



GAVILAN COLLEGE

5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Citizens' Oversight Committee Meeting
February 27, 2017 – 6:00 p.m.
Gavilan College, San Martin Aviation Site
13021 Murphy Avenue, San Martin, CA
ROOM# SM 2

AGENDA

I. CALL TO ORDER

1. Roll Call, Welcome and Introductions

II. APPROVAL OF AGENDA

III. ELECTION OF CHAIR AND VICE-CHAIR

IV. CONSENT AGENDA

1. Approve Minutes, June 6, 2016 and Review Notes, October 3, 2016

V. COMMENTS FROM THE PUBLIC

This is a time for the public to address the Citizens' Oversight Committee
(a maximum of three minutes will be allotted to each speaker)

VI. INFORMATION ITEM(S)

1. Item(s) presented at board meetings for information or approval by the Board of Trustees:

June 14, 2016

- Geotechnical Service Agreement with Cornerstone Earth Group
- Coyote Valley Educational Center Increment #1, Change Orders #1
- Coyote Valley Educational Center Increment #2, Change Order #1
- Measure E Bond Final Expenditure Plan

July 12, 2016

- Resolution No. 1011: A Resolution approving the Football, Track, Sand Volleyball, Baseball and Softball Fields Renovations Including Upgrading Existing Lighting and Adding Additional Track & Field Lighting for the Gavilan College, Gilroy Campus, and authorizing CEQA Exemption
- Gavilan College Aviation Maintenance Technology Project at the San Martin Airport, Change Order #2
- Coyote Valley Educational Center Increment #2 Change Order #2

August 9, 2016

- Coyote Valley Low Voltage Package Change Order #1



Board of Trustees: Tom Breen
Laura A. Perry, Esq.

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Iris Cueto

September 13, 2016

- Measure E Bond Quarterly Financial Status Report as of June 30, 2016
- Miscellaneous Measure E Construction Agreements
- Gavilan College Aviation Maintenance Technology Program at San Martin Airport, Change Order #3
- Agreements for Demolition of CE500, CJ200, CJ300 and CJ400

October 11, 2016

- IBI Group Architecture and Planning Project Assignment Amendment Augmentations
- Consider and Accept Bids for the Gavilan College Gym Roof Replacement

November 8, 2016

- Measure E Bond Quarterly Financial Status Report at September 30, 2016
- Coyote Valley Educational Center Increment #2, Change Order #3

December 13, 2016

- IBI Group Architecture and Planning Project Assignment Amendment Augmentations
- Coyote Valley Educational Center Increment #2, Change Order #4
- Coyote Valley, Off-Site Project, Change Order #1
- Gavilan College Aviation Program at San Martin South County Airport, Change Order #4

January 10, 2017

- Gavilan College Gym Roof Replacement Project, Change Order #1
- Coyote Valley Educational Center Increment #2, Change Order #5
- Coyote Valley Low Voltage Package, Change Order #2

February 14, 2017

- Measure E Bond Quarterly as of December 31, 2016
- Citizens' Oversight Committee Renewal of Terms and Appointments
- Coyote Valley Center Increment #2, Change Order #6
- Project Inspector Service Agreement with Irick Inspection Services
- Gavilan Gym Roof Replacement, Change Order #2
- Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

2. Receive FY 2015-2016 Measure E General Obligation Bond Audit Reports

VII. DISCUSSION ITEM(S)

1. Update Measure E Activities

VIII. ACTION ITEM(s)

1. Set Next Meeting Date(s)
Suggestions: Monday, June 19, 2017 will include tour of Coyote Valley site

IX. CLOSING ITEMS

1. Adjournment

2. Tour of Gavilan College Aviation Site at San Martin Airport conducted by Herb Spenner, Aviation Maintenance Technology Instructor

GAVILAN COLLEGE MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

PUBLIC COMMENTS – Individuals wishing to address the Citizens' Oversight Committee (COC) on a non-agenda item may do so during the Comments from the Public. However, no action may be taken on an item, which is not on the agenda. The public is welcomed to address the COC on particular agenda items and may do so at the time it is presented. Guidelines for Comments from the Public will be as follows:

A maximum of 3 minutes will be allotted to each speaker with a maximum of 20 minutes to a subject area. No disruptive conduct will be permitted at any Gavilan College Citizens' Oversight Committee meeting.

AGENDA ITEMS – Individuals wishing to have an item appear on the agenda must submit the request in writing to the Superintendent/President two weeks prior to the meeting. The COC Chair and Superintendent/President will determine what items will be included in the agendas.

Items listed under the Consent Agenda are considered to be routine and are acted on by the COC as one motion. There is no discussion of these items prior to COC vote unless a member of the COC, staff, or public requests those specific items are discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the COC shall be deemed to have been considered in full and adopted as recommended.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Nancy Bailey at 408-848-4711. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the COC meeting.

Members of the public may inspect agenda documents distributed to the committee at the President's Office, CDC123, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.

**Gavilan Joint Community College District
Citizens' Oversight Committee Agenda**

February 27, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III

Office of the President

SUBJECT: Election of Committee Chair and Vice Chair

- Resolution:
 Information Only
 Action Item

Proposal:

That the Citizens' Oversight Committee elect a chairperson and a vice chair for the Citizens' Oversight Committee.

Background:

The "Independent Citizens' Bond Oversight Committee Amended and Restated By-Laws" approved on April 14, 2015 state:

***Section 9. Officers.** The Board, upon the recommendation of the Superintendent/President shall appoint the initial Chair of the Committee to serve for one year as Chair. Thereafter, the Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as Chair for more than three consecutive years.*

Budgetary Implications:

None.


Follow Up/Outcome:

No further action required.

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Nancy Bailey, Executive Assistant to the Superintendent/President

Agenda Approval: _____


Dr. Kathleen A. Rose, Superintendent/President

**Gavilan Joint Community College District
Citizens' Oversight Committee Agenda**

February 27, 2017

Consent Agenda Item No. IV.1. Office of the President
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Approve Minutes, June 6, 2016 and Review Notes, October 3, 2016

Resolution:

Information Only

Action Item

Proposal:

That the Citizens' Oversight Committee approve minutes from the Citizens' Oversight Committee Meeting of June 6, 2016. Notes from the October 3, 2016 are also attached for review. Quorum was not met for that meeting.

Background:

See attached.

Budgetary Implications:

None.

Follow Up/Outcome:

No further action required.

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Nancy Bailey, Executive Assistant to the Superintendent/President

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Citizens' Oversight Committee Meeting
June 6, 2016 – 6:00 p.m.
Gavilan College
5055 Santa Teresa Boulevard, Gilroy, CA 95020
Child Development Center, Room 127

MINUTES

I. CALL TO ORDER

1. Roll Call

Committee Members Present: Issa Ajlouny, Donna Bakich, Suzanne Bulle, Taha Khan, and Tim Day

Frederick E. Harris, Vice President of Administrative Services
Wade Ellis, Director of Business Services
Jeff Gopp, Director of Facilities
Nancy Bailey, recorder

Lois Locci, Irene Day, and Donna Martin

II. APPROVAL OF AGENDA

MSC (S. Bulle/T. Khan) 4 ayes, 0 nays to approve; I. Ajlouny late arrival.

III. Minutes – January 25, 2016 were removed from the Consent Agenda with no objections. MSC (D. Bakich/S. Bulle) 5 ayes, 0 nays to approve the January 25 minutes with the following correction: The meeting was called to order at 6:00pm by ~~Dr. Steven Kinsella~~ Tim Day.

IV. COMMENTS FROM THE PUBLIC

No comment from public.

V. INFORMATION ITEM(S)

1. Fred Harris briefly outlined the item(s) presented at board meetings for information or approval by the Board of Trustees. He provided a copy of the correct bid analysis for the Coyote Valley Low Voltage Package approved by the Board of Trustees at their April 12 meeting.

February 9, 2016

- Measure E Bond Quarterly Financial Status Report as of December 31, 2015
- Approval of an agreement with Storm Water Inspection and Maintenance Services, Inc. to provide QSP (Qualified Storm Water Pollution Prevention Plan Practitioner) services at the San Martin Airport Aviation Maintenance Technology Project
- Gilbane Building Company Project Assignment Amendments
- Approve an Agreement with the City of San Jose for construction of water transmission lines plus sanitary sewer & storm drainage connections serving the Coyote Valley Educational Center site. Also approve **Resolution No. 1003** to authorize execution and delivery of a Quitclaim Deed to San Jose for the water extraction rights at the site
- Approve a Conservation Easement Purchase Agreement with Mariposa Peak, LLC, as Mitigation for the Coyote Valley Educational Center Project

March 8, 2016

- San Benito County Education Center Site Development
- Approval of an agreement with Live Oak Associates, Inc. to prepare a CEQA Categorical Exemption for Gavilan College Athletic Fields Renovations Project
- Approval of an agreement with Consolidated Engineering Laboratories for the Coyote Valley Educational Center, Increment #1
- Approval of an agreement with Live Oak Associates, Inc. to prepare an Incidental Take Permit and related analyses required for the buildout of Coyote Valley Phase II Upgrade Project
- IBI Group Architecture and Planning Project Assignment Amendments

April 12, 2016

- Update on San Benito County Education Center Development Timeline
- Child Development Center Interior Renovations Project, Change Order #1
- Notice of Completion for the Child Development Center Interior Renovations Project
- IBI Group Architecture and Planning Project Assignment Amendment
- Special Inspector of Record Agreement with Consolidated Engineering Laboratories
- Geotechnical Service Agreement with Cornerstone Earth Group
- Project Inspector Service Agreement with Irick Inspection Services
- Consider and Accept Bid for the Coyote Valley Low Voltage Package
- Library, Student Center, & Theater Fire Alarm Replacement project Change Order #1
- Notice of Completion for the Library, Student Center, and Theater Fire Alarm Replacement Project
- Approval of an agreement with Live Oak Associates, Inc. for HCP compliance services at the Gavilan College Aviation Project at the San Martin South County Airport
- Notice of Completion for the Water Storage Tank, Distribution and Well Improvements

May 10, 2016

- Measure E. Bond Quarterly Financial Status Report at March 31, 2016
- Accept Bid for the Coyote Valley Off-Site Improvements Package

VI. DISCUSSION ITEM(S)

1. Update Measure E Activities

Fred Harris reviewed the Measure E items presented to the Board of Trustees and responded to committee members' questions. Items discussed were:

- Fred Harris reviewed the progress on the Coyote Valley Site. He said two of the five modular buildings are on site with the remaining three modular buildings expected in mid-June and July. He said occupancy is scheduled for spring classes.
- Fred Harris was asked about the City of San Jose agreement for offsite connections. He said everything has progressed as agreed.
- San Martin site should be completed in July with classes beginning in early August. Mr. Harris said the Aviation Technology program will be able to double their enrollment from 25 to 50 students at the new site.

Fred Harris reported that the District is anticipating all Measure E funds to be spent no later than September 1. He said of the amount that currently remains, \$12.5 million has already been encumbered with an additional \$4.5 million designated to particular

projects but not yet encumbered. He provided a handout, "Project Financial Status Report" which outlined all Gavilan facility projects, their associated funding sources, and budgets.

Fred Harris reported that the conservation easement has been recorded for the second phase of Coyote Valley at Mariposa Peak. The district has a conservation easement there for both the San Benito property and Coyote Valley, Phase 2.

Fred Harris reported that approvals are still pending with the California Department of Fish and Wildlife and U.S. Fish and Wildlife for Incidental Take Permits. He said once they are finalized the mitigation plan can be finalized.

Donna Bakich asked if habitat clearance approval would be completed in 2016 for the San Benito site. Fred Harris said while the regulatory agencies have control over their review process, it is the latest information he has available. Fred Harris said the district has partnered with Dividend Homes for mitigation purposes. Donna Bakich made reference to the March 8 Information Item regarding "San Benito County Education Center Site Development" and asked if Gavilan College is interested in other planning efforts such as a library. Fred Harris responded that the District's focus is in developing a comprehensive college at Fairview Corners in San Benito County.

VII. ACTION ITEM(s)

1. Set Next Meeting Date

MSC (T. Day/D. Bakick) 5 ayes 0 nays to schedule the next meeting on October 3 at 6:00 p.m. The San Martin Aviation site was suggested as the location for the next meeting.

VIII. CLOSING ITEMS

1. Adjournment

MSC (D. Bakich/S. Bulle) 5 ayes 0 nays to adjourn at 6:28 p.m.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Citizens' Oversight Committee Meeting
October 3, 2016 – 6:00 p.m.
Gavilan College
5055 Santa Teresa Boulevard, Gilroy, CA 95020
Student Center, North Lounge

NOTES

I. OPEN MEETING

1. Roll Call

Committee Members Present: Donna Bakich and Suzanne Bulle

Absent: Issa Ajlouny and Taha Khan

Kathleen A. Rose, Superintendent/President
Frederick E. Harris, Vice President of Administrative Services
Wade Ellis, Director of Business Services
Nancy Bailey, recorder

II. PUBLIC COMMENT

No comments.

III. DISCUSSION

a) Organization of Committee

Kathleen Rose said even though quorum was not reached for this meeting it was important to meet and discuss the Citizens' Oversight Committee (COC). She recognized the great loss to the committee of Chair Tim Day who passed away in July and acknowledged his leadership. At the next meeting a chair and co-chair will be selected from the membership per the COC By-Laws.

b) District Recruitment of Members

Kathleen Rose said the district is actively pursuing new membership to see the COC through the last year of the Measure E Bond projects, financial transactions, and audit. Three representative positions are vacant: Business Organization Seat, At Large Seat, and Foundation Seat. It was suggested that Suzanne Bulle change her representation to the Foundation Seat as recruiting for a Senior Citizen seat may be more successful. Any new member inquiries can be forwarded to the Office of the President.

IV. INFORMATION ITEM(S)

a) Annual Report to the Community

The "Report to the Community 2016" was presented to the members.

b) Fred Harris briefly provided an update on the projects that are currently open. He provided a copy of the "Gavilan College Project Schedule", "Project Updates, September 12, 2016", "Status of Remaining Measure E In-Progress Projects", and a financial statement of "Measure E as of September 16, 2016". Fred Harris said the Measure E Bond funds will be exhausted in 3-4 weeks and that Lease Revenue bonds will finance the completion of many of the projects. Donna Bakich asked about Fairview Corners and Fred Harris said that Gavilan and its partner on the site, Dividend Homes, continue to wait for permit approvals from state and federal wildlife regulatory agencies. He said he would look into the possibility of placement of signage on the site.

