



**MEETING OF THE MEASURE H  
CITIZENS' BOND OVERSIGHT COMMITTEE  
TUESDAY, JANUARY 22, 2019  
MINUTES**

The Measure H Citizens' Bond Oversight Committee held their regular quarterly meeting on Tuesday, January 22, 2019 in the Board Room of the Shasta College Administration Building located at 11555 Old Oregon Trail, Redding, California.

**1. Call to Order**

The meeting was called to order by Joe Ayers at 5:01 p.m.

**2. Roll Call**

<b>COMMITTEE MEMBERS PRESENT</b>		<b>AREA OF REPRESENTATION</b>
X	Joe Ayer	Taxpayers' Association
X	Rick Fauss	Business Organization
X	Steve Hosler	Senior Citizens' Organization
X	Millie (Milagros) Israel	SC Student Representative
X	Robbie Middleton	College Support Organization
X	Paula Percy	At-Large Representative
X	Larry (Lawrence) Russell	At-Large Representative

<b>Guests</b>	
Dr. Joe Wyse, Superintendent/President	
Morris Rodrigue, Assistant Superintendent /VP Administrative Services	
George Estrada, Director of Physical Plant	
Theresa Markword, Bond Program Manager	
Sherry Nicholas, Executive Assistant for Administrative Services / Recorder	
Bill Masten, Fire Program Faculty	
Steve Tompkins, Fire Program Faculty	
David Krautkraemer, Fire Program Faculty	

### **3. Call for requests from the audience to speak to any item on the agenda**

There were no requests.

### **4. Approval of the October 23, 2018 meeting minutes**

Motioned by Larry Russell and seconded by Steve Hosler. Discussion-none. Motion passed with one abstention, Robbie Middleton.

### **5. Reappointment of CBOC Members**

Steve Hosler and Robbie Middleton had previously agreed to serve on the committee for an additional term. They have both been reappointed for a two (2) year term by the Board of Trustees at their meeting on January 16, 2019. Term dates per the CBOC bylaws are two (2) years, with no member serving more than three (3) consecutive terms. At the April meeting there will be a discussion regarding whether or not the remaining members will choose to extend their committee positions for another two (2) years.

Joe Wyse said once a year, it would be good practice to go over the responsibilities of this committee. The Performance Audit is a key document for measuring how well the Bond projects are going, and if they are going accordingly. It is the role of the elected Board of Trustees to direct the staff on what gets done and in what order. The CBOC is the oversight or second set of eyes on all bond projects and should review expenditures, the annual report, and inform the public.

### **6. Review of Financial and Performance Audits**

Theresa Markword explained that each year we are required by law to have financial and performance audits for the Bond. The financial audits review all of the Bond financial statements, and the performance audits determine whether the Bond dollars are spent appropriately.

The financial audit opinion section on page 2 states that the financial statements present fairly the financial position of the Measure H Bond Funds as of June 30, 2018 in accordance with generally accepted accounting principles. Page 14 states there were no financial statement findings or questioned costs. We received a clean financial audit report.

The performance audit conclusion on page 5 states that in all significant respects we expended the Measure H Bond Funds on the specific projects we identified and which were approved by the voters, and we are in accordance with all requirements. We received a clean performance audit report.

Joe Ayers asked how long it takes to do one of these audits. Theresa Markword said they are finalized in December each year. Joe Ayers asked how the audits are paid for. Theresa Markword said the costs are covered by Bond dollars and the expenditure can be found in the monthly financial overview under Measure H General Expenses.

The audits are for review purposes only, and require no action of the CBOC.

## **7. Annual Report Development**

Theresa Markword said that each year there will be an annual report which gives a synopsis of what was done throughout the year, and that this is an action item that the CBOC needs to vote on. Motioned by Steve Fauss and seconded by Milagros Israel. Motion passed unanimously.

Discussion: Larry Russell recommended that action items be noted on the agendas, because it will draw attention to what will be voted on at the meetings. Theresa Markword said she would do this in the future.

Theresa asked Joe Ayers to stay after the meeting to sign the Annual Report.

## **8. Update on Bond Projects**

Theresa provided an updated list with the agenda, and a PowerPoint presentation, covering the highlights.

