



**EL CAMINO COLLEGE**  
**Office of the Vice President - Administrative Services**

**MINUTES OF THE**  
**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF**  
**July 24, 2019**

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, July 24, 2019 at the Bookstore Building 2<sup>nd</sup> Floor Conference Room at El Camino College.

The following Oversight Committee Members were present, Lou Bahar, Kirk Retz, David Kartsonis, Laurie McCarthy, Lindsey Lee and Dr. Don Brann. Dr. Eugene Krank was absent.

Also present was Ann O'Brien, Randy Hartman, Jorge Gutierrez, Jeff Hinshaw and Jim Buysse.

Welcome New Members:

Lindsey Lee the new student representative, Laurie McCarthy the new Community Representative and Dr. Don Brann the Business Representative.

Public Comment:

Minutes of the Citizens' Oversight Committee Meeting of March 20, 2019:

[Minutes](#) was approved

Measure "E" Agendas:

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

March 18, 2019

- 7.23 Beck & Design – Campus Signage and Wayfinding – design services for the new Signage Master Plan, which includes an electronic interactive directory systems, large marquee electronic reader board and other pedestrian and building identification signage (approximately 40 signs).
- 7.24 Contract Amendment – School Construction Compliance, LLC – Student Services Center Project – additional state mandated labor compliance services required for the Student Services Center Project due to construction timeline extension.
- 7.25 Contract – Anderson Brule Architects – Assessment of Campus and Furniture Standards – conduct an assessment of the current campus and furniture standards in order to update the standards.
- 7.26 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.27 Measure E Category Budget and Balances – Balances of budget for the 2002 and 2012 bond measures.
- 11.1 Contract Amendment – LPA Architects – New Arts Complex Project – fee adjustment based on increased project scope.
- 11.2 Contract Amendment – Anderson Brule Architects – Behavioral Science & Social Science Building Project – additional services needed for Social Science & Behavioral Science Building Project for adjustment to capture the increase in building size, additional elevator and associated design and documentation efforts

- 11.3 Contract – tBP Architect – Student Activities Relocation Project – provide architectural and design services for the Student Activities Relocation Project.

April 15, 2019

- 7.26 Contract – JT Engineering – Lot F Traffic Signal – provide civil engineering services for ADA access related to Lot F & E.
- 7.27 Contract – Alta Environment – Student Services & Student Activities Demolition Project – provide hazardous materials abatement monitoring services including Air Clearance Testing for the project.
- 7.28 Contract – DUDEK – Proposal to Prepare CEQA Document for Campus Improvement Project – review new projects; Art Building, Behavioral Social Sciences and additional netting and a resting at the baseball field to determine if the projects area consistent with the 2013 environmental impact report.
- 7.29 Contract – National Roofing Consultants, Inc. – Administration Building Project – provide waterproofing and roofing inspection for this project.
- 7.30 Contract – Leighton Consulting, Inc. – Student Services & Student Activities Demolition Project – provide geotechnical observation and testing services for this project.
- 7.31 Amendment – National Roofing Consultants, Inc. – Gymnasium Project – additional inspection required due to construction timeline extension, nine additional inspections are necessary to complete pending work.
- 7.32 Amendment – HMC Architect – New Gymnasium Project – additional services due to construction timeline extension for construction administration.
- 7.33 Amendment – Vinewood Company – Gymnasium Project – additional inspection services due to construction timeline extension.
- 7.34 Change Order – ACC Contractors – Administration Project – total of five change orders, some are architectural change and one is district requested.
- 7.35 Change Order – TOBO Construction – Student Services Center Building – total of nine change orders, they vary from unforeseen conditions, to district request and architectural.
- 7.37 Measure E Category Budget and Balances – Balances of budget for the 2002 and 2012 bond measures.
- 7.36 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)

