

Adopted

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOND OVERSIGHT COMMITTEE MEETING**

Minutes

August 13, 2008

PRESENT	Javier Aldape Thad Evans Harry Gamotan Rick Giffin Dr. Phoebe K. Helm David Medrano Noe Otero
NOT PRESENT	Donald K. Young
PRESENTER	Damon Felice – Townsend Management Inc.
GUESTS	Augustine Nevarez
CALL TO ORDER	The meeting was called to order at 3:08 p.m. by Harry Gamotan, Chair.
ADOPTION OF AGENDA	Approved and adopted by consensus.
MINUTES	Approved and adopted by consensus.
PUBLIC COMMENT	None
BOND OVERSIGHT COMMITTEE MEMBER COMMENTS	Noe Otero, Student Representative asked Damon Felice of TMI if information was gathered regarding the Safety Phones for the Hartnell Campus. Damon Felice reported he had investigated the utilization of Safety Phones; however, the cost was quite expensive and would not factored into the budget associated with the Energy Efficiency project.

Dr. Phoebe Helm, Supervisor/President was please to report on the progress with the accreditation and with the increase of enrollment for the Fall of 2008 classes in comparison to the Fall of 2007. She sited many aspects relating to the increase in enrollment. Primarily, the enrollment increase is due to the economy and a more aggressive approach to registration through rallies at the Salinas and King City Campuses welcoming students with a friendly approach. Damon Felice added to the direct benefits regarding the increase of enrollment and how it assists in the gathering and solidifying of State funds when future funds are requested annually by Hartnell College.

Harry Gamotan, Chair indicated that September will be his last meeting as Chair. He will resign and Javier Aldape, Vice Chair has accepted the position as Chair. Harry Gamotan said Damon Felice reviewed documentation indicating his term will be completed in September, 2008, according to the bylaws in place.

**INFORMATION
ITEMS:**

Damon Felice of Townsend Management Inc. provided the following report:

**Measure H and
Construction
Update/Discussion
and Measure H
Financial Report**

- **Alisal Campus Master Plan**
 - ⇒ The District has begun the planning process for the 142 acres of the Alisal Campus
 - ⇒ Kasavan Architects will be preparing the master plan on the 142 acre
 - ⇒ The process will include two master plans, (1) for the 42 acre campus and (1) for the remaining 100 acres
 - ⇒ Once a master plan is complete the EIR process will begin with the City of Salinas

- **Main Campus Facilities Master Planning Process**
 - ⇒ In addition to the District preparing a new education master plan (EMP) an updated facilities master plan (FMP) is being updated to reflect the needs specified in the EMP
 - ⇒ The FMP will shape the five year facilities plan which the District submits to the Chancellors office yearly
 - ⇒ The FMP will layout how the Districts facilities will be modified, reconditioned and what new building will be added
 - ⇒ From that information the front end planning will shape what new buildings be constructed in the district
 - ⇒ Both the need of the community and how best to leverage the existing measure H bond funds will determine how the District moves forward
 - ⇒ At this time, based off of the information in the EMP and the draft FMP, the preliminary plans are to prepare a Initial Project Proposals (IPPs) for a new science building (see below)
 - ⇒ The FMP was presented to the Board on June 3, 2008
 - ⇒ The five-year construction plan was hand delivered to our specialist on June 4, 2008.

- **Science Building IPP**
 - ⇒ The kick-off meeting with the users took place on 2/22/08
 - ⇒ The document has been completed and will be sent to the Chancellor's office after the 06/03/08 Board Meeting
 - ⇒ The IPP was hand delivered to our specialist on June 4, 2008
 - ⇒ The science users took field trips to CSU Monterey,

York High School and Ohlone College to start to look at how best to design the new science building.

□ **Main Campus Lighting Plan**

- ⇒ TMI met with an engineer on 02/05/08 to talk about a lighting study for the main campus. With the additional night and weekend classes the District felt it was important to get better lighting on campus
- ⇒ The EE company is working through the design development stage of the project
- ⇒ The goal is to have the project completed by the middle of the Fall Semester 2008
- ⇒ The plans are being submitted to DSA the beginning of next week and we are hoping for a quick turnaround so we can get this project completed before it starts raining.

□ **King City Center**

- ⇒ The KC building is in the process of becoming a center which will allow the district to receive additional funds.
- ⇒ Because of the center status an EMP and FMP, independent for the main campus plan, was created.
- ⇒ From this information it was determined that the next course of action would be for the building and the adjacent parking lot will be purchased.
- ⇒ Next the team will determine how best to grow in the existing location but will also be looking to acquire acreage closer to hwy 101 for a future campus

DESIGN PROJECTS

□ **Northeast Landscaping Project**

- ⇒ Bellinger Foster Steinmetz (BFS) has completing the schematic drawings and should be completed with the working drawings in February 2008
- ⇒ Construction should begin sometime in the summer/fall of 2008 pending the completion of the exterior of the CALL Building.
- ⇒ In addition to the landscape project, phase I of the sidewalk replacement, which is part of the west campus EIR, will take place as part of this scope of work.
- ⇒ Construction will start in March of 2009