Kathleen Rose said she has spoken to several San Benito County groups over the several months and will be attending a County Supervisors meeting in October. She said it is important for residents to know that Gavilan is present and has an ongoing and growing noncredit program which is building the student base that is needed to support an educational site.

V. SELECT NEXT MEETING DATE

COC meetings will continue for a year or until the audit report for FY16-17 is completed which is around December 2017. A meeting time in February was suggested and also a request to meet at one of the new sites; San Martin Aviation site or Coyote Valley.

VI. CLOSING ITEMS

The meeting concluded at 6:36 p.m.

**Gavilan Joint Community College District
Citizens' Oversight Committee Agenda**

February 27, 2017

Office of the President

Consent Agenda Item No.
Information/Staff Reports No. VI.1
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Item(s) presented at Board meetings for information or approval by the Board of Trustees June 14, 2016 – February 14, 2017

- Resolution:
 Information Only
 Action Item

Proposal:
None

Background:
Information for items presented at Board meetings.

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Nancy Bailey, Executive Assistant to the Superintendent/President

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

June 14, 2016

Gavilan Joint Community College District
Governing Board Agenda

June 14, 2015

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (f)

Administrative Services

SUBJECT: Geotechnical Service Agreement with Cornerstone Earth Group

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves this Geotechnical Agreement with Cornerstone Earth Group for geotechnical observation and testing services for Coyote Valley Off-Site Improvements project.

Background:

The District anticipates construction of Coyote Valley Off-Site Improvements project, located at 560 Baily Avenue, San Jose CA. In connection with construction of this project, the District is required by applicable law to retain Geotechnical of Record (GOR) services to complete inspection and testing of project construction materials and soils. District wishes to contract with Cornerstone Earth Group for special services as the GOR for this project pursuant to Government Code Section 53060.

Geotechnical Service Agreement for Coyote Valley Off-Site Improvements Project

- Services to include review of construction documents, tests and inspections of construction materials, and preparation all required documentation per the City of San Jose requirements.
- Service fees for time and materials not to exceed \$21,500.

Budgetary Implications:

Efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

APPROVED BY BOARD OF TRUSTEES
June 14, 2016
Barney

Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (g)

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #1, Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the first project change order request for the Coyote Valley Educational Center Increment #1, Change Order #1 is \$67,479.29. Original Agreement to Teichert Construction, Inc. was \$4,354,885. Total construction cost including change order #1 is now \$4,422,364.29.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #1 Project

Teichert Construction, Inc. CO #1 for \$67,479.29. A detailed Change Order #1 table is attached for this project.

There are a total of 1 change orders for this project totaling \$67,479.29. The initial estimate for all these change orders totaled \$106,422.18, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$38,942.89.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Approved for Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES
DATE June 14, 2016
W. Bailey

Change Order for Coyote Valley, Increment #1

CHANGE ORDER #01 - Teichert Construction

PCCO #	Description	Amount	Additional Days (Calendar)
002	Change underground piping for Storm and Sewer water	\$ 6,231.57	7
004	Revise electrical site work per ASI #3, increase conduit and decrease electrical equipment	\$ (2,700.00)	0
005	Revise trenching in areas and additional grading was necessary to bring up the existing rough grade to the required grade.	\$ 17,486.51	0
007	Due to El Nino conditions (heavy rains) and the timeline on import being brought onto the site, the District requested premium time for weekend work to accelerate the 'drying out' of the site to be able to accept import.	\$ 12,500.00	2
009	Revised plumbing piping locations and lengths for the Storm, Sewer and Domestic water line to the buildings.	\$ 2,205.01	1
014	City of San Jose Fire Department required temporary water (40,000 gallons) on site for construction as there are combustibles (modulars).	\$ 21,541.20	0
015	The Domestic and Sanitary water lines are required to be tested before asphalt is laid. Temporary hydro trucks are required, due to high pressure requirements to perform the testing.	\$ 10,215.00	0
00	Add additional non-compensatory days to the contract due to: heavy rains of El Nino, challenges in importing dirt to the site, the initial set-up of the project due to the Santa Clara Habitat Agency requirements on the temporary fence boundaries.	\$ -	60
TOTAL		\$ 67,479.29	70

Contract Amount	\$ 4,354,885.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 4,354,885.00
Change Order #01	\$ 67,479.29
New Contract Amount Including this Change Order	\$ 4,422,364.29

Available Construction Contingency	\$ 435,488.00
Change Order #01	\$ 67,479.29
Remaining Construction Contingency	\$ 368,008.71

Contract Start Date	November 2, 2015
Contract Substantial Completion Date	May 19, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	July 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	July 28, 2016

APPROVED BY THE BOARD OF TRUSTEES
DATE *June 14, 2016*
W Barclay

Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (h)

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the first project change order request for the Coyote Valley Educational Center Increment #2. Change Order #1 is \$156,189. Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. Total construction cost including change order #1 is now \$6,637,643.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #2 Project

Meehleis Modular Building, Inc., CO #1 for \$156,189. A detailed Change Order #1 table is attached for this project.

There are a total of 1 change orders for this project totaling \$156,189. The initial estimate for all these change orders totaled \$181,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$24,811.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Approved for Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

SPREAD BY: [unclear]
DATE: June 14, 2016
[Signature]

Change Order for Project

CHANGE ORDER #01 - Meehleis Modular Buildings, Inc.

RCCO #	Description	Amount	Additional Days (Calendar)
001	Provide one cabinet in rooms D102 & D103. Provide one Mitsubishi Wall Mount split System HVAC. Add Power Panels. Add blocking and framing. IT requirements	\$ 57,685.00	0
002	Delete base cabinets at rooms A107 & A127. Revise cabinets in rooms A101 & A134. Provide flush backbox/single gang with empty 1" conduit for future security camera. Add in-wall blocking for cabinets	\$ 7,849.00	0
003	Add Bilco 30" X 36" Roof Hatch, safety post and painted ladder in rooms A106 & C106 for roof access.	\$ 7,431.00	0
004	Remove butt hinges and install continuous hinges per district request.	\$ 5,642.00	0
005	Add Hazard Severity Zone Area Requirements per DSA	\$ 2,533.00	0
006	Substitute Schlage Style 6 Pin "E" Keyways IC core locks. Re-drill of doors to incorporate new Schlage locks. Schlage locks are what the district currently uses.	\$ 6,530.00	0
007	Installation of temporary water for construction. Due to fire marshal requirements.	\$ 6,133.00	0
008	1-Hr Rated Assemblies at corridors. DSA requested Change	\$ 54,379.00	0
009	Termite Treatment at underslab of Modular Buildings as a preemitive measure	\$ 8,007.00	0
TOTAL		\$ 156,189.00	0

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 6,481,454.00
Change Order #01	\$ 156,189.00
New Contract Amount Including this Change Order	\$ 6,637,643.00

Available Construction Contingency	\$ 648,145.00
Change Order #01	\$ 156,189.00
Remaining Construction Contingency	\$ 491,956.00

Contract Start Date	April 4, 2016
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

APPROVED BY THE BOARD OF TRUSTEES
 DATE *June 14, 2016*
Wailing

Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (n)

Administrative Services

SUBJECT: Measure E Bond Final Expenditure Plan

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

Adopt a final expenditure plan for Measure E In-Progress projects.

Background:

On March 2, 2004 District voters approved Measure E, a \$108 million facilities and equipment local general obligation bond measure. Following is a list of completed and in-progress projects:

Measure E Completed Projects:

- Tennis court repairs
- Boiler replacement
- Infrastructure replacement
- Computer replacement
- Enterprise Resource System
- Interim housing
- Parking lot expansion / resurfacing
- Renovations of Mathematics, Physical Science, Life Sciences, Art, Music, Humanities, Security and Facilities, and Multipurpose buildings.
- Land purchase - Coyote Valley
- Land purchase - San Benito County
- Cosmetology / Business buildings renovation
- Roof repair for gymnasium and science buildings
- Campus and building signage
- Social Science building renovation
- Gilroy Campus modernization project

Measure E In-Progress Projects:

- **San Martin Airport instructional facility for aviation**
 - Anticipated substantial completion July 15, 2016
 - Measure E Budget \$3,000,000
 - Total actual and planned expenditures \$3,737,307
 - Estimated Measure E shortfall **-\$737,307**

APPROVED BY THE BOARD OF DISTRICT
DATE June 14, 2016
V. Bailey

▪ **Coyote Valley Phase 1**

- Anticipated substantial completion January 2017
- Measure E Budget \$13,139,693
 - Total actual and planned expenditures \$21,851,486
 - Estimated Measure E shortfall -\$8,711,793

▪ **Gymnasium and Sports Fields renovations**

- Anticipated substantial completion August 2017
- Measure E Budget \$6.5 million
 - Estimated expenditures \$7,722,347 - \$10,048,791 (with Add Alternates)
 - Estimated Measure E shortfall -\$1,222,347 (-\$3,548,791 with Add Alternates)

○ **Current Project Scope: Cost Estimates**

Football Field & Track Renovations	3,566,111
Baseball Renovation	2,264,392
Softball Renovation	292,561
Sand Volleyball Court	400,914
Accessible Ramp to Gym	293,784
Changing Rooms at Dugouts	386,513
<u>Gym/Locker Room Roofing Replacement</u>	<u>518,072</u>
Current Project Scope Sub-Total	\$7,722,347

○ **Athletic Fields Add Alternates: Cost Estimates**

Softball Backstop	90,879
5 Row Bleachers at Volleyball	16,080
Track & Field Lighting	536,000
8 foot tall Entry Fence at Ball Fields	58,582
Baseball Field Lighting	536,000
Replacement of Gym Bleachers & Floors	813,903
Upgrade Electrical Service	165,000
<u>Upgrade Changing Room from modular to CMU</u>	<u>110,000</u>
Add Alternates Sub-Total	\$2,326,444

▪ **CJ500 and Old Police Academy Demolition**

- Anticipated substantial completion August 2016
- Measure E Budget \$40,000
 - Total planned expenditures \$45,000
 - Estimated Measure E shortfall -\$5,000

▪ **Amount of extra funding needed to complete:**

- Measure E In-Progress Projects (\$10,676,447 - \$13,002,891)
 - \$737,307 for the San Martin Aviation project
 - \$8,711,793 for Coyote Valley Phase 1
 - \$1,222,347 with Athletic Fields Current Scope only
 - \$3,548,791 with Athletic Fields Add Alternates
 - \$5,000 for CJ500 and Old Police Academy Demolition
- Other In-Progress Projects (\$1,854,693)
 - Swimming Pool renovation = \$1,454,693
 - Student Center Seismic Upgrade = \$400,000

APPROVED BY THE BOARD OF SUPERVISORS
 DATE *June 14, 2016*
W. Bailey

Budgetary Implications:

It is anticipated that funds from Measure E will be fully expended by September 2016. In order to complete the above listed Measure E and other In-Progress Projects, the Board will consider later in this agenda an information item for an initial issuance of Lease-Purchase financing for \$10 million.

The annual debt service payments for the Lease-Purchase financing will be approximately \$660,000 from the District's Unrestricted General Fund beginning in Year 3 after issuance. As long as this Lease-Purchase financing is outstanding, it is anticipated that the South Bay Regional Public Safety Training Consortium, who will be co-located at the Coyote Valley Educational Center site, will share in the costs of this debt service, thereby offsetting some of the District's debt payment costs.

Any additional Lease-Purchase financing and attendant annual debt service payments may place a strain on the District's General Fund budget, especially if a future local general obligation bond to pay off this interim financing is not passed by the voters.

Follow Up/Outcome:

After Board adoption of Final Expenditure Plan of Measure E In-Progress projects, seek interim financing and complete projects.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Approved for Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES
DATE June 14, 2016
W. Bailey

July 12, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

July 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 2(a)

Administrative Services

SUBJECT: Resolution #1011: A Resolution approving the Football, Track, Sand Volleyball, Baseball and Softball Fields Renovations Including Upgrading Existing Lighting and Adding Additional Track & Field Lighting for the Gavilan College, Gilroy Campus, and authorizing CEQA Exemption

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees adopts Resolution 1011 approving the Football, Track, Sand Volleyball, Baseball And Softball Fields Renovations including Upgrading Existing Lighting and Adding Additional Track & Field Lighting for the Gavilan College, Gilroy Campus, and authorizing CEQA Exemption.

Background:

On November 13, 2012, the Board of Trustees adopted the Initial Study and Mitigated Negative Declaration ("IS/MND") for the Gilroy Campus Modernization Project, described as the implementation of several facilities and infrastructure upgrades at the College's Gilroy campus, including but not limited to water storage, tank distribution, and well improvements. The Project was approved by the Board on November 13, 2012, and a Notice of Determination was filed on November 20, 2012. On March 11, 2014, the College adopted a first Addendum to the IS/MND.

The District intends to contract for athletic field renovations and upgrades at the Gavilan College, Gilroy Campus, which will include upgrading existing lighting and adding additional track and field lighting, and replacing the soccer field in part with a sand volleyball court. This Project will not result in an increase in student capacity of the school, and will result in school facilities being located on the same site and be used for substantially the same purpose for which they have been historically used.

Since the Project will involve negligible or no expansion of use beyond that existing at the time of the 2012 Notice of Determination and will not have significant effect on the environment, it has been determined that the project is categorically exempt under CEQA guidelines and statutes.

Budgetary Implications:

The efficient use of Measure E and related funds.

Follow Up/Outcome:

Upon approval of the Resolution, direct District staff to file the Notice of Exemption with the County Clerk of Santa Clara County in accordance with the terms of CEQA and its implementing regulations.

Recommended By: Frederick E. Harris, Vice President of Administrative Services.

