

**North Orange County Community College District
Citizens' Oversight Committee
June 3, 2020**

APPROVED MINUTES

Members Present: Michael Cooper, Paul Jewell, Stan Kwak, Michael Miller, Leroy Mills, Mark Pavlovich, Elena Reyes, Mark Saucedo, Phil Wendel

Members Absent: Selena Cruz

Other Employees/Guests Present: Eduardo Escobedo, Rodrigo Garcia, Megan Moscol, Alexander Porter, Valentina Purtell, Oscar Saghieh, Alicia Santos, Greg Schulz, Leslie Tsubaki, Kashu Vyas, Fred Williams, Richard Williams

Call to Order: Elena Reyes called the meeting to order at 4:03PM and led the group in the Pledge of Allegiance.

Public Comments: No public comments were presented.

Approval of Minutes: The minutes of the March 4, 2020 meeting were approved.

Measures J Update: Fred Williams presented a brief update on the Measure J Bond Program.

Work continued on Measure J projects through the Safe-at-Home orders. Each Campus and contractor took measures to respond to COVID-19 including temperature checks and social distancing. There have been no significant impacts to date on the projects and construction activities continue.

Submissions for Initial Project Proposals to the State Chancellor's office were anticipated for July. Cypress College intended to submit a plan for the Tech Ed 1 and Tech Ed 3 renovations, and Fullerton College for the new Horticulture project. Anaheim Campus began preparing a combined Initial Project Proposal (IPP) /Final Project Proposal (FPP) for the Upper Deck Parking Lot.

Questions/Comments:

1. *There were no questions or comments*

Cypress College Updates: Alexander Porter provided the committee with detailed updates of the major projects at Cypress College.

New Science, Engineering & Mathematics (SEM) Building – Concrete decking for all floors has been poured, interior framing has begun on the first floor. HVAC, plumbing, and electrical infrastructure installation is in progress throughout the building. A mock-up for the exterior façade has been erected and the project team is working with waterproofing consultants.

New Veterans' Resource Center & Student Activities Center Expansion (VRC/SAC) – Interior painting and finishes are in progress. The building will hopefully be energized with electricity by

the end of June, which will allow for the pressurization of the building and HVAC testing. The exterior skin of the VRC is in progress and work continues on getting the building completely watertight to proceed with acclimating the building and establishing permanent power to both the VRC and SAC. The contractors are finalizing the grade to finish the sidewalks and other concrete work. Interior windows have been installed. Painting is roughly 90% complete. T-Bar in the ceilings is expected to be installed in late June.

Veterans' Memorial Bridge, Plaza, and Tribute Garden – Flatwork concrete for the sidewalks and gardens has been poured. Work to clean up remaining finish issues is taking place. Finalization of the landscaping plans has begun. There are modifications for the Tribute Garden still being discussed with the project team. Following review of those items the team at Cypress will consider adding additional beautification items. The seating area will be constructed of white concrete. Flag poles will be installed by early July. Removal of the fences and opening up of the site is anticipated for the fall. The refurbishment of the ponds has been completed and the basins will be filled with water and fully online near the beginning of August.

Campus Projects' Safety Report – There was a lost-time event on the project. A Caston employee fell. There were no broken bones, ligament issues, or permanent damage. It was a soft tissue injury. The employee is expected to be ready to return to work within the coming weeks. For the size of the project Construction Manager-at-Risk, Sundt Construction, has done very well.

Sundt Construction has also been keeping things moving during COVID-19 maintaining cleanliness and keeping very careful records regarding employees.

Owner-Controlled Insurance Program (OCIP) inspections have been occurring regularly. The OCIP inspectors are very pleased with the level of jobsite safety and cleanliness of the premises. Workers' Compensation is covered through OCIP and communication regarding this is occurring between the District, OCIP, and Sundt Construction.

Baseball Clubhouse - The bid for the project General Contractor was released to the general public. After evaluation a contractor was selected. The bid came in at about the projected budget of roughly \$1.8M. The selection will be presented to the Board of Trustees on June 9th, 2020. The project is comprised of site work consisting of fencing, bathroom, and path of travel upgrades and construction/installation of the Baseball Clubhouse modular building. The Notice to Proceed is anticipated to be released on June 15th, 2020. Project completion is slated for mid-September.

Central Plant Enhancements - Capacity issues with the Central Plant were identified in a study conducted by P2S. A recommendation to improve flow by installing impeller pump elements was made.

