

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

BOND OVERSIGHT COMMITTEE MEETING

Minutes July 12, 2004

PRESENT

Committee Members:

Joey Lasnik, Chair
Harry Gamotan, Vice Chair
Karl Bisht
Joe Grainger
John Inman
Sharolyn Robinson
Juan Sanchez

ABSENT

PRESENTERS

Larry Carrier, Stan Crane, Robert Yin

VISITORS

Steve Morgan, Danis Taylor (Wald Ruhnke & Dost Architects LLP),
Carla Wolf, Carmen Rossi and Sandy Oliveira (Hayashi & Wayland),
Ron Bottini

CALL TO ORDER

The meeting was called to order at 3:35 p.m.

INTRODUCTIONS

Committee members, presenters and visitors were introduced and welcomed.

MINUTES

On motion of John Inman, seconded by Harry Gamotan, and unanimously carried, the January 12, 2004 and April 12, 2004 minutes were approved.

AGENDA ITEM

Joey Lasnik requested that an additional item be added to the agenda. By consensus, the following item was added after #4 on the agenda:

Annual Organization of the Committee

**EXPIRATION OF
COMMITTEE
MEMBERS
TERMS**

Ms. Lasnik distributed copies of the Bond Oversight Committee Term Limits document reminding the committee that term limits were decided earlier in the year. It was necessary to set 4 term limits at 2 years and 3 term limits at 1 year because we were a newly formed committee, and rotation of terms was needed to ensure continuity of the committee.

One-year terms, expiring on July 14, are currently held by Karl Bisht, Harry Gamotan and Juan Sanchez. Both Mr. Gamotan and Mr. Sanchez agreed to serve for another two years. Mr. Bisht will consider serving for another two years. Ms. Lasnik stated that the names of individuals willing to serve for a new two-year term will go to the Board on August 3, 2004 for approval. She encouraged Mr. Bisht to inform the college of his decision, as soon as possible.

**ANNUAL
ORGANIZATION
OF THE
COMMITTEE**

Ms. Lasnik stated that one year ago the Bond Oversight Committee elected the following officers: Joey Lasnik, Chair, and Harry Gamotan, Vice Chair. She stated that officers serve for one year, and she called for an election of new officers.

On motion of John Inman, seconded by Juan Sanchez, and unanimously carried, the following officers were re-elected to serve for an additional year: Joey Lasnik, Chair, and Harry Gamotan, Vice Chair.

**BOARD OF
TRUSTEES
PRESENTATION
UPDATE**

Ms. Lasnik stated that it is the responsibility of the Bond Oversight Committee to actively review and report to the Board of Trustees and the community at large at least once per year. She stated that she had requested a complete financial report, with copies to committee members. The most recent financial report received was dated May 13, 2004, which also included a listing of active contracts and a number of proposed contracts. Ms. Lasnik will be making a presentation to the Board in August and stated that a more recent accounting was needed.

Sharolyn Robinson stated that she had not received a copy of the May 13 document. Ms. Lasnik requested that a copy be forwarded to Ms. Robinson.

Ms. Lasnik will contact committee members to enlist their aid in preparing the Board presentation.

Mr. Carrier explained that due to the closing of the College's fiscal year on June 30, and the time that it would take to prepare another financial report, it is not possible to have such an extensive report prepared prior to the August 3rd Board meeting.

Ms. Lasnik asked the committee if receiving such a large and detailed

report was necessary or if cover sheets would be sufficient. Mr. Sanchez stated that as long as more detailed information is readily available, cover sheets would be sufficient. Mr. Grainger stated that more information could always be obtained from the Business Office. Mr. Inman noted that information disseminated to the Board and the community should be clear and concise.

By consensus, the committee agreed that receiving cover sheets would be sufficient as long as more detailed information is readily available from the Business Office upon request.

