

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**  
Citizens' Bond Oversight Committee

Monday, August 8, 2011  
2:15 PM – Committee Tour of Marina Education Center Facilities  
3:00 PM – Regular Meeting  
Room 501, Marina Education Center, 289 12<sup>th</sup> Street, Marina, California

Meeting Minutes

MEMBERS PRESENT: Mr. Scott Coté  
Mr. J. Fagan  
Mr. Stewart Fuller  
Ms. Daphne Hodgson, Chair  
Ms. Mary Ann Kane  
Mr. Ron Pasquinelli  
Mr. Gary Ray, Vice Chair

ABSENT: Mr. Robert Mulford  
Mr. Niels Reimers  
Mr. Antron Williams

STAFF PRESENT: Ms. Rosemary Barrios, Controller  
Dr. Sharon Colton, Dean, Information Technology & Media Services  
Dr. Douglas Garrison, Superintendent/President  
Mr. Marty Johnson, Interim Vice President, Academic Affairs  
Mr. Stephen Ma, Vice President for Administrative Services  
Mr. Steve Morgan, Director of Facilities  
Ms. Vicki Nakamura, Assistant to the President  
Mr. Bruce Wilder, Instructional Technology Specialist

OTHERS PRESENT: Mr. Mike Carson, Kitchell  
Mr. Joe Demko, Kitchell  
Mr. Philip Korchek, HGHB Architects

The Committee convened at 2:15 PM for a tour of the new academic facilities at the Education Center at Marina. Mr. Philip Korchek, HGHB Architects, conducted the tour along with Mr. Mike Carson, Kitchell.

**1. Call to Order**

The regular meeting of the Citizen's Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Hodgson.

**2. Public Comment**

There were no public comments.

**3. Approval of June 13, 2011 Minutes**

Motion to approve the minutes of June 13, 2011 was made by Mr. Fagan and seconded by Ms. Kane. Motion carried unanimously.

#### **4. Accept Bills and Warrants Report**

Mr. Ma reported total bond expenses to date of \$98.1 million. There was an \$8.32 million increase in expenditures over the March report. He noted \$1.23 million was expended on the Marina Education Center project for the quarter, with the general contractor, Dilbeck & Sons, at 100% completion. The other large expenditure of \$1.01 million was for furniture and equipment.

Regarding technology expenditures, Mr. Fagan questioned why so many vendors have been used. Mr. Ma explained installation of technology equipment is not included in the general contractor's contract. Instead, staff purchase and install the equipment. Mr. Fagan noted many entries referred to reimbursement and it was difficult to determine whether the district was being reimbursed or payment was being made for a purchase or services. He advised the description be clarified in future reports.

Chair Hodgson referred to the final payment made to the general contractor for the Marina Education Center project and asked if the retention payment was still being held. Mr. Demko responded yes. He said the Notice of Completion still needs to be approved by the Board of Trustees. Then, 35 days later, the contractor will be paid and an explanation provided why any funds are being held.

Mr. Fagan asked about several entries on page 9 under the Infrastructure Phase III category for reopening projects. Mr. Morgan explained the Chancellor's Office determined a large number of projects within the community college system had not been closed out due to final documents not being submitted. The Division of State Architect charges a \$500 fee to reopen a project for this purpose. Mr. Morgan stated the district had 17 projects needing document submittal; 2 remain to be completed.

Mr. Fagan noted numerous entries for PlanWell retrievals for the Humanities building on page 12 and asked if these were all separate transactions. Ms. Barrios stated each entry represented an invoice; she will include the invoice number in future reports.

Vice Chair Ray asked about 3 line items for computer purchases on page 4 under the furniture/equipment category. He noted the cost for one computer was listed as \$886 while the cost for 8 was \$1200 and \$6200 for 7. Ms. Barrios will check the items and report back at the next meeting.

It was moved by Mr. Fagan, and seconded by Mr. Coté to accept the June 30, 2011 bills and warrants report. Motion carried unanimously.

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

Mr. Ma stated several projects under the In Process category on the June 30, 2011 bond expenditure status report will be moved to the Completed category in future reports. Mr. Fagan asked if the balance of \$21,799 for the Public Safety Training Center renovation project will be moved to contingency. Ms. Barrios said yes.

The cost control report was also reviewed. In response to a question from Mr. Fagan regarding the the Student Services building, Mr. Demko explained the project budget will be readjusted when the notice of completion is finalized in a few weeks. Additional items, mostly furniture and architect design issues, have caused the \$9.5 million project budget to be exceeded. Bids being received for other projects will likely offset these budget adjustments.

