

# Citizens Oversight Committee

## ANNUAL REPORT

June 2004

### Description of Measure S

In December 2001, the Ventura County Community College District's Board of Trustees approved a **resolution** for the placement of a bond initiative on the March 2002 Ventura County election ballot as **Measure S**. At the March 5, 2002, election, the citizens of Ventura County approved the issuance of bonds totaling \$356.3 million for construction and rehabilitation of facilities on the three community college campuses and the Camarillo site.

### Citizens Oversight Committee

Members: Randy Churchill, Jack Dickenson, Don Facciano, Gerald L. Gooss, Mary Howard, Bob Huber, Lee Ingraham, Hank Lacayo, Rex Laird, Theodore Martens, Mary Anne McCabe, Jere Robings, Sandra Rosales, Jane Rozanski, Richard Taylor, Connie Tushla, Michael Wesner, Kay Wilson-Bolton

As provided in Education Code Section 15278, a Citizens Oversight Committee was formed by the Community College District's Board of Trustees. The role of the committee is to inform the public concerning the District's expenditure of revenues received from the sale of bonds authorized by the voters in the March 2002 general election. In particular, the committee will provide oversight ensuring that:

1. bond revenues are expended only for the construction, reconstruction, rehabilitation or replacement of college facilities, including the furnishing and equipping of college facilities or the acquisition or lease of real property for college facilities; and
2. no bond revenues are expended for any teacher or administrative salaries or other college operating expenses.

To carry out its role, the Citizens Oversight Committee may:

1. receive and review copies of the annual independent performance audit conducted to ensure that the bond revenue has been expended only on the specific projects listed in the bond proposition;
2. receive and review copies of the annual independent financial audit of the bond revenue;

3. inspect college facilities and grounds to ensure that the bond revenue is expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution;
4. receive and review copies of deferred maintenance proposals or plans developed by the district; and
5. review efforts by the district to maximize bond revenues by implementing various cost saving measures.

### Meetings:

Commencing in October of 2002, the Citizens Oversight Committee has met in alternate months. Minutes of the meetings are posted on the District website and are available to the public. Locations of meetings are announced in advance through the publication of the individual agenda and posted on the District website. To date, the committee has met at all three campus locations and has met regularly at the District Service Center at the Camarillo Airport.

## **Distribution of Measure S Funds**

The Series A bond issue in August of 2002 represents the first series under the \$356.3 million authorization. Of these funds, Moorpark College was allocated \$104.2 million, Oxnard College \$111million, and Ventura College, \$117million. The Camarillo site was allocated \$24 million to construct the Fire and Sheriff's Academy.

Understanding that this bond issue is funded by Ventura County residents, the Trustees have elected to undertake a series of bond sales spread over a period of years. In doing so, the Trustees will ensure that funds will not be accessed until needed for the program and, thus, supporting tax rates which will be consistent and appropriate.

In August of 2002, the first of these issuances, Series A, was undertaken. The issuance was to a total of \$85 million of which \$11.5 million has been used to decrease the 1996 Certificates of Participation outstanding balances leaving \$73.5 million for construction of campus facilities as outlined in the bond language.

Future bond issuances are planned as the need arises to undertake the program with the next issuance, Series B, which is planned for sometime in 2005.

## **Management of Bond Program**

The Measure S bond program is being centrally managed as a total District responsibility. Supporting the Board of Trustees and the District Chancellor in the administration of this program at the District level is the JCM Group with assistance from J. Handel Evans, FAIA, who is responsible to the Chancellor and the Board for the

overall program. As in all professional appointments within the bond program, the JCM Group was selected after open competitive interviews.

The Measure S bond program is governed by State law and, as such, the Citizens Oversight Committee is tasked with the responsibility of ensuring that such law is adhered to. A specific requirement is that “no bond revenues are expended for any teacher or administrative salaries or other college operating expenses.”

The annual audit verified that bond revenues were being used as specified by law. In abiding by this regulation, the District has utilized the services of a number of consultants, rather than hiring permanent staff to undertake the planning and management of the program. Historically when the District undertook a “State-funded project,” the management of such a project became the responsibility of a District employee, the Director of Facilities. This individual then oversaw the hiring and work of the various consultants necessary to the project, including a consulting project manager. The Director of Facilities was further assisted on a “pro bono” basis by many other District employees from Vice Presidents to Maintenance and Operations Directors. Such an arrangement has proven satisfactory for single project management, but the scope and magnitude of the Measure S program has challenged this tradition. In order to ensure accountability and success of the program, the District’s Trustees established an office of Capital Planning, Design and Construction to manage the total Measure S bond program. Essentially the bond program may be broken down into three constituent parts:

