

Approved

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

Minutes

January 14, 2009

PRESENT	Javier Aldape Thad Evans Rick Giffin Dr. Phoebe K. Helm Gary Hughes Terry McHenry Noe Otero
NOT PRESENT	Donald K. Young David Medrano
PRESENTER	Damon Felice – Felice Consulting Services
GUESTS	Harry Gamotan-Past Bond Oversight Committee Chair
CALL TO ORDER	The meeting was called to order at 3:05 PM by Javier Aldape, Chair.
ADOPTION OF AGENDA	Approved and adopted by consensus.
MINUTES	Approved and adopted by consensus.
PUBLIC COMMENT	None
BOND OVERSIGHT COMMITTEE MEMBER COMMENTS	Dr. Phoebe Helm spoke quite candidly regarding the Grand Jury Report findings that appeared in the local newspaper concerning Measure H Funds and the Bond Oversight Committee. Dr. Helm began by thanking the Bond Oversight Committee for their efforts and time without compensation and followed by stating the items of concern are quite fixable. She affirmed many of the finding are in the process of being corrected. For example, the Hartnell web page will be adjusted to allow the user to navigate and find the Measure H information easier and will include the posting of the schedule of BOC Meetings for the calendar year, monthly minutes and updates. Also, a power point presentation will be produced to assist incoming BOC members with their responsibilities. Moreover, Dr. Helm said that all Grand Jury issues will be addressed and prior to releasing the response to the public, the Board of Trustees, as well as, the BOC will review the statement.

A letter from David G. Casnocha from the law office of Stradling Yocca Carlson & Rauth was distributed by Damon Felice in regards to the use of Measure H Bond Funds in relationship to the King City Campus. It was unanimously agreed that the information on the subject of the Certificates of Participation, COPs, for the financing of the King City Education Center found in the letter would be tabled until the February BOC meeting. This would allow the BOC time to review and list any questions.

Also, discussed were the number of BOC committee members required, administration salary and the payment of audits. Dr. Helm assured the BOC members that BOC bylaws and legal counsel would be rendered to give adequate response in regards to opinion, legality and the District's voted position on the use of the Bond funds. Dr. Helm will present the finding during the February BOC meeting.

INFORMATION ITEMS:

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

Damon Felice of Felice Consulting Services provided the following 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
 - ⇒ The Board approved a profession services contract with the City of Salinas airport consultant to start the land swap procedure

- **Main Campus Facilities Master Planning Process**
 - ⇒ We are currently starting to update the 5-year Capital Outlay Plan which will be submitted to the state on July 1, 2009

- **Science Building FPP**
 - ⇒ The IPP was hand delivered to our specialist on June 4, 2008
 - ⇒ An RFQ/P was issued on October 31 for Architectural and Engineering services for the Science Center Project
 - ⇒ The services will include both the preparation of a

- Final Project Proposal (FPP) and then the Architect of Record (AOR) services
- ⇒ The package was due on December 5th and we received a total of 18 proposals
- ⇒ A total of 5 firms were interviewed on 12/12
- ⇒ Lionakis, out of Sacramento, was the firm recommended to the Board and they were approved by the Board on 01/13
- ⇒ We will now start the FPP process with the users and Lionakis
- ⇒ The FPP will be completed by May 15, 2009 and submitted to the state no later than July 1, 2009

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.
- ⇒ The project was submitted to DSA on 10/24/08
- ⇒ 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 were submitted to DSA on 10/23/08
- ⇒ We received an update that DSA will start reviewing the documents on December 12th this puts us ahead of schedule on DSA review
- ⇒ Construction will begin 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 in February 2009
- ⇒ Construction is slated to start in May/June 2009

CONSTRUCTION PROJECTS

□ CALL Building

- ⇒ DMC Construction is the GC for the project
- ⇒ Interior finish coats are being placed
- ⇒ Carpet is being placed in the rooms
- ⇒ Doors are being hung
- ⇒ Substantial completion is scheduled for January 2009 after the fire alarm and Elevator is inspected by the state
- ⇒ Minor punch list items will still take place after substantial completion

□ Main Campus Lighting Plan

- ⇒ We 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.
- ⇒ Prior to DSA approval the project is out to bid.
- ⇒ Bids were opened November 13, 2008 with a total of 10 GCs bidding the work
- ⇒ R.A.N. Electrical was the low bidder at \$478,000
- ⇒ R.A.N. started construction on December 8, 2008 and worked over the break and is progressing as scheduled

□ 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 22, 2008 and be completed by mid February 2009
- ⇒ Low bid was from Sierra School Equipment Company
- ⇒ The demo of the old chairs look place on 12/22/08

- ⇒ The removal of the old carpet was completed on 12/29 & 12/30
- ⇒ The installation of the new carpet started on 12/31/08 and was completed on 01/08/09
- ⇒ The chair installation started on 01/13/09 and is scheduled to be completed by 01/23/09

□ **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 is complete
- ⇒ Structural steel for wing C and A is complete
- ⇒ Site concrete continues to be placed
- ⇒ The wing C slab on grade started on 01/14/09 and is scheduled to be completed by 01/21/09

□ **Campus Refresh Project #2**

- ⇒ Seven (7) rooms in the CAB building will be refreshed during the winter break
- ⇒ Bids were opened November 13, 2008 with a total of 4 GCs bidding the work
- ⇒ Sanchez Inc. was the low bidder at \$134,939
- ⇒ The work started on 12/20/08 as scheduled and Sanchez is scheduled to be completed by 01/23/09

Measure H Financial Report

An updated summary financial statement dated January 13, 2009 was distributed to the committee for review. Mr. Aldape, Mr. Evans, and Mr. McHenry meet with Damon Felice to approve a template for the Measure H financial report. A draft of the report was also circulated for the BOC to review. Suggestions were made by various members to include further particulars on soft cost/contingency expenses and the percentage of the completion of each project. Furthermore, Mr. Aldape would appreciate additional reports per project to include detailed costs on quarterly and annual evaluation basis.

**ACTION ITEMS:
Future Agenda Items**

Detailed information regarding the update of Grand Jury issues and BOC website.

Further review of the information on the financing of the King City project.

Evaluation of the BOC bylaws and the opinion, legality and District's Voted position on the use of Bond funds in relationship to administration salary and the payment of audits.

Next Meeting

The next meeting of the Bond Oversight Committee will be on Wednesday, February 11, 2009 at 3:00 p.m.

Adjournment

The meeting was adjourned at 4:15 PM by Chair, Javier Aldape.