

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CITIZENS' BOND OVERSIGHT COMMITTEE

Meeting Minutes

June 7, 2004

MEMBERS PRESENT: Mr. Howard Gustafson, Jr.
Mr. Rick Heuer
Mr. Jay Hudson
Mr. Rick Johnson
Dr. Melvin Kline
Mr. David Lewis
Mr. Ken White

ABSENT: Ms. Barbara Canter
Ms. Christine Ferguson
Mr. Steven Vagnini

STAFF PRESENT: Dr. Kirk Avery, Superintendent/President
Mr. Joe Bissell, Vice President for Administrative Services
Dr. Carole Bogue-Feinour, Vice President of Academic Affairs
Mr. Pete Buechel, Purchasing Agent
Dr. Sharon Coniglio, Interim Dean of Admissions &
Records/Counseling
Mr. Paul Emenhiser, Director of Information Systems
Ms. Marilyn Gustafson, Executive Director, MPC Foundation
Ms. Vicki Nakamura, Assistant to the President

GUESTS PRESENT: None

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:01 PM.

2. Public Comment

None.

3. Approval of Minutes

It was moved by David Lewis and seconded by Rick Johnson to approve the minutes of the March 1, 2004 meeting. Motion unanimously carried.

4. Status of "Early Start" Bond Projects

Joe Bissell, Vice President for Administrative Services, distributed a report on the "Early Start" bond projects. He noted that a column had been added to indicate amount and percentage of committed funds. Rick Heuer referred to an item that was listed at 105% and

asked for clarification. Mr. Bissell explained that the original project allocations were based on estimates and actual expenses may come in higher or lower. The Board approved a total amount of \$3.945 million for these projects and the District will stay within this overall limit.

Melvin Kline noted that at the last meeting, he had requested the percent completion of each project to be indicated on the report. This information would be useful for the committee to determine progress of each project. Mr. Bissell explained it would be difficult to produce percent completion using this report as it is intended to be a dollar control mechanism rather than a project control document. He observed that project control is a work schedule issue and the newly hired bond program manager will provide this information as part of their tracking of projects. Dr. Kline commented that funds are not expended evenly. Thus, in addition to knowing how much is spent, the committee needs to know how much is done to have a better grasp of each project.

Mr. Bissell continued his review. Mr. Heuer asked about the change in the amount allocated for the landscaping project. Mr. Bissell responded that the scope of the project changed. A retaining wall and asphalt path was added to prevent a long-term maintenance problem from developing.

5. Accept Bills and Warrants Report

The Chair, Jay Hudson, reported bond counsel had provided a response to questions raised at the last meeting about the legitimacy of bond expenses for training and maintenance contracts. Mr. Bissell distributed a copy of the e-mail received from David Casnocha and explained that if the project is determined to be a qualified bond expense, then the associated training and maintenance would also be qualified. Mr. Heuer expressed concern about the use of bond funds to pay for maintenance.

Mr. Bissell reviewed the list of payments from bond funds expended through April 31, 2004. It was moved by Mr. Heuer and seconded by Ken White to accept the bills and warrants report. Motion carried unanimously.

6. Update on Facilities Projects

Mr. Bissell provided an update on several projects.

Athletic Facilities

Mr. Bissell noted that the Physical Education facilities design was an “early start” project due to the dire condition of facilities and because work could be undertaken more quickly as no swing space was needed. He reviewed various features of the project. A major entrance to the facilities will be created and the softball field will be moved. Also, the stadium renovation will include replacement of the field with artificial turf, a new all-weather track, and new bleachers (2,000 seats for home and 1,000 seats for the visitor side). There will be a new building, a fitness facility, to house massage therapy and a training room. The swimming pool will be enlarged from 25 meters to 35 meters to allow water polo to be played. The gymnasium will be rebuilt and one additional tennis court will be added so that matches can be held.

Mr. Heuer asked for the reason why the pool was not expanded to Olympic size. Mr. Bissell responded that cost and space were the determining factors and that Physical Education personnel determined their programmatic needs.

Mr. Bissell continued there would be three separate phases for the renovation. The first phase will include the track, the football and softball fields, and the new facility. The second phase will address renovation of the gymnasium. The third phase would include the pool and tennis courts. The phases would occur over a 12 year period. The Board approved \$1 million for the design and \$21 million for the total project and related infrastructure.

In answer to several questions about the facilities, Mr. Bissell noted the entrance promenade was created to make the facilities handicapped accessible, the entire facility will be fenced, and the current seating capacity of the stadium is 1,000.

Campus Signage

Mr. Bissell stated that the goal of the campus signage project was to create an entrance and presence in the community. The main entrance sign will feature the insignia of the oak tree and will utilize an LCD board to announce campus events. The sign has been reviewed by the City of Monterey. Similar signs will be utilized at the other entrances to campus. Kiosks on campus will also be installed.

Traffic Study

Mr. Bissell reported Higgins & Associates was retained to do a traffic study to analyze the feasibility of increasing parking on campus. Currently, there are 1600 parking spaces and the estimated cost of additional parking would be \$3,000/space in an open lot vs. \$15,000 - \$30,000/space if a parking facility were constructed. The study identified locations for 600 additional spaces and also determined that no operational or capacity problems exist. Mr. Bissell reviewed the various options presented in the traffic study.

7. Bond Program Management Firm Update

Kirk Avery reported that due to the size of the bond program, an overall firm was needed to oversee implementation. The bond program will be implemented over 12-15 years, with \$212 million in expenditures projected and major projects at the former Fort Ord to be accomplished. The District conducted a search and four firms were interviewed. The firm of Bogard-Kitchell was hired to provide bond program management services. Dr. Avery mentioned that Bogard-Kitchell will be attending and participating in the committee's meetings.

Mr. Bissell then reviewed the various responsibilities of the bond program management firm. Bogard-Kitchell will assist the District with overall planning and ensure compliance with various regulations, such as the California Environmental Quality Act (CEQA), Labor Code, Education Code, and Americans with Disabilities Act (ADA). In addition, Bogard-Kitchell will provide assistance with overall accounting for the bond, including oversight of vendor payments and agency billings. The District also expects Bogard-Kitchell to advise the district on selection of architectural firms, coordinate consultants, assist with contract documents, document the implementation plan, and provide progress reports to the District. He explained the initial contract with Bogard-Kitchell will be for 6 to 9 months.

In response to several questions about the firm, it was explained that Bogard-Kitchell is located in Santa Cruz, is national in scope, and has been involved with projects at York School, Stockton, Minnesota (Biggest Mall in the World), and Monterey Peninsula College (Library & Technology Center). Bogard-Kitchell is a joint venture of two firms who have experience in construction and construction management.

8. Meeting Schedule

The meeting schedule was reviewed. The next meetings of the committee will be: September 13, 2004 and November 1, 2004 (annual organizational meeting).

9. Suggestions for Future Agenda Topics

It was suggested that the new bond program management firm be on the agenda. Mr. White also asked about keeping the public informed regarding the progress of bond projects. Mr. Bissell responded that the bond program management firm will assist with publicizing bond activities.

10. Adjournment

The meeting was adjourned at 3:50 pm.