

Approved

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOND OVERSIGHT COMMITTEE MEETING**

Minutes

September 10, 2008

PRESENT	Thad Evans Harry Gamotan Rick Giffin David Medrano
NOT PRESENT	Javier Aldape Donald K. Young Noe Otero
PRESENTER	Damon Felice – Townsend Management, Inc.
GUESTS	None
CALL TO ORDER	The meeting was called to order at 3:06 p.m. by Harry Gamotan, Chair.
ADOPTION OF AGENDA	Approved and adopted by consensus.
MINUTES	Approved and adopted by consensus.
PUBLIC COMMENT	None
BOND OVERSIGHT COMMITTEE MEMBER COMMENTS	<p>Thad Evans (TE) reported that he went through the financials for the 2007-08 fiscal year and found some minor items which were asked and answered by Damon Felice. TE was going to e-mail his questions and the responses to the committee for their review.</p> <p>Harry Gamotan term with the oversight committee ended and he thanked the group for allowing him to be a part of the process and he really enjoyed his experience. He also stated that he wanted to continue to attend the meetings as a guest.</p> <p>Those present thanked him for his commitment to the group and his leadership would be missed.</p> <p>Damon Felice handed out the applications for the four community members who were interested in the vacant oversight seat. Two were rejected because they did not live in Hartnell's District. The two</p>

finalists will be notified and interviewed for the vacant seat.

**INFORMATION
ITEMS:**

Damon Felice of Townsend Management Inc. provided the following report:

**Measure H and
Construction
Update/Discussion
and Measure H
Financial Report**

- **Alisal Campus Master Plan**
 - ⇒ The District has begun the planning process for the 142 acres of the Alisal Campus
 - ⇒ Kasavan Architects will be preparing the master plan on the 142 acre
 - ⇒ The process will include two master plans, (1) for the 42 acre campus and (1) for the remaining 100 acres
 - ⇒ Once a master plan is complete the EIR process will begin with the City of Salinas

- **Main Campus Facilities Master Planning Process**
 - ⇒ In addition to the District preparing a new education master plan (EMP) an updated facilities master plan (FMP) is being updated to reflect the needs specified in the EMP
 - ⇒ The FMP will shape the five year facilities plan which the District submits to the Chancellors office yearly
 - ⇒ The FMP will layout how the Districts facilities will be modified, reconditioned and what new building will be added
 - ⇒ From that information the front end planning will shape what new buildings be constructed in the district
 - ⇒ Both the need of the community and how best to leverage the existing measure H bond funds will determine how the District moves forward
 - ⇒ At this time, based off of the information in the EMP and the draft FMP, the preliminary plans are to prepare a Initial Project Proposals (IPPs) for a new science building (see below)
 - ⇒ The FMP was presented to the Board on June 3, 2008
 - ⇒ The five-year construction plan was hand delivered to our specialist on June 4, 2008.

- **Science Building IPP**
 - ⇒ The kick-off meeting with the users took place on 2/22/08
 - ⇒ The document has been completed and will be sent to the Chancellor's office after the 06/03/08 Board Meeting
 - ⇒ The IPP was hand delivered to our specialist on June 4, 2008
 - ⇒ The science users took field trips to CSU Monterey, York High School and Ohlone College to start to look at how best to design the new science building.
 - ⇒ An RFQ is being prepared for an architectural firm to prepare the FPP and as be the AOR for the project

❑ **Main Campus Lighting Plan**

- ⇒ TMI met with an engineer on 02/05/08 to talk about a lighting study for the main campus. With the additional night and weekend classes the District felt it was important to get better lighting on campus
- ⇒ The EE company is working through the design development stage of the project
- ⇒ The goal is to have the project completed by the middle of the Fall Semester 2008
- ⇒ The plans are being submitted to DSA the beginning of next week and we are hoping for a quick turnaround so we can get this project completed before it starts raining.
- ⇒ The plans are currently in DSA and we are waiting for approval so we can go out to bid on this project.

❑ **King City Center**

- ⇒ The KC building is in the process of becoming a center which will allow the district to receive additional funds.
- ⇒ Because of the center status an EMP and FMP, independent for the main campus plan, was created.
- ⇒ From this information it was determined that the next course of action would be for the building and the adjacent parking lot will be purchased.
- ⇒ Next the team will determine how best to grow in the existing location but will also be looking to acquire acreage closer to hwy 101 for a future campus

DESIGN PROJECTS

❑ **Northeast Landscaping Project**

- ⇒ Bellinger Foster Steinmetz (BFS) has completing the schematic drawings and should be completed with the working drawings in February 2008
- ⇒ Construction should begin sometime in the summer/fall of 2008 pending the completion of the exterior of the CALL Building.
- ⇒ In addition to the landscape project, phase I of the sidewalk replacement, which is part of the west campus EIR, will take place as part of this scope of work.
- ⇒ Construction will start in March of 2009

❑ **Student Center Renovation/Remodel Project**

- ⇒ BFGC is working through the construction/working drawings for the project
- ⇒ The plans will be sent to DSA in July/August 2008 and will take about 4-6 months for review
- ⇒ Construction should begin sometime in the summer of 2009

