

Independent Citizens' Bond Oversight Committee

Minutes of Regular Meeting

March 14, 2023
(Approved May 9, 2023)

I. Call to Order

The Independent Citizens' Bond Oversight Committee met in a regular meeting on Tuesday, March 14, 2023, in meeting room T200 on the Oceanside campus. Member, Babiarz, called the meeting to order at 2:10 p.m.

II. Roll Call

Committee members present: Alec Babiarz
Larry Barry
Bill Howe
Michael Krival
Ellen Marciel
Josh Mazur
Brandon Quandt

Committee members not present: None

Others present: David Dunn
Tim Flood

III. Approve Meeting Minutes

A. Meeting of January 10, 2023

By motion of committee member Barry, seconded by committee member Krival, the minutes of the meeting of January 10, 2023, were approved.

Vote: 5-0-0

Aye: Barry, Krival, Lowe, Marciel, Quandt

Abstention: None

IV. Public Comment On and Not on the Agenda

None

V. Changes in Agenda Order

None

VI. Advisory Committee Reports

A. Construction

The advisory committee met on February 14. Advisory members provided a brief verbal report. A written report provided by the advisory committee is attached to the minutes.

B. Finance

The advisory committee met on February 14. Babiarz provided a brief verbal report. A written report provided by the advisory committee is attached to the minutes.

VII. Review and Approve ICBOC Annual Report

Some minor edits were made to the draft version that was sent out to the committee. To allow for review of the final edits, the committee will be asked to approve the report at the next meeting or may call a special meeting to approve the report prior to the next meeting in May.

VIII. Budget and Annual Audit Comparative Review

As requested at the last meeting, Dunn provided a comparison between the annual bond audit report and the committee's executive budget summaries. Differences in reported dollar amounts between the two will be present because:

1. Audit report only reflects bond funds, Master Project Budget (MPB) reports to ICBOC show all funds.
2. Accrual data is not included in bond MPB reporting. MPB is based on actuals for the year.
3. MPB and district may not always finalize month end data on the same day.
4. Project costs allocations adjustments.
5. Some minor errors were found and corrected.

Babiarz requested this comparison report be provided annually to the committee at the end of each audit cycle.

IX. Staff Standing Reports

A. Status of Projects

There are currently 17 active projects and 18 completed projects, 3 projects not yet started, with \$364M in commitments and \$207M in expenditures as of December 2022.

Community Learning Center – Project Updates

Completed Projects

- Arby's Demolition
- New Monument Signage and Entryway Gateway
- New Student Services Building

Active Projects

- Buildings 100 + 200 Renovation – DSA Closeout: \$12.7M.

Future Projects

- CLC Parking & Bldg C Demolition

San Elijo Campus – Project Updates

Completed Projects

- B600 Modernization
- B300 Modernization
- B500 Renovation
- B1100 New Student Services & Administration

- B200 Renovation
- Swing Space
- B100 Renovation
- B400 Renovation
- B900 Renovation
- Underground Utilities

Active Projects

- Miscellaneous Enhancements – Construction: \$1.3M. The final building upgrades scope was completed over winter break. This includes the metal cap for B500 walls and trellis roofing material. Plans for the Recycled Water upgrades are under review with Olivenhain Water District and the SD County Health Department.

Future Projects

- Central Campus Quad and Landscape
- B700 Renovation

Oceanside Campus – Project Updates

Completed Projects

- North Storm Drain Repair
- Athletic Field Renovation
- New Parking Lot 5A (DSA Closeout)
- Strong Workforce Development Lab/Trailer (DSA Closeout)
- B1000 Administration Renovation (DSA Closeout) - Occupants began moving back in and using the building on January 9. Punch items and work in the Public Information Office space is ongoing.

Active Projects

- New KHAN Building and Gym Building – Construction: \$41.4M. This project is in a framing and rough in phase with extensive activity throughout the building.
- New Allied Health Building – Construction: \$29.8M. This project is in a framing and rough in phase with extensive activity throughout the building both in wall and overhead. Drywall work will be happening soon once the building is dried in.
- New Student Services Building – Construction: \$62.1M. The building has been dried in. Extensive rough in efforts are underway on the interior. The exterior is being prepared with framing for stucco and metal panels. Continuing to work through challenges with switch gear and transformer lead times to minimize project impact.
- New Chemistry & Biotechnology Building – Construction: \$46.9M. The building pad was completed and certified. Foundation work is now in process along with underground utilities. Continuing to plan around schedule impacts from electrical gear and elevator equipment lead times as well as rain.
- OC New Arts and Media Building – Construction: \$25.9M. The Groundbreaking Celebration was held on February 27th and was

well received. Grading and extensive utility activities continue. Rain has impacted the schedule of this project.