May 20, 2019

- 7.24 Contract – Leighton Consulting, Inc. – Construction Technology Shade Structure Project – provide geotechnical testing of soil.
- 7.25 Contract – National Roofing Consultants – Pool Classroom Building – provide waterproofing and roofing inspection.
- 7.26 Amendment – Anderson Brule Architects – Behavioral Sciences & Social Science Building Project – District requested changes to electrical and mechanical system design.
- 7.27 Amendment – HMC Architects – Pool Classroom Building Project – changes to the reclaimed water line and gas valve.
- 7.28 Amendment – KPFF Consulting – Gymnasium Project – provide additional qualified storm water pollution prevention services.
- 7.29 Amendment – School Construction Compliance, LLC – Gymnasium Project – provide additional labor compliance services.
- 7.30 Amendment – Leighton Consulting, Inc. – Administration Building Replacement Project – provide geotechnical observation and soil testing services through construction phase.
- 7.31 Amendment – Sandy Pringle Associates Inspection Consultants – Student Services Center Replacement Project – additional DSA inspection services due to the contractor

- completion/schedule delays.
- 7.32 Measure E Category Budget and Balances – Balances of budget for the 2002 and 2012 bond measures.
  - 7.33 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
  - 11.1 Change Order – AMG & Associates, Inc. – Gymnasium Project – owner requested changes.

#### June 17, 2019

- 7.27 Contract – tBP Architect – Student Activities Temporary Housing – provide architectural and engineering services associated to this project.
- 7.28 Contract – Plan Check Professionals – Behavioral & Social Sciences Building – provide constructability review of the plans, mechanical, electrical and plumbing specifications.
- 7.29 Measure E Category Budget and Balances – Balances of budget for the 2002 and 2012 bond measures.
- 7.30 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)

#### Sustainability Plan

Last fall ECC had two-stakeholder presentation, in September and November; the whole campus was invited to give their feedback on sustainability at ECC. We started by identifying the sustainable activities already underway at El Camino College. Then we developed strategic, measurable goals that will further our vision of being a sustainable, resilient campus with minimal environmental impact.

This plan identifies short and long-term goals that will help us reduce ongoing operational costs by investing in transportation, waste and water reduction, energy efficiency, and campus operations.

1. Transportation – Benchmark - 36% of campus population commutes sustainably (we have the Rideshare program through campus police. We need to advertise it better to the campus community).
2. Waste – Benchmark - 82% total campus waste diversion. We have the stickers on the trashcans letting everyone know that our trash is recycled off site by the company.
3. Water – Benchmark - 20,118,857 gallons of water consumed (July 2017-February 2018). We are looking into using more recycled water to the East side of the campus. We are also planting more drought tolerant plants (native plants to this area).
4. Energy –Benchmark - Energy Utilization Index (EUI) of 3,664 (June 2016 - July 2017). Newer building are more energy efficient than the older buildings. The older buildings need improvements put in place for energy efficiency. With the newer building constructed, maybe put signs up showing the features of energy efficiency.

This plan represents a collaborative exchange of ideas and opportunities for the entire campus community to be engaged, supportive, and become sustainable. The sustainability plan needs to be part of the campus planning. It is a living and evolving document. The next step is to develop a committee working with FPS to monitor program and implement new solar and recycled water program on campus.

### Bond Project Status

This is a list of all construction projects that are in various stages.

- Administration Building is on schedule with 35% completed.
- Student Services Building's occupants will start to move in two weeks.
- Gym project is 93% completed. Two major issues that have caused delays. (1) car driving into the front of the building and (2) last week water proofing of the second floor, they did not turn off the water and it seeped into the volleyball court. The flooring will be removed and will let it dry. New floor will be installed. We have had discussion with the District builder risk insurance so that there is no delay in fixing the issue.

### Scheduled Future Meeting

- November 20, 2019 @ 3:30pm
  - Shobhana will send out reminder a month before the meeting is scheduled.

### Open Discussion

- Jim mentioned that this will be his last meeting. New VP, Administrative Services will start on August 1<sup>st</sup>.
- Question: can the committee see payroll data for anyone being paid from the bond funds. It was noted, that no one's salary was being paid from the bond funds.
- Question: do you know what the balance was for the 2002 bond funds in 2012 when ECC was going for the second bond. Randy said he will research and get the answer to the committee. *(As of writing of the minutes, information was distributed to the committee members).*

### Adjournment:

The meeting was adjourned at 4:40pm.

*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))*