❑ **PE Renovation Project**

- ⇒ Sugimura and Associates (SAA) presented the plan

- to the user group on 6/28/07
- ⇒ The final master plan was received by the District on 8/24/07
- ⇒ A scaled model was delivered to the District in December 2007 so that the fund raising efforts can start
- ⇒ There was a meeting with the fundraising committee and the users to discuss what was the best course of action on moving forward
- ⇒ Trustee Donahue and I will be having an informational meeting March 13th to explain what the plans look like and when construction might be starting
- ⇒ Originally a field house was going to be constructed in Phase I but a change has been made and a new baseball and softball field will be constructed.
- ⇒ Some of users went to Canada, Skyline and College of San Mateo to take a look at those facilities so they could have a better understanding of how they would like to design the project.
- ⇒ Programming for the fields is taking place with plans to have them completed and submitted to DSA by the beginning of 2009
- ⇒ Construction is slated to start in June 2009

CONSTRUCTION PROJECTS

□ CALL Building

- ⇒ DMC Construction is the GC for the project
- ⇒ Pile caps, foundations, and grade beams were poured out on 01/22/08, a total of 395 yds of concrete
- ⇒ All of the concrete on the first and second floor of the building has been poured out
- ⇒ The scaffolding and exterior metal studs are currently being constructed
- ⇒ Both interior and exterior metal studs are being constructed
- ⇒ The roof was loaded on both interior and exterior metal studs are being constructed
- ⇒ The exterior skin, punch windows and window wall systems of the building are in the process of being completed and the building should be weather tight soon
- ⇒ Because of the delay in DSA approval on the Curtain Wall system DMC has chosen to install temp wall in the exterior openings so they can start sheet rocking the interior
- ⇒ Exterior Stucco is being placed on the building
- ⇒ Interior drywall continues to be installed

□ Chairs in PA 104

- ⇒ An RFP is being created and will be out soon for the chairs in PA 104
- ⇒ The carpet and chairs will be replaced starting on

December 21, 2008 and be completed by mid February 2009

- ⇒ An RFP is currently out and two of the three chair companies are going to bid on the work.
- ⇒ The RFPs are due on September 5, 2008 and a selection will be made sometime during the week of September 8th.
- ⇒ We received two RFPs for the chairs and they are currently being evaluated to see which chair both has the best price and also meets the specifications

□ **Alisal Campus Center for Applied Technology**

- ⇒ Kasavan Architects is the AOR for the project
- ⇒ Dilbeck construction was awarded the project at the 6/17 board meeting
- ⇒ Construction will begin in July 2008
- ⇒ The project will be completed in 2010
- ⇒ The earthwork and balancing of the site has begun
- ⇒ The sight is balanced and the underground work will start once those submittals are approved
- ⇒ Foundation work on the SOG has begun
- ⇒ Underground utilities is currently underway, (storm drain, sanitary, H2O, power, and gas)

□ **Campus Energy Efficiency Project**

- ⇒ PG&E performed a site survey on the lighting and mechanical equipment on campus and gave the District the results and suggestions on items which could be changed out so save energy and save money
- ⇒ We are currently scheduling a pre-construction walk with PG&E and once that takes place the project will be out to bid
- ⇒ Some of the work that will take place is: changing ballast in lighting, replace existing light bulbs with florescent bulbs, and replace existing pool pump motor with a new premium efficiency motor
- ⇒ A pre construction survey took place and all the necessary paperwork is with PG&E. Once they return the documents the project will go out to bid and be completed before the end of the year
- ⇒ The bid documents were made available today, 08/05 and the bid opening is scheduled for 8/26
- ⇒ Bid opens will take place on 09/03/08 with work starting on 09/10/08
- ⇒ No bids were received for this work so we are going back out to bid next week

□ **Campus Refresh Project**

- ⇒ Classrooms and offices on campus will start to get new furniture, white boards, and upgraded finishes
- ⇒ A survey of all the existing classrooms has taken place and from that information a budget will be established so that we can determine the number of classrooms which can be completed.

- ⇒ Gozzi Development was the low responsive bid at \$203,975.97
- ⇒ The work is starting on 08/06 with the replacement of the flooring in all 12 of the rooms which will be refurbished.
- ⇒ White boards and wall boards are slated to be place during the week of 09/01
- ⇒ The furniture for the project was delivered on 09/08/08 and it will all be installed by 09/11
- ⇒ The acoustical wall board and white boards will start to be installed the weekend of the 13th or starting the week of 09/15

Measure H Financial Report

An updated financial report was handed out for the groups review.

Annual Report

The final version of the annual report was handed out and approved by the group. The report will be run in both the Californian and the El Sol on a TBD Saturday in the month of September.

**ACTION ITEMS:
Future Agenda Items**

None

Next Meeting

The next meeting of the Bond Oversight Committee will be on Wednesday, October 8, 2008 at 3:00 p.m.

Adjournment

The meeting was adjourned at 4:00 p.m. by Chair, Harry Gamotan.