
YUBA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee
Woodland Community College, Room 800
4:00 – 6:00 p.m.
Monday, February 25, 2008

Minutes

MEMBERS PRESENT Brent Haste, *Chair*, Eleanor Mackensen, *Vice Chair*, Marc Boomgaarden, Karl Diekman, Dr. Ernest Garcia, Dr. Thomas Hewlett, Pauline van Muyden and Cynthia White

MEMBERS ABSENT Amanda Martinez

DISTRICT Dr. Willard Wright, *Vice Chancellor Administrative Services*, Dr. Angela Fairchilds, *President, Woodland Community College*, Dr. Adrian Lopez, *Director Public and Governmental Relations*, Rod Perry, *Director Bond Facilities Construction*, and Linda Southard, *Director, Fiscal Services*

DMJM Craig Fernandez and Barbara Tracey

GUEST James White

Agenda Item 1: Call to Order and Attendance

Mr. Haste called the meeting to order at 4:00 p.m. A quorum was met with eight committee members present.

Agenda Item 2: Public Comment

There were no public comments.

Agenda Item 3: Approval of November 26, 2007 Minutes

Motion was made by Ms. Van Muyden and seconded by Ms. White to approve the November 26, 2007 minutes.

Agenda Item 4: Measure J Bond Project Status Report

Mr. Fernandez, Program Director with DMJM, presented the Bond Program Status Report, noting the overall program is moving along. Major construction projects will begin in 2009.

Project Activity Summary

- Sutter County Facility
 - J-01 – The District has a preferred site they are looking at for the new facility. EDAW is conducting an environmental site evaluation of the property.
- Yuba College
 - J-06 – Building 400 – HGA Architectural Firm has been hired and approved by the Board of Trustees at the January 2008 meeting.
 - J-10 – Building 800 – Specifications are being determined to better accommodate students and meet program educational requirements.

- J-12 – Building 1000 – North wing completed in January 2008 prior to the start of spring semester. The remainder of the building has a completion date at the end of February 2008.
- J-14 – Building 1200 – This building is a single designed package. A user group will be established and Architect interviews will be held in the next two months.
- J-25 – Health & Public Safety Building – A user group has been formed, and an Architect will be hired in the next couple of months.

Mr. Boomgaarden inquired if the user group for the new Health and Public Safety would consist of employees *and* community members. Mr. Fernandez advised that college deans, faculty and staff that will be housed in the building will be a part of the user group, since these are the people most familiar with what is needed. The building is scheduled to be 25-30,000 square feet in size, smaller than originally planned and will house Administration of Justice, Fire Technology, Nursing, and possibly Radiologic Technology and Emergency Medical Technician.

Mr. Diekman asked what would happen if all of the bond money is not spent. Dr. Wright explained this is highly unlikely since construction costs continue to escalate at a projected rate of 6-7%.

DMJM will make a Measure J project timeline presentation in March to the Board of Trustees.

- J-28 – Swing Space – Ten to twelve portables will be used for the next four to six years as temporary classrooms while projects are under construction.
- Clear Lake Campus
 - J-32 – Student Services Building – The user group is being formed. Architect interviews will begin in the next three months.
- Woodland Community College
 - J-35 – Building 700 – gkk Works Architects has been hired and approved by the Board of Trustees at their January 2008 meeting.
 - J-39 – Buildings 100, 200, 300 & 400 – Renovations will begin in the next 6-9 months; waiting for the completion of the 700 renovation. Bids will be received this month for small projects.
 - J-40 – Grounds Improvements – MTWgroup Design/Architectural firm is in place to begin improvement on the structure and security along Gibson Road. They are working with the city to coordinate the design.
Dr. Garcia asked if the improvement includes additional signage. There will be no additional signage but the infrastructure will be there for future use if needed.
- Colusa Outreach Facility
 - J-42 – Continue to meet with property owner in Williams. Ms. Van Muyden asked the status of the old Colusa High School building. Ms. White stated that the building would be available at no cost to the District. Mr. Perry stated the building would not meet the instructional needs of the college in the future. The cost to renovate and bring the building up to code would cost far more than it would to construct a center at a new site. Mr. Perry further noted there was serious bat infestation during the years Yuba College occupied an office in the building. Additionally,, Mr. Perry is not certain whether or not the building is DSA approved.

- District Wide
 - J-43 – Processes are being developed for furniture standards and selections, along with office and classroom standards.

Program Cost Summary – Attachment A

- J-01 – EDAW is conducting an environmental evaluation of the North 99/Pease Road property in Sutter County.
- J-10 – 29% has been expended. This renovation project is modifying the building to meet today's educational needs.
- J-12 – Expenditures will increase over the next month as project completion.
- J-24 and J-37 – Question arose as to why there is a \$500,000 variance in the soccer field project budget between Yuba College and Woodland College. Mr. Perry noted the design work for Yuba College was completed ten years ago. Also, the infrastructure, soil, excavation could be different at each site. The decision of natural or turf for each field will be determined by each college user group.
- J-28 and J-29 – Shown as complete.

Project Status Matrix – Attachment B

- The variance in attachments A and B is cash paid out. Mr. Diekman asked if the spreadsheet can show encumbrances, possibly including another column. He envisions a time Administration comes to the committee with monies to be spent. He would like assurance that the funds are there. Ms. Southard advised that Fiscal Services tracks actuals vs. budget and all costs to each project budget. The District has hired a Bond Accountant.

Agenda Item 5: Presentation by Matson and Isom

Mr. Rob Ely of Matson and Isom presented the Prop 39 and Measure J Performance Audit for the fiscal year ending June 30, 2007. Based on the procedures performed, the auditors found that the District has properly accounted for the proceeds and expenditures of Prop 39 and Measure J General Obligation Bonds. The conclusion is the District complied, in all material respects, with the requirement for the fiscal year ending June 30, 2007.

Mr. Boomgaarden asked why the current project budget (\$216,500,000) stated in cost summary presented by Mr. Fernandez is larger than the budget (\$190,000,000) included in the Performance Audit. Dr. Wright stated the variance is state funds to be received for projects J-13, J-32 and J-36. It was noted that in recent years every Facilities State Bond in the CSU and CC systems has passed. Project J-07, Building 500, the District has applied for \$3.6M in state funds for 2008. Mr. Perry stated that a five year construction plan is turned in annually to the state.

The committee members unanimously voted to approve the Performance Audit as presented and forward it to the Board of Trustees for their acceptance.

Mr. Hastey inquired when the CBOC annual report is due. Mr. Ely will research this and inform the committee. The primary responsibility of the CBOC chair is to present the annual report to the YCCD Board of Trustees, and ask that the Board release the report to the public.

Agenda Item 6: Announcement/Committee Comments

Dr. Adrian Lopez and Art Pimentel, Woodland Community College Public Information Specialist, provided a tour of the WCC campus.

Agenda Item 7: Next Meeting Date

May 19, 2008, Clear Lake Campus.

Agenda Item 8: Adjourn

Mr. Hastey adjourned the meeting at 5:05 p.m.