

# MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

## CITIZENS' BOND OVERSIGHT COMMITTEE

August 6, 2007

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

### Meeting Minutes

MEMBERS PRESENT: Mr. Peter Baird  
Mr. Steve Emerson  
Mr. Howard Gustafson, Jr.  
Mr. Rick Heuer  
Mr. Jay Hudson  
Ms. Eleanor Morrice  
Mr. Leon Stutzman  
Mr. Ken White

ABSENT: Ms. Elinor Laiolo  
Ms. Sondra Rees

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  
Mr. Charlie Page

#### 1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:02 PM by Chair Gustafson.

#### 2. Public Comment

None.

#### 3. Approval of Minutes

It was moved by Mr. Hudson and seconded by Mr. White to approve the minutes of the June 11, 2007 meeting. Mr. Bissell followed up on a question at the June meeting regarding purchase of CISCO switches for the Granite Construction trailer. He explained the college is responsible for providing phone service and it was more cost effective to purchase the switches. He added that the switches will be reused. Motion carried.

#### 4. Accept Bills and Warrants Report

Mr. Bissell reviewed the report. He noted a credit of \$260,000 for the Old Library Project; this amount represented a refund as the project is state-funded. Mr. Baird asked for clarification on the \$200 credit for the Lecture Forum Project. Mr. Bissell responded that the credit reflected a transfer of the expense to the correct purchase order.

Mr. Heuer inquired about expenditures related to asbestos. Mr. Bissell said that asbestos had been discovered in the Lecture Forum on campus; however, it was not a significant amount. Regarding property received by the college at the former Fort Ord, he explained that while munitions were cleaned up by the Army, asbestos and other contaminants such as lead paint were the college's responsibility to mitigate.

Mr. Baird noted the bills and warrant report and the monthly expenditure reports covered the same time period but the ending balance figures differed. Mr. Bissell explained that the monthly bond expenditure reports were more detailed and it was Mr. Demko's responsibility to balance the reports after the fact. Mr. Baird also noted some discrepancies between expenditure amounts in the two reports. Mr. Demko stated that he does not always have the final costs and his reports may use projected figures to track how much is being spent. When the projects are completed, he then reconciles the expenditure amounts. Mr. Baird asked which report was most up-to-date. Mr. Bissell said the monthly expenditure reports were most current; but the bills and warrants report is the official document. Mr. Baird also suggested that project names in both reports be the same. Mr. Bissell agreed and said adjustments would be made.

Mr. Heuer asked about the retention amount deposited in Union Bank for the Fitness Building project. Mr. Demko explained that current public contract codes require the retention to be placed in a third party escrow account.

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

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

Mr. Bissell asked the committee if there were any questions on the report. Mr. Baird inquired if more budget overruns were anticipated with the Environmental Impact Report. Mr. Bissell explained that an account was created for the main campus and when the environmental study was completed, the account was under-expended. The environmental study for the Colonel Durham project was then charged to this same account, causing the overrun. An environmental study will be needed for the Marina Education Center; however, the expense will be charged to the project itself. Mr. Bissell stated the Environmental Impact Report account would be closed out. Mr. Baird confirmed with Mr. Bissell that this item would then show as 100% complete.

Mr. Emerson commented that the Child Development Center project shows as 40% complete. Mr. Bissell responded that was the case as of May and June; the project is now substantially complete. He added that 95% of the project is being funded by the state, with only \$700,000 coming from bond funds. So far, nothing has been charged to the bond for this project.

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

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

### Stadium

Mr. Demko said the notice of completion will be filed for the stadium.

### PE Fitness Building

The notice of completion will also be filed for this project.

### Child Development Center

Equipment is being moved into the building. Mr. Demko noted that \$362,000 was received from the state for furniture and equipment. There is some site work left to complete.

#### Public Safety Training Center at Seaside

The college plans to renovate two existing buildings on Col. Durham Rd. 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 Division of the State Architect (DSA) have met to discuss the criteria for renovating military buildings for reuse. No as-built drawings are available and DSA has required more testing. The process is moving along.

