Regular Meeting No. 12

The Citizens Oversight Committee met for Regular Meeting No. 12 on Thursday, September 13, 2007, in Room AD206 of the Administration Building at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

**Members Present**
John Serpa  
David “Dean” Kays  
Jesus Sanchez  
Sharon Lewis  
Mark Ferrari

**Support Staff**
Carol Horton  
Judy Rojas  
Bob Bradshaw  
Dr. Michael Viera

**Members Absent**
Bobbie Wenrick  
Bill Bird  
Phyllis Fritz  
Patricia Myers

**Guests**
Ariane Lehew

I. **CALL TO ORDER**
Mrs. Lewis called the meeting to order at 3:35 p.m.

II. **INTRODUCTIONS**
Mrs. Lewis called the roll of the committee members. Mr. Bird and new member Patricia Myers were not able to attend. Mark Ferrari, a new member of the Citizens’ Oversight Committee, was introduced to the existing members and the support staff. Carol Horton extended an invitation to Mr. Ferrari to take a campus tour whenever he was available. Phyllis Fritz and Bobbie Wenrick were also unable to attend.
III. APPROVAL OF MINUTES OF JUNE 28, 2007 MEETING
Mrs. Lewis asked if everyone had been able to review the June 28, 2007 minutes and if there were any comments or questions. Mrs. Lewis noted that we had received comments from Mr. Kays, however they were not substantive changes, so the minutes remain as posted to the website. Jesus Sanchez moved that the minutes be approved as presented. The motion was seconded by Mr. Kays and the minutes were unanimously approved.

IV. PUBLIC COMMENT
No public comments.

V. BOND REPORT – REVENUE AND EXPENDITURES
Mrs. Horton reviewed the Revenue and Expenditures report that was distributed to the committee which reports the activity July 1, 2006 through June 30, 2007. The books are closed for the fiscal year and the auditors have completed the audits of the district and the bond funds. They have completed both the performance and the financial audit of Proposition 39 and will make a presentation to the Board of Trustees at the December 4, 2007 meeting. The audit report for the bond is a district Board of Trustees responsibility. Carol Horton will bring the audit report and repeat the presentation at the next Citizens’ Oversight Committee Meeting on December 6, 2007, but of course all of the committee members are welcome to come to the district Board of Trustees meeting on December 4th to hear the auditor’s presentation.

Mrs. Horton noted that Rosalinda Buchwald, the Director of Fiscal Services, prepares this report quarterly. The interest income from the bond is $669,245.25. The expenditures listed are by project. Bob Bradshaw will go through the status of each of these projects during his report. Mrs. Horton recapped that we spent $19,475,264.02 this year. The 2nd issuance of $40,000,000.00 was done in spring of 2007. We anticipate spending the $40 million in less than three years and may have to issue again in 2 years depending on how quickly projects come along. The County Treasurer is where all of our funds our kept. The district has 11 different funds at the County Treasury and the bond fund is in a separate fund in the County Treasury. We then issue checks out of there through the LA County Office of Education who has audit oversight of the disbursement of funds. Mr. Ferrari asked which of these projects were complete. Carol Horton noted that the Fire Alarm upgrades were complete, several of the HVAC projects are complete and the Central Plant is complete. As of June 30, 2007 the ending balance of the bond fund is $32,659,442.44. Jesus Sanchez asked if the Central Plant payments were complete. Carol noted that it is complete but the final payment has not been made yet. After everything is done we file a notice of completion with LA County and then we wait 35 days before we can make the final payment of the 10% retention. Mr. Serpa asked where we put the funds that we get on utility rebates. Mrs. Horton noted that the funds go into a district Capital Projects fund and that it cannot be co-mingled with the bond funds. Jesus Sanchez asked if the Central Plant will be under budget. Carol Horton reported
that it is right on budget. She noted that the 2nd change order on this project went to the Board of Trustees at the 9/11/07 meeting. We eliminated $100,000 worth of piping that runs under campus to each of the buildings. The last part of the loop was to the Fine Arts Building. Since we will have construction at the west end of the campus during the Fine Arts construction, we will add the piping to that project so that campus will not be disrupted twice. We have also used that $100,000 from the Central Plant to redo the turf and sprinklers in the center of campus as well as some repair of concrete walkways.

VI. CONSTRUCTION UPDATE

Mr. Bradshaw provided the committee with a Bond Program Status Report.

The Center for Innovation project is 75% complete. We have a new superintendent on the job and some good sub contractors and it is moving along much faster than last reported. It should be complete by early spring. Occupancy will be later spring.

The Central Plant is complete except for the site fencing and the guard rails. Carol Horton reported that despite all our efforts we are losing the trees around the Central Plant. Silver Eucalyptus will be planted to replace the existing trees.