- OC1200 Library Renovation – Construction: \$32.5M. Preconstruction submittals and long lead material ordering are in process. Demolition has been substantially completed. Lay out for rough in activities is underway. Plans were updated to accommodate the MESA program near the 1st floor main entrance.
- OC3000 Series Renovation – Design: \$53.4M. This project is wrapping up the Programming and Collaboration Phase with the adjusted approach to replacing existing buildings 3000, 3100, 3200 and 3300 that would otherwise require cost prohibitive structural modifications. The Schematic Design phase will begin soon.
- Wayfinding and Signage – Design: \$90K. Design efforts are nearly completed. Early planning for a potential construction project to implement the updated building and room identification system is underway.
- Building 2000 Theatre Lighting – Design: \$535K
- Campus Wide-ADA and Utility – Ongoing: \$3.8M
- Swing Space – Ongoing: \$6.3M

Upcoming Projects

- Monument Sign – Upcoming: \$168K
- Building 4500 Science Renovation – Upcoming: \$33.3M

Future Projects

- New North Campus Parking Lot 4C Extension – Design: \$205K

B. Status of Contracts Let

- Design-Build Request for Qualifications/Proposals (RFQ/Ps)
 - 4500 Building RFQ/P upcoming
- Request for Task Order Proposals (RFTOPs)
 - None

C. Status of Finance (Cost to Date)

The committee reviewed the budget executive summary through December 2022.

\$1.8M for swing space was moved from Admin 1000 to the Swing Space project so that all swing space costs are housed within that budget, not individual projects.

\$895,870 new cost tracking line created to track bond issuance expenses. Funded from Program Support Costs and Program Reserves.

X. Items for Future Agendas

Annual Report Approval

XI. Adjournment

Chairperson Mazur adjourned the meeting at 3:25 pm.

Minutes Approval:

Josh Mazur
Committee Chair

Finance Committee Report

Budget and Annual Audit Comparative Review

At the last full ICBOC meeting, a request was made to reconcile an Audit reported expense versus the Workday reports that are reviewed by the Finance Committee.

Dave Dunn provided a comparison Excel file that showed the differences between the reports and audit accounting.

6. Audit report only reflects bond funds, Master Project Budget (MPB) reports to ICBOC show all funds.
7. Accrual data is not included in bond MPB reporting. MPB is based on actuals for the year.
8. MPB and district may not always finalize month end data on the same day.
9. Project costs allocations adjustments.
10. Some minor errors were found and corrected.

Review of Budget Changes

Notable changes in budgets since the last meeting included:

1. All Swing space budgets have been consolidated from individual projects. Moved \$1.8M from OC1000 to swing space budget.
2. Program Support Costs/Bond Issuance/Program Reserves –
 - a. New line item was created to separate out the cost of bond issuance from other costs.
 - b. \$300,000 came from Program Support and \$595,870 from Program Reserves.

Review of New Contracts

The committee reviewed new contracts between October 25 – December 18, 2022.

- Construction and Design Build Contracts ~ \$41K
- Construction and Design Build Change Orders ~ \$613K
- Architectural and Engineering Services Task Orders - \$0
- Geotechnical Engineering Change Orders ~ \$14K
- Civil Engineering Task Orders - \$0
- Civil Engineering Task Change Orders - \$0
- Inspector of Record Task Orders - \$148K
- Inspector of Record Task Change Orders - \$0
- Special Inspection Task Change Orders - \$0
- Miscellaneous Professional Service Agreements - \$0

Independent Citizen Bond Oversight Committee visit/walk though, 9am 14 February 2023

Committee Members onsite: Ellen Marciel

Larry Barry

Michael Krival Delayed absent

Others Present

Melanie Haynie

Tim Flood

Tom Marias

David Dunn

Site Manager Tour guide Derrik Watkins

9:10am First walk though was the “New” Gym Building KHAN Building. This point of development is steel skeleton. HVAC Rooftop Units. Not a raised Court playing surface, Floor mount. Noted that the entrance for Welcome, Tickets and Trophy case was impressive. Next Building is Allied Health Building aka Nursing Instruction. Noted that much more size/space for instruction than existing building. Noted that both buildings were Design Build Bid. Question from Ellen was how many Subcontractors, Derek said more than 13 trades. Design Build Bid, Which prove to save money and on time management. Point of interest the pathway between buildings Emergency access driveway as well as student pathway. When exit the north side of the building notice Runoff Basin reclaim runoff water. At this time we walked to the walk way bridge over Barnard Drive. On the bridge we were meet by two Project Managers for The New Student Services Building and the New Chemistry and Biotechnology Buildings. I did not get their names. Noted both men were very motivated for each of their Projects. Noted Design Build Bid both Buildings. Excavation was a problem because soil was unstable and had to be removed and replace to stabilize footings. Noted that point of interest, PM speaker stated the building may be complete but it may take up to 6 months to fill with office equipment, computers, chair desks i.e. All Projects are on time and on budget.

Meetings ended 9:50am