



DESERT COMMUNITY COLLEGE DISTRICT
College of the Desert

Citizens' Bond Oversight Committee Meeting
March 16, 2005
2:00 p.m. – 5:00 p.m.
Foundation Board Room
Minutes

Members Present: Dr. William Feddersen (Senior Citizen Group); Dr. Ward Fredericks (College Support Organization); Chief Gary Jeandron (Member At-Large – Palm Springs); Ms. Marjorie A. Kussman (Taxpayers' Association)

Members Not Present: Ms. Sylvia Castellon-Calvache (Student); Mr. Paul Magana (Business Representative); Ms. Marylou Marrujo (Member At-Large – East Valley)

In Attendance: Mr. Bob Bush, Douglas E. Barnhart, Inc.; Mr. Eric Taylor, Douglas E. Barnhart, Inc.; Mr. Jeff Scogin, Douglas E. Barnhart, Inc.; Mr. Jeff Crawford, Douglas E. Barnhart, Inc.; Mr. William Nighswonger, Douglas E. Barnhart, Inc.; Mr. Tom Wixon, College of the Desert's Public Relations Office; Mr. Jerry Patton, College of the Desert's Vice President, Administrative Services; Mr. Steve Renew, College of the Desert's Director of Maintenance and Operations; Ms. Elaine Snyder, College of the Desert's Purchasing; Ms. Linda Costagliola, College of the Desert Administrative Secretary/Recorder.

Eastern Valley Campus Update: Jerry presented an update on demographics in the Coachella Valley. Coachella Valley's population growth will determine the growth of the College. The source that Jerry collected this information from was from the Wheeler's Desert Letter, published semimonthly by Wheeler's Publishing. He presented a map to the committee viewing the potential campus sites for the Eastern Valley Campus located between the Palm Desert campus and Thermal. All donated land includes bringing infrastructure to the site. In December, developers did not have control of the land but now they do. They have the titles to give to the College. Prospective sites are: East of 86 Expressway in Mecca, 62nd Street and Buchanan (62nd Street will be a four lane expressway into La Quinta), 58th Street which is back of 86 Expressway, 56th Street and 86 Expressway half mile east (old Cole Ranch) and another 100 acres that Pardee is offering COD on 48th which they may withdraw. Another site that we are not considering was a five million dollar offer plus land. It is too far south and the Board felt that it was not the right property for an Eastern Valley campus. The Board will be discussing the four prospective sites at tomorrow's board meeting. Jerry went on to say that Supervisor Roy Wilson has helped COD with this process. Dr. Fredericks said that with an airport nearby there are possibilities of industry development which would offer jobs for students. He mentioned that the airport allows 747 airplanes to land.

Mr. Bob Bush from Douglas E. Barnhart, Inc. introduced the following people from Douglas E. Barnhart, Inc. that are working on the Measure B Bond projects at COD. They are: Mr. William Nighswonger, Program Manager; Mr. Eric Taylor, Senior Project Manager; Mr. Jeff Crawford, Communication Manager at the corporate level; Jeff Scogin, Website Coordinator.

Mr. Jeff Scogin showed the committee the website for the Citizens' Bond Oversight Committee. He will publish documents the committee reviews on the website. Jeff went through the following links: program updates, project information, program document, prolog website, committee

members, questions, business opportunities, team calendar, measure b ballot language, financial reports, contact information/www.bond.collegeofthedesert.edu. Jeff will provide email addresses for the members. The email address will consist of the person's initial of first name and the last name @bond.collegeofthedesert.edu. Jeff will contact the members regarding their bond email address. He will also post a feedback session. Jeff mentioned that San Joaquin Delta College has a website that the committee could view that was developed by Douglas E. Barnhart Inc. (www.deltacollege.edu). It was suggested that under project information, we list bids that are coming up, an area where general contractors or subcontractors could view. Under Business Opportunities is a form to fill out if any firm would like to be included in the distribution list(s) for future opportunities related to the Measure B Bond Program. Prop 39 allows communication by internet. Posted on the website will be the expenditures including detail but not the invoices from vendors.

Dr. Feddersen called the meeting to order at 2:50 p.m.

Approval of Minutes from December 8, 2005 Meeting – Motion to approve meetings as presented: Marjorie Kussman requested that the last sentence in the first paragraph of page 4 "The College will most likely will be the auditing firm that is selected to prepare the College's Financial Audit" to be corrected to read "The College will most likely select the auditing firm that is selected to prepare the College's Financial Audit".

Motion, second, to approve the minutes with the correction with the last sentence in the first paragraph of page 4 from "The College will most likely ~~will be~~ the auditing firm that is selected to prepare the College's Financial Audit" to "The College will most likely select the auditing firm that is selected to prepare the College's Financial Audit". All approved.

Comments from the Public - No comments.