The east parking lot should be complete and operable the end of October. Carol Horton reported that we have received several complaints about parking at the college. The neighbors have complained that students are parking on the streets rather than the lots. We send our grounds crews to the neighborhoods to clean up any trash that our students may have made. Carol noted that every year the homes off of Barranca have this complaint for at least the first 3 weeks of school. This morning at 11:30am Carol Horton went through the stadium parking lot and there were at least 100 spaces available yet there were still cars on the street. The street spots are closer to the building that they have classes in. Hopefully the new east parking lot will eliminate some of the problem.

The Field House has been bid and construction will start on September 24, 2007. We are working with staff and rentals to get them through the construction area safely. Mrs. Lewis asked what the construction time frame is. Mr. Bradshaw responded that it will take 16 months. Carol Horton noted that the bid came in at $7.4 million and was estimated at $6.8 which is $600,000 over budget but within the district 19% range. If it was over 19% we would value engineer or cut the project and re-bid. We have enough money in contingency to take care of the amount over the estimate.

The Fine Arts Complex is on hold because of the need to move forward with the Student Services Building.

HVAC upgrades have been completed on Hayden Hall, Life Science, Liberal Arts, Performing Arts Center, Little Theatre and Infant Center. We will receive rebates from Southern California Edison of about $57,000. Upgrades to Video Tech and Physical Science will be done spring of 2008.
The infrastructure survey results were positive. The main sewer will be moved from under the footprint of the new softball fields. The pipe is clay and shallow and will not be able to withstand the construction of the fields. We also need to move a manhole from the location of the field. Mr. Kays asked about blowing out the pipe with a plastic liner as mentioned earlier. Mr. Bradshaw noted that we still could do that but the pipe is old and would probably break with the construction so we need to move it now so that we do not have a problem later.

The Liberal Arts Building secondary effects plan is in progress. When the Center for Innovation is complete several offices in LB can be changed back to classrooms and the offices can be moved to the Center for Innovation. This project will start summer 2008. Carol Horton noted that it must be done one year in advance to accommodate programs that have to move due to construction. The project should not be too complicated because the existing offices were originally classrooms. Mr. Kays asked if this project falls under the bond projects. Carol Horton responded that it was included in the master plan implementation plan and will be paid out of bond funds. Mr. Serpa asked if the Vocational Technology project includes equipment. Carol responded that equipment is included and reminded the committee that it is a state funded project. Carol Horton also explained the difference in equipment money for a square foot replacement project is a lot less than for new construction project. Carol Horton also noted that it has been very expensive to relocate the programs through construction for this project.

We are in the process of upgrading the marquee at the main Citrus Ave. campus entrance. This project is not coming out of bond funds. Dr. Viera noted that there was a meeting with HMC Architects to talk about the Citrus Ave. entrances. If you are familiar with that area you will know about the traffic problems in that area. Bob Bradshaw stated that in conjunction with the Security Building we are considering moving the building east and leaving the curved driveway in place to help the traffic situation. We have DSA approval and we can go to bid and start construction by July 12, 2008 without having to go back to DSA for extension of that approval. Right now HMC Architects are looking at the impact of the main entrance and the narrowing the parking lot entrance. Dr. Viera questioned that if we move a building we do have to go back to DSA for approval as we did with the Center for Innovation. Bob Bradshaw stated that we had asked for several extensions on the CFI project, code issues and moved the location which caused it to have to go back to DSA. This should be a counter check only on moving it only since we are not moving it even one site down. Carol Horton has directed the staff to have HMC do a thorough traffic control study regarding the changes for the Security Building before we make a decision. Carol Horton has already looked at some preliminary site plans which reduced the amount of visitor parking to 4 spaces from 7 which will not be approved. Carol Horton feels that we should leave the cities out of it and take care of our own traffic problems internally. Mr. Serpa asked if the college has been involved in any studies regarding the Gold Line. Dr. Viera reported that we have spoken to both the cities of Azusa and Glendora regarding the Gold Line and they have their own internal
problems because they share the same streets and they both have set backs. Glendora is not supporting any sidewalks from the Gold Line to either Citrus or APU. The engineering studies show that there will be a wide sidewalk on the west side of Citrus Ave. and we need to find a safe way to get the students from the west side of Citrus Ave. to the campus. This is a least a few years down the road. Mr. Ferrari asked what was the anticipated ingress and egress of traffic as far as the Security Building site. Carol Horton explained that the Security Office is currently in the center of campus and the security kiosk is at the main entrance for purchasing parking stickers. This causes a traffic back up at the entrance. By placing the building off of the main drive, students and visitors can drive up to a window around the building, away from the main flow of traffic and purchase their passes and move on. The fingerprinting offices will also be housed in the building. Bob Bradshaw noted that the original design was to take out the curved drive, but now that both Citrus and APU are starting at the same time our traffic problems have been magnified.