APPROVED BY THE BOARD OF TRUSTEES
DATE: July 12, 2016
W. Barclay

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES
DATE: July 12, 2016
WBarry

RESOLUTION NO. 1011

ADOPTION OF RESOLUTION 1011, APPROVING THE FOOTBALL, TRACK, SAND VOLLEYBALL, BASEBALL AND SOFTBALL FIELDS RENOVATIONS INCLUDING UPGRADING EXISTING LIGHTING AND ADD ADDITIONAL TRACK & FIELD LIGHTING FOR THE GAVILAN COLLEGE, GILROY CAMPUS, AND AUTHORIZING CEQA EXEMPTION

WHEREAS, the Gavilan Joint Community College District ("District") intends to contract for athletic field renovations and upgrades at the Gavilan College, Gilroy Campus, which will include upgrading existing lighting and adding additional track and field lighting, and replacing the soccer field in part with a sand volleyball court ("Project"); and

WHEREAS, the Project will not result in an increase in student capacity of the school, and will result in school facilities being located on the same site and be used for substantially the same purpose for which they have been historically used; and

WHEREAS, section 15301 of the CEQA Guidelines (Cal. Code Regs., tit. 14, §§ 15000, *et seq.*), specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, section 15303 of the CEQA Guidelines specifically exempts from the provisions of CEQA the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure; and

WHEREAS, section 15311 of the CEQA Guidelines specifically exempts from the provisions of CEQA the construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities; and

WHEREAS, section 15314 of the CEQA Guidelines specifically exempts from the provisions of CEQA minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less; and

WHEREAS, the Project does not involve any of the following and so is eligible for the categorical exemptions as described above under California Code of Regulations, Title 14, and section 15300.2:

- (a) The cumulative impact of successive projects of the same type in the same place, which over time is significant;
- (b) An activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances;

Exhibit 1

Notice of Exemption

[Attached]

APPROVED BY THE BOARD OF TRUSTEES (SR194274)3
DATE July 12, 2016
W. Barry

Notice of Exemption

To: Office of Planning and Research
1400 Tenth Street,
Sacramento, CA 95814

 County Clerk
County of Santa Clara
70 West Hedding Street, 1st Floor
San Jose, CA 95110

From: (Public Agency)

Gavilan Joint Community College District
5055 Santa Teresa Blvd.
Gilroy, CA 95020

Project Title: Athletic Fields Renovation and Upgrade

Project Location - Specific: Gilroy Campus, 5055 Santa Teresa Blvd., Gilroy, CA 95020

Project Location - City: Gilroy **Project Location - County:** Santa Clara

Description of Nature, Purpose, and Beneficiaries of Project:

The Project involves the renovation and upgrading to the existing football, track, baseball, soccer and softball fields located on the District's community college campus in Gilroy, including upgrades to existing lighting and addition of new lighting. The purpose of the Project is to enhance the District's campus and provide opportunities for the students, families, and general community, who are the collective beneficiaries of the Project along with the District.

Name of Public Agency Approving Project: Gavilan Joint Community College District

Name of Person or Agency Carrying Out Project: Gavilan Joint Community College District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268;
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number: Class 1 (Cal. Code Regs. ("CCR"), tit. 14,

Section 15301); Class 3 (CCR, tit. 14, Section 15303); Class 11 (CCR, tit. 14, Section 15311); and Class 14 (Cal. Code Regs., Title 14, Section 15314)

Statutory Exemptions. State code number:

Reasons why project is exempt: This project constitutes minor alteration of existing public structures, facilities, and topographical features, involving negligible or no expansion of use; construction and location of a new, small facility or structure or accessory structure to existing industrial facilities; and minor addition to an existing school within existing school grounds where the addition does not increase original student capacity. The project therefore fits within one or more of the exemptions set forth in sections 15301, 15303, 15311, and 15314 of title 14 of the California Code of Regulations. The project is not located in a particularly sensitive environment, and will not have cumulative impacts resulting from successive projects of the same type. There are no unusual circumstances.

Lead Agency Contact Person: Frederick E. Harris **Area Code/Telephone/Extension:** (408) 848-4715

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ **Date:** _____, 2016

Title: Frederick E. Harris, Vice President of Administrative Services

- Signed by Lead Agency **Date received for filing at OPR:**
- Signed by Applicant

APPROVED BY THE BOARD OF TRUSTEES
DATE July 12, 2014
W. Barclay

**Gavilan Joint Community College District
Governing Board Agenda**

July 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 2(d)

Administrative Services

SUBJECT: Gavilan College Aviation Maintenance Technology Project at the San Martin Airport, Change Order #2

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Gavilan College Aviation Maintenance Technology Project at San Martin Airport, which totals \$68,819. Original construction agreement to Seward L Schreder Construction, Inc. was \$2,900,800. Total construction cost has been reduced to \$2,794,619 after including both change orders #1 & #2.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gavilan Community College Aviation Maintenance Technology Project at San Martin Airport Project Seward L. Schreder Construction, Inc., CO #2 for \$68,819. A detailed Change Order #2 table is attached for this project.

There are a total of 2 items in Change Order #2 for this project totaling \$68,819. The initial estimate for both items in Change Order #2 totaled \$97,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by -\$28,181. Change Order #1 had a net change of -\$175,000, and when combined with Change Order #2 results in an overall construction net cost reduction of -\$106,181.

Change Order #2 is a result of unbudgeted costs of disconnecting the portable buildings from the Gavilan College electrical panel before moving them to the San Martin Airport; revising the original mechanical duct work at the portable office to provide a more functional design layout; painting all portable buildings to the Gavilan College color scheme; and adding blocking at the shear wall per DSA requirements.

Budgetary Implications:

The efficient use of Measure E and related funds.

APPROVED BY THE BOARD OF TRUSTEES
DATE *July 12, 2016*
W. Bailey

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEE
DATE: July 12, 2016
V. Bailey

Change Order for Project

CHANGE ORDER #02 - Meehleis Modular Buildings, Inc.

RCCO #	Description	Amount	Additional Days (Calendar)
010	Provide conduit sleeves at modular building sections for low voltage cabling pass through.	\$ 7,423.00	0
011	Replace drinking fountains to include bottle fill dispenser. Drinking fountains also have electrical requirements to each drinking fountain location. Total of 4 drinking fountains	\$ 8,033.00	0
TOTAL		\$ 15,456.00	0

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 156,189.00
Revised Contract Amount Prior to this Change Order	\$ 6,637,643.00
Change Order #01	\$ 15,456.00
New Contract Amount Including this Change Order	\$ 6,653,099.00

Available Construction Contingency	\$ 648,145.00
Change Order #01 & #02	\$ 171,645.00
Remaining Construction Contingency	\$ 476,500.00

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

APPROVED BY THE BOARD OF TRUSTEES
 DATE: *July 12, 2014*
Barley

**Gavilan Joint Community College District
Governing Board Agenda**

July 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 2(e)

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #2 Change Order #2

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Coyote Valley Educational Center Increment #2, which totals \$15,456. Original Agreement to Meehleis Modular Buildings, Inc. for construction costs totaled \$6,481,454. After both Change Orders #1 & #2 the new total construction cost is \$6,653,099.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #2 Project

Meehleis Modular Building, Inc., CO #2 for \$15,456. A detailed Change Order #2 table is attached for this project.

There are a total of 2 items in Change Order #2 totaling \$171,645. The initial estimate for this change orders totaled \$198,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$26,355.

The change order was a direct result of replacing the drinking fountains that were included in the design with drinking fountains that have a bottle fill dispenser. Bottle fill dispenser drinking fountains will need electrical power. Contractor has included electrical requirements in change order. Contractor will also provide conduit sleeves at modular building sections for low voltage cabling pass through.

Budgetary Implications:

The efficient use of Measure E and related funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

APPROVED BY THE BOARD OF TRUSTEES
DATE July 12, 2016
Bailey

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES
DATE: July 12, 2014
W Bailey

Change Order for Project

CHANGE ORDER #02 - Meehleis Modular Buildings, Inc.

RCCO #	Description	Amount	Additional Days (Calendar)
010	Provide conduit sleeves at modular building sections for low voltage cabling pass through.	\$ 7,423.00	0
011	Replace drinking fountains to include bottle fill dispenser. Drinking fountains also have electrical requirements to each drinking fountain location. Total of 4 drinking fountains	\$ 8,033.00	0
TOTAL		\$ 15,456.00	0

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 156,189.00
Revised Contract Amount Prior to this Change Order	\$ 6,637,643.00
Change Order #01	\$ 15,456.00
New Contract Amount Including this Change Order	\$ 6,653,099.00

Available Construction Contingency	\$ 648,145.00
Change Order #01 & #02	\$ 171,645.00
Remaining Construction Contingency	\$ 476,500.00

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

August 9, 2016

Gavilan Joint Community College District
Governing Board Agenda

August 9, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2(c)

Administrative Services

SUBJECT: Coyote Valley Low Voltage Package Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Coyote Valley Low Voltage Package Change Order #1 is \$22,017. Original Agreement to Commercial Plumbing and Building, Inc. was \$337,800. Total construction cost including this change order #1 is \$359,817.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Low Voltage Package Project

Commercial Plumbing and Building, Inc., CO #1 for \$22,017. A detailed Change Order #1 table is attached for this project.

There is a total of 1 change order for this project totaling \$22,017. The initial estimate for all these change orders totaled \$34,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$11,983.

This change order was a direct result of upgrading from CAT6 to CAT6A cabling; purchase and installation of two IDF cabinets in building D; removal of two IDF cabinets and replacing them with data racks inside a casework cabinet; and changing from a 6 strand fiber cable to 12 strand cable due to a 8 strand cable not being readily available by the contractor's supplier.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

APPROVED BY THE BOARD OF TRUSTEES
DATE: August 9, 2016
Bailey

Change Order for Project

CHANGE ORDER #01 - Commercial Plumbing and Building, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
001	Upgrade from CAT6 cable to CAT6A.	\$ 2,921.00	0
002	Purchase and installation of IDF cabinet at building D	\$ 6,426.00	0
003	Remove IDF Cabinet and provide Data Rack at Casework Cabinet.	\$ 4,591.00	0
004	8 Strand Fiber not readably available by contractors supplier. Upgrade to readably available 12 strand fiber	\$ 8,079.00	0
TOTAL		\$ 22,017.00	0

Contract Amount	\$ 337,800.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 337,800.00
Change Order #01	\$ 22,017.00
New Contract Amount Including this Change Order	\$ 359,817.00

Available Construction Contingency	\$ 33,780.00
Change Order #01	\$ 22,017.00
Remaining Construction Contingency	\$ 11,763.00

Contract Start Date	April 25, 2016
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

APPROVED BY THE BOARD OF TRUSTEES
 DATE: August 9, 2016
Wailer

September 13, 2016

Gavilan Joint Community College District
Governing Board Agenda

September 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

6 (g)

Administrative Services

SUBJECT: Measure E Bond Quarterly Financial Status Report at June 30, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:

Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period July 1, 2015 to June 30, 2016. The column titled "Budget" is based on the Board approved Measure E Master Budget as of December 30, 2015. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Director, Business Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 4 Fiscal Year 2015-2016 (4/01/2016 through 6/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Wealth Management Cost of Issuance (FY15/16)		\$ 2,967		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>			\$ 67,574		
	GUSD Lease portables over 25 years		\$ 40,392		
	GUSD Purchase of Modular Bldgs for GECA		\$ 54,932		
<u>Donation Agreement</u> Coyote Valley Property			\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,536		
<u>Bond Interest</u>					
	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 158,019		
	Subtotal Bond Interest		\$ 5,522,651		
	Parking Fund Contribution Fiscal Year 2007-08		\$ 250,000		Non Measure "E" Fund
	Scheduled Maintenance Contribution Fiscal Year 2008-2009		\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 114,011,965		

