

**FELICE  
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**HARTNELL COMMUNITY COLLEGE DISTRICT**

March 4, 2009

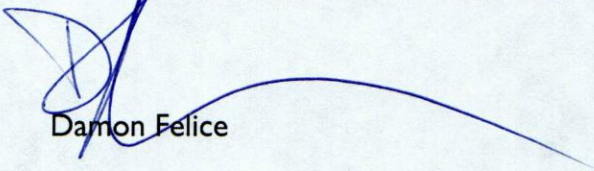
Dear Bond Oversight Committee Members:

As you are aware, the next meeting of the Bond Oversight Committee will be on Wednesday, March 11, at 3:00 p.m. in the Hartnell College Library Room 105. The following item(s) are attached for your review:

- Agenda for March 11, 2009 meeting
- Unadopted Minutes – February 11, 2009

If you have any questions, please do not hesitate to call.

Sincerely,  
**FELICE CONSULTING SERVICES**



Damon Felice

cc: Dr. Phoebe K. Helm  
Barbara Yesnosky  
Gary Hughes

**HARTNELL COMMUNITY COLLEGE DISTRICT (HCCD)**  
**CITIZENS' BOND OVERSIGHT COMMITTEE FOR MEASURE H**

Wednesday, March 11, 2009  
3:00 p.m.  
Learning Resource Center  
Room 105  
411 Central Avenue, Salinas, CA 93901

**A G E N D A**

**MEMBERSHIP**

**Senior Citizens:**

Thad Evans  
Terms: June 2007 – May 2009

**Business:**

Javier Aldape  
Term: August 2005 – July 2007  
August 2007 – July 2009

**Taxpayer's:**

Rick Giffin  
Term: March 2006 – February 2008  
March 2008 – February 2010

**Student:**

Noe Otero  
Term: September 2007 – August 2009

**Support & Organization of District:**

Donald Young  
Term: August 2005 – July 2007  
August 2007 – July 2009

**Member at Large:**

David Medrano  
Term: June 2006 – May 2008  
June 2008 – May 2010

Terry McHenry  
Term: November 2008 – October 2010

**Contact Persons:**

Dr. Phoebe K. Helm  
Superintendent/President  
[phelm@hartnell.edu](mailto:phelm@hartnell.edu)

Gary Hughes, A.V.P. AIS and Library  
Services  
[ghughes@hartnell.edu](mailto:ghughes@hartnell.edu)

Damon Felice, Felice Consulting Services  
[damon@felice-consulting.com](mailto:damon@felice-consulting.com)

**1. Call to Order: Welcome/Introductions**

**2. Adoption of Agenda**

**3. Approval of Minutes –February 11, 2009**

**4. Public Comment:**

Any member of the audience desiring to address the Bond Oversight Committee should complete and submit to the Chair prior to the meeting, if possible, a Speaker Request Form, available at the door. When the item "Individuals Desiring to Address the Bond Oversight committee" is taken, the Chair will recognize those who have filled out a Speaker Request Form in the order in which they are received. If the speaker desires to address the Bond Oversight Committee on an item on the agenda, the speaker, at his/her option, may speak immediately or wait until the item is considered. The Chair may limit the time of presentations to three minutes per speaker, per subject.

**5. Bond Oversight Committee Member Comments Pertaining to Measure H**

**6. Information Items**

- Grand Jury Update
- Status of BOC Website
- Bond Refinancing
- Description of Gary Hughes's Duties in Regards to Measure H
- Measure H and Construction Update/Discussion – Damon Felice
- Measure H Financial Report

**7. Future Agenda Items**

**8. Next Meeting Date: Wednesday, April 08 , 2009**

**Unapproved**

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

**Minutes**

**February 11, 2009**

<b>PRESENT</b>	Thad Evans Rick Giffin Dr. Phoebe K. Helm Gary Hughes Terry McHenry David Medrano Barbara Yesnosky
<b>NOT PRESENT</b>	Javier Aldape Noe Otero Donald K. Young
<b>PRESENTER</b>	Damon Felice – Felice Consulting Services
<b>GUESTS</b>	None
<b>CALL TO ORDER</b>	The meeting was called to order at 3:02 PM by Rick Giffin, Taxpayers' Representative in the absence of Chair, Javier Aldape.
<b>ADOPTION OF AGENDA</b>	Approved and adopted by consensus as corrected.
<b>MINUTES</b>	Approved and adopted by consensus as corrected.
<b>PUBLIC COMMENT</b>	None
<b>BOND OVERSIGHT COMMITTEE MEMBER COMMENTS</b>	Both Dr. Phoebe Helm and Damon Felice provided an update on the status pertaining to the Grand Jury findings. They indicated a letter to the Grand Jury was being finalized and that there was no new information to report. They also discussed the various arrangements were in process to comply with the Grand Jury Report results that appeared in the local newspaper in January, 2009 concerning Measure H Funds and the Bond Oversight Committee. Dr. Helm stated the Hartnell web page is in development 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, Dr. Helm affirmed, Damon Felice was working on a power point presentation to assist incoming and current BOC members with an outline of their duties and responsibilities. Moreover, Dr. Helm stated that Javier Aldape, Terry McHenry and Pat Donohue,

President of the Hartnell Board of Trustees have attended one training session, thus far.

In addition, an email from David G. Casnocha from the law office of Stradling Yocca Carlson & Rauth was distributed by Damon Felice in regards to bond money for staff salary. A brief and general review of the email was conducted by Dr. Helm.

Terry McHenry spoke briefly about his investigation into the selling of district bonds. Dr. Helm made mention that the set plan to sell bonds could be modified during the selling process and does not need to strictly abide by the original plan, as long as, percentages are realized at the particular stated years. Thad Evans also mentioned that there are certain requirements that must be achieved in relationship to the IRS standards set in place for tax exempt organizations with the selling of bonds and that those provisions should be seriously considered.

David Medrano was excused by Rick Giffin at 3:30 PM prior to information items being reported.

## **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 5<sup>th</sup> 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
- ⇒ The project was OTB on 02/09/09
- ⇒ Bid opening will be 03/02/09
- ⇒ 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 12<sup>th</sup> 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 13<sup>th</sup> 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
- ⇒ The elevator inspection has been scheduled for Feb 19<sup>th</sup> and once that is signed off the building will be turned over to the District
- ⇒ Minor punch list items will still take place after substantial completion

### **□ Main Campus Lighting Project**

- ⇒ 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
- ⇒ The work is scheduled to be completed by the end of March pending lighting material delivery

### **□ 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 took 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 was substantially completed on 01/22/09

□ **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 A and C slab on grades have been poured out
- ⇒ Check out the webcam on the Measure H website

□ **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 completed the project on 01/23/09

□ **Energy Efficiency**

- ⇒ The pool pump will be replaced with a high efficiency 50 hp pump which will include a variable frequency drive. The pump purchase will cost \$50k and the pay-off, which includes an incentive from PG&E, is 4 years

**Measure H Financial Report**

An updated Measure H Bond Projects Fact Sheet dated February 06, 2009 was prepared and distributed by Damon Felice to the committee for review. Mr. McHenry appreciated the overall information presented; however, he noted he would like added to the sheet an additional cell breakdown of expenses and to include all related swing space expenses within the projects. Mr. Felice will comply with his request and will produce the information on subsequent reports.

**ACTION ITEMS:**

**Future Agenda Items** Information in regards to the refinancing of bonds and a complete listing of duties supplied by Gary Hughes in relationship to Measure H will be reported at the March, 2009 BOC meeting.

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

**Adjournment** The meeting was adjourned at 3:57 PM by Rick Giffin.