New impellers will be installed and the pumps overhauled to maintain capacity for the new buildings during the warmest months.

Security Cameras - Guidepost Solutions evaluated the integrated security system and reviewed needs for the current facilities and instructional spaces. A recommendation regarding alert systems and the Campus-Wide security system has been made. This recommendation will be incorporated into future projects based on funding availability.

Fine Arts - The Final Project Proposal is in place. Project Estimating Worksheet (PEW) for the planning and working drawings phases is at roughly \$1.5M. A Request for Proposals (RFP) is being prepared for an architectural firm. The Design-Build method is being evaluated for this project. Planning and design will begin upon receipt of approval from the Governor's Office.

Questions/Comments:

1. **Michael Miller** - *Three projects were listed on Change Order #1 due to scope changes. On all three of these, have these change orders been approved? What scope changes occurred to facilitate change orders?* **Alexander Porter** - The scope changes were due to changes to the Memorial Plaza to allow for donor pavers, interior upgrades for VRC donor wall that was meant to help raise funds for the VRC, and small modifications and improvements to add electrical and improve finishes site wide. As well as legacy program modification, there have been scope adds that are not funded through Measure J, but instead funded through Foundation. That money will be paid back by Foundation fundraising items. This Change Order has been approved by the Board. Construction-Manager-at-Risk uses allowances to avoid traditional design-bid-build change orders.
2. **Michael Miller** - *The Swing Space projects in Close-Out has a total project budget of \$3.2M. The three completed items of Swing Spaces and Parking Lot combined total \$2.2M with an estimated \$1M in change. Will the unallocated budget be rolled back to other things? How close is it to Close-Out? Are there punch list items preventing close out?* **Alexander Porter** - There are more swing space items to be addressed including moving the SAC group around and improving Lot 5 for additional parking due to the construction of the New SEM. Some close out items remain for Lot 5 walkway fixes. The roughly \$1M will be used to modify the existing SEM building to accommodate the classes and faculty displaced by the Fine Arts renovation project. The swing space projects were done right and a lot of money was saved. The project teams must be commended for their work.
3. **Fred Williams** - *The Allowances and Contingencies for the New SEM, VRC/SAC, and associated projects have been reviewed and both are in good shape. It is anticipated that there will be money left over in both. Despite the concerns due to the minimal contingencies originally laid out in the budget, everything is progressing smoothly.*

Fullerton College Updates: Rodrigo Garcia provided the committee with detailed updates of the major projects at Fullerton College.

New Instructional Building and Central Plant Replacement and Expansion – The parking lot at the New Instructional Building site has been demolished and the existing utilities in the area have been rerouted. The ground is currently being compacted in preparation for the foundation. Due to all of the recent rain the soil is more saturated than previous testing revealed. This has set the schedule back to bring in additional materials and dry out some of the soil. Three-fourths of the building pad have already been certified. Concrete pours for the footings and foundations will begin in June followed by steel erection beginning in early July. The project should move fairly quickly from that point. Most of the unforeseen conditions have already been encountered.

For the Central Plant, the parking lot demolition is also completed and the building pad has been certified. Drilling for the foundation caissons will be completed within the week. The foundation pour will occur soon after. This is a smaller scale project roughly 100 yards north of the New Instructional Building and will be completed first.

Campus Projects' Safety Report - There have not been many incidents as the buildings have not yet begun going vertical. There was an underground electrical strike with no injuries. There was some dirt collapse into an existing hole, also with no injuries. There have only been two incidents.

300 & 500 Buildings – Funding has not yet been received from the State. Late summer 2021 is anticipated for the start of construction. An RFP for the General Contractor is due to be released this summer.

300-500 Sewer Line Replacement - There were two responses to the RFP for this project. LA Engineering was awarded the bid as the lowest bidder. A kick off meeting was held last week. Construction is set to start early next week. The project is anticipated to be completed before fall.

This project will reroute the existing sewer line that runs directly underneath some of the buildings and provide a new sewer line connection between the buildings.

Performing Arts – News on the approval of the FPP should be received soon. The State Chancellor's Office is currently behind on their approval schedule. The current funding breakdown is 78-22 with the State providing 78% of the funds. The current budget has the split between the State and Measure J at 50-50. Approval of the project would free up a lot of funds to be released to other projects.

New Horticulture/STEM School - The IPP for this project is in progress, although the project is a long way off. The intent is to be in the queue to receive funding.