Expenditures					
1 Program					
660060 - Program Contingency		\$ 25,000			
	Total Costs through 3/31/2016		\$ 5,045		
	5831 - Contracted Services		\$ 10,100		
	Total Costs through 6/30/2016		\$ 15,145	\$ 9,855	
660360 - Planning - District		\$ 155,320			
	Total Costs through 3/31/2016		\$ 128,752		
	<i>No Invoices this period</i>				
	Total Costs through 6/30/2016		\$ 128,752	\$ 26,568	
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 3/31/2016		\$ 4,582,646		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 4,582,646	\$ (0)	2
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 3/31/2016		\$ 3,222,862		
	5630 - Repairs & Maintenance		\$ 756		
	5810 - Legal Services		\$ 9,426		
	5823 - Advertising / Promotion		\$ 752		
	5825 - Administrative Fee		\$ 200		
	5831 - Contracted Services		\$ 6,224,009		
	6110 - Grounds Improvement		\$ 64,920		
	6230 - Inspection Fees		\$ 18,000		
	6413 - Software over \$5,000		\$ 34,578		
	Total Costs through 6/30/2016		\$ 9,575,502	\$ 3,564,191	
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 3/31/2016		\$ 9,625		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 9,625	\$ (0)	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 4 Fiscal Year 2015-2016 (4/01/2016 through 6/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
2 Land Acquisition					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 3/31/2016		\$ 21,293,304		
	5810 - Legal Services		\$ 13,222		
	Total Costs through 6/30/2016		\$ 21,306,526	\$ (68,454)	
663060/663160 - San Benito Prop (Property/Develop)		\$ 9,838,755			
	Total Costs through 3/31/2016		\$ 9,395,153		
	5810 - Legal Services		\$ 5,035		
	5831 - Contracted Services		\$ (1,225)		
	6160 - Land		\$ 39,537		
	Total Costs through 6/30/2016		\$ 9,438,499	\$ 400,256	
664060 - Land Residual		\$ -			
	Total Costs through 3/31/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ -	\$ -	
665060 - Local Funds Off-Site Development		\$ 69,998			
	Total Costs through 3/31/2016		\$ 69,998		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ 69,998	\$ (0)	
3 Current Projects					
670560 - Physical Education Building		\$ 6,539,165			
	Total Costs through 3/31/2016		\$ 260,726		
	5810 - Legal Services		\$ 108		
	5831 - Contracted Services		\$ 237,369		
	Total Costs through 6/30/2016		\$ 498,203	\$ 6,040,962	
671360-1 Demo CJ500, Old Acad. PB Rebuild		\$ 40,000			
	Total Costs through 3/31/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ -	\$ 40,000	
671460 - South County Airport Development		\$ 3,000,000			
	Total Costs through 3/31/2016		\$ 903,737		
	5630 - Repairs & Maintenance		\$ 3,000		
	5810 - Legal Services		\$ (366)		
	5831 - Contracted Services		\$ 1,849,429		
	6230 - Inspection Fees		\$ 21,626		
	Total Costs through 6/30/2016		\$ 2,777,425	\$ 222,575	
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	Total Costs through 3/31/2016		\$ 1,223,487		
	5831 - Contracted Services		\$ -		
	Total Costs through 6/30/2016		\$ 1,223,487	\$ 23,530	
671660 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 3/31/2016		\$ 189,280		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ 189,280	\$ (14,280)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 3/31/2016		\$ 130,094		
	5831 - Contracted Services		\$ 35,475		
	Total Costs through 6/30/2016		\$ 165,569	\$ (56,569)	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 3/31/2016		\$ 786,320		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ 786,320	\$ 0	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 3/31/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ -	\$ -	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 3/31/2016		\$ (0)		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/2016		\$ (0)	\$ 0	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 4 Fiscal Year 2015-2016 (4/01/2016 through 6/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
673060 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 3/31/2016		\$ 24,486		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 3/31/2016		\$ 441,370		
	5831 - Contracted Services		\$ 32,253		
	Total Costs through 6/30/2016		\$ 473,623	\$ 26,377	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 3/31/2016		\$ 26,253		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 26,253	\$ (78)	
680260 - Eprocurement		\$ -			
	Total Costs through 3/31/2016		\$ 13,851		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 13,851	\$ (13,851)	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 3/31/2016		\$ 329,985		
	5831 - Contracted Services		\$ (27,194)		
	Total Costs through 6/30/2016		\$ 302,791	\$ 33,843	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 3/31/2016		\$ 606,702		
	5831 - Contracted Services		\$ 130,839		
	Total Costs through 6/30/2016		\$ 737,541	\$ 162,459	
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 3/31/2016		\$ 122,195		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 122,195	\$ 0	
INACTIVE PROJECTS					
670760 - Student Center/Administration		\$ -			
	Total Costs through 3/31/2016		\$ -		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ -	\$ -	
670960 - Library/Media		\$ -			
	Total Costs through 3/31/2016		\$ -		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ -	\$ -	
CLOSED PROJECTS					
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 3/31/2016		\$ 8,036,484		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 3/31/2016		\$ 111,859		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 3/31/2016		\$ 4,416,466		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 3/31/2016		\$ 446,255		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 3/31/2016		\$ 162,295		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 162,295	\$ -	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 4 Fiscal Year 2015-2016 (4/01/2016 through 6/30/2016)
Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 3/31/2016		\$ 6,081,010		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 3/31/2016		\$ 4,706,937		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 3/31/2016		\$ 4,398,348		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 3/31/2016		\$ 3,903,843		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 3/31/2016		\$ 3,918,035		
	5810 - Legal Services				
	Total Costs through 6/30/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 3/31/2016		\$ 1,432,750		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 3/31/2016		\$ 217,419		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 3/31/2016		\$ 185,481		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 185,481	\$ (0)	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 3/31/2016		\$ 4,437,518		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 4,437,518	\$ 0	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 3/31/2016		\$ 3,511,130		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 3,511,130	\$ -	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 3/31/2016		\$ 1,111,376		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 3/31/2016		\$ 70,947		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 70,947	\$ 0	
- Debt Payment		\$ 3,625,796			
	Total Costs through 3/31/2016		\$ 3,625,796		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 3/31/2016)			\$ 94,539,820		
Total Invoices this Period (4/01/2016 through 6/30/2016)			\$ 8,701,845		
Total Expended to Date (Through 6/30/2016)			\$ 103,241,666		
Total Construction Budget		\$ 113,639,049		\$ 10,397,383	
Total Revenue to Date			\$ 114,011,965		
Cash Balance				\$ 10,770,300	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 4 Fiscal Year 2015-2016 (4/01/2016 through 6/30/2016)
Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
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Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

**Gavilan Joint Community College District
Governing Board Agenda**

September 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (h)

Administrative Services

SUBJECT: Miscellaneous Measure E Construction Agreements

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the Board of Trustees approve the following 3 construction agreements.

Background:

1. Revision #1: Gilbane Building Company Project Assignment Amendment (PAA) – Athletic Fields and Gym Roofing and Fire Alarm – add \$158,000. The original scope of these projects expanded to include several previously proposed bid alternates, which will require more construction management services. Also, due to the complexity of this multi-faceted set of projects, it is proposed to have Gilbane perform an Interdisciplinary Document Coordination Review to ensure the projects' scopes and budgets are maintained. The original Contract Price for this PAA was approved for Four Hundred Three Thousand Seven Hundred Sixty-Seven Dollars (\$403,767). The additional amount requested for Revision #01 is One Hundred Fifty- Eight Thousand Dollars (\$158,000). This brings the total revised Contract Price for this PAA to Five Hundred Sixty-One Thousand Seven Hundred Sixty-Seven Dollars (\$561,767) funded from Measure E.
2. Alpha Land Surveys, Inc. – Coyote Valley, Increment #1 - \$1,800. This agreement is to pay for an independent survey to verify several areas on site to be sure they were properly graded to the project specifications; funded from Measure E.
3. Revision #1: IBI Project Assignment Amendment (PAA) – Water Tank – add \$40,000. Additional Civil Engineering work has been required to complete the close-out of the water tank project. The original Contract Price for this PAA was approved for One Hundred Ninety-One Thousand Eight Hundred and Eight Dollars (\$191,808). The additional amount requested for Revision #01 is an amount not to exceed Forty Thousand Dollars (\$40,000). This brings the total revised Contract Price for this PAA to Two Hundred Thirty-One Thousand Eight Hundred and Eight Dollars (\$231,808). Funded from Measure E and state capital outlay funds.

Budgetary Implications:

The efficient use of Measure E and state capital outlay funds.

Follow Up/Outcome:

Upon Board approval, finalize the agreements.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

September 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

III. 2(i)

SUBJECT: Gavilan College Aviation Maintenance Technology Program at San Martin Airport,
Change Order #3

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Gavilan College Aviation Maintenance Technology Program at San Martin Airport. Change Order #3 is \$64,889. Original Agreement to Seward L Schreder Construction, Inc. was \$2,900,800. Total construction cost including change orders #1, #2 & #3 is \$2,859,508.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gavilan College Aviation Maintenance Technology Program at San Martin Airport Project
Seward L. Schreder Construction, Inc., CO #3 for \$64,889. A detailed Change Order #3 table is attached for this project.

There are a total of 3 change orders for this project totaling \$(41,292). The initial estimate for this Change Order #3 totaled \$76,713 but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$11,824.

The change order was a direct result of electrical changes to meet requirements for aviation program and mobilization fees for asphalt paving contractor due to block wall approval delay by DSA. Revision of heater flues, expedite shipping of the hanger door, and the install of a 2 inch backflow per the county of Santa Clara requirements. Weld hinges to I-Beam at the hanger door and revise sidewalk adjacent to the modular buildings to avoid water intrusion.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #03 - Seward L. Schreder Construction, Inc.

RCCO #	Description	Amount	Additional Days (Calendar)
007	Revised Welding outlets to fit aviation program requirements.	\$ 15,178.00	0
008	Change horizontal flue vents into vertical thru roof vents. Required by heaters inside hanger.	\$ 5,759.00	0
009	Expedite shipping for Bi Fold Door	\$ 7,103.00	0
010	CCD-2 foundation and sidewalk revisions thicken slab around the Modular buildings to avoid water intrusion.	\$ 15,000.00	0
011	Installation of 2 inch back flow per county of Santa Clara request.	\$ 4,950.00	0
013	Structural Engineer request to weld hinges to I-beam at Bi fold hanger door.	\$ 2,750.00	0
014	Second mobilization for paving due to delays by DSA regarding blocking at walls.	\$ 14,149.00	0
TOTAL		\$ 64,889.00	0

Contract Amount	\$ 2,900,800.00
Net Change By Previously Authorized Change Orders	\$ (106,181.00)
Revised Contract Amount Prior to this Change Order	\$ 2,794,619.00
Change Order #03	\$ 64,889.00
New Contract Amount Including this Change Order	\$ 2,859,508.00

Available Construction Contingency	\$ 290,080.00
Change Order #01, #02 & #3	\$ (41,292.00)
Remaining Construction Contingency	\$ 331,372.00

Contract Start Date	January 18, 2016
Contract Substantial Completion Date	July 29, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	July 29, 2016
New Contract Substantial Completion Date (Including this Change Order)	July 29, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

September 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

III.2 (j)

SUBJECT: Agreements for Demolition of CE500, CJ200, CJ300 and CJ400

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal: That the Board of Trustees approve the following 7 agreements related to the demolition of CE500, CJ200, CJ300 and CJ400.

Background:

1. SGS Recycling Enterprises Inc, dba A&S Metals Recycling & Demolition - \$22,841 Demolition of CJ200, 300 & 400, includes a \$3,500 change order to remove unanticipated 4'x2' concrete footings.
2. SGS Recycling Enterprises Inc, dba A&S Metals Recycling & Demolition - \$15,283 Demolition of CE500.
3. American Technologies, Inc. - \$9,848 Asbestos abatement for CE 500 demolition.
4. EnviroScience, Inc. - \$3,987.50 Post-CE500 asbestos abatement inspection, air sampling and analysis.
5. Live Oak Associates, Inc. - \$3,200 Nesting bird and raptor survey, and monitoring for protection of native wildlife during demolition activities of CJ 200, 300 & 400.
6. SWPPP Solutions, Inc. - \$1,500 Prepare a Water Pollution Control Program (WPCP) for the Demolition Projects.
7. American Leak Detectors - \$500 Locators for gas line in CE500.

Budgetary Implications:

The efficient use of Measure E funds.

Follow Up/Outcome:

Upon Board approval, finalize the agreements.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Kathleen A. Rose

Dr. Kathleen A. Rose, Superintendent/President

October 11, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

October 11, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (e)

Administrative Services

SUBJECT: IBI Group Architecture and Planning Project Assignment Amendment Augmentations

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves IBI Group Architects and Planning Project Assignment Amendment (PAA) augmentations for the two (2) projects listed below.

Background:

On July 12, 2011, the Board ratified an On-Going Architectural Services Agreement with BFGC-IBI (now IBI Group) Architecture and Planning. The Architectural Services Agreement stipulates that for each individual district project, a separate PAA will be established.

Coyote Valley The Academy Campus PAA: Increase fees by \$16,000

This PAA was originally approved for Eight Hundred and Eighty Thousand Dollars (\$880,000) for design services related to off-site utilities, on-site utilities and site grading, roadways, walkways, paving, modular buildings, and coordination with city and county agencies, environmental consultants, real estate consultants and the Division of the State Architect (DSA). This augmentation for Sixteen Thousand Dollars (\$16,000) is for design services related to furniture, fixtures and equipment selection coordination for the classrooms and administrative areas, and for a perimeter security fence around the facility. This brings the total revised Contract Price for this PAA to Eight Hundred Ninety-Six Thousand Dollars (\$896,000).

Student Center Seismic Upgrade PAA: Increase fees by \$40,000

This PAA was originally approved for Eighty-Five Thousand Dollars (\$85,000) for design services for the voluntary seismic upgrade of the Student Center including path of travel (Restroom, doors, & ramp) upgrade as required by DSA. This augmentation for design services related to the following increased scope of work is Forty Thousand Dollars (\$40,000). This brings the total revised Contract Price for this PAA to One Hundred Twenty-Five Thousand Dollars (\$125,000):

- New accessible counters for the A&R, Info Corner, Financial Aid and Administrative areas
- Required Accessible Signage
- Remove Safe from Financial Aid area and convert mailroom into office (with storage on outside wall)
- Remodel Administrative and Counseling Bathrooms
- Paint majority of interior walls, doors and frames & replace flooring
- Cover wainscot with laminate panels and aluminum trim in hallways at Financial Aid and Counseling
- Replace ceiling tiles in rooms not renovated by seismic work

Budgetary Implications:

The efficient use of state scheduled maintenance, Measure E and Lease Revenue bond funds.

Follow Up/Outcome:

Process the agreements.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:



Dr. Kathleen Rose, Superintendent/President

**Gavilan Joint Community College District
Governing Board Agenda**

October 11, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.(h)

Administrative Services

SUBJECT: Consider and Accept Bids for the Gavilan College Gym Roof Replacement

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees considers and accepts the bid from contractor for the Gavilan College Gym Roof Replacement.

Background

The bid for this project closed on September 27, 2016. A total of three (3) contractors participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Seward L. Schreder Construction, Inc. in the amount of \$379,000.

Attached is a letter providing a bid analysis from Gilbane, the Construction Manager, dated September 30, 2016. The letter includes a bid tabulation form.

Budgetary Implications:

The efficient use of Measure E Funds

Follow Up/Outcome:

Upon Board approval, issue a Notice-to-Proceed.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President



September 30, 2016

Mr. Frederick E. Harris
Vice President of Administrative Services
Gavilan Joint Community College District
5055 Santa Teresa Boulevard
Gilroy, CA 95020

**Re: Bid Analysis
Gavilan College Gym Roof Replacement
Gavilan Joint Community College District**

Dear Frederick:

We are pleased to provide our analysis of the bid results for the above referenced project.

Gilbane reviewed the apparent low bidder's, Seward L. Schreder Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Seward L. Schreder Construction, Inc. confirmed their base bid amount of \$379,000 and stated they would honor it.

Please refer to our analysis and findings below for more detail.

Bid Analysis

The following items were considered in our bid analysis:

1. Comparative Pricing
2. Bond Review
3. Company History & Experience
4. Bid Form Review
5. Reference Check
6. Contractor License Check

1. Comparative Pricing (See attached Bid Tabulation Form)

A.	Budget	\$425,000
B.	Low Responsive Bid	\$379,000
C.	Average Bid	\$430,033
D.	High Bid	\$523,100
E.	Number of Contractors Contacted	20
F.	Number of Plan Holders	13
G.	Number of Potential Bidders	6
H.	Number of Bidders	3

2. Bond Review

A. Contractor's Bid Bond

Seward L. Schreder Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is Fidelity and Deposit Company of Maryland. Their address is 1400 American Lane, Tower 1, 18th Floor, Schaumburg, Illinois, 60196. The contact number is (415) 538-7100.

B. Contractor's License Bond

All California contractors are required to file a bond with the State in the amount of \$12,500. The bond number is 09172851 and the effective date is 9/22/16 with Fidelity and Deposit Company of Maryland. Their address is 3910 Keswick Road, Baltimore, Maryland, 21211.