1. Total program management, which includes responsibilities for overall coordination of the Measure S construction program, responsibility for integration of the Measure S program with opportunities presented by conventional State educational funding opportunities, all legal issues pertaining to both the Measure S program and to specific project issues, all necessary reporting requirements and requests adherence to all State and local statutes and responsibility to the Chancellor and Board of Trustees for the successful management of the Measure S program.
2. At the campus level, the management entails working closely with the various campus groups in providing assistance with program and project development from inception through construction establishing campus facility master plans, overseeing preparation of all CEQA documents, estimation of project costs and scheduling, integration of individual projects into a campus program, assisting with the selection of professional consultants, such as architects, surveyors, environmental specialists, etc., and coordinating construction schedules.
3. At the individual campus project level, management includes all contractual issues with regard to the execution of a project. The management of the individual project professional teams (architects, engineers, etc.) the oversight of all bidding requirements and procedures, advising on the awarding of contracts, monitoring construction progress and advising on costs and scheduling issues, completion of projects and all statutory requirements connected with the construction of Measure S projects.

The Measure S bond program has a value of \$356 million, approved by the voters to “be expended only for the construction, reconstruction, rehabilitation or replacement of college facilities, including the furnishing and equipping of college facilities or the acquisition or lease of real property for college facilities.” As such, the Trustees are cognizant of the need to keep administrative costs to a minimum while ensuring that the program operates at the maximum efficiency.

The management of the Measure S bond program equally accepts this responsibility and the general public should know of these costs. To date, program costs have been experienced and are expected to continue at the following levels. For management of the total Measure S bond program, including legal and miscellaneous costs, such as project advertising, etc., the experience has been at the 3.72% level. Management at the campus level is estimated to be at 2.46% and at the individual project level, at 1.81% of project costs. In addition to management costs, individual project costs follow State guidelines for professional services, i.e. architects, engineers, specialized consultants, testing, etc., and add approximately 11%. These costs are well within normally acceptable industry standards and compare well with similar educational bond programs.

Working with the JCM Group, the campus constituencies working with the individual campus programs as approved by the voters, develop campus priorities and individual project scope. Utilizing a District-developed panel of professionals, the campus also recommends to the Board of Trustees suitable architectural and other professional firms for selection for individual project work and then participates in the programming and design development of the individual projects. Projects are publicly bid in conformance to State contract law and are managed by campus representatives of the JCM Group who, in turn, are responsible for project delivery and cost control.

In order to better understand the impact of the Measure S bond on each individual campus and to ensure an appropriate nexus with the academic master plan, new or revised facility master plans were developed. The campus plans have been developed under the supervision of a master plan architect especially selected by the Board of Trustees for this task. Each plan was undertaken with appropriate public involvement, in addition to the appropriate college collegiate process. The Board of Trustees has recently approved the facility master plans of Oxnard College and Ventura College with Moorpark College’s anticipated in the very near future.

## **Master Planning and EIR Work**

The California Environmental Quality Act governs the construction of facilities on each college campus. Historically, each campus has responded to questions of environmental quality on an individual project basis; however, with the passage of Measure S, the District has recognized the need to evaluate such impacts on the basis of the total construction program anticipated by each campus. To that end and after competitive evaluation, the Ventura-based firm of Rincon Consultants was retained to assist with the preparation of environmental impact reports for the three campuses and the Camarillo Airport site for the proposed Fire/Sheriff’s Academy. To date, Oxnard

College and Ventura College have completed such EIR reviews and the Board of Trustees has accepted their findings, together with appropriate mitigation measures.

## **Audit Results**

In January of 2004, the firm of Vicenti, Lloyd & Stutzman LLP presented to the Board of Trustees both a Financial Audit and a Performance Audit of the Measure S bond program for the fiscal year ending June 30, 2003. Copies of the audit reports are available on the District web site. Both audits were supportive of the program and its management.

In its conclusion of the performance audit, the report states, "Based upon our procedures performed, we found that for the items tested, the Ventura County Community College District has properly accounted for the expenditures of the funds held in the Bond Construction Fund and that such expenditures were made on authorized bond projects. Further, it was noted that the funds held in the Bond Construction Fund and expended by the District were not expended for salaries of school administrators or other operating expenditures."

For the financial audit, "There were no findings and questioned costs related to the financial audit of the Bond Construction Fund for the fiscal year ended June 30, 2003."

