

# MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

## CITIZENS' BOND OVERSIGHT COMMITTEE

June 11, 2007

2:00 PM – Committee Tour of Campus Facilities Projects

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

### Meeting Minutes

MEMBERS PRESENT: Mr. Peter Baird  
Mr. Steve Emerson  
Mr. Rick Heuer  
Mr. Jay Hudson  
Ms. Elinor Laiolo  
Ms. Sondra Rees  
Mr. Leon Stutzman  
Mr. Ken White

ABSENT: Mr. Howard Gustafson, Jr.  
Ms. Eleanor Morrice

STAFF PRESENT: Mr. Joe Bissell, Vice President for Administrative Services  
Dr. Douglas Garrison, Superintendent/President  
Ms. Vicki Nakamura, Assistant to the President

OTHERS PRESENT: Mr. Joe Demko, Kitchell CM  
Ms. Marilyn Gustafson

The Committee convened at 2:00 PM for a tour of campus bond projects.

#### 1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:03 PM by Vice Chair Heuer.

#### 2. Public Comment

None.

#### 3. Approval of Minutes

It was moved by Mr. Hudson and seconded by Mr. Emerson to approve the minutes of the March 5, 2007 meeting. Motion carried.

#### 4. Accept Bills and Warrants Report

Mr. Bissell reviewed the report. Vice Chair Heuer asked for clarification of several expenses: the disposal of hazardous materials at Fort Ord on page 2, the purchase of CISCO switches on page 4, and the site inspection for unexploded ordnance on the track and field on page 6. Mr. Bissell responded that the buildings conveyed to the college at Fort Ord had asbestos that required removal. He did not have the information on the CISCO switches and indicated he would research and communicate to the Committee. Regarding the track and field question,

Mr. Bissell explained that unexploded ordnance from the former Armory on campus was discovered and removed; the area was then swept for any remaining items.

Mr. Emerson asked about the institutional bond management expenses on page 9 and how the services were divided out. Mr. Bissell responded that Joe Demko and Kitchell provided overall bond program management which included coordination of the construction managers, the schedule, financial accounting, and the environmental work associated with CEQA (California Environmental Quality Act). He noted the contract with Kitchell was in its third year and was paid on a time and materials basis. To date, the district has been able to cover bond management expenses from the interest income on the bond.

Mr. White commented that the tour did not include the Fort Ord sites and asked what was being constructed there. Mr. Bissell replied that there were two existing buildings on Col. Durham Road that the college planned to renovate; however, there were issues with the Division of the State Architect (DSA) to resolve. No as-built drawings were available for the buildings to meet DSA requirements; the college will be undertaking a self-certification instead. At the other location on Imjin Parkway, portables will be installed this Fall to house two classrooms and offices. Permanent facilities will be constructed at the corner of Imjin Parkway and Third Avenue.

Mr. Baird asked if there were any incentives provided in the construction contracts to complete work early or assess a penalty for slower work. Mr. Bissell said the contracts do include penalties for extended work, but these provisions are hard to enforce as site conditions often cause delays. There were no bonuses for quicker work. Mr. Demko added that there are liquidated damages with an amount paid per day for late work.

Ms. Rees asked for the status of the road access issue regarding the college's site on Imjin Parkway. Dr. Garrison recounted the college's concern with traffic from the Cypress Knolls development through the college's site on Third Avenue. He said the college gave up one parcel and received another to create a contiguous piece of property; the access road will now be on the perimeter. The college is working closely with the City of Marina on the legal approval of the land swap.

Ms. Rees followed with a question about the net amount of increased parking that would be available on the main campus. Mr. Bissell responded that the campus currently has 1400 parking spaces. The new J lot and the addition to A lot will add 118 more spaces and there will be an additional 35 spaces at the new Child Development Center. When the former Child Development Center is removed, 50 additional spaces will be added along with a bus drop off. The net gain will be 203 spaces.

It was moved by Mr. Hudson and seconded by Mr. White to accept the bills and warrants report. Motion carried unanimously.

## **5. Bond Expenditure Status Report**

Mr. Bissell noted a new cost control report, 5-C, was provided to the Committee with the monthly bond expenditure status reports. The new report shows the amount of funding set aside for contingency on each project. He asked Mr. Demko to discuss the new report.

Mr. Demko said the cost control report shows the budget status and progress of each project. The report will forecast what monies are available or predict where a shortfall might occur. He reviewed the 4 projects included in the cost control report.

Child Development Center

The project is 72% complete and is still tracking within budget, despite change orders. Mr. Demko noted that many change orders occur at the beginning of a project. Mr. Bissell added that the change order contingency is \$204,321 and construction change orders currently total \$108,451, so the project is within budget.

Main Infrastructure

The main infrastructure project has a \$1.2 million contingency. To date, \$69,219 has been expended for change orders. A change order for \$600,000 for tree removal to allow for more parking will show on a future report.