3. Company History & Experience

Seward L. Schreder Construction, Inc. has indicated they have been in the construction business for 17 years. Seward L. Schreder Construction, Inc. is familiar with the area and has constructed multiple projects for Gilroy Unified School District and Gavilan College. Seward L. Schreder has completed three projects for Gavilan College - the Pond Overlook project, the GECA Addition and most recently the San Martin Aviation project.

4. Bid Form Review

A. Contractor's Proposal Form	No Exception Taken
B. Bid Pricing	No Exception Taken
C. Addenda Acknowledgement	No Exception Taken
D. Contractor's License Information	No Exception Taken
E. Subcontractor's List	No Exception Taken
F. Non-Collusion Affidavit	No Exception Taken
G. Bid Security	No Exception Taken

5. Reference Check

A. Gilroy Unified School District – The project manager Mike Rice at Gilroy Unified stated Seward L. Schreder Construction, Inc. has performed a couple of projects successfully for them. These projects varied in size. Mike mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Mike said Seward L. Schreder Construction, Inc. work quality was great. Mike said he recommended Seward L. Schreder Construction, Inc. for the Gavilan College Gym Roof Replacement project.

B. Scott Pullen from HMR Architects has worked on multiple projects with Seward L. Schreder Construction, Inc. in the past 15 years. HMR Architects highly recommends Seward L. Schreder Construction, Inc.

HMR Architects has recently completed a project with Seward L. Schreder Construction, Inc. on a gym modernization for Sacramento City Unified School District. HMR Architects stated they were very satisfied with Seward L. Schreder Construction, Inc. work. Seward L. Schreder Construction, Inc. kept to the schedule and there quality of work was to their expectation. HMR Architects stated they will definitely use Seward L. Schreder Construction, Inc. again.

6. **Contractor License Check**

- | | | |
|----|--------------------------|---|
| A. | License Number: | 746525 |
| B. | License Status: | Current and Active |
| C. | License Issued to: | Seward L. Schreder
Construction, Inc.
Corporation |
| D. | Expiration Date: | 3/31/18 |
| E. | County of Incorporation: | Butte |
| F. | Claims Against License: | No citations or cases on record |
| G. | Type of License(s): | A – General Engineering
B – General Building
HAZ – Hazardous Substance
Removal |

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Donna Martin

Donna Martin
Project Manager

Enclosures: Bid Tabulation Form

cc: Steve Sowa, IBI Group
Casey Michaelis, Gilbane Building Company

November 8, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

November 8, 2016

Consent Agenda Item No. 6-(1)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Measure E Bond Quarterly Financial Status Report at September 30, 2016

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:

Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period July 1, 2016 to September 30, 2016. The column titled "Budget" is based on the Board approved Measure E Master Budget as of June 30, 2016. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Director, Business Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Wealth Management Cost of Issuance (FY15/16)		\$ 2,967		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>			\$ 90,099		
	GUSD Lease portables over 25 years		\$ 40,392		
	GUSD Purchase of Modular Bldgs for GECA		\$ 54,932		
<u>Donation Agreement</u> Coyote Valley Property			\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,537		
<u>Bond Interest</u>					
	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 156,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 158,019		
	Fiscal Year 2016-17		\$ -		
	Subtotal Bond Interest		\$ 5,522,651		
<u>Parking Fund Contribution</u> Fiscal Year 2007-08			\$ 250,000		Non Measure "E" Fund
<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009			\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 114,034,491		
Expenditures					
1 Program					
660060 - Program Contingency		\$ 25,000			
	Total Costs through 6/30/2016		\$ 15,145		
	5831 - Contracted Services		\$ 10,100		
	Total Costs through 9/30/2016		\$ 25,245	\$ (245)	
660360 - Planning - District		\$ 155,320			
	Total Costs through 6/30/2016		\$ 128,752		
	<i>No Invoices this period</i>				
	Total Costs through 9/30/2016		\$ 128,752	\$ 26,568	
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 6/30/2016		\$ 9,575,502		
	5810 - Legal Services		\$ (2,084)		
	5831 - Contracted Services		\$ 890,647		
	Total Costs through 9/30/2016		\$ 10,464,065	\$ 2,675,628	
2 Land Acquisition					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 6/30/2016		\$ 21,306,526		
	5810 - Legal Services		\$ (8,611)		
	5831 - Contracted Services		\$ 522,172		
	6110 - Grounds Improvements		\$ 194,047		
	6405- Equipment > \$5,000		\$ 78,561		
	Total Costs through 9/30/2016		\$ 22,092,695	\$ (854,623)	
663060/663160 - San Benito Prop (Property/Develop)		\$ 9,838,755			
	Total Costs through 6/30/2016		\$ 9,438,499		
	5810 - Legal Services		\$ (108)		
	Total Costs through 9/30/2016		\$ 9,438,391	\$ 400,364	
3 Current Projects					
670560 - Physical Education Building		\$ 6,539,165			
	Total Costs through 6/30/2016		\$ 498,203		

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	5831 - Contracted Services		\$ 52,858		
	Total Costs through 9/30/2016		\$ 551,061	\$ 5,988,104	
671360-1 Demo CJ500, Old Acad. PB Rebuild		\$ 40,000			
	Total Costs through 6/30/2016		\$ -		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ -	\$ 40,000	
671460 - South County Airport Development		\$ 3,000,000			
	Total Costs through 6/30/2016		\$ 2,777,425		
	4530 - Maintenance Supplies		\$ 2,139		
	5810 - Legal Services		\$ 317		
	5831 - Contracted Services		\$ 406,511		
	6230 - Inspection Fees		\$ 2,015		
	6400 - Equipment < \$5,000		\$ 923		
	Total Costs through 9/30/2016		\$ 3,189,331	\$ (189,331)	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 6/30/2016		\$ 737,541		
	5831 - Contracted Services		\$ 78,291		
	Total Costs through 9/30/2016		\$ 815,832	\$ 84,168	
INACTIVE PROJECTS					
670760 - Student Center/Administration		\$ -			
	Total Costs through 6/30/2016		\$ -		
	5831 - Contracted Services		\$ 8,800		
	Total Costs through 9/30/2016		\$ 8,800	\$ (8,800)	
670960 - Library/Media		\$ -			
	Total Costs through 6/30/2016		\$ -		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ -	\$ -	
CLOSED PROJECTS					
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 6/30/2016		\$ 4,582,646		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 4,582,646	\$ (0)	2
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 6/30/2016		\$ 9,625		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 9,625	\$ (0)	
664060 - Land Residual		\$ -			
	Total Costs through 6/30/2016		\$ -		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ -	\$ -	
665060 - Local Funds Off-Site Development		\$ 69,998			
	Total Costs through 6/30/2016		\$ 69,998		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 69,998	\$ (0)	
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 6/30/2016		\$ 8,036,484		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 6/30/2016		\$ 111,859		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 6/30/2016		\$ 4,416,466		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 6/30/2016		\$ 446,255		
	<i>No Invoices this Period</i>		\$ -		

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	Total Costs through 6/30/2016		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 6/30/2016		\$ 162,295		
	No Invoices this Period				
	Total Costs through 6/30/2016		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Sciences		\$ 6,081,010			
	Total Costs through 6/30/2016		\$ 6,081,010		
	No Invoices this Period				
	Total Costs through 9/30/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 6/30/2016		\$ 4,706,937		
	No Invoices this Period				
	Total Costs through 9/30/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 6/30/2016		\$ 4,398,348		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 6/30/2016		\$ 3,903,843		
	No Invoices this Period				
	Total Costs through 9/30/2016		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 6/30/2016		\$ 3,918,035		
	5810 - Legal Services				
	Total Costs through 9/30/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 6/30/2016		\$ 1,432,750		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 6/30/2016		\$ 217,419		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 6/30/2016		\$ 185,481		
	No Invoices this Period				
	Total Costs through 9/30/2016		\$ 185,481	\$ (0)	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 6/30/2016		\$ 4,437,518		
	5630 - Repairs & Maintenance		\$ 9,848		
	Total Costs through 9/30/2016		\$ 4,447,366	\$ (9,848)	
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	No Invoices this Period		\$ 1,223,487		
	5831 - Contracted Services				
	Total Costs through 9/30/2016		\$ 1,223,487	\$ 23,530	
671660 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 6/30/2016		\$ 189,280		
	No Invoices this Period				
	Total Costs through 9/30/2016		\$ 189,280	\$ (14,280)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 6/30/2016		\$ 165,569		
	5831 - Contracted Services				
	Total Costs through 9/30/2016		\$ 165,569	\$ (56,569)	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 6/30/2016		\$ 786,320		
	No Invoices this Period				
	Total Costs through 9/30/2016		\$ 786,320	\$ 0	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 6/30/2016				

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ -	\$ -	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 6/30/2016		\$ (0)		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ (0)	\$ 0	
673080 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 6/30/2016		\$ 24,486		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 6/30/2016		\$ 473,623		
	5831 - Contracted Services		\$ (378,100)		
	6110 - Grounds Improvement		\$ 393,187		
	Total Costs through 9/30/2016		\$ 488,710	\$ 11,290	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 6/30/2016		\$ 26,253		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 26,253	\$ (78)	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 6/30/2016		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 3,511,130	\$ -	
680260 - Eprocurement		\$ -			
	Total Costs through 6/30/2016		\$ 13,851		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 13,851	\$ (13,851)	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 6/30/2016		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 6/30/2016		\$ 70,947		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 70,947	\$ 0	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 6/30/2016		\$ 302,791		
	5831 - Contracted Services				
	Total Costs through 9/30/2016		\$ 302,791	\$ 33,843	
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 6/30/2016		\$ 122,195		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 122,195	\$ 0	
- Debt Payment		\$ 3,625,796			
	Total Costs through 6/30/2016		\$ 3,625,796		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 3/31/2016)			\$ 103,241,666		
Total Invoices this Period (4/01/2016 through 6/30/2016)			\$ 2,261,513		
Total Expended to Date (Through 6/30/2016)			\$ 105,503,179		
Total Construction Budget			\$ 113,639,049	\$ 8,135,870	
Total Revenue to Date			\$ 114,034,491		
Cash Balance				\$ 8,531,313	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

Gavilan Joint Community College District
Governing Board Agenda

November 8, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III. 1 (k)

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #3

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the third Change Order request for the Coyote Valley Educational Center Increment #2. Change Order #3 in an amount of \$140,369.65. The Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. The combined cost of Change Orders #1, #2 & #3 is \$312,014.65 or 4.8% of the original construction contract price, and leaves a \$336,130.35 balance in the construction contingency, and results in a total construction cost of \$6,793,468.65.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #2 Project
Meehleis Modular Building, Inc., CO #3 for \$140,369.65. A detailed Change Order #3 table is attached for this project.

Budgetary Implications:

The efficient use of Measure E and local Lease Revenue Bond Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #03 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
12	Install and connect 1 junction box for 120V Circuit	\$ 447.53	0
13	Remove/replace markerboard and remove/patchback vinyl tackboard wall finish and gypsum board at Rooms B113, A127	\$ 3,872.69	
14	Add 170' of 3/4 Conduit from Annunciator to FACP in Building "A".	\$ 1,887.69	0
15	Provide and install Bird Prevention at Walkway and Shelter Canopies	\$ 16,914.98	0
16.1	Add in-wall wood blocking per detail RFI10/SK1A	\$ 1,737.20	0
17	Provide and install feeder wire to Buildings A,B,C,D & E	\$ 115,509.56	
TOTAL		\$ 140,369.65	0

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 171,645.00
Revised Contract Amount Prior to this Change Order	\$ 6,653,099.00
Change Order #03	\$ 140,369.65
New Contract Amount Including this Change Order	\$ 6,793,468.65

Available Construction Contingency	\$ 648,145.00
Change Order #01, #02 & #3	\$ 312,014.65
Remaining Construction Contingency	\$ 336,130.35

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

December 13, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

December 13, 2016

Consent Agenda Item No.
Information/Staff Reports
No. Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1.g

Administrative Services

SUBJECT: IBI Group Architecture and Planning Project Assignment Amendments Augmentations

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves IBI Group Architects and Planning Project Assignment Amendment (PAA) augmentations for the two (2) projects listed below:

Background

On July 1, 2011, the board ratified an On-Going Architectural Services Agreement with BFGC-IBI (now IBI Group). Architecture and Planning. The Architectural Services Agreement stipulates that for each individual District project, a separate PAA will be established.

Replacement of Gymnasium Bleachers & Flooring PAA: Increase fees by \$8,000

This PAA was originally approved for Fifty Thousand (\$50,000) for design services related to the Gymnasium Bleachers & Flooring Project. This augmentation for \$8,000 is for coordination with District IT to replace existing fiber backbones for the Gymnasium, Theater, CDC, Art Building, Library, Health Building and Student Center, which also includes providing documents for DSA submittal and approval, and construction administration services. This brings the total revised Contract Price for this PAA to Fifty Eight Thousand Dollars (\$58,000).

Gavilan College Athletic Fields Upgrade Project PAA: Increase fees by \$75,000

This PAA was originally approved for Five Hundred Seventy Five Thousand Dollars (\$575,000) for design services related to the Athletic Fields Upgrade Project. This augmentation for \$75,000 is for the additional working drawings of the Athletic Fields added scope of work. This brings the total revised Contract Project for this PAA to Six Hundred Fifty Thousand Dollars (\$650,000).

Budgetary Implications:

The efficient use of Measure E and local Lease Revenue Bond funds.

Follow Up/Outcome:

Upon Board approval, process the agreements

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: _____

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: _____

Kathleen Rose

Dr. Kathleen Rose, Superintendent/ President

Gavilan Joint Community College District
Governing Board Agenda

December 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1.j

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #4

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the fourth project Change Order request for the Coyote Valley Educational Center Increment #2. Change Order #4 is \$28,849.58. Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. Total cost of change orders #1, #2, #3 and #4 is \$340,864.23 or 5.26% of the original contract price. The initial estimate for this Change Order #4 totaled \$43,273.23, but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$14,424.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #2 Project

Meehleis Modular Building, Inc., CO #4 for \$28,849.58. A detailed Change Order #4 table is attached for this project, and includes extending Builder's Risk Insurance, additional water buggy rental and labor to drive/fill, extended Project Supervision through completion of construction.

