



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
March 20, 2019

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, March 20, 2019 at the Bookstore Building 2nd Floor Conference Room at El Camino College.

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

Also present was Dr. Maloney, Ann O'Brien, Marc Stevens, Randy Hartman, Jorge Gutierrez and Jim Buysse. Taylor Ulrich and Lauraliz Vichez from Clifton Larson Allen, LLP (Bond Audit firm).

Public Comment:

President Maloney introduced James (Jim) Buysse to the group. He is the new interim VP, Administrative Services. Dr. Buysse has an extensive background in community college administration, including 20 years of service as Vice Chancellor of Administration and Finance at the Riverside Community College District. He has also served as Chief Administrative Officer at De Anza College, Interim Chancellor of the Riverside Community College District, Interim Vice Chancellor of Administrative Services for the South Orange Community College District, and Interim President of Saddleback College.

Minutes of the Citizens' Oversight Committee Meeting of November 28th:
Minutes was approved

Bond Audit

Taylor Ulrich and Lauraliz Vichez from Clifton Larson Allen, LLP reviewed the Performance Audit and the Financial Audit. Copies were distributed to the group.

Financial Audit:

Page 2 - 3 - The Independent Auditor's Report - clean report

Page 4 – Balance Sheet Revenue Bond Construction Fund for 2002 and 2012

Page 5 – Statement of Revenues, Expenditures and Changes in Fund Balance

Page 6 – Notes to Financial Statement

Note 1 – Summary of significant accounting policies.

Page 7- 10 - Note 2 – Deposits and Investment

Note 3 – Bonded Debt

Note 4 - Commitments and Contingencies

Note 5 - Subsequent Event – the District issued for sale \$50 million in Series B

GO Bond (Election 2012) on August 29, 2018 to finance construction and

improvements to facilities of the District. The bonds mature beginning August 1, 2019 with a final maturity on August 1, 2048.

Pages 11 and 12 - Report on Internal Controls

Pages 13 – Schedule of Findings and Responses - no findings.

Performance Audit:

Page 15 – The Independent Auditor’s Report - clean audit

Page 16 - 17 – Background information on Proposition 39
Objectives and Scope of the Audit

Page 17 – Procedures Performed - sampled 70 transactions totaling #31,447,379. This represents 90% of total expenditures of \$35,074,398.

Conclusion - no findings

CBOC Annual Report

The committee received the CBOC Annual Report 2017-18. Lou Bahar will be going to the April 15th Board of Trustees meeting to present the annual report to the board.

Page 2 - Letter from the Chair, Kirk Retz.

Page 3 – Shows the committee members and their terms. The terms of three members including the student representative, will expire April 2019.

Page 4 - Committee Biography.

Page 5 - Milestone - the project that were underway for the fiscal year 2017-18.

Page 6 - Expenditure for 2002 bond measure for fiscal year 2017-18. Typo will be fixed.

Page 7- Sequencing Schedule of the bond projects for next 3 years. The chiller plant upgrade is being done to accommodate the new buildings that are coming online.

Page 8 - Expenditure for 2002 & 2012 bond measure for fiscal year 2017-18.

Page 9 - 11 - Show the rendition of the new building construction for the near future.

Page 12 - Shows the groundbreaking ceremony for the Pool and Classroom Complex.

Measure “E” Agendas:

Jorge Gutierrez reviewed the following information from the Measure E section of the December, January and February Board of Trustees’ agendas.

December 17, 2018

9.18 Change Order – AMG & Associates – Gymnasium – was a deductive change order. Question was asked: Will the District will charge back some of the architect error & omission to the architects? At the completion of the project, the District will negotiate the matter.

9.19 Measure E Category Budget and Balances

9.20 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)

January 22, 2019

- 7.19 Change Order – ACC Contractors – Administration Building Project
- 7.20 Contract – Schools Consulting Services
- 7.21 Measure E Category Budget and Balances
- 7.22 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Contract – Tobo Construction – Student Services Center

February 19, 2019

- 7.13 Amendment – HGA Architects – Bookstore Café Project – the old Manhattan Café will be remodeled as a coffee/sandwich shop. This construction will also include parts of the bookstore. We are trying to make the outside of the bookstore more student friendly. With the remodel, we will be removing the lockers located on the outside of the bookstore.
- 7.14 Amendment – School Construction Compliance, LLC – Gymnasium Project
- 7.15 Amendment – HMC Architect – Gymnasium Project
- 7.16 Change Order – AMG Associates, Inc. – Gymnasium Project
- 7.17 Amendment – HMC Architects – Pool Classroom Building Project
- 7.18 Amendment – DLR Group – Student Services Center Replacement Project
- 7.19 Change Order – Tilden-Coil Contractors, Inc. – Pool Classroom Building Project
- 7.20 Measure E Category Budget and Balances
- 7.21 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)

Nomination of Chair & Vice Chair

Lou Bahar was nominated as Chair and Dr. Eugene Krank was nominated as Vice Chair.

Scheduled Future Meeting

- July 17, 2019 @3:30pm – meeting date changed to July 24th
- November 20, 2019 @ 3:3pm

Open Discussion

The three-committee positions vacancies have been advertised in the Daily Breeze, ECC webpage and Chamber of Commerce in the cities. Deadline to submit application is March 29, 2019. The committee members wanted information so they can find the members. Ann will forward the information to the committee.

Committee members wanted to know if all of the project in the annual report would be done with the monies the District has now. President Maloney said we would need to issue two more bonds to cover all of the projects.

Adjournment:

The meeting was adjourned at 4:15pm.

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))