

Measure Q Citizens' Bond Oversight Committee Meeting Minutes

Meeting of November 1, 2016
6:30 p.m.
District Board Room, District Office

Members Present:

David Brandt
Cecilia Aguiñaga
Zeke Hernandez
Jim Hossfeld
Irma Avila Macias
Manuel Peña

District Staff Present:

Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services
Dr. Linda Rose, Santa Ana College President
Carri Matsumoto, Assistant Vice Chancellor, Facility Planning
Adam O'Connor, Assistant Vice Chancellor, Fiscal Services

1. **Meeting called:** Mr. Hernandez called the meeting at 6:33 p.m. Committee members were introduced.

Public Comments - There were no public comments.

2. **Approval of Meeting Minutes – May 12, 2016 – Mr. Hernandez:** Minutes from the May 12, 2016 meeting were distributed for review and approval. A motion was made, seconded and approved unanimously.
3. **District Update – Dr. Rodríguez:** Dr. Rodríguez was not present.
4. **Review and Approval of the 2015-16 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community – Mr. Hardash:** Mr. Hardash reviewed with the committee the draft of the annual report to the community. Mr. Hardash stated that the financials were audited and while the final report has not been received, the auditor's have indicated the financial and performance audits for Measure Q are "clean". A motion was made, seconded and the committee unanimously accepted the report. The report is to be printed in final format, presented to the Board of Trustees, distributed and placed on the district website as information.
5. **Measure Q Projects Update and Sequencing – Ms. Matsumoto:** Ms. Matsumoto reviewed the following projects dated November 1, 2016:
 - ✓ **Central Plant and Infrastructure:** There have been numerous unforeseen conditions encountered on this project which is now approximately 38% complete. Target occupancy and completion dates are under review.

- ✓ **Johnson Student Center Demolition:** Decommissioning activities began during the summer of 2016; target out-to-bid timeline is under review.
 - ✓ **Johnson Student Center:** The schematic design phase for this project has been completed and is now in the design development phase. Review with the college and user groups continues. The timeline has changed, DSA approval is now anticipated in May 2018; construction start in September 2018 and occupancy in the fall of 2020.
 - ✓ **Science Center:** The District has received the construction development package; ongoing review meetings with the campus and user groups, M&O and Information Technology Services continues. New timeline includes DSA submittal in December 2016, approval anticipated in September 2017, construction start in January 2018 and target occupancy in summer 2020.
 - ✓ **Parking Lot at 17th/Bristol Street:** The architects are revising plans to include walls, columns and a fence as requested by the District and SAC to address neighbor concerns. Plans were submitted to the Department of Public Works. Target construction is under review.
 - ✓ **Master Program Budget:** This document lists 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 document lists 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.
6. **Measure Q Financial Summary – Mr. O’Connor:** Mr. O’Connor reviewed the Measure Q Projects Cost Summary with the committee dated October 12, 2016. This document lists the projects including agency costs, professional services costs, construction services costs and furniture and equipment costs. The last column, percentage spent, includes all expenditures and encumbrances to date. Mr. O’Connor reviewed the six projects. There were no questions from the committee.
7. **Santa Ana College Update – Dr. Rose:** Dr. Rose provided the committee an update on facilities, construction, enrollments and events. Dr. Rose joined the SAC family in July 2016 and previously served as the Vice President of Academic Affairs at SAC for three years.
8. **Comments:** Committee members shared brief comments.
9. **Future Meetings:** The next meeting is scheduled for January 19, 2017 at 6:30 p.m. in the District Board Room at the District Office at 2323 N. Broadway.
10. **Adjournment:** Mr. Hernandez adjourned the meeting at 7:55 p.m.