Building 24

The change order contingency of \$283,424 was exceeded; \$343,367 was expended for change orders. The project is expected to be \$41,000 over budget.

PE Fields

This project also included infrastructure improvements for drainage and roadwork. The change order contingency of \$1 million was exceeded by \$600,000. The project is expected to be \$900,000 over budget.

It was the consensus of the Committee that the new cost control report was very useful.

Mr. Baird asked about the list of completed projects on page 3 of the monthly expenditure status report for February through March, 2007. The new Plant Services Building was not listed as 100% complete. Mr. Bissell clarified that all of the Early Start projects in the list had been completed.

**6. Update on Facilities Projects, Timelines and Schedules**

Mr. Demko provided an update on the various bond projects.

Stadium

Mr. Demko said the project was essentially complete. They are making sure that the drawings and operation/maintenance manuals are complete.

PE Fitness Building

This project is almost complete. The elevator still needs to be installed.

Child Development Center

The contractual date for completion is the end of August, but the college wants to take occupancy earlier.

Public Safety Training Center at Seaside

The two existing buildings on Col. Durham Rd. will meet program needs. No as-built drawings are available. There is an Education Code section that addresses the use of federal military buildings by community colleges and the college will be the first to apply this provision. College representatives, Chancellor's Office staff, and DSA have met to discuss the criteria for renovating military buildings for reuse.

MPC Education Center at Marina

Two modular buildings were purchased last year. Two additional modulares will be rented to provide restroom and office facilities.

Infrastructure

A significant amount of work is being completed this summer, affecting access to campus. New roads and parking will be available by Fall semester.

Lecture Forum Bridge

A new bridge will be constructed to replace the existing one to meet Americans with Disabilities Act (ADA) accessibility requirements. This project is ready for bidding.

Facilities Master/Funding Plan Reworking Committee

The committee has been meeting regularly to discuss facilities projects and leveraging of bond funds. Mr. Bissell added it has been necessary to modify or pare down projects to stay within budget as costs for future construction are projected. He gave the gym and the parking structure as two projects that have been modified due to projected costs.

Student Services Building

The building location has changed and the main parking lot will be redesigned. The architect has been working to reduce the gross square footage of the building through a more efficient design while also accommodating user needs. The goal is for the building to serve as a one-stop center for student services. Construction drawings will be completed in four months and submitted to DSA.

Seismic Structural Upgrades

Four buildings need seismic upgrades. DSA has also required that restroom upgrades and ADA issues be resolved at the same time. Work on the Gym and the Social Science Building will be completed during the summer.

Lecture Forum

Mr. Demko said a \$1 million HVAC system is being installed. Acoustics, seating, and the lecture podiums will be refurbished in Lecture Forum 103 during the summer. Mr. Bissell stated Mr. Demko is acting as the prime contractor to coordinate the refurbishment as the work falls under \$50,000. The building must be ready for the Fall semester.

Referring to the master schedule, Mr. Baird asked if the elevator will delay the PE Fitness Building project. Mr. Bissell stated the fitness building is operational; the elevator will be added as a separate stand-alone project.

**7. Five-Year Capital Outlay Plan**

Mr. Bissell reported the college is required to file a five-year facilities plan each year with the state Chancellor's Office. He explained there are formulas that track the amount of square feet and the number of weekly student contact hours to measure teaching efficiency. Only projects that affect campus square footage are included in the plan. He noted the Student Services building, a locally funded project, is included because it will result in a significant amount of additional square feet and change the college's capacity load ratio.

Mr. Bissell stated that the projects are divided between the main campus and the Fort Ord site. The schedule of projects is likely to change. He explained that state funding for the Child Development Center and the Old Library renovation has been secured; however, future state bonds must be approved to provide funding for other projects proposed in the five-year plan. The Business Math project has been approved by the Chancellor's Office, but state funding will be included in the next bond.

Dr. Garrison noted that the Fort Ord site is a grandfathered education center, allowing the college to receive state funding for projects located there. Mr. Bissell added that the state will only fund one project per site per year. Mr. Emerson observed there was no state funding indicated for the Public Safety and Education Center projects at Fort Ord. Mr. Bissell explained that these projects needed to be accomplished quickly to meet federal timeline

requirements in the property conveyance. The state funding process is a lengthy one; therefore, bond funding was allocated for these projects.

**8. Meeting Schedule**

Future meetings of the Committee are scheduled for:

Monday, August 6, 2007

Monday, November 5, 2007 (Annual Organizational Meeting)

**9. Suggestions for Future Agenda Topics and Announcements**

Mr. White asked about the lack of a covered walkway at the Child Development Center. Mr. Bissell responded that the original design included awnings, but this feature was eliminated when the project bids came in over budget. Fundraising by the Child Development Center and the MPC Foundation may be able to provide support for the awnings (which cost \$400,000).

Mr. Baird requested that the agenda be distributed to the committee earlier to provide more time for review.

**10. Adjournment**

The meeting was adjourned at 4:01 p.m.

vn