



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
November 28, 2018

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, November 28, 2018 at the Bookstore Building 2nd Floor Conference Room at El Camino College. First on the agenda was the tour of the Gymnasium Building, which took place at 3:30pm and the meeting of the CBOC commenced at 4pm.

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

Also present was Dr. Maloney, Ann O'Brien, Jorge Gutierrez, Randy Hartman and Marc Stevens. Sharon McBrian and Tiffany Minor-Kratt both from Keenan & Associates.

Minutes of the Citizens' Oversight Committee Meeting of July 18th:

Minutes was approved

Public Comment:

Measure "E" Agendas:

Jorge Gutierrez reviewed the following information from the Measure E section of the July, August, September, October, and November Board of Trustees' agendas.

July 16, 2018

- 7.21 Change Order – Interior Demolition – Administration Building Demolition Project – credit back to District for unused allowance funds.
- 7.22 Change Order – AMG & Associates – Gymnasium Project – relocation of two electrical panels on the second floor and modification of exterior signage from cast iron to fabricated aluminum.
- 7.23 Amendment – tBP Architecture – New Administration Building Project – District requested additional services to accommodate and meet current operation requirements and requested revisions to the DSA bid documents.
- 7.24 Amendment – DLR Group – Student Services – additional services due to construction timeline extension.
- 7.25 Measure E Category Budget and Balances – question was asked in regards to the balance of 2.5 million under the 2002 Measure E monies. Rules are that 85% of the bond monies have to be encumbered by a certain timeframe and ECC has done that. The remaining can be used up slowly.
- 7.26 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Change Order – TOBO Construction – Student Services – modify exterior face of metal stud (architect/Engineer requirement). District requested the existing parking area, ramp and gutter be demolished and instead construct a secure, covered, lighted sheltered area to accommodate ten service carts and battery chargers in five lockable bays.

- 11.2 Notice of Job Completion – AMG & Associates – Lot F & E Parking Structure Upgrade – project completed and authorize final payment for the work.
- 11.3 Notice of Completion – Interior Demolition Earthwise JV – Administration Building Demolition Project - project completed and authorize final payment for the work.

August 20, 2018

- 7.24 Contract – JT Engineering – Lot F & E New Traffic Signal – provide engineering services for the Manhattan Beach Bld. Signal to service Lot F & E.
- 7.25 Change Order – AMG Associates, Inc. – Gymnasium Project – District requested change order: (1) provide a wooden floor of Gyms 1 & 2. Additional graphics include painting keys and 3-point areas, half circles, logo on center and lettering. (2) install underground conduit for future generator to serve the Gymnasium and Pool Classroom Project. (3) raise /relocate all exterior wireless access points from location shown in drawings. (4) Unforeseen issue – reroute existing telecommunications conduits in the way of installation of new hydronic piping feeding the Gymnasium Project.
- 7.26 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.27 2002 Measure E Category Budget and Balances
- 7.28 2012 Measure E Category Budget and Balances
- 11.1 Student Services Building – Furniture – multiple party purchasing agreement to acquire furniture for the Student Services Center.

September 4, 2018

- 7.13 Measure E Category Budget and Balances
- 7.14 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Contract – HGA Architect – Bookstore Café Project – provide architectural services including feasibility, programming and schematic design as well as design development, construction documents, DSA submittal and plan check.

October 15, 2018

- 7.19 Contract – JT Engineering – Construction Technology – provide survey for above ground manmade objects within the area of planned metal bard building, the limit of survey will extend to the adjacent improvements, including building finish floors, top of curbs and adjoining finish grade elevations.
- 7.20 Amendment – Anderson Brule Architects – Behavioral Sciences & Social Sciences Building – study current and future course loads for the BSS Division in relation to schedule and space utilization for both the new building and the existing Social Science building. Provide floor plan diagrams of the Social Science building with overly of classroom and/or computer labs.
- 7.21 Amendment – DLR Group – Student Services Center Building – additional services due to construction timeline extension through December 2018.
- 7.22 Amendment – School Construction Compliance – Student Services Center Building – provide additional State mandated labor compliance services required.
- 7.23 Amendment – Vinewood – Gymnasium – additional services for DSA Class 1 inspections due to construction timeline extension through March 31, 2019.
- 7.24 Change Order – ACC Contractors – Administration Building – architect/engineer requirement – (1) install conduit from generator to fire alarm control panel. (2) structural steel submittal comments sheet. (3) install second floor drain in staff restrooms.
- 7.25 Measure E Category Budget and Balances
- 7.26 Measure E Purchase Order (PO) and Blanket Purchase Orders (BPO)
- 11.1 Contract – Atlantic Relocation – Student Services Center building – provide relocation

- moving services from various locations to the new Student Services Center Building.
- 11.2 Change Order – AMG & Associates – Gymnasium – owner requested (1) directed to furnish the required electrical gear and generator for emergency power to both the Gymnasium and Pool Classroom Building. (2) install a underground conduits for future generator to serve the Gym and Pool Classroom Building projects. (3) Architect error and omission – install infrastructure required for the audio visual systems.
- 11.3 CSI Fullmer Furniture – Gymnasium – purchase furniture for the 55,821 sq. ft. has two floor, office and conference rooms.
- 11.4 Amendment – HMC Architects – Gymnasium – additional services for construction administration are required due to construction timeline extension through March 2019.

November 19, 2018

- 7.15 Amendment – JT Engineering – Demo Student Activities/Student – additional civil engineering services consist of survey and mapping of the underground utilities within the Student Services Building and Student Activities Center.
- 7.16 Amendment – KPFF – Student Services Center – provide civil engineering services for the Qualified Storm Water Pollution Prevention Plan (SWPPP). Additional services are required due to construction being extended to January 2019.
- 7.17 Amendment – Twining Consulting – Gymnasium Project – provide additional material testing and inspection associated with welding, masonry and fireproofing through December 2018.
- 7.18 Change Order – TOBO Construction – Student Services Building – unforeseen condition (rain delay in excess of contract allowance during December 2016 - January 2017. Time extension 14 calendar days). Architect/Engineer requirement – eliminate one each power and data outlet from one room with credit to District.
- 7.19 Measure E Category Budget and Balances
- 7.20 Measure E Purchase Order (PO) and Blanket Purchase Orders (BPO)

SEWUP (State Education Wrap Up Program) Discussion

Example of Insurance Loss Control Survey for: [Student Services Building](#) and [Administration Building](#)

Sharon handed out document on [OCIP](#) (Owner Controlled Insurance Program), which explains the whole program. Major point of SEWUP is that a District has 10 years to claim construction defects with the contractors and it leveraged with the large insurance companies (i.e Arch, Zurich, CHUBB, Ace, Liberty Mutual, etc.). With extensions of construction timeline, we have to go and get insurance extended for 30 or 50 or 90 days.

Scheduled Future Meeting – March 20, 2018 @ 3:30pm

Committee members present had no conflict with the date. Shobhana will send out reminders of the meeting to the committee in January.

Open Discussion

Adjournment:

The meeting was adjourned at 5:05pm.

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))