### **Trinity Campus Technoloy Upgrade**

Cenic is the provider and connection was completed last week on January 17th. We now have 333 times more throughput at the Trinity campus, which is approximately three (3) megabytes per second. The technology was very slow before, with a lot of interruptions and errors. With this upgrade, this has now been resolved.

### **Regional Public Safety Training Center – Phase One**

Estimated completion for phase one of this project is the end of January 2019. A ribbon cutting ceremony is scheduled for February 13, 2019 for the phase one completion. The CBOC is personally invited to attend.

The two towers are installed. One is a two-story burn tower with access to the roof, and has an exterior stairway. Some modifications are being done to get it high enough for state curriculum rescue requirements. The buildings have sensors installed, and are Class A noncombustible, very strictly controlled. The students actually have to learn how to control the atmosphere and recognize drift patterns among other technical aspects of fire control. The new towers enhance the college fire program tremendously.

The towers add another certification for students in the fire program, and the structures will provide a broader knowledge base for our students. The committee is welcome to come and check them out. Up to this point, \$2.8 million has been expended on this project.

### **Athletic Fieldhouse with Restrooms**

Estimated completion for the building for this project is February 2019 after which we will start the site work for water, sewer, data lines, WiFi, etc. The infrastructure completion date is June 2019.

### **Solar Project - East Lot**

All solar canopies are up, and we have an electrical shutdown scheduled for the week of spring break in order to hook everything up to our system. Currently, five of the bays are open for parking.

### **Campus Safety Relocation (Interior Remodel)**

This project was started on January 18, 2019, and is underway. Unless there are any unknowns that might come up when doing a remodel, the expected completion date is June 2019.

### **CIS Building Design**

This project is still in the design stage. The plans were presented last week by JK Architecture Engineering. This building will be located in between the 2500 building and the 1200 building. Expected completion date will be 2020-2021.

Theresa Markword highlighted aerial views going through the front door of the building from the East parking lot side, and several areas of the inside floor plan. There will be four computer labs (one of which is a robotics room), student collaboration area, faculty offices, and a data room with glass doors that will simulate real life for our students who are learning network cabling. The entire building has an industrial feel. There are also plans for exterior spaces where students can gather. Colors have not been discussed yet.

### **Veterans Center Building**

This project is in the bid process. The bid opening is on February 7, 2019.

### **Regional Public Safety Training Center Classroom Buildings**

The project is being prepped for bid.

### **Gymnasium Air Conditioning**

The units have been installed, and the electrical hookup will take place when the campus electrical systems are shut down over spring break. Completion is scheduled for April 2019.

### **CTE Building and Tehama Campus Student Services Building**

Both projects are currently under DSA review.

### **Non-DSA Projects**

- Interior/Exterior Lighting Project. This is being funded by both Prop 39 and Bond dollars.
- HSUC folding wall. This is slated as a summer 2019 project.
- Main Campus Keying and Access Control Project. This is scheduled for summer/fall 2019. The first phase of the project is installing key card entry for all buildings. The plan is to eventually have one key card and one key to an office.

There may be some exceptions, but it would be a huge improvement over the current system.

- Safety and Security Standards. This project includes the installation of more blue phones across campus, and other safety measures depending on the area of campus.

#### **Campus Wide Infrastructure Projects**

- Water
- Sewer
- Storm Drain Improvements
- Electrical Upgrades
- Fire Alarms
- Technology Fiber Cabling
- Gas Lines

Joe Wyse said the broad plan is to have swing space, so that in a couple of years from now we can focus on remodeling the older buildings.

Larry Russell asked if the cost escalation will affect phase two of the Regional Public Safety Training Center Project. George Estrada said it did not affect phase one, but it likely will affect phase two.

Morris Rodrigue said the escalation factor could potentially be 30-38%. So we have slowed down to wait and see where the bids will come in. Joe Wyse said one example of reexamining projects costs is the CIS Building project. The users of that building wanted a few more thousand feet than what we could afford to spend on the project. The decision was made to complete the project without the additional square footage, but design it so that more square footage could be added in the future.

