

Adopted

# HARTNELL COMMUNITY COLLEGE DISTRICT

## BOND OVERSIGHT COMMITTEE MEETING

### Minutes

March 8, 2006

**PRESENT**

Harry Gamotan, Chair  
Javier Aldape, Vice Chair  
Sean Dendy  
Rick Giffin  
Joey Lasnik  
Donald Young  
Edward Valeau

**ABSENT**

n/a

**PRESENTERS**

Larry Carrier – Vice President, Administrative Services  
Damon Felice – Townsend Management, Inc.  
Guy Hollins – Townsend Management, Inc.

**GUESTS**

Stan Crane – Assistant to President, Hartnell College  
Jorge Gonzalez – Supervisor, Post Office

**CALL TO ORDER**

The meeting was called to order at 3:05 p.m. by Chairman Harry Gamotan. Chair Gamotan welcomed Rick Giffin as a new member of the Committee representing a bona fide taxpayer association. Mr. Giffin stated that he has been with Liberty Mutual since 1964, has been a member of several civic organizations such as the grand jury of Monterey in 2001 and the elections department for the past ten years. He stated that he also serves on the Salinas School District committee for bond measure C & M.

Chair Gamotan asked all other members and visitors to introduce themselves.

**ADOPTION OF  
AGENDA**

Ms. Lasnik asked that the following item be added to the agenda:

**ACTION ITEM**

Emergency Action Item

- Term Limit Extension

By consensus, the agenda was adopted as amended.

**ACTION ITEM:**

**Emergency Action  
Item: Term Limit  
Extension**

Ms. Lasnik ~~noted that Chair Gamotan's term had ended. She stated that Mr. Gamotan has served faithfully for two one year terms. She recommended that his current term be extended for continuity of the Committee, and that he be re-elected as the Chair of the Committee.~~

Vice Chair Aldalpe called for a consensus.

By consensus, ~~the one year term of Mr. Gamotan was extended for continuity of the Committee;~~ and Mr. Gamotan was re-elected to serve as the Chair of the Committee.

**MINUTES**

By consensus, the minutes of February 8, 2006 were approved as written. Dr. Valeau asked that the minutes show a compliment to the Secretary of the Bond Oversight Committee, Sherry Culver, for her excellent work in taking and transcribing the minutes.

**PUBLIC  
COMMENT**

Chair Gamotan called for public comments. No comments were made.

**BOND OVERSIGHT  
COMMITTEE  
MEMBER  
COMMENTS**

Chair Gamotan called for comments from the Bond Oversight Committee members. No comments were made.

**INFORMATION  
ITEMS:**

**Introduction**

Dr. Valeau noted that we are currently looking for a new member of the Committee to serve as a representative of the community at-large. A notice has been placed in the newspapers, with a cutoff date of March 22, for receipt of applications. After receipt of applications, a sub-committee will conduct interviews and make a recommendation to the Committee.

Dr. Valeau reported that at the March meeting of the Board of Trustees Item H.3 was adopted which reads:

*AGENDIZE A MONTHLY UPDATE FROM BOND  
OVERSIGHT COMMITTEE REPRESENTATIVE*

*Approve agendizing a monthly bond update from a representative of the Bond Oversight Committee.*

He noted that the Board did not specify whether this report should be oral or written, or who should present on behalf of the Committee.

Dr. Valeau stressed that the Committee needs to review and approve the report prior to it going to the Board each month. He stated that Administration feels uncomfortable taking the information to the Board before the Committee reviews it first. Mr. Young concurred.

Ms. Lasnik stressed the importance of informing the Board frequently regarding the good money management of the Bond dollars, including the additional income/proceeds from investments.

Mr. Giffin suggested that a representative, to the Board meetings, from the Committee be able to understand and go through the reports. Mr. Felice reassured the Committee that he and/or Guy Hollins would always be at the Board meetings to support who ever makes the presentation. They would be able to answer questions that may arise on specific items.

A discussion ensued regarding the format and timing of the report. Mr. Carrier noted that information on the reports will be one month behind for the Committee and one month and two weeks behind for reporting to the Board.

Mr. Giffin stated that oversight committee for the Salinas School District makes a written report to the Board. He stated that no one physically goes to the Board meetings to report.

Dr. Valeau stated that the Committee does not have to wait until the next meeting of the Board to provide each report. He stated that he sends a weekly update to the Board, and that the Committee's report could be included.

Ms. Lasnik suggested that, if provided information prior to Board meetings, Board members could email questions in advance so that their specific questions could be addressed at the Board meetings.

Mr. Felice distributed copies of the Hartnell Community College District Bond Projects Fund #45 Summary to February 28, 2006, and the Hartnell College Monthly Summary Report for the Library Resource Center (LRC) and Parking Structure.

