



# SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT

## MINUTES OF THE CITIZENS' OVERSIGHT COMMITTEE MEETING Thursday, February 21, 2008

The regular meeting of the Measure L Bond Citizens' Oversight Committee of the San Joaquin Delta Community College District was held on Thursday, February 21, 2008, at 5:30 p.m. in the Board Room, Administration 103, 5151 Pacific Ave., Stockton, California.

Members Present: Janet Lilly, Scott Malm, Dan Schroeder, Jeff Thompson

Member Excused: Donna Gale, Perfecto Munoz

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### I. **Called to Order**

The Board meeting was called to order by Chairperson Dan Schroeder at 5:42 p.m.

**Call to Order**

### II. **Communications**

#### A. Public Comments

There were no public comments.

**Public Comments**

### III. **Welcome, Introductions, and Announcements**

Those also in attendance:

- Dr. Kathy Hart, Interim Assistant Superintendent/Vice President of Instruction
- Claire Tyson, Acting Vice President of Business Services
- Raquel Puentes-Griffith, Budget Manager
- Lee Belarmino, Vice President of Information Technology
- Greg Greenwood, Director of Public Information
- Lora Boehlke, Bond Team
- Ed Heffernan, Bond Team
- Dave Whitaker
- Bob Simpson

### IV. **Unfinished Business**

There was no unfinished business.

**V. New Business**

A. *Approval of Minutes* – Committee Member Jeff Thompson moved to approve the minutes of the October 18, 2007, meeting. Committee member Scott Malm seconded the motion, and the motion was carried unanimously.

B. *Measure L Quarterly Finance Report/Program Update (12-31-07)* – The full financial reports showed changes along with detailed information about construction costs, design, programming and equipment. Ms. Tyson provided a summary of that full report. Also included in this report was the Bond expenditures and what was spent. In 2007-08, \$12 million has been spent as of December 31, 2007. The total program expenditure is \$52 million (as of December 31, 2007). This quarterly report will be sent on to the Board of Trustees.

Budget increases – moving monies from unallocated up to the projects for expected activities. Security cameras - had about \$300,000 moved to compensate the budget change. ADA Transition Plan – about \$8,000 was added to pay for additional program services. Baseball Field – closed last year, but there are approximately \$43,000 is close out costs.

Budget Manager Raquel Puentes-Griffith presented information in response to a question from a Committee member requesting how the District monitors the soft costs versus the hard costs. The allocations 35% for soft costs and 65% for hard costs were derived from a consultant report and accepted by the Board of Trustees in late 2003. We are currently holding at 15.78% soft costs and 15% hard costs expended.

*Soccer Field* – There was some difficulty getting the grass to grow because of the time of year selected, but this was due to accommodating the athletic schedules. Some practices will be held off campus, but regular games could be played on this field soon.

*Gateway* – The construction documents have gone through DSA, and they have added some comments about revisions. At this point, the big emphasis in on the infrastructure that needs to occur underneath the building to bring utilities to the building has not begun. It was originally planned to have this happen during the summer. The current approach is to have part of this done through a change order by the design build team. This should speed up the project and save money. The Northeast Road infrastructure will happen through another bid process.

**Approval of Minutes**

**Measure L Quarterly Finance Report/Program Update**

**Project Updates**

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This should start at the end of spring.

*Liberty Road* – The property has been purchased, with plans to put a fence up around the property and place a sign. There had been a prior arrangement for “dry” farming, but Claire noted she would be checking to see if these are current. The land could possibly be used for Agriculture classes if desired.

*Data Center* – Services that will be housed will be Information Services, Information Technology, and Audio Visual. This was not to be a showplace, but to look like a warehouse, but function as they needed it. There is a need for external security. However, the new construction would hold the “brains” of the computer technology for campus. Funding comes from re-funding of Bonds. This is not a student access or instructional area. The Board of Trustees chose to put this project through as a non-DSA project. It is anticipated to begin construction in the spring.

*Central Plant* – In 2003-04, there was an initial study done to see if we have enough capacity in the existing central plant to operate what is trying to be done with the Bond Program. The College was pretty much at capacity as is. It was determined that once additional buildings would be added (Student Services Building, District Support Services Center, Math & Science), it became apparent that this issue needed to be revisited. A study was commissioned. The chiller was at capacity, and a better management system was needed to maximize the operation. It was recommended to add a new chiller wing, a new storage tank, and to add a new cooling tower. This should provide the service needed for the campus for all Measure L projects. The estimate cost is \$4.1 million, which has already been adjusted in the budget. That money was retrieved from sweeps of money that happened at year end along with interest (unspent monies from other projects that were closed out). The energy management system is approximately \$1 million. That money has been identified in the Data Center refunding money. Completion of this will be known once the bidding for this project has been concluded.

