Regular Meeting No. 3

The Citizens Oversight Committee met for Regular Meeting No. 3 on Thursday, May 12, 2005, in Conference Room B-204 of the Hayden Library at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

Members Present
Bill Bird
David “Dean” Kays
Sharon Lewis
Bobbie Wenrick

Support Staff
Carol Horton
Judy Rojas
Michael J. Viera

Members Absent
Jean-Louis Rutnam
John Serpa
Phyllis Fritz

Guests
Bob Bradshaw
Mike Fehrs
Marilyn Grinsdale
Ariane Lehew

I. CALL TO ORDER
Mrs. Lewis called the meeting to order at 3:40 p.m.

II. INTRODUCTIONS
Mrs. Lewis called the roll of the committee members. She noted that the committee members all know the support staff in attendance.

III. APPROVAL OF MINUTES OF JANUARY 20, 2005 MEETING
Mrs. Lewis asked if everyone had been able to review the January 20, 2005 minutes. Mr. Kays mentioned that he had some questions on the minutes that he had sent in for review and clarification. Mrs. Horton noted that she had reviewed the questions regarding the minutes and felt that the items mentioned were not a substantive change and that we would not change the minutes. The items in
question were only a wording difference but not a difference in meaning. Mrs. Horton also noted that Mrs. Lehw had reviewed the minutes and Mr. Kays items for clarification. Mrs. Lehw thanked Mr. Kays for his attention to the minutes and reiterated that she felt that it was just a matter of wording difference but not a meaning difference. Mrs. Wenrick made a motion that the minutes from the January 5, 2005 meeting be approved. The motion was seconded by Mr. Kays and the minutes were unanimously approved.

IV. PUBLIC COMMENT
No public comments were presented.

V. IMPLEMENTATION PLAN UPDATE
Mrs. Lewis introduced Mr. Bob Bradshaw and asked him to give the Implementation Plan Update. Mr. Bradshaw provided the committee with an implementation plan update and timeline.

Mr. Bradshaw reported that the Center for Innovation has been submitted to the Division of State Architect (DSA). He is anticipating that it will be released by DSA in June and ready to go to bid by the summer months with a construction start date in fall.

The District has received the bids for the Stadium Lighting project and they came in on budget and we are proceeding on that project. Stadium Field and Track project are going out to bid on June 3, 2005 and we are anticipating costs at $2.5 million. We are hoping to start construction the end of June or beginning of July. We hope to have part of the fields ready the beginning of September and final completion at the end of December. The field house and the gym projects are interdependent on each other. Mr. Bradshaw has met with Jody Wise, the Dean of Physical Education to discuss the space utilization in the gym and the Field House. We have also met with the Architects and they are in the preliminary plan and design phase. The Concession Building will be at the south entrance of the stadium and programming will begin next week. Attached to both the Field House and the Concession Building will be public restrooms. The current restrooms are approximately 1000 square feet each. Those will be renovated and used as storage which will save some money.

We have a contract with P2S Engineering for the Central Plant. Mr. Bradshaw reported that he has worked with them in the past and that they have worked with several community colleges. They are very professional and responsive. The Central Plant will be located just west of the Tennis Courts. We are also planning for thermal energy storage in the Central Plant and working with Southern California Edison on incentive plans and some assistance with equipment. Mr. Bird questioned whether the Central Plant Construction would eliminate some parking spaces. Mr. Bradshaw responded that it would take approximately 10 staff parking spaces. That area will be eventually turned into softball fields as is
noted in the Master Plan. Mr. Bradshaw reported that we are reviewing campus standards so that we can standardize equipment. When replaced we only have to stock one type of material or parts. Our purchasing power will be greater so that we can cut costs. We are requiring that our architects design to a LEED (Leadership in Energy and Environmental Design) Silver Rating. This is a national program that is being recommended by the Federal Government. LEEDs is a program that promotes energy efficiency and sustainability in buildings. If we can comply with a silver rating on LEED standards in building we will meet Title 24 requirements and get rebates from Southern California Edison. We are in close coordination and discussions with Southern California Edison regarding their savings by design incentives, usage incentives and peek management program. The peek management program will help us take high peaks and spread them across the day for a more even rate. In each project and building we are going to need geotechnical investigations and site surveys. We have received proposals from both geotechnical and civil engineers. All geotechnical investigations and civil engineering for all sites will be done now at today’s prices rather than doing them at higher costs later in the plan.

In the late summer we will start programming the Fine Arts Building and the Vocational Technology Building. A more detailed schedule for each building will be developed as they begin. Mr. Bradshaw reviewed some of the key items on his timeline.

Mr. Kays questioned the construction start date. Mr. Bradshaw stated that the Center for Innovation will begin in the Fall of 2005. Mrs. Horton reported that the only thing that would delay the start of the Center for Innovation would be the Math/Science project which is behind schedule. Combinations of weather and supervision problems have caused the delay. The existing Math Building needs to come down before the Center for Innovation can begin. Another consideration is that we can only issue a certain amount of bond money at one time according to the citizens’ tax rolls. Mrs. Horton indicated that the design phase of the Fine Arts Building is a little lagging due to the fact that we do not want both ends of campus under construction at one time. Also, Ben Bollinger, Dean of Fine Arts will be retiring soon. This will give the new Dean some input into the planning of the new building.