Budgetary Implications:

The efficient use of Measure E Funds and local Lease Revenue Bond funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #04 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
18	Extend Builder's Risk Insurance coverage, Additional water buggy rental, labor to drive and fill-up tank, Extended Project Supervision through 11/24/16	\$ 28,849.58	0
TOTAL		\$ 28,849.58	0

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 312,014.65
Revised Contract Amount Prior to this Change Order	\$ 6,793,468.65
Change Order #04	\$ 28,849.58
New Contract Amount Including this Change Order	\$ 6,822,318.23
Available Construction Contingency	\$ 648,145.00
Change Order #01, #02, #3 and #4	\$ 340,864.23
Remaining Construction Contingency	\$ 307,280.77

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	November 24, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	November 24, 2016
New Contract Substantial Completion Date (Including this Change Order)	November 24, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

December 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1.k

Administrative Services

SUBJECT: Coyote Valley, Off-Site Project, Change Order #1.

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the first Change Order request for the Coyote Valley, Off-Site Project Change Order #1 in the amount of \$137,093. The Original Agreement to Pacific Underground Construction was \$1,370,938. The cost of Change Order #1 is \$137,093 or 10% of the original construction contract price, leaves a \$0 balance in the construction contingency, and results in a total construction cost of \$1,508,031.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley, Off-Site Project

Pacific Underground Construction, Inc., CO #1 for \$137,093. A detailed Change Order #1 table is attached for this project.

There is a total of 1 change order for this project totaling \$137,093. The initial estimate for this change order totaled \$167,463 but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$30,370.

The change order was a direct result of unforeseen conditions, ground water intrusion in the sewer main trench which required extra equipment, shoring material and fill. There were utilities conflicts at the point of connection. Additional costs included galvanized steel plate on abutments, additional support hanger, scaffolding and x-ray for installation. Relocate of a 2" water service to AT & T building, required by the San Jose City Inspector of Record. Additional labor due to multiple utility conflicts not shown on plans or marked in the street (USA). Additional labor equipment and saw to cut 20" – 24" thick existing asphalt on Bailey Avenue.

There is a total of 1 Change Order for this project totaling \$137,093.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue bond funds.

Follow Up/Outcome:

Upon Board approval, the Change Order will be issued to the Contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #01 - Pacific Underground Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
001	Unforeseen Conditions, ground water intrusion in the sewer main trench. Required extra equipment, shoring material and fill	\$ 43,573.27	0
002	18" Utility conflict at point of connection, includes additional excavation shoring due to groundwater, removal of unsuitable materials	\$ 47,560.00	0
003	Additional costs to include galvanized steel plate on abutments, additional support hanger, scaffolding and x-ray for installation.	\$ 11,567.92	0
004	Relocated 2" water service to AT & T Building, required by San Jose City Inspector or Record. Service required due to configuration at the end of the main.	\$ 14,297.00	0
005	Additional labor due to multiple utility conflicts not shown on plans or marked in the street (USA)	\$ 4,342.81	0
006	Additional labor, equipment and saw to cut 20"-24" thick existing asphalt o Bailey Ave to be removed.	\$ 15,752.00	0
TOTAL		\$ 137,093.00	0

Contract Amount	\$ 1,370,938.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 1,370,938.00
Change Order #01	\$ 137,093.00
New Contract Amount Including this Change Order	\$ 1,508,031.00

Available Construction Contingency	\$ 137,093.00
Change Order #01	\$ 137,093.00
Remaining Construction Contingency	\$ -

Contract Start Date	May 23, 2016
Contract Substantial Completion Date	November 24, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	November 24, 2016
New Contract Substantial Completion Date (Including this Change Order)	November 24, 2016

Gavilan Joint Community College District
Governing Board Agenda

December 13, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1.1

Administrative Services

SUBJECT: Gavilan Community College Aviation Program at San Martin South County Airport, Change Order #4

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the fourth project Change Order request for the Gavilan Community College Aviation Program at San Martin South County Airport. Change Order #4 is \$11,923.91. Original Agreement to Seward L Schreder Construction, Inc. was \$2,900,800. Total cost of change orders #1, #2, #3 and 4 is \$(-29,268.09).

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gavilan Community College Aviation Program at San Martin South County Airport Project
Seward L. Schreder Construction, Inc., CO #4 for \$11,923.91. The change order resulted from a DSA requirement to add vertical heating vents to exit through the roof, and to install piping for the in-line air compressor dryers. A detailed Change Order #4 table is attached for this project.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #04 - Seward L. Schreder Construction, Inc.

RCCO #	Description	Amount	Additional Days (Calendar)
019	Install vertical vents to exit through roof (DSA required)	\$ 5,496.91	0
020	install piping for in-line air compressor dryers	\$ 6,427.00	0
TOTAL		\$ 11,923.91	0

Contract Amount	\$ 2,900,800.00
Net Change By Previously Authorized Change Orders	\$ (41,292.00)
Revised Contract Amount Prior to this Change Order	\$ 2,859,508.00
Change Order #04	\$ 11,923.91
New Contract Amount Including this Change Order	\$ 2,871,431.91

Available Construction Contingency	\$ 290,080.00
Value Engineered - Change Order #1	\$ (175,000.00)
Sub-Total	\$ 115,080.00

Change Order #02, #3 and #4	\$ 145,631.91
Remaining Construction Contingency	\$ (30,551.91)

Contract Start Date	January 18, 2016
Contract Substantial Completion Date	July 29, 2016
New Contract Substantial Completion Date	July 29, 2016
(By Previously Authorized Change Orders)	
New Contract Substantial Completion Date (Including this Change Order)	July 29, 2016

January 10, 2017

Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1(c)

Administrative Services

SUBJECT: Gavilan Gym Roof Replacement Project, Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the first project Change Order request for the Gavilan Gym Roof Replacement Project. Change Order #1 is \$7,027. Original Agreement to Seward L. Schreder Construction, Inc. was \$379,000. Total construction cost including change order #1 is \$386,027.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gavilan Gym Roof Replacement Project

Seward L. Schreder Construction, Inc., CO #1 for \$7,027. A detailed Change Order #1 table is attached for this project.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

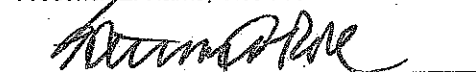
Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:


Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #01 - Seward L. Schreder Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
1	Install 300 LF. of temporary fencing with concrete blocks plus delivery/pick up fee	\$ 1,087.00	0
2	Supply and install new 24 GA. galvanized sheet metal flashing at perimeter and cupola cap	\$ 5,940.00	
TOTAL		\$ 7,027.00	0

Contract Amount	\$ 379,000.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 379,000.00
Change Order #01	\$ 7,027.00
New Contract Amount Including this Change Order	\$ 386,027.00

Available Construction Contingency	\$ 37,900.00
Change Order #01	\$ 7,027.00
Remaining Construction Contingency	\$ 30,873.00

Contract Start Date	October 24, 2016
Contract Substantial Completion Date	December 22, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 22, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 22, 2016

Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1(e)

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #5

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the fifth project Change Order request for the Coyote Valley Educational Center Increment #2. Change Order #5 is \$24,079.85. Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. Total construction cost including change order #1, #2, #3, #4 and #5 is \$6,846,398.08.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #2 Project

Meehleis Modular Building, Inc., CO #5 for \$24,079.85. A detailed Change Order #5 table is attached for this project.

There are a total of 5 Change Orders for this project totaling \$364,944.08. The initial estimate for this change order totaled \$27,579.85 but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$3,500.00.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue bonds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #05 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
19.1	Apply two (2) coats of sealer on approximately 14,000 sq. ft. of VCT flooring, water for building cleaning, extended supervision and extend Builders Risk Insurance	\$ 24,079.85	30
TOTAL		\$ 24,079.85	30

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 340,864.23
Revised Contract Amount Prior to this Change Order	\$ 6,822,318.23
Change Order #05	\$ 24,079.85
New Contract Amount Including this Change Order	\$ 6,846,398.08

Available Construction Contingency	\$ 648,145.00
Change Order #01, #02, #3, #4 and #5	\$ 364,944.08
Remaining Construction Contingency	\$ 283,200.92

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	December 31, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 31, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 31, 2016

Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No. New
Business Agenda Item No. III.1(f)

Administrative Services

SUBJECT: Coyote Valley Low Voltage Package, Change Order #2

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Coyote Valley Low Voltage Package. Change Order #2 is \$9,607.10. Original Agreement to Commercial Plumbing and Building, Inc. was \$337,800. Total construction cost including change orders #1 and #2 is \$369,424.10.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Low Voltage Package Project

Commercial Plumbing and Building, Inc., CO #2 for \$9,607.10. A detailed Change Order #2 table is attached for this project.

There are a total of 2 change orders for this project totaling \$31,624.10. The initial estimate for this change order totaled \$11,500 but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$1,892.90.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue bonds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Kathleen Rose

Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #02 - Commercial Plumbing and Building, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
005	Install four (4) fire alarm monitoring modules	\$ 3,018.75	0
006	Pull string in (E) conduits for fire alarm and data in buildings (B, C, D, E)	\$ 5,945.50	0
007	Purchase and install 72 wire mold face plates	\$ 642.85	0
TOTAL		\$ 9,607.10	0

Contract Amount	\$ 337,800.00
Net Change By Previously Authorized Change Orders	\$ 22,017.00
Revised Contract Amount Prior to this Change Order	\$ 359,817.00
Change Order #02	\$ 9,607.10
New Contract Amount Including this Change Order	\$ 369,424.10

Available Construction Contingency	\$ 33,780.00
Change Order #01 & #2	\$ 31,624.10
Remaining Construction Contingency	\$ 2,155.90

Contract Start Date	April 25, 2016
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

February 14, 2017

Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No. II.6 (i) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Measure E Bond Quarterly Financial Status Report at December 31, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:

Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period October 1, 2016 to December 31, 2016. The column titled "Budget" is based on the Board approved Measure E Master Budget as of June 30, 2016. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Director, Business Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Gaylan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Wealth Management Cost of Issuance (FY15/16)		\$ 2,967		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>					
	GUSD Lease portables over 25 years		\$ 90,099		
	GUSD Purchase of Modular Bldgs for GECA		\$ 40,392		
	GUSD Purchase of Portables PB4 and PB5		\$ 54,932		
<u>Donation Agreement</u> Coyote Valley Property			\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,537		
<u>Bond Interest</u>					
	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 158,019		
	Fiscal Year 2016-17		\$ -		
	Subtotal Bond Interest		\$ 5,522,651		
<u>Parking Fund Contribution</u> Fiscal Year 2007-08			\$ 250,000		Non Measure "E" Fund
<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009			\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 114,034,491		
Expenditures					
1 Program					
660060 - Program Contingency		\$ 25,000			
	Total Costs through 9/30/2016		\$ 25,245		
	No Invoices this period				
	Total Costs through 12/31/2016		\$ 25,245	\$ (245)	
660360 - Planning - District		\$ 155,320			
	Total Costs through 9/30/2016		\$ 128,752		
	No Invoices this period				
	Total Costs through 12/31/2016		\$ 128,752	\$ 26,568	
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 9/30/2016		\$ 10,464,065		
	4540 - Custodial & Grounds Supplies		\$ 3,045		
	5250 - Mileage		\$ 568		
	5610 - Rents & Leases - Equip		\$ 10,504		
	5810 - Legal Services		\$ 6,576		
	5831 - Contracted Services		\$ 2,599,746		
	6220 - Building Construction		\$ 756		
	6230 - Inspection Fees		\$ 90,000		
	6235 - Architect Fees		\$ 12,097		
	Total Costs through 12/31/2016		\$ 13,187,356	\$ (47,663)	
2 Land Acquisition					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 9/30/2016		\$ 22,092,695		
	5610 - Rents & Leases - Equip		\$ 2,759		
	5831 - Contracted Services		\$ 516,230		
	6405- Equipment > \$5,000		\$ 46,986		
	Total Costs through 12/31/2016		\$ 22,658,670	\$ (1,420,598)	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
3 Current Projects	663060/663160 - San Benito Prop (Property/Develop)	\$ 9,838,755			
	Total Costs through 9/30/2016		\$ 9,438,391		
	5810 - Legal Services		\$ (874)		
	Total Costs through 12/31/2016		\$ 9,437,517	\$ 401,238	
3 Current Projects	670560 - Physical Education Building	\$ 6,539,165			
	Total Costs through 9/30/2016		\$ 551,061		
	5150 - Printing		\$ 65		
	5810 - Legal Services		\$ 27		
	5831 - Contracted Services		\$ 55,303		
	6220 - Building Construction		\$ 1,552		
	6235 - Architect Fees		\$ 650		
	Total Costs through 12/31/2016		\$ 608,657	\$ 5,930,508	
	671360-1 Demo CJ500, Old Acad. PB Rebuild	\$ 40,000			
	Total Costs through 9/30/2016		\$ -		
5630 - Repair & Maintenance		\$ 15,283			
5810 - Legal Services		\$ 1,606			
5831 - Contracted Services		\$ 2,552			
6210 - Building Replacement/Remodel		\$ 22,841			
Total Costs through 12/31/2016		\$ 42,282	\$ (2,282)		
3 Current Projects	671460 - South County Airport Development	\$ 3,000,000			
	Total Costs through 9/30/2016		\$ 3,189,331		
	5250 - Mileage		\$ 105		
	5831 - Contracted Services		\$ 377,828		
	6210 - Building Replacement/Remodel		\$ 13,935		
	6235 - Architect Fees		\$ 5,764		
Total Costs through 12/31/2016		\$ 3,586,963	\$ (586,963)		
3 Current Projects	680660 - Technology, Phase 2	\$ 900,000			
	Total Costs through 9/30/2016		\$ 815,832		
	5831 - Contracted Services		\$ 40,702		
	Total Costs through 12/31/2016		\$ 856,534	\$ 43,466	
INACTIVE PROJECTS					
3 Inactive Projects	670760 - Student Center/Administration	\$ -			
	Total Costs through 9/30/2016		\$ 8,800		
	4540 - Custodial & Grounds Supplies		\$ 636		
	Total Costs through 12/31/2016		\$ 9,436	\$ (9,436)	
3 Inactive Projects	670960 - Library/Media	\$ -			
	Total Costs through 9/30/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ -	\$ -	
CLOSED PROJECTS					
3 Closed Projects	660560 - Planning - Main Campus	\$ 4,582,646			
	Total Costs through 9/30/2016		\$ 4,582,646		
	No Invoices this Period				2
	Total Costs through 12/31/2016		\$ 4,582,646	\$ (0)	
3 Closed Projects	663260 - Hollister Ed Center	\$ 9,625			
	Total Costs through 9/30/2016		\$ 9,625		
	No Invoices this Period				
	Total Costs through 12/31/2016		\$ 9,625	\$ (0)	
3 Closed Projects	664060 - Land Residual	\$ -			
	Total Costs through 9/30/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ -	\$ -	
3 Closed Projects	665060 - Local Funds Off-Site Development	\$ 69,998			
	Total Costs through 9/30/2016		\$ 69,998		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 69,998	\$ (0)	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
Based on Board Approved December 2015 Budget.