- C. *Audit Report* – Vavrinek, Trine, Day & Co., LLP is the audit firm for Delta College. The first three shown in the attachment are their standard procedures. The fourth item has changed: select and test at least 25 percent of the total dollar expenditures for the year ended June 30, 2007. This is more detailed from past years. The auditors are satisfied with the District’s records. Once approved, this report will be forwarded to the Board of Trustees for final adoption. A motion was made by Committee member Jeff Thompson to

**Moved, seconded, and unanimously approved to forward to the Board of Trustees for adoption.**

accept this report, seconded by Committee member Scott Malm, and unanimously approved.

- D. *Mt. House Update* – The purpose of the presentation was to show what is planned for the site, what the Board has approved for changes to the site, and the timeline for the project. The annexation was completed on January 7, 2008. The partnership with PCCP/Kamilos for off-site improvements for Delta College has been refined and construction is underway. The off-site financial risks are now mitigated and the letters of credit have been returned. A revised Site Development Plan was approved by the Board of Trustees on December 4, 2007.

## **Mt. House Update**

The purpose of the Site Development Plan was to select a plan option best suited to deliver project on-time and on-budget; to identify “best fit” locations for interim housing and the “cornerstone” building; provide desired physical attributes while economizing on “Phase I” site infrastructure; minimizing sunk costs once interim housing is relocated; and adjust to today’s realities – site ingress/egress, utility locations, cost escalations, schedule changes.

Site Development Plan, Approach – the District project leadership met with builders, contractors, and consultants working on this project to:

- Catalogue variables impacting budget & schedule for all phases of the project
- Devise and rate alternatives, including legacy site plan
- Create 3 alternative site plans
- Develop decision-making matrix
- Identify preferred option for recommendation

The Board approved the second option as it was best fitted to scope, still meeting the instructional needs, and closest to the identified budget and schedule.

Smart Parking Lot – spend as little money as possible and get the most value. The idea is to put a parking lot with infrastructure underneath it that would not only serve the temporary village, but also eventually the cornerstone building.

Currently, the relocatable lab units have been moved from Merced and new units ordered from Scotsman. The bid package for on-site infrastructure is being prepared. The College is targeting for Fall 2008 occupancy of the interim facilities.

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E. *Communication Update* – Public Information Director Greg Greenwood presented an update of the efforts being done by his office in regards to Measure L communication. Greg reviewed what channels the College has to communicate information:

- *Annual Report*
- *E-Bulletin*
- Phone calls to Public Information Office
- Board meetings
- Public outreach events
- Websites
- Marquees
- Project Signs
- *Access Delta* (new) – active vehicle to take information (Bond updates, marketing the College, information about the College) out to the public. It will be electronic, but also a mailer.

The Bond website is continually under construction. Many of these documents (*E-Bulletin, Annual Report*) are housed here and can be accessed by the public.

What's next?

- Student Services Building – planning a groundbreaking
- Way-finding and parking
- Input from Citizens' Oversight Committee sought for future report dissemination

Committee member Jeff Thompson suggested it might be a good idea on the *E-Bulletin*, even though they are being archived for reference on the Bond website, he felt it would be a helpful as an outreach tool to have an interactive mechanism where one could subscribe to that and would be automatically notified through e-mail that a new *Bulletin* has been posted. Greg noted he would look into putting together some mailing lists, contacts in the community, or an online subscription tool on the website.

F. *Review of Draft Citizens' Oversight Committee Annual Report* - A couple of Annual Report samples were sent out to committee members to review from the previous two years. These reports are sent out to about 300 targeted organizations and individuals. This is also included on the Bond website. The Committee was asked for their input if there are any changes they would like to see for this next year's edition. Committee members liked something similar to last year's edition, but perhaps with a limited distribution and reference to electronic access to this document. It was also suggested to use more color photos and graphics of the projects, make it more of a visual paper.

**Presentation by  
Director of Information  
Greg Greenwood**

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It was suggested to also look at other high profile, successful corporate yearly reports to see how they treat graphics. An electronic draft will be sent out in a couple of weeks to Committee members and ask for comments to be returned in a week in order to present to the Board of Trustees at their April meeting.

**V. Committee Member Comments**

Committee member Jeff Thompson thanked the staff for the thoroughness of the reports received and progress being made.

**VI. Other Business**

It was the consensus of the Committee to adjourn the meeting at 7:19 p.m.

Respectfully submitted,

Claire Tyson  
Acting Vice President of Business Services

**Meeting adjourned.**