Mr. Kays questioned the supervision on the projects. Mr. Bradshaw noted that in future construction projects we are going to require that the contractors provide a superintendent and an onsite field engineer. Mr. Kays also noted that contracts should include certain milestone requirements. Mr. Bradshaw indicated that there are regular constructions meetings held for each project that would update us on the project status.

Mr. Kays also mentioned that there was no information on the Central Plant in the 2001 Master Plan. Mrs. Horton replied that he was correct that it was not in the Master Plan because it was part of the bond project and was more program
generated. Between the years that the master plan was done and the bond plan was generated we perfected some items. We have an existing Central Plant and most of the piping to the buildings that are going to be built but it has been determined that the Central Plant is not big enough to add the proper equipment. The master plan was a vision that did not have specific project detail. Some items were included in the implementation plan and some in the bond campaign.

Mr. Kays noted that this committee needs to know exactly what the bond funds can be spent on. Mrs. Lehew replied that the committee members need to look at their binders under the first tab Page 63 Exhibit B which is the full text of the ballot proposition that was referenced in the Bond Resolution. This language is the guiding principles for the bond. It is this document that the auditors will base their review on, not the master plan.

VI. CITIZENS’ OVERSIGHT COMMITTEE WEBSITE UPDATE
Ariane Lehew reminded the committee members that the website is available at [www.citruscollege.edu](http://www.citruscollege.edu) under Bond Committee. The minutes and agendas are posted there. Mrs. Lehew presented proofs of the photos from the tour at the last meeting for committee review and some will be added to the website.

VII. BOND REPORT – REVENUE AND EXPENDITURES
Mrs. Horton provided a report of the Bond Expenditures through April 30, 2005 and explained the format and content. To date we have spent $822,000.00. Mr. Bird questioned how we could have spent $180,000 on the stadium track resurface. Mrs. Horton responded that this includes the architectural fee which is based on a percentage of the cost of the project for the field and track surface, parking, ADA compliance, DSA fees and other expenditures to date. Mr. Kays asked for clarification of the ERP Project and the Foundation for California Community Colleges. Mrs. Horton responded that FCCC is a consultant that is working on the Enterprise Resource Planning Project which will upgrade our Management Information Systems campus wide.

VIII. ANNUAL REPORT
Mrs. Lehew reminded the committee that part of its responsibilities is to issue an Annual Report to the Board of Trustees and which is made available to the community by at least posting it to the COC Website. The committee can request that the District distribute the report more widely but bond funds cannot be used in preparation, printing or dissemination of the report. Mrs. Lehew provided a number of examples of annual reports from various districts and asked the committee to review them at their convenience. At the fall meeting Mrs. Lehew will have draft of what we would like the report to look like and then sometime later have the content based on committee input. Our goal is to have the first annual report complete by the first part of 2006. The types of things to be included in the report would be identifying the members, the period that the report covers, the statement of the purpose and responsibilities of the committee, statement of findings defined in a cover letter and contact information. Mrs.
Lehew also recommends that the report contain a letter from the COC chairperson, table of contents, identification of the Board of Trustees and the Superintendent/President, a history of the bond measure, project progress, cost saving measures, awards, photos a disclaimer etc.. The annual report is a vehicle to let the community know the status of the bond projects. It is only required that the report be posted on the website but it is recommended that it be printed. If possible the report can be piggybacked into another mailer that the college will be sending out already. Dr. Viera asked if the reports had been placed in newspaper ad formats. Mrs. Lehew was not familiar with this process but will look into it. Mr. Bird noted that this would be a great opportunity to promote the college. Mrs. Horton and Dr. Viera agreed. Mr. Bird also mentioned that architectural drawings or elevations could be added.

IX. QUESTIONS AND ANSWERS
Ms. Renwick asked about the members that have one year terms. She felt that Those members had just begun and now the term was over. Dr. Viera stated that we need to solicit the members interest in being on the committee for an additional year. Mrs. Lehew stated that the regulations state that a member cannot serve more than two consecutive two year terms. The reason for the staggered terms was so that not all members would complete their term at the same time. Dr. Viera noted that we will verify through Mrs. Lehew and the bond counsel that we are interpreting the staggered terms correctly and then we will send a letter of solicitation to the one year appointees to determine their level of interest in another term.

X. REQUESTS OF STAFF/ITEMS FOR FUTURE MEETINGS
None at this time. The next meeting is scheduled for September 22, 2005 at 3:30pm in the Hayden Library, Conference Room B-204. Mrs. Horton noted that the performance and financial audit will be available for the September 22, 2005 meeting.

XI. ADJOURNMENT
Mrs. Lewis thanked the committee and the staff for their reports and involvement and the meeting was adjourned at 4:45pm.

Respectfully submitted,
Judy Rojas
Administrative Assistant
Office of the Vice President of Finance and Administrative Services