

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Citizens Oversight Committee

MINUTES
October 7, 2002

Committee Participants: Randy Churchill, (chair), Jack Dickenson, Gerald Gooss, Mary Howard, Lee Ingraham, Hank Lacayo, Rex Laird, Ted Martens, Albert Mendez, Ashlee Omary, Jere Robings, Sandra Rosales, Richard Taylor, Connie Tushla, Michael Wesner, Handel Evans, John Stephens, Jim Walker

The meeting was called to order at 3:00 p.m. by Randy Churchill.

I. Roll Call

Roll call was taken and a quorum was established.

II. Chairman's Comments

Mr. Churchill welcomed the committee and thanked Dr. Eva Conrad, President of Moorpark College, for hosting the meeting.

III. Adoption of Bylaws

The adoption of the Bylaws was tabled until the next meeting to address a concern regarding the "Defense and Indemnity" paragraph. The issue is whether the District is obligated to advance defense costs as part of its obligation to indemnify or whether this duty is implied. This will be discussed at the next meeting.

IV. Acting Chancellor's Comments

After thanking the committee for serving, Dr. Walker reported on legal issues, the balanced budget, and facility construction. The Board of Trustees receive regular written reports concerning bond activities; expenditures are regularly sent forward for approval; and an oral report on the Measure S bond program is given at each Board meeting. Mary Anne McNeil, Grants and Contracts Supervisor for the VCCCD, reported on the financial management of the first issuance of bond money. Almost \$10 million was wired at close to the COP trustee. Net bond proceeds of \$75 mil are in the project fund account, which is with the County of Ventura. The investment interest rate earned, per the County of Ventura for the month of August, was 3.21%.

V. Selection of JCM Group as Construction Managers

Six companies were interviewed for the VCCCD Construction Managers. The Board has approved a preliminary contract with JCM Group until January 2003. This initial contract is for \$772,440, and establishes the basis for a "fast start up." Approximately \$260,000 of the contact estimate is based upon the use of the firm's educational planning section. This work is anticipated to bring up to acceptable programming levels many of the projects outlined in the bond measure. It was noted that JCM's fee of 5% is considerably less than what other

districts are paying their construction managers. As an example, the L.A. Community College District pays 10%.

VI. JCM's Report

Leslie Dickey, Senior Project Manager and partner in JCM, gave the background of the firm, which is ranked in the top 100 nationally. He stated that there will eventually be 12-15 staff people dedicated to this project, and eventually there will be a project manager at each campus. JCM's employees earn from \$80 to \$200/hour, depending on the person.

VII. Review of College Projects and Allocations

A. Architectural Selection – The selection process for a Master Plan architect for Ventura and Oxnard Colleges is underway. These firms will be screened, and a recommendation will be sent to the Board for final approval. Discussions are also taking place with the Ventura County Building and Construction Trades Council for a project labor agreement encompassing the whole bond project.

B. Environmental Consulting Selection
Twenty-two submissions have been received for Environmental Consulting Services. These are in the process of being screened. One firm will be recommended to the Board for approval.

C. Pending RFQs

1. Infrastructure

As part of the preliminary phase of the bond program, a study must be done of the existing infrastructure systems (telephones, water, sewer, etc.) on all campuses. An RFQ will be posted on the web soon. The importance of discovering secondary effects early on was stressed. Some of the infrastructure systems on the campuses are very old and outdated.

2. Legal services

An RFQ for legal services will be published soon. Many documents used by the District for construction projects need to be reviewed or revised. Legal assistance is necessary to assure appropriate protection for the District.

3. Owner-controlled insurance program

Four firms have turned in their submittals for the owner-controlled insurance program. After interviews have taken place, the final recommendation will go to the Board for approval. If the District determines that such a program is appropriate, the expected savings should be significant. Selected professional insurance, as well as general and subcontractor risk, would be included in the program.

VII. Old Business

- A. None.

IX. New Business

- A. **Meeting Frequency** – After discussing meeting frequency, the committee decided that the next meeting should be Monday, January 13. Mr. Mendez volunteered Oxnard College as the site for that meeting.
- B. **Bond Board Items** – Mr. Wesner suggested that the committee receive a summary of the bond items that go before the Board for approval every month. This information is posted on the web, however, it will also be e-mailed to the individual committee members for their information.
- C. **HE Consulting Contract** – HE Consulting (J. Handel Evans) has been appointed by the Board to oversee the Measure S bond program. Mr. Evans reported to the committee that his contract is for \$150,000 a year from bond proceeds with \$50,000 from other sources to compensate for non-bond work.

Mr. Martens asked what financial reporting and audit tracking mechanisms were in place. Currently, the District's Accounting Department tracks payments and invoices for each project, and issues a monthly report showing all expenditures to date, as well as the status of projects under development. JCM will soon be bringing on a cost accounting person who will work closely with the District's Accounting Department. There is an annual audit, but the bond money will be audited separately. Mr. Martens asked for clarification on change orders and how they are approved. The Board has the final authority, however, all such issues are presented to the Board Construction Subcommittee first.

- D. **Introductions** - Dr. Walker introduced Dr. Allan Jacobs, VCCCD Board member, and Cheryl Heitmann, a candidate for the trustee seat in Area 2.

X. Public Speakers

- A. **Cheryl Heitmann** – Ms. Heitmann commended the committee on the meeting. She also requested that there be extra handouts for the audience at the next meeting.

XI. Adjournment

The meeting adjourned at 4:20 p.m.