Chair Gamotan reminded those present that the Committee had

previously approved the new format, Hartnell Community College District Bond Projects Fund #45 Summary, which had been drafted by Mr. Aldape and Mr. Felice. He stated that the Fund #45 Summary had been presented at the King City meeting of the Board, the Board was very pleased with the format, and did have a few questions that were answered by staff. Dr. Valeau stated that this format was developed to be more useable by the public, the Board and the Committee.

Mr. Dendy noted that the Hartnell College Monthly Summary Report for the Parking Structure and the Learning Resource Center documents give more information on the engineering forecast than the Bond Projects Fund #45 Summary. Dr. Valeau stated that more in depth information could be provided in an oral report.

Ms. Lasnik suggested that an additional column be added to the Fund #45 Summary showing if the project is on-going or complete. Mr. Gamotan suggested that the Summary include asterisks to provide a short statement on cost overruns and percentage of State and Bond dollars used on the projects. Mr. Giffin suggested that a column showing the percentage of completion be added.

By consensus, the Hartnell Community College District Bond Projects Fund #45 Summary will be revised to include a column for on-going or completed projects; and will include asterisks to provide short statements on cost overruns and percentages of State and Bond dollars used on the projects.

By consensus, the President's Office will forward copies of the Committee approved Hartnell Community College District Bond Projects Fund #45 Summary to the Board of Trustees through the President's Office weekly communiqué.

**Status of Current  
Measure H Contracts**

Mr. Felice reported that the Parking Structure is open and being used by faculty, staff and visitors. He stated that TMI is currently closing out the project and completing administrative paperwork. Mr. Carrier noted that the college may have to rethink strategies for the cost of parking stating that the metered \$.25 per hour is cutting revenue by 75%.

**Measure H Financial  
Report**

Referring to the Fund #45 Summary to February 28, 2006, Mr. Carrier reported that the Parking Structure is at \$21,254,000 and will be \$1.6 million over budget which is 7%, not a lot in this market. He complimented TMI for the early purchase of infrastructure materials that added to the savings.

Mr. Carrier reported that Learning Resource Center (LRC) is \$4

million over budget due to the cost of such materials as steel and concrete. He stated that the LRC is a joint State and Bond project with \$23 million from the State. The Bond percentage is much smaller.

Mr. Aldape noted that the CAB-Financial Aid Relocation is forecast to be 13% over the original budget. Mr. Carrier explained that this is not part of the State dollars. He stated that the CAB was remodeled due to Swing Space needs. Dr. Crane noted that at the beginning of the project the college did not budget for swing space. He stated that all Swing Space projects will be 100% over budget. Mr. Carrier stated that all in all we are 11% out of budget and noted that that is very good.

Mr. Carrier responded to Mr. Giffin's inquiry regarding the college recapturing those dollars stating that the 11% includes interest income, other income and refunding proceeds.

**College Construction  
Update**

Because a portion of both the Learning Resource Center (LRC) and the Center for Assessment and Lifelong Learning (CALL) buildings are funded by Measure H, Mr. Felice gave an update as follows:

Learning Resource Center

- May 1, 2006 – interior will be completed
- May 7, 2006 – Foundation Dinner (Committee members will receive an invitation)
- May 12, 2006 – Grand Opening (Committee members will receive an invitation) High School Seniors will also be on campus
- Move in date – end of spring semester
- Concerns: safety of students, possibility of old Library being closed later than scheduled, students have to learn a lot at the end of the semester – having to use a new facility during finals would cause them undue stress
- June 1, 2006 – Outside will be completed

Center for Assessment and Lifelong Learning

- Drawings are with the State Architect
- Received draft 90% budget

Mr. Felice reported that the temporary parking on West Alisal will be return to the sports field and that work is being done on the tennis courts. Dr. Valeau stated that it has been suggested that we have metered lights on the tennis courts. It was also suggested that there be

a gate fee. Monies collected could be used for up keep/maintenance.

Mr. Carrier stated that the Environmental Impact Report (EIR) for the main campus was adopted at the March meeting of the Board. The EIR for the East Campus is still in discussion.

Mr. Carrier stated that we are currently working on the \$35 million Phase II funding which we will receive in June. Dr. Valeau noted that we are working with TMI to set a construction schedule that is good for our students and the college's infrastructure. He stated that the document will be brought to the Committee after meetings have been completed with TMI.

**FUTURE AGENDA  
ITEMS**

No agenda items were forthcoming.

**ADJOURNMENT**

There being no further business, Chair Gamotan adjourned the meeting at 3:54 p.m.

**Tour**

Committee members and guests were invited to tour the Parking Structure and Learning Resource Center.

**Next Meeting**

The next meeting of the Bond Oversight Committee will be on Wednesday, April 12, 2006, 3:00 p.m., in the Hartnell College Board Room.