



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
July 18, 2018

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, July 18, 2018 at the Alondra Room on the 2nd Floor of the Bookstore Building at El Camino College.

The following Oversight Committee Members were present, David Kartsonis, Joan Jones, Lou Bahar and Kirk Retz. Dr. Eugene Krank and Steve Scott were absent.

Also present was Brian Fahnestock, Dr. Maloney, Jorge Gutierrez and Marc Stevens

[Minutes](#) of the Citizens' Oversight Committee Meeting of April 25th :

Minutes was approved with minor change. It was noted that Lou Bahar was present at this meeting.

Public Comment:

Introduction of Jorge Gutierrez, Executive Director, Facilities Planning, Operation and Construction. Jorge comes to us from the Torrance Unified School District, where he was involved in their bond measure. Prior to Torrance, he worked at Ventura. We are glad he is here at ECC.

Measure "E" Agendas:

Brian Fahnestock reviewed the following information from the Measure E section of the March, April, May and June Board of Trustees' agendas.

[March 26, 2018:](#)

- 7.16 Measure E Category Budget and Balances
- 7.17 Measure E Purchase Order and Balances Purchase Order –
 - a. SEWUP - This is the insurance carrier that we provide for bond related construction projects. This particular one is for the Pool & Classroom Project.
 - b. School Compliance - they check to see that prevailing wages are paid to all workers on each of the projects.

[April 16, 2018](#)

- 7.12 Contract – National Roofing Consultants - Gymnasium Project - roofing inspection and waterproofing.
- 7.13 Contract - KPFF Consulting Engineers – Pool Project - provide consulting services associated with Qualified Storm Water Pollution Prevention Plan (SWPPP). Will provide quality storm prevention in accordance with the State of Californian Water Resources Control.
- 7.14 Change Order – American Gardens – Sand Volleyball Project - used the contractor for the sand volleyball project to modify the area near the volleyball court for the installation of modular building as swing space.

- 7.15 Change Order – Tobo Constructions, Inc. – Student Services Center Building Project – additional weed abatement treatment for Nutgrass and relocation of two existing drains on the second floor balcony.
- 7.16 Measure E Purchase Order and Blankets Purchase Order – most of it is related to the new Administration Building inspection work.
- 7.17 Measure E Category Budget and Balances – related to the 2012 Bond, we are selling \$50 million of the bond in August. On July 10th the President Maloney and Brian went up to San Francisco to meet and [present](#) to Standard and Poor’s and Moody’s. Presentation was to show case the District as a whole was stable in our finances and activities. We should be getting the ratings back by next week. The higher the ratings the lower the interest rate we will receive. El Camino has promised the community that the dollar value of each of the bond series would be below \$24 per hundred thousand.
- 11.1 Amendment – Twining Consulting – Gymnasium Project – additional inspection services due to delay in project.
- 11.2 Notice of Job Completion – American Gardens – Sand Volleyball Project – work completed and authorize final payment for work.

[May 21, 2018](#)

- 7.24 Contract Amendment #1 – KNN Public Finance, LLC – provide Bond advisory, administrative and strategic support that represents ECC’s interest. They will help structure agreement with bankers and underwrites
- 7.25 Change Order – TOBO Construction Inc. – Student Services Center Building Project
- 7.26 Amendment – DLR Group – Student Services Center Replacement Project – modified the furniture and interior design to incorporate user group requested changes, this decreased the cost of the furniture by \$20,000.
- 7.27 Measure E Category Budget and Balances
- 7.28 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO) – Purchase order on insurance (Sewup – JPA) is the extension of insurance for the Gym project.
- 11.1 Contract – NIC Partners – Student Services Center – provide network equipment.
- 11.2 Agreement for Architectural Services – LPA, Inc. – Art Complex Building Project RFQ #17-02 – award of architectural services for the new building.
- 11.3 Agreement for Architectural Services – Anderson Brule Architects – Behavioral Sciences and Social Sciences Building Project RFP #17-03 – award of architectural services for the new building.
- 11.4 Change Order – Interior Demolition – Administration Building Demolition Project – moved soil from the Construction Technology area to fill in and pack the basement of the Administration Building project site.

[June 18, 2018](#)

- 7.28 Amendment – School Construction Compliance LLC. – Gymnasium Project – provide additional labor compliance services for the Gym Project.
- 7.29 Change Order – AMG & Associates, Inc. – Lot F & E Parking Structure Upgrade Project –District agreed to do change order and settled liquidated damages.
- 7.30 Measure E Category Budget and Balances
- 7.31 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO) – more computer related equipment for the Student Services Building.
- 11.1 ~~Change Order – Tobo Construction – Student Services~~
Re-submit for July Board of Trustees Meeting
- 11.2 Audio-Visual Master Agreement/LACCD Piggyback – Golden Star Technology –

Equipment for Student Services Bldg.

- 11.3 Release of Retention – AMG & Associates, Inc. – Parking Structure Upgrade Project – payment of the portion of the retention in amount \$1,448,110.10 to be distributed through project close-out agreement based upon satisfactory progress being made.

Electing Chair & Vice-Chair

Committee came to a decision that they only needed Vice-Chair and the election of Chair will be moved to the March 2019th meeting. Lou Bahar was elected as Vice-Chair.

By-Laws

Committee came to a decision that the By-Laws needs to be presented to the members at their first meeting.

Scheduled Future Meeting – November 14, 2018 @ 3:30pm

The next meeting date was tentatively changed to November 28, 2018. Shobhana will send email to committee member to see if this dates work.

Open Discussion

1. Question was asked about insurance:
 - a. Insurance coverage for construction
 - b. Bond for construction
 - c. Warranty for building

Brian will research and send the committee members the information.

Adjournment:

The meeting was adjourned at 4:25pm.

PURPOSE: To inform the public concerning bond revenue expenditures and to actively “review and report” on the expenditure of these funds. (Ed. Code sec. 15278(a))