The new turf as we spoke about earlier is growing and walkway replacement in the main quad is complete.

The softball fields design should be complete by the end of September. There is a meeting scheduled with the architect and DSA to look at the restroom building and the field lighting foundation and size. DSA will also look at access compliance. Carol Horton explained that DSA stands for the Department of State Architect and is our compliance/building department for any public building. We do not have to pull permits from the city of Glendora. Mr. Ferrari asked who the architect is on this project. The architect is Al Ziemba who did the stadium fields and the field house. Mr. Serpa asked about the size of the building. Mr. Bradshaw noted that it is only 20’ x30’ masonry building used for restrooms and storage only. Mrs. Horton noted that it will be used for tennis courts area also.

Student Services building construction documents will be submitted to DSA on 9/17/07. We are urging DSA to help us get the project approved by February 28, 2008. Since this is a partially state funded project, we need to have the project to the state for their approval of the bid by May 2008. If we don't have state approval by June 2008 we could loses the state funding. Construction should start July 2008. This will be 58,000 square foot building with 2 wings and 2 stories. $16 million is bond funds and $6 million is state funded.

The Vocational Technology is not a bond project but it does affect other campus projects. The bid opening is scheduled for October 3, 2007 and then to the district Board of Trustees for approval. The notice to proceed should be received by November.

Bob Bradshaw reported that on Citrus Ave. there is a driveway with a chain across it. We are going to open it up all the way to the Student Services site and it will be used for construction vehicles access only. When construction is completed it will be left open and the north driveway will be closed. It will
approve minutes of regular meeting No. 12. Page 6
September 13, 2007

become a main entrance for Student Services and the west parking lot. This will also help the traffic situation after the construction is complete.

Next year at this time we will have several projects underway including Center for Innovation, Student Services, Vocational Technology, Field House and the Security Building.

VII. ANNUAL REPORT
Carol Horton introduced Ariane Lehew to Mark Ferrari. Mrs. Lehew explained the three primary requirements for a proposition 39 bond measure. One is the formation of a Citizens’ Oversight Committee, another is to maintain a link to the Bond Oversight Committee web site through the college website to keep the public informed of the bond status and another is the annual report from the committee presented to the Board of Trustees. The annual report does not have to be massed mailed but must be posted on the website and must not be produced using bond funds. The first report was for a 15 month period and was included as part of a college report. The last report was a stand alone annual report and will be done generally the same for 2007. In years past, the committee has reviewed the report and has made suggestions and recommendations regarding layout and content. If you have any ideas for the 2007 report or the website, please communicate those through Judy Rojas. We received very good comments and feedback from the 2006 report. We have a lot of new photos to add to the report as well as financial and construction information. At the December 6th meeting the final draft will be brought to the committee and brought to the Board of Trustees in January 2008. The audit report will also be included in the annual report. Mark Ferrari asked who produced the audit report. Carol Horton responded that an independent audit firm that is the district choice, which is Vicenti, Lloyd and Stutzman. They do the district audit and financial and performance audit for general obligation bonds. Mr. Ferrari asked if they also audit the job sites for the trades also. Mrs. Horton replied that the prevailing wage and labor issues are audited internally. The only project that we are required to have a Labor Compliance Program is the Vocational Technology Building because it is a state funded project. Keenan and Associates will be handling the LCP at a cost of about $16,000. They also handle our property and liability insurance. Mr. Serpa asked if the audit was paid out of bond funds. Mrs. Horton stated that the audit is paid out of district funds. Bond funds are used for construction, construction support and equipment only. Mr. Serpa asked if there were any findings with the audit. Mrs. Horton was pleased to report that there have been no material findings with the bond or the other district funds. There were also no performance audit findings. Mrs. Horton also asked if the committee looked at their tax bills to see the assessment for the bond. She mentioned that we cannot exceed $25 per $100,000 of assessed valuation. Mrs. Lehew also passed out a possible style for the cover page for the annual report. Mrs. Horton noted that if any of the members have civic organizations that you would like to receive the annual report, please let us know and we will provide them to you. Mrs. Lehew noted that last years report was first time that we were able to print the annual report in house which saved us a lot of money and was also more timely.
VIII. REQUEST OF STAFF/ITEMS FOR FUTURE MEETINGS
Carol Horton reminded the committee of the December 4, 2007 Board of Trustees meeting where the audit report will be presented and also of the January 2008 Board of Trustees meeting when this committee’s annual report will be presented.

IX. SCHEDULE OF UPCOMING MEETINGS
December 6, 2007 – AD206
March 6, 2008 – Hayden Library – Conference Room B204
June 5, 2008 – Conference Room – Center for Innovation (Campus Tour)

X. ADJOURNMENT
The meeting was adjourned at 5:02pm.

Respectfully submitted,

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