**STATUS OF
CURRENT
CONTRACTS &
FINANCIAL
REPORT**

Mr. Carrier distributed the Measure “H” Bond Project Summary and Learning Resource Center Project Bid Summary documents. The two documents were provided because one indicates all of the contractors for the two multi-prime projects, meaning more than one contractor, and the other shows the name of the contractor for each single contractor project and indicates multi-prime for the two multi-prime projects.

Referring to the Measure “H” Bond Project Summary document, he stated that although the total expenditures are listed as \$69,018,796.00 only \$35 million comes from the Bond. The rest of the funds come from either 100% or 50% state money. He stated that funding, beyond Bond dollars, for both the Learning Resource Center (LRC) and the Center for Applied and Lifelong Learning (CALL) buildings comes from Proposition 47 funds. The Merrill Hall abatement is 100% state funded through HAZMAT abatement funds, and the HVAC is 50% state funded.

Referring to the Hartnell Community College Learning Resource Center Project Bid Summary document, Mr. Carrier stated that the chart shows the low bidder, original estimated bid, contract amount, and the estimate vs. the bid amount. He stated that the College under-estimated some costs due to changes in the cost of materials, mostly steel. He further stated that we have contingency funds to cover the projects and, as a whole, we are within budget.

Mr. Carrier reported that an outside agency had been completing the accounting for bond expenditures. The accounting is now back under the direction of Mr. Carrier. He reported that the change-over was extremely complicated. However, the Business Office will now be able to forward requested materials to the Bond Oversight Committee in a more timely fashion.

**CONSTRUCTION
UPDATE**

Mr. Yin distributed copies of the Phase I project sheet and stated that there have been some requests for “windows” to be opened so that construction progress could be seen by the public. Mr. Carrier stated that there is some concern that if areas are opened up, the college may incur

liability.

Mr. Yin reported construction progress as follows:

- Infrastructure project is 65% complete. This weekend the electrical switch-over will be accomplished.
- Parking Structure grading has been completed, the piles are on-site and they are scheduled to start in two weeks. There are two pile contractors, one funded through the state and the other funded by the Bond. The foundation will start in approximately one week.
- LRC pad has been completed and piles will be completed next week. The Certificate of Occupancy should be received in October.
- CALL is 100% stated funded. Meetings with the architects are being held. We are waiting for the dollars from the state.
- Swing Space Project has been completed.
- The Microwave Tower project will start next week,
- The College Center Skylight is funded 50% Bond and 50% state, and the design has been finalized. Construction will start in Aug/September and we are well within the \$600,000 budget. This needs to be completed by May so that we do not lose state funding.
- The Performing Arts HVAC Replacement project is delayed as we are waiting for funding dollars to come in.

Mr. Yin stated that overall we are well within budget and on schedule. We have a \$100,000 savings on the number of piles that are being used. We were able to use shorter piles so that the College saved \$100,000 on transportation costs (transporting two piles per truck rig as opposed to one).

MEASURE H UPDATE

Stan Crane made a power point presentation showing photos of construction progress on campus. He stated that it was the committee's "window" on what is happening on campus. The photos included the Planetarium upgrades start to finish, HVAC, AHT, Ground Breaking Ceremony, campus travel problems, test piles, and trenches to facilitate infrastructure upgrades. Dr. Crane stated that faculty, staff and students have been very supportive and patient with these inconveniences.

Dr. Crane stated that he provides the same type of presentation at the monthly Campus Briefings which are attended by faculty, staff, students and the public. He has had as few as six and as many as thirty attendees at the sessions. The next Campus Briefing will be held on Friday, July 23, 2:00 p.m. in the Board Room.

Bond Oversight Committee
July 12, 2004

Mr. Carrier complimented Dr. Crane for a job well done in keeping both the campus community and the community at large updated on our progress.

NEXT MEETING The next quarterly meeting of the Bond Oversight Committee will be held on Monday, October 11, at 3:30 p.m. in the Board Room.

ADJOURNMENT Chairman Lasnik asked for questions and/or comments from the audience. There being none, the meeting was adjourned at 4:28 p.m.