<p>Items to include on December's meeting agenda are tour of campus for committee members, financial and performance audit report results and draft 2009/2010 annual report.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p>1. Add tour of campus for committee members, financial and performance audit results and 2009-2010 annual report to December's meeting agenda.</p>	Linda Costagliola	12/16/10

R. Spiegel made a motion to adjourn at 4:00 p.m., seconded by G. Kiehl. All Approved.