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 9/30/2016		\$ 8,036,484		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 9/30/2016		\$ 111,859		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 9/30/2016		\$ 4,416,466		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 9/30/2016		\$ 446,255		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 446,255	\$ -	0
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 9/30/2016		\$ 162,295		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 9/30/2016		\$ 6,081,010		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 9/30/2016		\$ 4,706,937		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 9/30/2016		\$ 4,398,348		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 9/30/2016		\$ 3,903,843		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 9/30/2016		\$ 3,918,035		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 9/30/2016		\$ 1,432,750		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 9/30/2016		\$ 217,419		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 9/30/2016		\$ 185,481		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 185,481	\$ -	(0)
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 9/30/2016		\$ 4,447,366		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,447,366	\$ (9,848)	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	No Invoices this Period		\$ 1,223,487		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 1,223,487	\$ 23,530	
671660 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 9/30/2016		\$ 189,280		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 189,280	\$ (14,280)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 9/30/2016		\$ 165,569		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 165,569	\$ (56,569)	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 9/30/2016		\$ 786,320		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 786,320	\$ 0	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 9/30/2016				
	6230 - Inspection Fees		\$ 204		
	Total Costs through 12/31/2016		\$ 204	\$ (204)	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 9/30/2016		\$ (0)		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ (0)	\$ 0	
673060 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 9/30/2016		\$ 24,486		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 9/30/2016		\$ 488,710		
	5831 - Contracted Services		\$ (378,100)		
	6235 - Architect Fees		\$ 395,023		
	Total Costs through 12/31/2016		\$ 505,633	\$ (5,633)	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 9/30/2016		\$ 26,253		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 26,253	\$ (78)	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 9/30/2016		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2016		\$ 3,511,130	\$ -	
680260 - Eprocurement		\$ -			
	Total Costs through 9/30/2016		\$ 13,851		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 13,851	\$ (13,851)	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 9/30/2016		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 9/30/2016		\$ 70,947		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 70,947	\$ 0	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 9/30/2016		\$ 302,791		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 302,791	\$ 33,843	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 9/30/2016		\$ 122,195		
	5831 - Contracted Services		\$ 1,131		
	Total Costs through 12/31/2016		\$ 123,326	\$ (1,131)	
- Debt Payment		\$ 3,625,796			
	Total Costs through 9/30/2016		\$ 3,625,796		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 9/30/2016)			\$ 105,503,179		
Total Invoices this Period (10/01/2016 through 12/31/2016)			\$ 3,845,500		
Total Expended to Date (Through 12/31/2016)			\$ 109,348,679		
Total Construction Budget		\$ 113,639,049		\$ 4,290,370	
Total Revenue to Date			\$ 114,034,491		
Cash Balance				\$ 4,685,812	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

Gavilan Joint Community College District Governing Board Agenda

February 14, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1 (d)

Office of the President

SUBJECT: Citizens' Oversight Committee Renewal of Terms, Appointments, and Resignations

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve renewal of terms for Citizens' Oversight Committee (COC) member:

Issa Aljouny September, 2016 – September, 2019; or until disbanding of COC

That the Board of Trustees appoint new representatives to the Gavilan College Citizens' Oversight Committee as follows:

Abraham Gomez February, 2017 – February, 2020; or until disbanding of COC
John Gould February, 2017 – February, 2020; or until disbanding of COC
Daniel Kenney February, 2017 – February, 2020; or until disbanding of COC

That the Board of Trustees accept the resignation of Citizens' Oversight Committee member:

Donna Bakich September, 2014 – September, 2016

Background:

Board Resolution No. 815 established the Gavilan College Citizens' Oversight Committee to comply with California Education Code Section 15278. The Gavilan College Citizens' Oversight Committee Bylaws state, in part:

Section 5.4, Term states: Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board or the date at which the Amended and Restated Bylaws are approved by the Board of Trustees. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original Measure E Committee shall remain on the Committee and may serve for new terms as described herein.

Section 5.5 Membership: Members of the committee shall be appointed by the Board.

Budgetary Implications:

None

Follow Up/Outcome:

Hold COC meeting with new membership on February 27, 2017.

Recommended By: Dr. Kathleen A. Rose, Superintendent/ President

Prepared By: Nancy Bailey
Nancy Bailey, Executive Assistant to Superintendent/President

Agenda Approval: Dr. Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/ President

Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1 (f)

Administrative Services

SUBJECT: Coyote Valley Center Increment #2, Change Order #6

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the sixth project Change Order request for the Coyote Valley Center Increment #2. Change Order #6 is \$5,131.09. Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. Total construction cost including change order #1, #2, #3, #4, #5 and #6 is \$6,851,529.17.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #2

Meehleis Modular Building, Inc., CO #6 for \$5,131.09. A detailed Change Order #6 table is attached for this project.

There are a total of 6 Change Orders for this project totaling \$370,075.17.

Budgetary Implications:

The efficient use of Measure E and lease revenue bond funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #06 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
20	Add ground bars in MDF cabinets in Rooms D101 & D104, extended Builder's Risk Insurance coverage from 1/1/17 - 1/31/17 premium is \$3,171.34	\$ 5,131.09	30
TOTAL		\$ 5,131.09	30

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 364,944.08
Revised Contract Amount Prior to this Change Order	\$ 6,846,398.08
Change Order #06	\$ 5,131.09
New Contract Amount Including this Change Order	\$ 6,851,529.17

Available Construction Contingency	\$ 648,145.00
Change Order #01, #02, #3, #4, #5 and #6	\$ 370,075.17
Remaining Construction Contingency	\$ 278,069.83

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	December 31, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 31, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 31, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

February 14, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1 (g)

Administrative Services

SUBJECT: Project Inspector Service Agreement with Irick Inspection Services

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves an increase to the Project Inspector of Record Agreement with Irick Inspections, Inc. for the Coyote Valley Educational Center, Increment #2.

Background:

The District continues construction on the Coyote Valley Educational Center, Increment #2. The District is required by applicable law to retain the services of a Division of State Architect (DSA) certified Project Inspector. District wishes to continue the Agreement with Irick Inspections, Inc. for IOR special services on this project pursuant to Government Code 53060. Services to continue review of construction documents, recording, reporting, testing and inspections required by DSA Procedure Regulation.

1. Coyote Valley Educational Center, Increment #2. Service fees for time and materials for inspection services increase by \$18,000. The original Agreement was \$108,000. The project has been extended to due unforeseen conditions and the IOR is required to continue his inspection services. The new total on the Agreement will be \$126,000 funded from Measure E funds.

Budgetary Implications:

The efficient use of Measure E and lease revenue bond funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

February 14, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1 (m)

Administrative Services

SUBJECT: Gavilan Gym Roof Replacement, Change Order #2

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the second project Change Order request for the Gavilan Gym Roof Replacement for \$4,874. There are a total of 2 Change Orders for this project totaling \$11,901. Original Agreement to Seward L. Schreder Construction, Inc. was \$379,000. Total construction cost including change order #1 and #2 is \$390,901.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gavilan Gym Roof Replacement Project

Seward L. Schreder Construction, Inc., CO #2 for \$4,874. A detailed Change Order #2 table is attached for this project.

Budgetary Implications:

The efficient use of Measure E and lease revenue bond funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Gym Roof Replacement Project

CHANGE ORDER #02 - Seward L. Schreder Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
3 & 4	Unforeseen structural reattachment of part of the roof to the building, which involved removal and tightening of bolts installed backwards along seating of the gutter including scissor lift delivery and rental	\$ 4,409.00	0
5	Removal of antenna on top of cupola	\$ 465.00	0
TOTAL		\$ 4,874.00	0

Contract Amount	\$ 379,000.00
Net Change By Previously Authorized Change Orders	\$ 7,027.00
Revised Contract Amount Prior to this Change Order	\$ 386,027.00
Change Order #02	\$ 4,874.00
New Contract Amount including this Change Order	\$ 390,901.00

Available Construction Contingency	\$ 37,900.00
Change Order #01 & #02	\$ 11,901.00
Remaining Construction Contingency	\$ 25,999.00

Contract Start Date	October 24, 2016
Contract Substantial Completion Date	December 22, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 22, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 22, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

February 14, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1 (o)

Administrative Services

SUBJECT: Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the fifth project Change Order request for the Gavilan College Aviation Program at San Martin South County Airport. Change Order #5 is \$2,342. Original Agreement to Seward L Schreder Construction, Inc. was \$2,900,800. Total construction cost including change orders #1 - #5 is \$3,048,773.91.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gavilan College Aviation Program at San Martin South County Airport Project
Seward L. Schreder Construction, Inc., CO #5 for \$2,342. A detailed Change Order #5 table is attached for this project.

There are a total of 5 Change Orders for this project totaling \$147,973.91.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for the San Martin Aviation

CHANGE ORDER #05 - Seward L. Schreder Construction, Inc.

RCCO #	Description	Amount	Additional Days (Calendar)
021	Install CAT 3 cable from the MDF to the Portable IDF for the telephone system to operate.	\$ 2,342.00	0
TOTAL		\$ 2,342.00	0

Contract Amount	\$ 2,900,800.00
Net Change By Previously Authorized Change Orders	\$ 145,631.91
Revised Contract Amount Prior to this Change Order	\$ 3,046,431.91
Change Order #05	\$ 2,342.00
New Contract Amount Including this Change Order	\$ 3,048,773.91
Available Construction Contingency	\$ 290,080.00
Change Orders #01, #02, #03, #04 and #05	\$ 147,973.91
Remaining Construction Contingency	\$ 142,106.09

Contract Start Date	January 18, 2016
Contract Substantial Completion Date	July 29, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	July 29, 2016
New Contract Substantial Completion Date (Including this Change Order)	July 29, 2016

**Gavilan Joint Community College District
Citizens' Oversight Committee Agenda**

February 27, 2017

Office of the President

Consent Agenda Item No.
Information/Staff Reports No. VI.2
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Receive FY 2015-2016 Measure E General Obligation Bond Audit Reports

- Resolution:
 Information Only
 Action Item

Proposal:
None

Background:
The FY 2015-2016 Measure E General Obligation Bond Audit Reports have been completed and will be presented to Gavilan College's Board of Trustees at their March 14, 2017 regular meeting for acceptance.

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Wade Ellis, Director of Business Services

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

**GAVILAN JOINT COMMUNITY
COLLEGE DISTRICT
MEASURE E BOND
CONSTRUCTION FUND**

GILROY, CALIFORNIA

**FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORTS**

YEAR ENDED JUNE 30, 2016

DRAFT

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND CONSTRUCTION FUND**

**TABLE OF CONTENTS
JUNE 30, 2016**

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1
FINANCIAL STATEMENTS	
Balance Sheet	3
Statement of Revenues, Expenditures, and Change in Fund Balance	4
Notes to Financial Statements	5
OTHER REPORT	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	9

DRAFT

INDEPENDENT AUDITOR'S REPORT

**Bond Citizens' Oversight Committee
and Board of Trustees
Gavilan Joint Community College District
Gilroy, California**

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure E Bond Construction Fund (the Bond Fund) of the Gavilan Joint Community College District (the District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Bond Fund of the District, as of June 30, 2016, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure E Construction Bond Fund and do not purport to, and do not present fairly the financial position of the District as of June 30, 2016, or the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated [REDACTED], 2017, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

GILBERT ASSOCIATES, INC.
Sacramento, California

[REDACTED], 2017

FINANCIAL STATEMENTS

DRAFT

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND FUND**

**BALANCE SHEET
JUNE 30, 2016**

ASSETS:

Restricted cash and cash equivalents	\$ 15,403,153
Accounts receivable	56,280
Security deposits	16,512
Lease receivable	<u>495,546</u>
Total assets	<u>\$ 15,971,491</u>

LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE:

Liabilities:

Accounts payable	\$ 3,355,297
Due to District	<u>1,556,264</u>
Total liabilities	<u>4,911,561</u>

Deferred inflows of resources:

Unavailable revenue	<u>495,546</u>
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Fund balance:

Restricted fund balance	<u>10,564,384</u>
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Total liabilities, deferred inflows, and fund balance	<u>\$ 15,971,491</u>
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DRAFT

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND FUND**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
YEAR ENDED JUNE 30, 2016**

REVENUES:

Interest income	\$ 158,019
Donations	137,116
Rents and leases income	24,831
Other local revenue	<u>57,900</u>

Total revenues 377,866

EXPENDITURES:

Capital outlay 12,869,110

Change in fund balance (12,491,244)

RESTRICTED FUND BALANCE - BEGINNING OF YEAR 23,055,628

RESTRICTED FUND BALANCE - END OF YEAR \$ 10,564,384

DRAFT

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND CONSTRUCTION FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

1. ORGANIZATION AND NATURE OF ACTIVITIES

The Gavilan Joint Community College District (the District) was established on July 1, 1963. The District is a political subdivision of the State of California and provides educational services to the local residents of the surrounding area, with operations covering virtually all of San Benito County and the Southern part of Santa Clara County, which includes the Morgan Hill Unified School District, the Gilroy Unified School District, and the San Benito County Joint Union High School District.

These financial statements present only the District's Measure E Construction Bond Fund (the Bond Fund), which was established to account for the expenditures of the proceeds of general obligation bonds issued under the General Obligation Bonds Election of 2004. These financial statements do not include financial data for the remainder of the District's funds, which accounting principles generally accepted in the United States of America require to be presented with the financial statements of the District.