Morris Rodrigue said they are pushing back on expenses for every project, and really trying to reevaluate the 'nice to haves,' and what we really need. Currently, they have an entire new building project on hold. Larry Russell said he believes the administration has done a good job managing the projects so far. George Estrada said along with construction escalation costs, DSA costs are also rising, and all schools who are doing construction projects are facing the same cost escalation issues.

Joe Wyse said that Governor Brown only funded eight (8) community college projects, and there is a lot of discussion still going on about how to qualify for those state dollars. Morris Rodrigue said we have one area for which we are considered underbuilt, and that is the library. There has been a shift in the thought process in more additional state funding, but we are not lined up to be successful in a lot of the categories because the majority of the campus is considered overbuilt.

Joe Ayers asked if any of the new building are prefabricated. Morris Rodrigue said K-12 is different so they can do prefab building options. Community colleges are built and operated differently, but there are predesigned buildings which is entirely different but could be considered.

## 9. Bond Financial Overview

Theresa Markword guided the committee through the current financial status with a review of expenses to date and other project financial details. She explained that this is a planning tool, and it assists with tracking the expenses for each Bond project.

Any changes to the spread sheet since the last meeting in October are highlighted in red.

Theresa Markword pointed out how the change orders are itemized, showing the increase/decrease in dollar amount and the percentage of the contract.

Joe Ayers asked if there was anything strange or out of the ordinary that the CBOC should be made aware of. Theresa Markword said one example is for the Gymnasium Air Conditioning project (page 15). Change Order #1 shows a reduction in the cost on the project, which points out that change orders can be either an addition to or subtraction from the original contract amount. Contractors, architects and Physical Plant staff work together on all change orders.

Theresa Markword explained that George Estrada examines every single change order that comes through, and administration reviews them as well.

Larry Russell asked if we are getting change orders from any one architect more than another. George Estrada said we only have Nichols, Melburg and Rossetto (NMR) so far, and with construction there is always a fear of the unknowns, but NMR does help us with all the bidding methods. Larry Russell commended administration on a good job so far.

Page 22 shows the largest payment to date which is for the Solar Project. There was a \$2.7 million dollar payment in December.

Page 19 shows the site work for the Athletic Fieldhouse and the infrastructure projects. The infrastructure projects are being tracked separately from other projects. Robbie Middleton asked if page 19 ties in with page 18. Theresa Markword said no, the infrastructure piece is really campus wide and is not just tied to the Athletic Fieldhouse Project. Morris Rodrigue explained that almost every project will have an infrastructure piece tied into it, but the dollars are allocated to infrastructure. Robbie Middleton asked about the change orders on the Athletic Fieldhouse. George Estrada said they are related to electrical changes such as the footings, flooring changes, and that the overall size of the building was increased.

George Estrada said on the Athletic Fieldhouse project we are required by DSA to have an ADA path of travel from the athletic fields to the quad. Morris Rodrigue said when we did a project for the dugouts a few years ago, DSA allowed us to put ADA parking at the field, but for this project we are required to have a full ADA accessible pathway.

George Estrada said the Campus Safety Relocation Project will also require an ADA pathway to and from their new location (former museum) to the 700 building. Morris Rodrigue said they did anticipate that sidewalks and paths would be updated and redone because many of the sidewalks currently have a 5% slope and the standard is now 2%. We will continue to address all paths of travel with any new construction and/or remodels. Joe Ayers said it is amazing how things are moving along, and commended administration for their hard work.

## 10. Comments from the audience

There were no comments.

## 11. Events

The Regional Public Safety Training Center-Phase One Ribbon Cutting Ceremony will be held on Wednesday, February 13, 2019 at 4:00 p.m. with a reception to follow. Theresa Markword said she will send a reminder out regarding this upcoming event.

## 12. Next meetings of the committee

- April 23, 2019
- July 23, 2019

## 13. Adjourn

It was moved by Larry Russell and seconded by Milagros Israel to adjourn the meeting. The vote was 7-0 in favor of adjournment.

Committee Chair Joe Ayer adjourned the meeting at 5:56 p.m.

Submitted by:

*Sherry Nicholas*

Sherry Nicholas  
Official Recorder