Phase I Projects Update

Barnhart presented a PowerPoint presentation to the committee on Measure B

- Updates and Changes in Program Management Organization - Introductions
- 90-forcast – Content and Expectations – retrospective and 90-day forecast
- Citizens' Oversight Committee Website Updates
- Financial report – Will review with the committee first then post on the website. The committee would like to see the financial reports prior to the committee meetings.
- Project Status

Measure B, reporting framework:

- Needs Assessment
- Bond Master Plan
- Measure B Ballot Language
- Measure B Passes
 - Schedule Validation
- Scope-to-Budget validation
- Program Master Plan, Scope, Budget and Schedule (Implementation Plan)
- "Series A" Spending Plan
- Series A plan, Scope, Budget and Schedule
- 90-Day Project, Milestones and Budgets
- Quarterly reports to Citizens' Bond Oversight Committee

Phase I Bond Project Financial Report

Eric Taylor, Douglas E. Barnhart, Inc., reviewed the "Series A" Schedule and Budget slide from the PowerPoint presentation. It's a 90-day activity forecast which included a March, April and May column. And another slide "Series A" Future 90-days was reviewed. Four and half million

dollars spent to date and future additional spending of 5 million dollars; just a little bit more. Dr. Fredericks would like to see the horizon to completion of subsets of the projects that would be more than 90 days. A project may not show up until 190 days (longer horizon) later. He would like to know how we are going to show this. And Budget to completion, some projects may not be completed in 90 days, how are we going to show that. And on going scope to budget and validation: how much, on schedule, budget spending, calculation of time to complete, do we need additional people. The committee would like two reports: 90-day past and forward with an ongoing status of Series A projects and a condensed timeline of projects for completion.

Eric continued reviewing with the members the following spreadsheets which are posted on the committee's website:

Series "A" Expenditures to Date (3/8/05) Analysis, #1 – Project by Expense Category: Along with a listing of the projects the spreadsheet lists expenses for programming/planning/other, design, construction, equipment and total spending for each project. Dr. Fredericks wants a column that shows the total dollars to completion of the projects and a column for an explanation of the projects.

Series "A" Expenditures to Date (3/8/05) Analysis #2, Project Status by Expenditure:

1. Infrastructure installation repair
 - a) central plant
 - b) sewage system
 - c) water/gas system
 - d) fire hydrant loop
2. Building/Classroom renovation
3. Temporary Classroom and Office Space
 - a) First phase included classrooms in the east and west annex and office space for TRIO and Center for Training and Development. This is included in Measure B, Series A, 10,000,000 contingency. A question was brought up regarding modular classrooms funded out of the Measure B Bond funds. It is included in the Measure B Bond language to accommodate the education need to provide space for temporary classrooms for students if there is a safety concern. The College has the ability to provide space for the need of the students. The committee would like to review the Measure B Bond language at the next meeting.
4. Parking Lot Design and Construction. IOR - Inspector of Record. Jerry asked that Barnhart list out acronyms. Landscaping will start after the summer and is part of the master plan.
5. EIR, Planning and Working Drawings for 4 Buildings - Environmental Impact Report
6. Site Development, Building Planning, Design, Construction, Phase I East Valley.
7. Voice Over IP Communication – completed.
8. Outdoor Instruction Area (Horticulture and Turf Management Classes). Gary Jeandron asked questions about the money spent on this project. There was a security and safety issue regarding the overgrown pine grove on the east side of the campus. That area needed to be cleaned up.

Series "A" Expenditures to Date (3/8/05) Analysis #3, Spending Levels (dollars): The percentage of expended to date by category (3/8/05): Total Program Spending/100%; Programming, Planning, Other/4.84%; Design/4.68%; Construction/67.98%; Equipment/22.50%.

Barnhart will e-mail today's financial report to the committee members. For future meetings, Barnhart will provide handouts along with emailing them to the committee before the meetings.

Financial and performance audits

Approval from the Board for the financial auditor is on March 17, 2005 Board of Trustees' agenda. The auditor will be Lund & Guttry LLP. Jerry is talking with them to provide service for the performance audits also. If they agree, it will be on April 21, 2005 Board of Trustees' agenda. The performance requirements are how we use the funds. The auditor will receive minutes of all the meetings. The auditor will probably interview committee members. The fiscal year for both are July – June. The committee would like to know how will the financial audits be done and the performance audits. It was suggested to include the auditor at the next meeting and have the auditor bring examples. Committee will review at the next meeting the Measure B Language regarding financial and performance audits.

Future Meetings & Agenda Items

June 15, 2005 – 3:00 p.m. (bring calendars to set future meetings)

Committee meetings will begin at 3:00 p.m., Linda Costagliola will flag time if it changes

Agenda Items:

Standard Items

Project Cross-Reference with Ballot Language Matrix

Financial and Performance Auditors

Western Valley Campus Update: Jerry updated the committee on the progress for a new Western Valley Campus. There have been meetings with a group of citizens in Palm Springs at City Hall with Mayor Ron Oden. There is 140 acres of land that is available located on Indian Canyon Drive and Hwy. 111 near the mountain in Palm Springs that the Bureau of Land Management owns. The City is asking the Bureau of Land Management to trade land with them. The City has land that they would like to trade with BLM. Mary Bono is helping too. Measure B Bond money for the Western Valley Campus is 29 million dollars.

Fredericks mentioned that the landscaping and water usage is an issue. He would rather see more of desert landscaping instead of using a lot of water. Jerry commented that the selected landscape architects are aware and concerned about the desert environment, water conservation, animal habitat and less grass cutting. They want the landscaping to be inviting but sensitive to the area and would like to be an example for other colleges, communities, industrial or commercial industries.

Campus Tour: The members took a tour of the campus.

Meeting adjourned at 3:45 p.m.