Questions/Comments:

1. **Michael Miller** - Only two bids were received for the 300-500 Sewer Line Replacement. How many bidders was the RFP released to? **Oscar Saghieh** - The RFP was released to a pre-qualified pool of general contractors. Only two attended the job walk.

Anaheim Campus Updates: Morgan Beck provided the committee with a detailed update regarding the IT Network Refresh.

IT Network Refresh (all Campuses) – This project has been delayed by COVID-19. The project team wanted to ensure that there were adequate safety measures in place. There have been no significant delays. Copper installation has been completed at the Anaheim Campus and work is starting on the secondary site. Cypress College cabling installation is nearing completion. Fullerton College cabling will follow.

Wireless layouts have been completed for Cypress College and Anaheim Campus; Fullerton College is still waiting. The IT Network Refresh project team is coordinating with the Fullerton College project team for the New Instructional Building and Central Plant IT needs and ensuring that all the conduits are laid for proper network support.

Questions/Comments:

1. **Elena Reyes** - *Is the Fullerton College wireless plan causing any delays?* **Morgan Beck** - The planning is for the location of wireless access points, not for cabling, so there are no delays. Fullerton College was just scheduled for planning after Cypress College and Anaheim Campus. Due to labor shortages the cabling installation could not be expedited during the campus closures. While the cabling is being installed at Cypress College, planning for the wireless access points at Fullerton College is taking place. Cabling at Fullerton College will take place upon completion of cabling at Cypress College.

Financial Review: Fred Williams provided the Committee with an overview of the Measure J Bond finances.

Measure J Financial Summary – Details regarding the Measure J finances can be found in the Citizens' Oversight Committee Report.

Questions/Comments:

1. *There were no questions or comments.*

Facilities Master Plan Update: Cheryl Marshall presented the Committee with an update on the Educational and Facilities Master Plan.

The Master Plan for the next decade is nearing completion. It will be presented to the Board of Trustees for the first reading and approval in June. The planning process took nearly a year to complete. It was very inclusive. The District is very excited about the consultants and their final product.

Planning began with the educational components and that informed the facilities components. All three sites were visited to interact with folks in open forums and committee/senate meetings. Surveys of alumni, community members, and students were conducted. There was a lot of participation; especially from the students.

The current projects, projects in queue, and longer-term projects were included in the Facilities Master plan. Some of the projects are aspirational projects, but there is not enough funding for all of the projects. The Master Plan provides an idea of where the District is and where we hope to be as an educational institution and provides goals for what we are trying to become as a District.

The Facilities Master Plan can be viewed online. All of the projects currently in planning are still being recommended as part of the Master Plan. The more aspirational projects are anticipated for ten or more years out.

Questions/Comments:

1. *There were no questions or comments.*

Bond Finance Update: Fred Williams was joined by consultant Blake Boehm from KNN Public Finance to provide information regarding the Bond Program Finances.

KNN Public Finance is the municipal advisor for the District and independent fiduciary coordinating tax rates with the county and filing continuation reports.

Measure X has been completely exhausted.

The most important part of the debt summary is what is still outstanding. For Measure X it is roughly \$97M. For Measure J it is \$187M. To date \$250M has been issued for Measure J; a large amount of Series A has already been repaid. Currently looking ahead for when Measure J can be refinanced for lower interest rates.

This District has 25 years of assessed value history and displays extremely strong and steady growth. The recessions of the 1990s and Great Recession had very little impact. The District serves a broad tax base with varying degrees of growth and volatility. Looking forward in issuing Measure J bonds the growth rate prediction is assumed to be 3.25%.

Questions/Comments:

1. **Michael Miller** - *Measure X has a remaining authorization of 0, but an approval of 57%?*
Blake Boehm - The 57% is the voter approval.

Board Memberships: Fred Williams updated the Committee on the current members' terms of service.

Elena Reyes, Michel Miller, and Mark Saucedo have reached the end of their terms of service. This will need to be communicated to the Board of Trustees. The members are still welcome to attend

the next meeting. The District thanks them for their time and service. An advertisement will be placed on the District website soliciting for these positions. If anyone on the Committee knows of any volunteers, please reach out to them.

Questions/Comments:

1. *There were no questions or comments.*

Future Meeting Dates: September 2, 2020. December 2, 2020.

Adjournment: The meeting adjourned at 5:27PM.