

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CITIZENS' BOND OVERSIGHT COMMITTEE

September 13, 2004

3:00 PM, Sam Karas Room, Library & Technology Center

Meeting Minutes

MEMBERS PRESENT: Ms. Barbara Canter
Ms. Christine Ferguson
Mr. Howard Gustafson, Jr.
Mr. Rick Heuer
Mr. Jay Hudson
Mr. Rick Johnson
Mr. David Lewis
Mr. Steven Vagnini
Mr. Ken White

ABSENT: Dr. Melvin Kline

STAFF PRESENT: Mr. Carsbia Anderson, Vice President of Student Services
Dr. Kirk Avery, Superintendent/President
Ms. Rosemary Barrios, Controller
Mr. Dan Beck, Theatre Technical Director
Mr. Joe Bissell, Vice President for Administrative Services
Mr. Gary Bolen, Drama
Dr. Carole Bogue-Feinour, Vice President of Academic Affairs
Mr. Paul Emenhiser, Director of Information Systems
Mr. A. J. Farrar, Administration of Justice
Mr. Steve Morgan, Director of Facilities
Ms. Vicki Nakamura, Assistant to the President

OTHERS PRESENT: Ms. Marilyn Gustafson, Executive Director, MPC Foundation

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:04 PM.

2. Public Comment

None.

3. Approval of Minutes

It was moved by David Lewis and seconded by Howard Gustafson to approve the minutes of the June 7, 2004 meeting. Motion unanimously carried.

4. Bond Program Management Firm Presentation

The firm of Bogard + Kitchell was selected by the Board of Trustees in May 2004 to provide bond program management services for the District. Joe Demko, Bogard + Kitchell, provided background on the firm. He noted the firm has local offices in San Jose and Santa Cruz, has handled over \$8 billion in public projects, and their goal is to minimize overhead costs to permit more dollars to be spent on “bricks and mortar.”

Mr. Demko described the services that would be provided to the District. A website would be implemented to further communication regarding bond projects. Sustainability and energy efficiency of buildings would also be a focus. He covered key components of their program management services, including setting up a scheduling/phasing plan and a budget tracking system.

Mr. Demko reviewed the short-term workplan. They are assisting with the selection of firms to provide consultant services for engineering/infrastructure, geohazards, and environmental (compliance with CEQA requirements). A physical master site plan for the campus to determine building locations and improve vehicular and pedestrian traffic flow is under development. They are also developing an implementation plan that includes schedules, budgets, swing space analysis, and a communication plan. As part of the master budget, a system will be set up to make payments and interface bond expenditures with the District’s accounting department.

Mr. Hudson asked how their role differed from construction managers. Mr. Demko responded that bond program managers are responsible for the overall implementation plan. Construction managers typically report to the bond program manager and are hired once the drawings are completed for a particular project. Mr. Demko noted the College doesn’t have the staff to oversee the many projects that will be completed in the bond program.

Rick Heuer asked if there would be a single construction management firm. Mr. Demko explained that construction managers would be hired for each project and a pool of firms would be developed.

5. Status of “Early Start” Bond Projects

Joe Bissell distributed a handout that listed the budgets and committed funds for the “early start” and Phase I projects. He noted that most of the “early start” projects have been completed and then provided the status of unfinished items:

- Master signage project -- the design has been completed; however, the implementation will be integrated with the physical master site plan.
- Plant Services Building – they are working on a punch list.
- Lecture Forum 103 – no work has been completed.
- Environmental Impact Report (EIR) – the District has gone out to bid for these services. The physical master site plan needs to be completed before the report can be done.

Mr. Heuer asked if the EIR would cover all projects on campus. Mr. Bissell confirmed that would be the approach used, although there would be some projects that will have separate environmental review.

Mr. Bissell reviewed the Phase I project budgets. He noted that \$4.2 million in state funding was approved for the Child Development Center. The bond would provide \$700,000 for this project. Mr. Hudson asked about the timeline for Phase I. Mr. Bissell responded that Phase I would require four years to complete. He commented that 85% of the first bond issuance must be expended before the District could issue the second series.

6. Accept Bills and Warrants Report

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

7. Update on Facilities Projects

Mr. Bissell provided an update on several projects.

Athletic Facilities

Mr. Bissell stated the first phase of the Physical Education facilities would be \$9.9 million and the project is scheduled to begin construction in Summer 2005. Preliminary drawings will be completed by the end of September, with working drawings to follow. The project will be completed by Fall 2006.

Mr. Heuer asked if the campus EIR would cover this project. Mr. Bissell responded that a separate EIR would have to be completed for the Physical Education project and the Child Development Center.

Math Science Complex

Mr. Bissell said this complex is a joint project between the Physical Science and Life Science Divisions. This project is budgeted at \$22 million. The Math building is slated to begin Summer 2008, with the Physical Science renovation to start in 2009 and the Life Science renovation in 2010.

Child Development Center

Mr. Bissell stated this project is budgeted for \$700,000 from the bond and has been approved for \$4.2 million in state funding. He reminded the committee that the total cost of the bond projects is estimated at \$212 million. This project is an example where another source of funding has been obtained to augment bond funding. Construction on this project will begin in April 2006, with completion expected in August 2007.

Old Library Renovation

Mr. Bissell said the \$4.4 million renovation of the old library is being funded 50% by the state and 50% by the bond. State funding is approved for 2005. The original plan was to renovate the building for Student Services; however, the use was recently changed and the old library will become the Administration Building. Consolidating all administrative functions in one building will free up instructional space in other buildings on campus. A separate Board meeting room is also planned for in this renovation. A new building will be constructed for Student Services using bond funds.

Campus Physical Master Site Plan

Mr. Bissell stated this plan would address parking and traffic flow on campus. The architects have proposed changes to landscaping, opening up the ravine to lessen the barrier it creates between both sides of campus, and adding another pedestrian bridge across the ravine to provide access to the planned Math Science complex. An additional 300 parking spaces would also be provided in the plan. More meetings are necessary with campus to gather input and discuss these proposals before the plan can be finalized.

Ken White commented that Mr. Bissell's report provided good information on timelines. He asked how this information would be communicated to the public. Mr. Bissell said that Bogard + Kitchell will be developing a website and news releases would also provide information. He also suggested that the District could take out a quarterly ad in the Herald.

Christine Ferguson asked if students would be involved in campus forums on the master site plan and bond projects. Mr. Bissell responded that the meetings would be open to students and stated the project committees would also be open to student participation.

8. Meeting Schedule

Mr. Hudson reported the next meeting was November 1, 2004 and it was also the annual organizational meeting. He stated an annual report is required. Staff had provided him with samples and will bring forward a draft to be approved at the November meeting. Dates for meetings in 2005 will also need to be determined. Mr. Hudson noted that some members' terms are expiring; the Board of Trustees will address.

9. Suggestions for Future Agenda Topics

There were no suggestions from the committee for future agenda items.

Mr. Gary Bolen asked to speak. He requested faculty representation on the committee. Mr. Hudson responded that the Citizens' Bond Oversight Committee had a narrow focus of making sure bond funds were spent properly, in accordance with the bond measure. Mr. Heuer asked if faculty could serve as a community-at-large member. Mr. Hudson said staff would research this question. He advised the Public Comments section of the agenda provided an opportunity to share views.

10. Adjournment

The meeting was adjourned at 3:52 pm.