The Measure E bond authorization (the Measure) is a facilities and equipment bond measure adopted by the District's Board of Trustees and passed by voters on March 2, 2004. The Measure authorized up to \$108,000,000 in bond issues, which were issued as follows:

- In June 2004, the District issued \$29,770,000 of General Obligation Bonds, 2004 Series A, and \$830,000 of General Obligation Bonds, 2004 Series B. The Bonds were issued to finance the construction and modernization of District facilities and to refund certain lease obligations. In April 2012, the District refunded \$22,770,000 of the 2004 Series A General Obligation Bonds through the issuance of the 2012 Series A and Series B General Obligation Refunding Bonds. The Refunding Bonds mature through August 2024 and August 2028, respectively, and bear interest at rates ranging from 2.000% to 5.000%. The remaining 2004 Series A Bonds mature through 2028 and bear interest at rates ranging from 2.000% to 5.375%. The 2004 Series B Bonds matured on August 1, 2006.
- In December 2007, the District issued \$50,000,000 of General Obligation Bonds, 2004 Series C. The Bonds were issued to finance the construction and modernization of District facilities, the acquisition of equipment, and to pay the costs of issuance associated with the Bonds. The Bonds were partially refunded in the current year. Refer to 2015 General Obligation Refunding bonds below. In August 2015, the District issued \$42,320,000 of General Obligation Refunding Bonds, 2015 Series C. The bonds were issued to advance partially refund \$45,485,000 of the District's outstanding 2004 Series C General Obligation Bonds, and to pay the costs associated with the issuance of the bonds. The 2015 Series C Refunding Bonds mature through August 2032 and bear interest at rates ranging from 3.000% to 5.000%. The remaining 2004 Series C Bonds will mature August 2018 and bear interest at 4.000%.
- In May 2011, the District issued \$28,000,000 of General Obligation Bonds, 2004 Series D. The Bonds were issued to finance the construction and modernization of District facilities, the acquisition of equipment, and to pay the costs of issuance associated with the Bonds. The Bonds mature through August 2035 and bear interest at rates ranging from 2.000% to 5.750%.

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND CONSTRUCTION FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

The Bonds represent an obligation of the District payable solely from ad valorem property taxes levied and collected by the County of Santa Clara and the County of San Benito on properties within the District. The Board of Supervisors of the Counties has power and is obligated to annually levy ad valorem taxes for the payment of interest on, and principal of, the Bonds upon all property subject to taxation by the District without limitation of rate or amount, except as to certain personal property which is taxable at limited rates. The District has established a separate debt service fund to account for the collection and remittance of bond principal and interest payments. Additional information on the bonds' payment schedules can be found in the District's financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units*, issued by the American Institute of Certified Public Accountants (AICPA).

Measurement focus and basis of accounting – Measurement focus indicates the type of resources being measured, while the basis of accounting indicates the timing of transactions or events for recognition in the financial statements. The Bond Fund is a governmental fund, and has been presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available, and are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when the related liability is incurred.

Cash and cash equivalents – For the purpose of the financial statements, cash equivalents are defined as financial instruments with an original maturity of three months or less. Funds invested in the Santa Clara County Treasury are considered cash equivalents.

Restricted cash and cash equivalents – Cash that is externally restricted to purchase or construct capital or other assets is classified as a restricted asset in the balance sheet.

Due to District – At June 30, 2016, an interfund payable balance of \$1,556,264 was due to the District's general fund from the Bond Fund.

Restricted fund balance – Restricted fund balance includes resources which are legally or contractually restricted by external third parties. Fund balance is restricted for capital projects of the Bond Fund in accordance with the project list for the 2004 General Obligation Bonds.

Estimates used in financial reporting – In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND CONSTRUCTION FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Donations – The District entered into a Donation Agreement and Joint Escrow Instructions with Campus Park Associates for Coyote Valley Campus. This agreement requires for a donation to the District for mitigation impact fees paid. During the year ended June 30, 2016, the District received \$137,116 in donations under the Donation Agreement and Joint Escrow Instructions related to mitigation fees paid.

Encumbrances – Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated as of June 30, 2016.

3. RESTRICTED CASH AND EQUIVALENTS

The Bond Fund's cash and equivalents at June 30, 2016 consisted of \$15,403,153 held in the County Treasury investment pool. All cash held in the Bond Fund is considered restricted, as it is restricted for specific purposes in accordance with Measure E and the bond issuances.

Cash in County Treasury – In accordance with Education Code Section 41001, the Bond Fund maintains all of its cash in the Santa Clara County Treasury (the Treasury). The Treasury pools these funds with those of other districts in the county and invests the cash. The share of each fund in the pooled cash account is separately accounted for and interest earned is apportioned quarterly based on the relationship of a fund's daily balance to the total of pooled cash and investments.

Participants' equity in the investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed income. This method differs from the fair value method used to value investments in these financial statements in that unrealized gains or losses are not distributed to pool participants.

The Treasury is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. and is restricted by Government Code Section 53635, pursuant to Section 53601. The funds maintained by the Treasury are either secured by federal depository insurance or are collateralized.

Investments authorized by debt agreements – Investment of debt proceeds held by bond trustees are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy. The debt agreements specify that bond proceeds are to be invested in the Treasury's investment pool.

Interest rate risk – Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2016, the weighted average maturity of the investments contained in the Treasury's investment pool is approximately 439 days.

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
MEASURE E BOND CONSTRUCTION FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Credit risk – Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County Treasury investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Concentration of credit risk – The District's investment policy places limits on the amount it may invest in anyone issuer. At June 30, 2016, the Bond Fund had no concentrations of credit risk.

Derivative investments – The Bond Fund did not directly enter into any derivative investments. Information regarding the amount invested in derivatives by the County Treasury was not available.

4. LEASE RECEIVABLE

In November 2013, the District sold portables purchased with Measure E funds to the Gilroy Unified School District at fair value under a lease purchase agreement. Payments of \$22,525 are due annually over a 25 year period, with the first payment due in the year ended June 30, 2014. Payments are due on November 15 of each year, and therefore all future payments have been recorded as unavailable revenue in the Bond Fund's balance sheet. Revenue will be recorded as payments are received, as follows:

<u>Year Ending June 30,</u>	<u>Payment</u>
2017	\$ 22,525
2018	22,525
2019	22,525
2020	22,525
2021	22,525
2022-2026	112,625
2027-2031	112,625
2032-2036	112,625
2037-2038	45,046
	<u>\$ 495,546</u>

OTHER REPORT

DRAFT

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

**Bond Citizens' Oversight Committee
and Board of Trustees
Gavilan Joint Community College District
Gilroy, California**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure E Bond Construction Fund (the Bond Fund) of the Gavilan Joint Community College District (the District), as of and for the year ended June 30, 2016, and the related notes to the financial statements, and have issued our report thereon dated ~~June 15, 2017~~ 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bond Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

GILBERT ASSOCIATES, INC.
Sacramento, California

February XX, 2017

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**GAVILAN JOINT COMMUNITY
COLLEGE DISTRICT
PROPOSITION 39 AND
MEASURE E GENERAL
OBLIGATION BONDS**

GILROY, CALIFORNIA

PERFORMANCE AUDIT

YEAR ENDED JUNE 30, 2016

DRAFT

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 AND MEASURE E GENERAL OBLIGATION BONDS**

**TABLE OF CONTENTS
JUNE 30, 2016**

	<u>PAGE</u>
Independent Auditor's Report	1
Objectives	2
Scope of the Audit	2
Background Information	2
Procedures Performed	4
Conclusion	5
Management Comments and Recommendations	5

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INDEPENDENT AUDITOR'S REPORT

**Bond Citizens' Oversight Committee
and Board of Trustees
Gavilan Joint Community College District
Gilroy, California**

We have conducted a performance audit of the Gavilan Joint Community College District's (the District) Measure E General Obligation Bonds for the year ended June 30, 2016.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for the findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 2 of this report, which includes determining the compliance with the performance requirements for the Proposition 39 Measure E General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on the internal controls.

The results of our tests indicated that, in all significant respects, the Gavilan Joint Community College District expended Measure E General Obligation Bond funds for the year ended June 30, 2016, only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

**GILBERT ASSOCIATES, INC.
Sacramento, California**

██████████, 2017

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 AND MEASURE E GENERAL OBLIGATION BONDS**

**PERFORMANCE AUDIT
JUNE 30, 2016**

OBJECTIVES

The objectives of our performance audit were to determine that the Gavilan Joint Community College District (District) expended Measure E General Obligation Bond funds for the year ended June 30, 2016, only for the purposes approved by the voters and only on the specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

SCOPE OF THE AUDIT

The District provided to us a list of all Measure E General Obligation Bond project expenditures for the year ended June 30, 2016 (the "List"), totaling \$12,869,110. The expenditures included all object and project codes associated with the Bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2016, were not reviewed or included within the scope of our audit.

BACKGROUND INFORMATION

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community colleges, and county offices of education "for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities", upon approval by 55% of the electorate.

Education Code Section 15278 provides additional accountability measures:

1. A requirement that the school district or community college establish and appoint members to an independent citizens' oversight committee.
2. A requirement that the school district expend bond funds only for the purposes described in Section 1 (b)(3) of Article XIII A of the California Constitution, and ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
3. A requirement to conduct an annual independent performance audit required by Section 1 (b)(3)(C) of Article XIII A of the California Constitution.
4. A requirement to conduct an annual independent financial audit required by Section 1 (b)(3)(D) of Article XIII A of the California Constitution.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT PROPOSITION 39 AND MEASURE E GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2016

On March 2, 2004, the electorate of the Gavilan Joint Community College District approved the \$108 million Measure E General Obligation Bonds, with greater than 55% of the votes in favor. The summarized text of the ballot language was as follows:

"To prepare students for jobs/four-year colleges, accommodate increasing enrollment and upgrade Gavilan College campuses in Gilroy, San Benito and the Morgan Hill area by: Improving fire safety and security; Upgrading plumbing/sewer systems; Upgrading wiring for computer technology; Repairing, acquiring, constructing, equipping classrooms, buildings, libraries and sites, shall Gavilan Joint Community College District issue \$108,000,000 in bonds at legal rates with citizen oversight, guaranteed annual audits, no money for administrators' salaries?"

Following is the Measure E Bond Projects listing:

- Planning – Main campus, Coyote Valley Education Center, and Hollister Education Center
- Land Acquisition Coyote Valley, San Benito
- Physical Education Building
- Library/TV Studio Buildings
- Administration/Student Services Building
- Water Treatment System
- GECA Relocation
- Student Center Beam Replacement
- South County Airport Development
- Electrical Service Loop
- HVAC Control Replacement
- Demolition Projects
- Interim Housing Swing Space
- Infrastructure
- Science Complex: Life Science, Physical Science, and Math
- Humanities, Art and Music Buildings
- Cosmetology and Business Buildings
- Security and Maintenance Building
- Social Science Building
- Occupational Education Building (renamed Multi-Purpose)
- Cafeteria Renovation & HVAC
- Parking Lots/Campus Lighting
- Technology/ERP
- Computer/Phone System
- Tennis Courts
- Existing Well Replacement

In June 2004, the District issued \$29,170,000 of General Obligation Bonds, 2004 Series A, and \$830,000 of General Obligation Bonds, 2004 Series B. The Bonds were issued to finance the construction and modernization of District facilities and to refund certain lease obligations. In April 2012, the District refunded \$22,770,000 of the 2004 Series A General Obligation Bonds through the issuance of the 2012 Series A and Series B General Obligation Refunding Bonds. The Refunding Bonds

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 AND MEASURE E GENERAL OBLIGATION BONDS**

**PERFORMANCE AUDIT
JUNE 30, 2016**

mature through August 2024 and August 2028, respectively, and bear interest at rates ranging from 2.000% to 5.000%. The remaining 2004 Series A Bonds mature through 2028 and bear interest at rates ranging from 2.000% to 5.375%. The 2004 Series B Bonds matured on August 1, 2006.

In December 2007, the District issued \$50,000,000 of General Obligation Bonds, 2004 Series C. The Bonds were issued to finance the construction and modernization of District facilities, the acquisition of equipment, and to pay the costs of issuance associated with the Bonds. The Bonds mature through 2032 and bear interest at rates ranging from 4.000% to 5.000%. In August 2015, the District refunded \$45,485,000 of the 2004 Series C General Obligation Bonds through the issuance of the 2015 Series C General Obligation Refunding Bonds. The Refunding Bonds mature through August 2032, and bear interest at rates ranging from 3.000% to 5.000%. The remaining 2004 Series C Bonds mature through August 2018 and bear an interest rate of 4.000%.

In May 2011, the District issued \$28,000,000 of General Obligation Bonds, 2004 Series D. The Bonds were issued to finance the construction and modernization of District facilities, the acquisition of equipment, and to pay the costs of issuance associated with the Bonds. The Bonds mature through August 2035 and bear interest at rates ranging from 2.000% to 5.750%.

The financial activity related to the use of the proceeds of the Measure E General Obligation Bonds is recorded in the District's Financial Activity Report for Fund 600 (Measure E Construction Bond Fund) in the District's financial statements. The District has established a separate debt service fund to account for the collection and remittance of bond principal and interest payments. Additional information on the bonds' payment schedules can be found in the District's financial statements.

PROCEDURES PERFORMED

We obtained the Measure E Construction Bond Fund general ledger and the project expenditure detail reports prepared by the District for the fiscal year ended June 30, 2016. Within the year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with Proposition 39 and Measure E General Obligation Bond funding. We performed the following procedures:

- We reviewed the list of projects being performed to verify that the list of intended projects is consistent with the District's Measure E Bond Projects Listing.
- We verified that the District created the required capital outlay fund in order to account for the bond proceeds and expenditures, and that proceeds from the sale of the bonds were deposited in this fund.
- We selected a sample of expenditures in the fiscal year ended June 30, 2016, and reviewed supporting documentation to ensure that funds were properly expended on the specific projects outlined on the publicized list and met the requirements for bidding, if applicable.
- We verified that funds were used for the construction, acquisition, furnishing, and equipping of District facilities, and we verified that funding was not used for salaries of school administrators or other operating expenses of the District.

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 AND MEASURE E GENERAL OBLIGATION BONDS**

**PERFORMANCE AUDIT
JUNE 30, 2016**

CONCLUSION

Based upon the procedures performed, we found that for the items tested, the Gavilan Joint Community College District expended Measure E General Obligation Bond funds for the year ended June 30, 2016, only for the specific projects developed by the District's Governing Board and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1 (b)(3)(C) of Article XIII A of the California Constitution. Our audit does not provide a legal determination on the District's compliance with specific requirements.

MANAGEMENT COMMENTS AND RECOMMENDATIONS

None.

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