
YUBA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee
Yuba College, District Board Room
4:00 – 5:00 p.m.
Tuesday, May 11, 2010

Minutes

MEMBERS Eleanor Mackensen, *Chair*, Dr. Ernest Garcia, *Vice Chair*, Dr. Thomas Hewlett (via Tandberg)

MEMBERS Marc Boomgaarden, Juan Cervantes, Jeff McCallum and Cynthia White
ABSENT

DISTRICT Dr. Nicki Harrington, *Chancellor*, Al Alt, *Vice Chancellor Administrative Services*,
Dr. Adrian Lopez, *Director, Public and Governmental Relations*

AECOM Craig Fernandez and Barbara Tracey

GUESTS Cheri Fish, Document Control Coordinator, AECOM

Agenda Item 1 – Call to Order and Attendance

Ms. Mackensen called the meeting to order at 4:05 p.m. The committee was one member short of a quorum. Therefore, action on the minutes was postponed to the next meeting.

Agenda Item 2 – Public Comment

No public comment.

Agenda Item 3 – Approval of the February 2, 2010 Minutes

Carried forward to the next meeting.

Agenda Item 4 – Presentation by Sundt Construction, Inc.

At the February CBOC meeting, members were interested in the local outreach process for Measure J projects. Mr. Parker introduced David Downey; Preconstruction Program Manager with Sundt Construction, Inc. Mr. Downey presented the Lease-Lease Back Procurement Process for Subcontractor Outreach for the Health and Safety Building project. Sundt Construction performs a Minority/SBE Business Outreach Initiative with a minority committee that works on every project with unique requirements, holding educational open houses, sharing what they have to offer.

Their local outreach includes; (1) advertisement, (2) publications in local newspaper and a trade journal that reaches all subcontractors, (3) database with over 350 subcontractors in the 530/916 area codes, (4) direct mailers, and (5) town hall meetings held for increment 1 (east parking lot) and 3 (fire tower), with increment 2 (building construction) scheduled for late May 2010. Mr. Fernandez added that a Professional Services forum was held with approximately eighty attendees.

Mr. Downey presented that subcontractor bidding process was held within a sixty mile radius for increment 1 and 3 and were going to keep this radius for increment 2. Dr. Garcia asked what percentage was within a small radius. Mr. Fernandez also questioned what was within twenty/forty/sixty-mile radius and the dollar amount. Mr. Downey stated thirty to forty percent were within driving miles. This information is in the bid package and they will forward to the Board of Trustees. Dr. Garcia stated that this is good information to share with the community.

Dr. Harrington stated the criteria for selecting Sundt Construction weighed heavily to reach out to bring in small, minority businesses as Measure J is a locally-funded bond. Vice Chancellor Alt shared that the

selection process was for subcontractors for the Sutter County Facility and will bring them back as well. A Board of Trustees member was also included in the hiring process to observe that the Board of Trustees intent for having a process inclusive of local vendors was observed. Many local vendors have been contracted in the Measure J Construction Program. For example, Hilbers, Inc. is the construction company in charge of the project in Colusa County.

Dr. Harrington shared that in 2007, the District adopted a Board Policy (BP 6610) District Sustainability Policy stating that all firms will be LEED certified. Several local vendors have perused LEED certification more aggressively due to this requirement. Ms. Mackensen stated that this will help local businesses to branch out. Dr. Harrington stated that subcontractor projects are sizable, bringing additional monies into our area, and providing opportunities for local small businesses/minority firms.

Agenda Item 5 – Measure J Bond Project Status Report

Craig Fernandez, AECOM Program Director, presented a Project Activity Summary on the following Bond projects:

Yuba College

- J-01, Sutter County Facility, Educational Component – This is a two building project; Yuba College Educational Component and District Office Building Component on a 20-acre site in Sutter County. Moving into Design Development May 2010.
- J-02 Building 100A; J-03, Building 100B; J-04, Building 200; J-05, Building 300; J-13, Building 1100 – Campus Quad Multi-Building Renovations – Programming Phase for these projects will be complete May 2010. Building 1100, State-funded project, was submitted to the State Chancellor’s office at the end of March 2010.
- J-06, Building 400 – Project is scheduled for completion June 2010. Move-back planning continues for operation in August 2010.
- J-07 – Building 500 – This project has been combined with J-09. An Architect has been hired for both projects. This project is on hold pending available State funds. Mr. Fernandez confirmed Ms. Mackensen’s question that State funding will depend on the outcome of the 2010 State Bond Proposition.
- J-08 – Building 600 – This project has been combined with J-21, Building 1800. Phase I is complete. Final Determination of the scope of work for Phase II is nearing completion.
- J-09 – Building 700 – This project has been combined with J-07. Project is on hold pending state funding.
- J-11 – Utilities – Fire Water Distribution System. Construction is set to begin June 2010. This includes a number of projects (East Parking Lot, Campus Walk, Allied Health and Public Safety Building) at Yuba College. There are meetings held with stakeholders every two weeks to confirm that all signage, barricades, etc. is in place at the onset of each project.
- J-14 – PE Complex – This is a two phase project.
 - Phase I, Outdoor Athletic Complex – Construction continues with a completion date July 2010.
 - Phase II, Gymnasium – Construction documents are under review by DSA. Construction to begin August 2010.
- J-16 – Warren Hall – This building is adjacent to the East Parking Lot. Two of the four buildings are set to be demolished with the occupants in the other buildings being relocated.
- J-21 – Student Services – This project has been combined with J-08. Construction is complete. Project closeout activities are in process.
- J-25 – Health & Public Safety Building – Work on project will be in three increments:
 - Increment I – Site work, East parking lot and campus walk areas. The parking lot project is set to begin late May 2010.

- Increment II – Building construction to begin late summer 2010.
- Phase III – Fire Tower

Yuba College – Clear Lake Campus

- J-32 – Student Services – Schematic Design began April 2010. The District is in final discussions on site acquisition to acquire additional acreage.

Woodland Community College

- J-35 Building 700 – Construction activities continue on this project as the deadline to meet is prior to registration 2010.
- J-39, Buildings 100, 300 & 400 – Construction Document phase to begin May 2010. Looking at how these projects will be sequenced for swing space.
- J-42 – Colusa Outreach Facility – Construction continues on this project and is on schedule to meet the deadline but has been hampered by the weather.

District

- J-01 – Sutter County Facility – Schematic Design is complete. Design Development scheduled May 2010.
- J-30 – Technology/Telecoms/Security Systems – The project for the HVAC Upgrades is nearing completion.

Dr. Garcia questioned if the District has encountered any problems with methane barriers. Mr. Fernandez stated there have been no specific considerations. The Final Constraints and Opportunities Analysis is complete on sites of interest in Lake, Colusa and Sutter Counties. Dr. Harrington added that in Sutter County, there were twelve sites of interest, narrowed down to three. After review by an independent consulting firm, the Board of Trustees approved the best site to meet the District’s needs in September 2008. Mr. Parker added that the Initial Study/Mitigated Negative Declaration (IS/MND) reports uncovered nothing unusual.

Agenda Item 6 – Annual Audit – Management’s Discussion and Analysis

At the last CBOC meeting, Dr. Garcia and Ms. Mackensen inquired if a Management’s Discussion and Analysis (MD&A) that the Governmental Accounting Standards Board (GASB) has determined is necessary to supplement the Measure J Bond Audit. VC Alt shared that the auditors will perform the audit in June and will place this item as a placeholder. Roxie Asparren, Auditor with Matson and Isom emailed an example of an MD&A which will be reviewed and included for committee review.

Agenda Item 7 – Announcement/Committee Comments

Dr. Harrington shared that commencement at all three campuses will be held on May 21, 2010. She invites all committee members to attend, if possible, in their home towns.

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| Yuba College | Appeal Democrat Stadium (Gold Sox Field) | 7:30 p.m. |
| Woodland Community College | Center of campus | 7:00 p.m. |
| Clear Lake Campus | Campus Quad | 7:00 p.m. |

Agenda Item 8 – Next Meeting Date

VC Alt would like to set up yearly calendars in anticipation of members attending all meetings if scheduled well in advance.

The next two CBOC meetings are tentatively scheduled for:

- Tuesday, August 10, 2010
- Tuesday, November 16, 2010

Both meetings will be at 4:00 p.m. in the District Board Room, Yuba College.

Agenda Item 9 – Adjourn

Ms. Mackensen adjourned the meeting at 4:40 p.m.