Mr. Demko noted both the Education Center at Marina and the Business, Math, Computer Science building projects were under budget and will provide additional savings.

#### **6. Agreement with Dolinka Group for Bond Funding Augmentation Analysis**

Mr. Ma reported school districts and community colleges receive statutory payments from redevelopment agencies to use for facilities and other operating expenses. For the college, there are several redevelopment agencies in the area, including Seaside, Sand City, and Marina. Monterey County is responsible for calculating the redevelopment payments, and he acknowledged this task is complex and difficult due to the number of agreements in place.

Mr. Ma stated MPC has joined with the Monterey County Office of Education, Hartnell College, and K-12 districts to contract with the Dolinka Group to audit redevelopment agency payments for 2003-2008. Recent legislation, AB 1389, required redevelopment agencies to report these payments to their respective County Auditor's office. A preliminary review projected underpayments have been made to some school districts, ranging from \$100,000 to \$1 million owed. Mr. Ma said the first step is to identify the amount of underpayment; a preliminary estimate shows MPC may be owed over \$100,000. If an underpayment is verified, the district will have to negotiate a corrective action with the redevelopment agency. He stated funds recovered will supplement bond program funding.

Ms. Kane inquired how Dolinka Group was being compensated. Mr. Ma assured the committee the underpayments are in excess of the amount the district is paying to Dolinka Group.

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

Mr. Demko reviewed the status of active facility projects.

Education Center at Marina Permanent Facilities - Mr. Demko said the facilities have been finished. He commended the general contractor, Dilbeck and Sons, for keeping the project on schedule despite losing 5 subcontractors during the construction period.

Infrastructure - Mr. Demko said 16 lighted directional kiosks will be installed on the Monterey campus by the start of the fall semester to assist students in identifying the location of classes as many swing space changes have occurred. Other lighting is being installed near the gymnasium. Mr. Demko reported parking lot B has been paved and striped and landscaping is being installed. The changes to parking lot B provide a turnaround for the theater, better traffic flow, and an increase in parking spaces.

Swing Space - Mr. Demko said the General Classrooms building has been modified to convert classroom space into labs for the Life Science Division. Portable buildings have been located adjacent to the theater to provide space for the drama program and the dental and medical assisting programs. He commented that 3 major sites on campus are currently under construction; fencing with green netting has been installed to minimize the impacts.

Facilities Committee - The committee will begin meeting when the fall semester gets underway. Options for allocation of funds from cost savings will be discussed.

Humanities/Business Humanities/old Student Services – Mr. Demko said this state-funded project will be completed in three phases. In the first phase, the former Student Services building will be gutted and converted to office space for Humanities and classrooms for Supportive Services. The second phase will consist of the renovation of the Humanities

building. In the third phase, the Business Humanities building will be demolished and the parking area will be expanded.

Theater – There were bid protests concerning the recent construction bids received, so the project will be re-bid in June. Asbestos abatement is handled separately from the project and is underway. Mr. Fagan asked if bids are expected to be in line with the budget. Mr. Demko said bids are expected to exceed the budget by \$600,000 - \$700,000 as theater projects are expensive.

Life Science/Physical Science Buildings – Mr. Demko reported the successful bidder on this project is another local contractor, Otto Construction. He said 10 bids were received and the amounts were very close.

Gym First Floor – This project will go out to bid as recent bids on other projects have been under budget. Mr. Demko expected the \$4 million project budget will need augmentation.

Outside Lockers Adjacent to the Art Buildings – The art lockers replacement project is finished.

Pool/Tennis Courts – This project cannot proceed until the gym first floor project has been completed. In the interim, Mr. Demko said one of the tennis courts will be used as a location for portable buildings for the physical education program. The pool is planned for refurbishment in 2013.

Music Building – Currently, \$1.2 million has been budgeted for this project. Bid savings may allow for the scope of this project to be increased. Dr. Garrison commented programmatic needs also will be examined to determine the implications for project components. The Facilities Committee has been asked to review.

Student Center – Very preliminary drawings have been completed. This project is on hold until the academic projects have been completed.

## **8. Meeting Schedule**

Dr. Garrison noted the annual organizational meeting is scheduled for Monday, November 7. Incoming members will be invited to attend the meeting to provide a transition. He said a draft annual report will be shared for review and action.

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

There were none.

## **10. Adjournment**

Chair Hodgson adjourned the meeting at 3:50 p.m.