

# Measure Q Citizens' Bond Oversight Committee Meeting Minutes

Meeting of January 14, 2016  
6:30 p.m.  
District Board Room – District Office

## Members Present:

Gretchen Burkhardt  
Rene Guzman  
Jim Hossfeld  
Irma Avila Macias  
Manuel Pena  
Zeke Hernandez

## District Staff Present:

Dr. Raúl Rodríguez, Chancellor  
Peter Hardash, Vice Chancellor  
Dr. Michael Collins, Vice President – Santa Ana College  
Carri Matsumoto, Assistant Vice Chancellor, Facility Planning

1. **Meeting called:** Mr. Hernandez called the meeting at 6:32 p.m.

**Public Comments** - There were no public comments.

2. **Annual Organization Meeting – Hardash**

This is the annual organizational meeting, election of officers, adoption of schedule and affirmation of ethics policy and bylaws must be discussed and action taken each year in the month of January. Committee members were introduced.

**Election of Chair:** A motion was made, seconded and approved unanimously to elect Mr. Kenneth Nguyen as Chair of the Measure Q Citizens' Bond Oversight Committee for the 2016 calendar year.

**Election of Vice-Chair:** A motion was made, seconded and approved unanimously to elect Mr. Zeke Hernandez as Vice Chair of the Measure Q Citizens' Bond Oversight Committee for the 2016 calendar year.

**Adoption of Schedule:** A proposed meeting schedule was distributed and reviewed. A motion was made, seconded and approved unanimously to schedule meetings on May 12, 2016, September 22, 2016 and January 19, 2017 for the Measure Q Citizens' Bond Oversight Committee.

**Affirmation of the Citizens' Bond Oversight Committee Ethics Policy Statement and Bylaws:** The committee reviewed the Ethics Policy. A motion was made, seconded and approved unanimously to affirm the Citizens' Bond Oversight Committee Ethics Policy and Bylaws as presented.

3. **Approval of Meeting Minutes – October 16, 2014, February 5, 2015 (Notes) and November 10, 2015 – Hernandez:** This committee did not meet a quorum for the February 5, 2015 meeting, therefore, instead of Minutes, Notes are provided for review. Minutes from the October 14, 2014, Notes from February 5, 2015 and November 10, 2015 Minutes were distributed for review and approval. A motion was made, seconded and approved unanimously.
4. **Receive and Accept the Measure Q Revenue Bond Construction Fund Audit Report for the fiscal year ended June 30, 2015 – Hardash:** Mr. Hardash reviewed the first financial and performance audit for fiscal year ended June 30, 2015 for Measure Q with the committee. The opinion of that auditor's states "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure Q Revenue Bond Construction Fund (Measure Q) of the District at June 30, 2015 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America". Mr. Hardash stated that this is a clean audit and there are no findings, the District is spending the funds properly.

A motion was made, seconded and approved unanimously to receive and accept the Measure Q Revenue Bond Construction Fund Audit Report for the fiscal year ended June 30, 2015.

5. **District Update – Dr. Rodríguez:** Dr. Rodríguez stated that the Board of Trustees accepted the 2014-15 Annual Report of the Measure Q Citizens' Bond Oversight Committee at their December 2015 Board meeting. At the same meeting, there was a change in officers, Trustee Alvarez is now the Board President, Trustee John Hanna is the Vice President and Trustee Mendoza Yanez is the Clerk for the 2016 calendar year.

Dr. Rodríguez provided the committee with an update on the Orange Education Center, a Measure E project. The project is in the schematic design phase. The Board of Trustees approved the presented Option #3 for the renovation. Construction has a tentative start of January 2018 and a target move-in of late 2019 as of today. The building has a \$34 million budget target, however, the budget is short approximately \$4 million.

On February 11, 2016 at 2:00 p.m., the Santiago Canyon College Library will be named the Lorenzo A. Ramirez Library, this was also a Measure E project but all are invited to attend the sculpture installation.

6. **Measure Q Projects Update and Sequencing – Ms. Matsumoto:** Ms. Matsumoto reviewed the following projects:
  - ✓ **Dunlap Hall Renovations:** Punch list is 100% complete and contract close-out documents are in process. Re-occupancy is scheduled for the spring semester of 2016.