□ **Merrill Hall Landscaping**

- ⇒ BFS has prepared a set of plans which will mirror the landscaping on the southside of the parking structure
- ⇒ Blossom Valley Construction is the landscape contractor on this project with a contract amount of \$56k
- ⇒ The project was completed on 7/15/08

❑ **Student Center Renovation/Remodel Project**

- ⇒ BFGC is working through the construction/working drawings for the project
- ⇒ The plans will be sent to DSA in July/August 2008 and will take about 4-6 months for review
- ⇒ Construction should begin sometime in the summer of 2009

❑ **PE Renovation Project**

- ⇒ Sugimura and Associates (SAA) presented the plan to the user group on 6/28/07
- ⇒ The final master plan was received by the District on 8/24/07
- ⇒ A scaled model was delivered to the District in December 2007 so that the fund raising efforts can start
- ⇒ There was a meeting with the fundraising committee and the users to discuss what was the best course of action on moving forward
- ⇒ Trustee Donahue and I will be having an informational meeting March 13th to explain what the plans look like and when construction might be starting
- ⇒ Originally a field house was going to be constructed in Phase I but a change has been made and a new baseball and softball field will be constructed.
- ⇒ Some of users went to Canada, Skyline and College of San Mateo to take a look at those facilities so they could have a better understanding of how they would like to design the project.
- ⇒ Construction is slated to start in June 2009

CONSTRUCTION PROJECTS

❑ **CALL Building**

- ⇒ DMC Construction is the GC for the project
- ⇒ Pile caps, foundations, and grade beams were poured out on 01/22/08, a total of 395 yds of concrete
- ⇒ All of the concrete on the first and second floor of the building has been poured out
- ⇒ The scaffolding and exterior metal studs are currently being constructed
- ⇒ Both interior and exterior metal studs are being constructed
- ⇒ The roof was loaded on both interior and exterior metal studs are being constructed
- ⇒ The exterior skin, punch windows and window wall systems of the building are in the process of being completed and the building should be weather tight soon
- ⇒ Because of the delay in DSA approval on the Curtain Wall system DMC has chosen to install temp wall in the exterior openings so they can start sheet rocking the interior

❑ **Chairs in PA 104**

- ⇒ An RFP is being created and will be out soon for the chairs in PA 104
- ⇒ The carpet and chairs will be replaced starting on December 21, 2008 and be completed by mid February 2009

❑ **Alisal Campus Center for Applied Technology**

- ⇒ Kasavan Architects is the AOR for the project
- ⇒ The plans and specs were approved by DSA on 3/27/08 which was one day ahead of schedule
- ⇒ The Chancellor Office has approved the District to go out to bid on the project
- ⇒ The OTB date is 5/8 and the bid openings will be on 6/5
- ⇒ Dilbeck construction was awarded the project at the 6/17 board meeting
- ⇒ Construction will begin in July 2008
- ⇒ The project will be completed in 2010
- ⇒ The earthwork and balancing of the sight has begun
- ⇒ The sight is balanced and the underground work will start once those submittals are approved

❑ **Campus Energy Efficiency Project**

- ⇒ PG&E performed a site survey on the lighting and mechanical equipment on campus and gave the District the results and suggestions on items which could be changed out so save energy and save money
- ⇒ We are currently scheduling a pre-construction walk with PG&E and once that takes place the project will be out to bid
- ⇒ Some of the work that will take place is: changing ballast in lighting, replace existing light bulbs with florescent bulbs, and replace existing pool pump motor with a new premium efficiency motor
- ⇒ A pre construction survey took place and all the necessary paperwork is with PG&E. Once they return the documents the project will go out to bid and be completed before the end of the year
- ⇒ The bid documents were made available today, 08/05 and the bid opening is scheduled for 8/26

❑ **Campus Refresh Project**

- ⇒ Classrooms and offices on campus will start to get new furniture, white boards, and upgraded finishes
- ⇒ A survey of all the existing classrooms has taken place and from that information a budget will be established so that we can determine the number of classrooms which can be completed.
- ⇒ Gozzi Development was the low responsive bid at \$203,975.97
- ⇒ The work is starting on 08/06 with the replacement of the flooring in all 12 of the rooms which will be

refurbished.

Measure H Financial Report

No report was distributed. An updated report will be provided to the BOC at the next scheduled meeting in September.

Annual Report

The Bond Oversight Committee reviewed the final draft of the annual report submitted by Damon Felice for the local newspapers. Dr. Phoebe Helm suggested that the draft be reviewed and enhanced by Terri Pyer, Hartnell Marketing Supervisor before releasing the report to the Californian and El Sol. Also, Dr. Helm recommended to include the need for a BOC member within the report.

**ACTION ITEMS:
Future Agenda Items**

None

Next Meeting

The next meeting of the Bond Oversight Committee will be on Wednesday, September 10, 2008 at 3:00 p.m.

Adjournment

The meeting was adjourned at 3:49 p.m. by Chair, Harry Gamotan.