## **Projects Completed, Underway or Planned by the Colleges**

### **MOORPARK COLLEGE**

#### **COMPLETED:**

RETIRE CAPITAL FINANCING  
NORTH PARKING LOT RENOVATION  
REPLACE ROOF BLDG #5 - SM

#### **IN PROGRESS:**

LEARNING RESOURCE/TELECOMMUNICATIONS CENTER (SUPPL TO STATE FUNDS)  
CHILD DEVELOPMENT CENTER (SUPPL TO STATE FUNDS)  
EATM STORM DRAIN PROJECT  
MAINTENANCE WAREHOUSE  
FACILITIES MASTER PLAN  
TRACK & FIELD PROJECT  
REPLACE/REPAIR STORM DRAINS CAMPUS-WIDE - SM  
INFRASTRUCTURE PROJECTS  
EATM COMPLEX  
HEALTH/SCIENCE COMPLEX  
LIBRARY RENOVATION  
ACADEMIC CENTER  
CONEJO EDUCATION CENTER  
ADMIN. BLDG RENOVATION/EXPANSION  
TELEPHONE DATA SWITCH PROJECT  
PE FACILITIES RENOVATION/EXPANSION  
ARTS COMPLEX

### **PLANNED:**

REPLACE PLUMBING BLDGS #2, 7, 8 & 11 - SM  
REPLACE FIRE ALARM SYSTEMS - SM  
REPLACE HVAC BLDG #6 - SM  
REPLACE CHILLER/BOILER BLDG #2 - SM

## **OXNARD COLLEGE**

### **COMPLETED:**

RETIRE CAPITAL FINANCING  
STUDENT SERVICES BUILDING (SUPPL TO COP)  
FACILITIES MASTER PLAN  
BLDG #12 PLUMBING & MITIGATION

### **IN PROGRESS:**

NORTH CAMPUS DRIVE PARKING LOT  
RENOVATE ATHLETIC FACILITIES  
CHILD DEVELOPMENT CENTER  
INFRASTRUCTURE PROJECTS  
RENOVATE LIBRARY & LRC  
RE-ROOF BLDG #12 - SM  
RE-ROOF BLDGS #7 & 8 - SM  
REPLACE ELECTRICAL CAMPUS-WIDE - SM  
HEALTH/SCIENCE CENTER  
PERFORMING ARTS CENTER  
WAREHOUSE  
STUDENT SERVICES CENTER  
CLASSROOM BUILDING  
TELEPHONE DATA SWITCH PROJECT  
BOOKSTORE RENOVATION/EXPANSION

### **PLANNED:**

REPLACE A/C UNIT BLDG #12 -SM  
REPLACE BOILERS BLDG #12 -SM  
REPLACE HVAC CONTROLS BLDGS #6, #12 -SM  
REPLACE CHEM & BIO VAC PUMP BLDG #4 - SM  
REPLACE HEATERS BLDG #9 -SM  
REPLACE ELECTRICAL EQUIPMENT CAMPUS-WIDE - SM  
REPLACE FIRE ALARMS CAMPUS-WIDE - SM  
REPLACE WALKWAY LIGHTING CAMPUS-WIDE - SM

## **VENTURA COLLEGE**

### **COMPLETED:**

RETIRE CAPITAL FINANCING  
FACILITIES MASTER PLAN

### **IN PROGRESS:**

LRC CONSTRUCTION & MAIN ELEC DISTRIBUTION SWITCH

MODERNIZATION APP, S & DP BUILDINGS  
MODERNIZATION F BUILDING  
RENOVATE ATHLETIC FACILITIES  
INFRASTRUCTURE PROJECTS  
SCIENCE BUILDING UPGRADES  
RE-ROOF H BLDG - SM  
RE-ROOF F BLDG - SM  
REPLACE ROOFS DP & APP BLDGS - SM  
REPLACE HVAC UNITS F BLDG - SM  
RENOVATE THEATER BUILDING  
HEALTH/SCIENCE REPLACE/EXPANSION  
SCIENCE/ARTS FACILITY  
GENERAL PURPOSE/HI TECH/HEALTH SCIENCE COMPLEX  
STORAGE WAREHOUSE  
TELEPHONE DATA SWITCH PROJECT  
PARKING LOT RENOVATION

**PLANNED:**

LRC SECONDARY & TERTIARY EFFECTS  
REPLACE EXTERIOR LIGHTING - SM  
REPLACE HVAC UNITS H BLDG - SM  
REPLACE HVAC UNITS - ADMIN. BLDG. - SM  
REPLACE ROOF AQUATIC FACILITY - SM  
REPLACE ELECTRICAL TRANSFORMER FOOD SERVICES - SM  
REPLACE ROOFING BLDG #37 - SM  
REPLACE ROOF BLDG #29 - SM  
"H" BUILDING RENOVATION  
FOOD SERVICES RENOVATION  
EAST CAMPUS CENTER

**CAMARILLO SITE**

**IN PROGRESS:**

FIRE & SHERIFF'S ACADEMY  
TELEPHONE DATA SWITCH PROJECT

**PLANNED:**

FACILITIES MASTER PLAN