



HARTNELL COLLEGE

Citizens' Bond Oversight Committee for Measure T Minutes

DATE: July 17, 2019 (Wednesday), 3 p.m.

Location: 411 Central Avenue, Building E, Room E112, Salinas, CA 93901

[Approved]

MEMBERS

Name	Member Category	Present	Absent
1. Craig, Kimbley	Business Organization	X	
2. Franscioni, Wendy	At-Large		X
3. Gish, Vearl	Senior Citizens' Organization		X
4. Guss, Deneen	At-Large	X	
5. LeBarre, Mike	At-Large	X	
6. Leonard, Grant	At-Large	X	
7. Miguel, Timothy	At-Large	X	
8. Mori, Sam	At-Large	X	
9. Richardson, George (Ted)	Taxpayer Organization		X
10. Silva, Elizabeth	At-Large		X
11. Wong, Frances	Student	X	

Others

Name	Title or Representing	Present	Absent
Alfred Muñoz	VP, Administrative Services, Hartnell College (Interim)	X	
Joseph Reyes	Executive Director, Facilities Planning and Construction Management, Hartnell College	X	
Suzie Payne	Controller - HCCD	X	

CALL TO ORDER & INTRODUCTIONS

The meeting called to order at **3:01PM**

Grant Leonard

ADOPTION OF THE AGENDA

Grant Leonard

PUBLIC COMMENTS

NO PUBLIC COMMENTS MADE

ACTION ITEMS

1. Consider: Adoption of previous meeting(s) minutes – January 16, 2019
April 24, 2019

Grant Leonard

Quorum was not reached. Table approval of meeting minutes to October 23, 2019

INFORMATION/DISCUSSION/PRESENTATIONS

1. Annual Report: Alfred gave a synopsis of the procedures of drafting an

Alfred Muñoz

Hartnell College Vision Statement: Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

Annual report that is required of the committee. Report is drafted, presented to the Committee for approval. Upon committee approval, it is presented to the Board in December. By that time also, the auditor's information is available to include in the report. A preliminary draft should be ready by the October meeting to present to the board. Typically, a November meeting is called to receive the audit information from the auditors. If needed, this meeting can also be used to present any final draft to the committee. Mr. Muñoz asked that the previous year report be sent to those members drafting the new report.

Grant asked if there would be any volunteers to work on the report. Ms. Craig volunteered to work with Mr. Leonard.

2. Committee Membership: Grant Leonard
Mr. Leonard noted that there were members whose terms are up. Those members are Wendy Franscioni, Vearl Gish, Timothy Miguel, Sam Mori, George (Ted) Richards, Elizabeth Silva, and Frances Wong. Those in attendance at this meeting (Mr. Miguel, Mr. Mori, and Ms. Wong) all indicated their willingness to serve a second term two-year term. These names will be presented to the board for ratification of their re-appointment. Between the deadline for the board agenda and today, Mr. Leonard will contact those absent members to find out if they would volunteer for a second term. This information will be given to Dawn Henry to include on the board item agenda for the August 3 meeting of the trustees.
3. Measure T Project Summary Joseph Reyes
Three of the five Series A (first portion of the bond sale) projects are currently in review at the Dept. of State Architect (DSA). DSA review has taken longer than anticipated, mostly due to new procedures on their end. One project has been approved and released which was the first to go into DSA. This is the renovations of Building D and E w/ exterior elevator and quad renovation. This is going out to bid tomorrow July 19. It is anticipated by what the architects have informed us, that the projects will be approved and out of DSA by end of August. The final project is the North Monterey County (Castroville) Education Center. Three firms have been selected from an initial seven who answered the request for qualifications (RFQ). These three will be giving presentations to the programming/design committee tomorrow (July 18).

Q: Why is this (NMC) delayed and behind? Mostly this is lagging behind due to having to acquire the land. The other projects procurement was not a factor. Additionally, the North Monterey County (NMC) project is a design/build delivery rather than a traditional design/bid/build. Knowing that many school projects are going to a delivery method of design/build the district wanted one of the projects to follow this method to see what differences in costs/savings would be realized.

Costs of projects are higher. Currently seeing about 25-30% increase of costs over the initial estimates. Initial estimates were done in 2016 when the phases of work were identified. Estimating and division of work was done with advisement of the master architects, gkkworks. The district has completed and FPP to leverage money from the state. It is believed that the state will seek a general obligation bond where we have submitted projects that would qualify. "Harder" estimates from contractors are obtained during design phase through the project architects. There is nothing in the first series (A) that will be affected by these higher costs. What is affected are the projects in the latter series especially C, which is why the district has completed a Final Proposal Plan.

Q: Ground breaking ceremonies– will there be any and if so when? Process is first the contractor's bid and proposals awarded. Then the Board approves and issues an award. After that, a date is more identifiable when contractor will mobilize and the groundbreaking can be scheduled. It will include all partners in the ceremonies. E.g. city officials, education people, college supporters etc. Additionally there will be a community forum for the NMC project. These have been done for each of the projects. Grant Leonard will be a source to get information for NMC forums (he noted Castroville Rotary meetings, Chamber meetings).

4. Financial statements: The tentative 2019-20 budget was provided for review as well as the BEST Grid report for FY 2018-19. It was explained that a temporary budget will be presented to the board for approval. The final budget for adoption is done at the October Board meeting. Until then we operate with a tentative budget.

Q: On the Temporary budget "Administration is a category, but wording in the Bond is that no administration would be paid for or utilized, yet it appears to be done here? Can it be labeled differently, if it is an allowed expense? The program utilized for the budget presentation provided here and at other times is a database program that is utilized by the district for all its accounting functions/needs, not just Measure T (Fund 46). The majority of the other programs/funding groups have these expenses and need to identify them as Administration. The software program does not allow making individual changes. Where possible going forward, (i.e. exported to excel) this will be changed to suggestion of "construction management".

Answer to the first part of the question – in 2004 Opinion No. 04-110 by Attorney General Bill Lockyer and Deputy Attorney General Daniel G. Stone was published. This document approved use of bond proceeds to pay salaries of district employees performing administrative oversight work on construction projects. It will be sent to the committee members and posted on the Measure T website. If there are any questions following review of the document, Mr. Muñoz is available to discuss or they can be brought up at the next meeting of the committee.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. FY 2019-20 Parking Permits were made available to the committee members Dawn Henry Members signed off on receipt on the sign in sheet. Those members continuing that were not here will be provided at the October meeting.
2. **Q: PG&E use of Castroville property, will that impeded project going forward?** No, the PG&E staging license agreement is through October 2019. There is a possible two-month extension available until December 2019. Groundbreaking will not be until Spring 2020, so there will not be any type of interference of PG&E use of property with the project.

NEXT MEETING(S)

October 23, 2019 Bldg. **S, Room S218** 3:00 PM (Wednesday)

ADJOURNMENT

The meeting adjourned at 3:40 PM

Grant Leonard

Hartnell College Mission Statement

Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.