#### MPC Education Center at Marina

Two modular buildings were purchased last year and two additional modulares will be rented to provide one classroom and restroom facilities. DSA requested changes and final approval is expected this week. There have been difficulties in coordination of electrical service with Pacific Gas & Electric company. The water district has approved plans. Design of the permanent building is underway and drawings will be received next week. Dr. Garrison noted that the College is continuing to rent classroom facilities for the fall semester at UCMBEST. He expects additional courses will be offered at the Marina site later in fall.

#### Infrastructure

Some campus roads are now open. Mr. Demko acknowledged that it has been difficult for students to get across campus due to the construction work. In response, the contractor plans to clean up the lower part of campus to allow for better access. Mr. Bissell noted 203 parking spaces had been added. Mr. Hudson asked for the total number of spaces on campus. Mr. Bissell answered there were approximately 1600 parking spaces.

#### Lecture Forum Bridge

A new bridge will be constructed to replace the existing one to meet Americans with Disabilities Act (ADA) accessibility requirements. Granite Construction submitted the lowest bid.

#### Old Library/new Administration Building

The plans have been submitted and DSA approval is expected. This project includes significant structural enhancements to the building. Bids will be advertised in September or October. The anticipated timeline is 14 months for construction; the building will be completed in time for the beginning of the 2009-10 academic year.

#### Facilities Master/Funding Plan Reworking Committee

The committee has not met during the summer.

#### Student Services Building

The building footprint has been set and impacts on the main parking lot will be discussed. A preliminary construction estimate is due August 15<sup>th</sup>.

#### Seismic Structural Upgrades

Four buildings need seismic upgrades. DSA has also required that restroom upgrades and ADA issues be resolved at the same time. Only the Social Science Building upgrades have been completed this summer.

#### Lecture Forum

Mr. Demko said new seats have been installed in Lecture Forum 101. The Gentrain program has been moved to Lecture Forum 103 and the new seating arrived today. Carpeting has been put in. Acoustical panels and lighting still need to be installed. Dr. Garrison asked about the status of the screen installation. Mr. Demko replied that the

screen has been received, but they have had to devise a way to get the screen into the room.

## **7. Membership Update**

Dr. Garrison provided a handout listing membership terms. He noted four members, Howard Gustafson, Jr., Rick Heuer, Jay Hudson, and Ken White, will be completing their second term on November 5, and thus, concluding their tenure on the committee.

In addition, Dr. Garrison said there were two members whose first term ends on November 5, Leon Stutzman and Eleanor Morrice. He has conferred with Mr. Stutzman, who wishes to conclude his service on the committee. Dr. Garrison asked Ms. Morrice, the student representative, about her status and interest in continuing on the committee. Ms. Morrice indicated she has graduated, but she continues to take classes at the college and plans to do so through spring semester 2008. She said she would contact the Associated Students of MPC (ASMPC) for another student representative. Ms. Morrice stated she would serve a second term if ASMPC was unable to find another student.

Dr. Garrison said the process to find replacements for three community at-large representatives, a taxpayers association representative, and a GENTRAIN Society representative has been initiated. An advertisement will be placed in the local newspaper to solicit applicants. Then, he will present a slate of candidates to recommend to the Board of Trustees for approval.

Dr. Garrison clarified that the November 5 meeting will serve as a transition between the outgoing and new members. He said the outgoing members are expected to serve on November 5 which will constitute their last meeting. The new members will be invited to attend the meeting as an introduction.

Trustee Charlie Page stated his appreciation for the committee members' effort and time.

A question was asked by Ms. Marilyn Gustafson if one of the members at-large could subsequently serve on the committee as a representative of another organization. Ms. Nakamura responded that a review of the committee Bylaws indicates that a member can serve a maximum of two consecutive terms.

## **8. Meeting Schedule**

Future meetings of the Committee are scheduled for:  
Monday, November 5, 2007 (Annual Organizational Meeting)

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

There were none.

## **10. Adjournment**

The meeting was adjourned at 3:52 p.m.

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