- ✓ **Central Plant and Infrastructure:** Plans have been submitted to DSA for approval, this project has been consolidated into three DSA numbers. There are multiple phases of construction over the next two years. Trenching for underground utilities and installation of the fencing between Buildings J and K has begun. This project has a target construction of a little over two years. Ms. Matsumoto reviewed the laydown plan for the Central Plant and campus infrastructure.
- ✓ **Johnson Student Center:** The preliminary schematic design phase has begun, the program document is finalized and has been approved by Campus and District staff. DSA approval is anticipated to be in late January 2018 with a target construction start of May 2018. However, this project has a budget of \$40.7 million with \$35.07 funded and \$5.64 million short and is currently under review.
- ✓ **Johnson Student Center Demolition:** This project is currently in construction document phase with a target relocation into the temporary village in the Spring of 2016. Decommissioning of the building is scheduled for late Spring to early Summer of 2016 and target demolition start late Summer 2016 through the Fall of 2016.
- ✓ **Science Center:** This project is the construction of a new 65,428 square foot science center housing modern laboratories, classrooms, lecture halls and faculty offices. The project's final schematic design has been approved by the Campus and the District staff. Design development phase began in December 2015. The target for DSA approval is September 2017 and a target construction start of December 2017. This project has a budget of \$73.38 million.
- ✓ **Parking Lot at 17<sup>th</sup> and Bristol Streets:** The new surface parking lot on the corner of 17<sup>th</sup> and Bristol Streets. The construction document design phase is nearly completed. Currently the parking lot is being utilized by construction staff working on the Dunlap Hall renovation and Central Plant in order to not further impact student parking. This project's DSA submittal has been delayed due to required meetings with the City of Santa Ana to discuss driveway options. The target construction schedule will be re-evaluated. This property was purchased with Measure E funds, construction will be funded by Measure Q funds.
- ✓ **Workforce Project Agreement (CSWPA):** The Community and Student Workforce Project Agreement (CSWPA), approved by the Board of Trustees on March 24, 2014 is between Rancho Santiago CCD, Los Angeles/Orange Counties Building and Construction Trades, affiliated with the Building and Construction Trades Department (AFL/CIO) and the signatory Craft Councils and Unions. Projects to be completed under the agreement:
  - Central Plan Infrastructure and Mechanical Upgrades Project at Santa Ana College
  - Johnson Student Center at Santa Ana College
  - Science Center at Santa Ana College

The requirements of the agreement is: 66% Orange County residents; 50% District residents (includes US Armed Forces Veterans and apprentices and graduates of District Labor-Management apprenticeship programs) and targeted workers referred by union hiring halls. Job fairs

will be held on campus to educate students and the community and to connect them with project contractors.

- ✓ **Master Program Budget:** This document will be updated for each meeting of this committee and will list the project, estimated budget (which will change as costs change), status, target construction date and target occupancy date. The budgets listed exclude costs beyond typical construction contingencies.
  - ✓ **Project Budget History:** This is also a new document which will be updated for each meeting of this committee and will list the project, the initial start-up planning total project budget, current estimated total project budget and budget modification notes detailing changes in work, timelines and budgets.
7. **Measure Q Financial Summary – Mr. Hardash:** Mr. Hardash reviewed the Measure Q Projects Cost Summary with the committee as of January 7, 2016. This document lists the projects including agency costs, professional services costs, construction services costs and furniture and equipment costs. The last column, % spent, includes all expenditures and encumbrances to date.
8. **Santa Ana College Update – Dr. Collins:** Dr. Collins stated that there is a lot going on and around the campus with construction. The campus spent a lot of money in the last year replacing roofing on buildings and so far the college made it through the first rain storm of the season with no major leaks.
- Dunlap Hall is complete, furniture is being moved back into the building for re-occupancy in the spring.
- The contractor working on the Central Plant has been working with the campus to provide safe access for students and staff during the construction phase.
- Dr. Collins concluded his report by informing the committee that Dr. Erlinda Martinez will be retiring in June 2016, information on her retirement events will be shared with this committee.
9. **Comments:** Mr. Hardash welcomed all of the new members of the committee and thanked all for attending this evening. It was noted by Mr. Hardash that the committee still has some vacancies that need to be filled in order to meet the quorum requirements at future meetings, the Chancellor's office has posted the application for consideration as a committee member on the District website.
10. **Future Meetings:** The next meeting is scheduled for May 12, 2016 at 6:30 p.m.
11. **Adjournment:** Mr. Hernandez adjourned the meeting at 8:03 p.m.