



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

**MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
March 14, 2013**

The Citizens' Bond Oversight Committee met at 4:00 p.m. on Thursday, March 14, 2013 in the Board Room at El Camino College.

The following Oversight Committee Members were present, Gloria Dumas, Dwight Choyce, Kirk Retz, Dillan Horton, Steve Scott, and Nilo Michelin. Bob Amos was absent

Also present was Jo Ann Higdon, Tom Brown, Bob Bradshaw, Renee Graves (Vicente Lloyd Stutzman LLP) and Heather Parnock.

Minutes of the Citizens' Oversight Committee Meeting of November 28, 2012 and February 21, 2013:

The minutes were approved.

Measure "E" Agendas:

Tom Brown reviewed the following information from the Measure E section of the November, December, January and February Board of Trustees' agendas.

November 19, 2012:

- A. Category Budgets and Balances
- B. Measure E Project Budget Changes
- C. Contract – Leo A. Daly – Peer Review
- D. Contract – Amec Environment & Infrastructure, Inc.- Athletic Education & Fitness Complex Phase 1
- E. Contract – Hill Partnership, Inc. Architects – Industry & Technology Building Project
- F. Change Order – Taisei Construction Corporation – Math, Business, Allied Health Project
- G. Purchase Orders and Blanket Purchase Orders

December 17, 2012:

- A. Category Budgets and Balances
- B. Contract – Alta Environment – Ongoing Abatement Services – Contract is for three years.
- C. Contract – Prestige Security Services – Athletic Education & Fitness Complex – Phase 1- Security service and direction of traffic for the Athletic Education & Fitness Complex.
- D. Change Order – Taisei Construction Corporation – Math, Business, and Allied Health Project – Two out of three were district request changes.
- E. Purchase Orders and Blanket Purchase Orders

January 22, 2013:

- A. Category Budgets and Balances - Projects broken down in detail.
- B. Contract Amendment – Hill Partnership, Inc. Architects – Industry & Technology Building Project – Additional design services
- C. Contract Amendment – S & K Engineers – Parking Lot Lighting & Security upgrades Project – Additional services for construction administration and structural engineering.
- D. Change Order – HPS Mechanical – Electrical & Data Conversion Project
- E. Change Order – Taisei Construction Corporation – Math, Business, Allied Health Project – Change order due to code requirement, architect error and unforeseen condition.
- F. Notice of Job Completion – HPS Mechanical Electrical & Data Conversion Project – Electrical & Data Conversion Project – Project completed and final payment authorization.
- G. Purchase Orders and Blanket Purchase Orders

February 19, 2013:

- A. Category Budgets and Balances
- B. Contract – LCC3 Construction Services, Inc. – DSA Project Certification Services – Contractor will assist the college in closing out old projects with the DSA.
- C. Contract – Sandy Pringle Associates – Restroom Access Compliance Project – Phase 2 – DSA approved inspector.
- D. Funding Extension – Lend Lease, Inc. – Program Management – funding extension until end of May. The District is in the process of doing a RFP/RFQ for program manager.
- E. Change Order – Jenn/Matt, Inc. – Secondary Server Room Project – District request change order for fire suppressor system.
- F. Change Order – Byrom-Davey, Inc. – Athletic Education & Fitness Project – Phase 1- Removal of soil.
- G. Contract Amendment - Sandy Pringle Associates - Bookstore/Cafeteria Buyback Project – Cashiers area inspection.
- H. Contract Amendment – Flewelling & Moody – Bookstore/Cafeteria Buyback Project – District request additional design services. Question was raised on this contract and the large amount of prior change order. (Tom and Jo Ann said this contract is the most unique, since the bookstore project has had many pieces added on. Such as the cashier area, secondary server room and the elevator. At the next meeting a detail analysis will be provided to the board members).
- I. Contract Amendment – Sandy Pringle Associates – Practice Field Project
- J. Contract Amendment – School Construction Compliance, LLP – Math, Business, Allied Health Project – Additional services to labor compliance on this project.
- K. Contract Amendment – Flewelling & Moody – Restroom Access Compliance Project – Phase 2 – Time allocated for this project have extended beyond original contract time.
- L. Purchase Orders and Blanket Purchase Orders

Bond Audit:

Renee Graves from Vicente Lloyd Stutzman LLP reviewed the Performance Audit and the Financial Audit. Copies were distributed to the group.

Performance Audit:

Page 1 – The Independent Auditor’s Report - clean audit

Page 2 – Background information on Proposition 39

Page 3 – Objectives and Scope of the Audit

Page 4 – Procedures Performed

Page 5 – Conclusion

Page 6 – Schedule of Findings and Responses (current year) – No finding.

Page 7 - Procedural Requirements of Proposition 39 (from last year) – It was noted that the committee currently does consists the seven members minimum.

Financial Audit:

Page 1 – The Independent Auditor’s Report (clean report)

Page 2 – Revenue Bond Construction Fund Balance Sheet

Page 3 – Statement of Revenues, Expenditures and Changes in Fund Balance – Revenue Bond Construction Fund

Pg. 4 – Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual - Revenue Bond Construction Fund

Page 5-6 – Note 1- Notes to the Financial Statements – Summary of significant accounting policies.

Page 7- Note 2 – Deposits – Cash in County Treasury

Note 3 – Excess of Expenditure Over Appropriations

Note 4 – Bonded Debt:

Note 5 – Purchase Commitments

Note 6 – Subsequent Events: The district sold the remaining \$180,812,882 of its GO Bond, Series C and \$41,755,000 of Refunding bonds on September 11, 2012.

Pages 11 and 12 - Report on Internal Controls (no deficiencies) – a clean report

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

Information: Two Senate Bills being introduced at the State level. SB 584 & 581 would not have any impact on El Camino College because, SB 584 concerns itself with the K-12 system and SB 581 would require college to take the Bond audit to the Citizen’s Oversight Committee first then to the Board of Trustees. This procedure is followed at El Camino. Board will be kept apprised on any changes.

Annual Report

Heather Parnock passed out the Annual Report (July1, 2011 – June 20, 2012) which was prepared by Public Relations office. The report was received & filed by the committee members.

Page 1 – Executive Summary

Page 2 – Statement of Compliance – Signature of the Citizens’ Bond Oversight Committee members

Page 3 – Citizens’ Bond Oversight Committee 2011-2012 – Brief summary of the members

Page 5 – Year Ten Commentary – overview of the milestones and challenges

Page 6 – Facilities Master Plan Funding

Page 7 – General Obligation Bond Fund Expenditures

Page 9 – Facilities Master Plan Initial Projects Timelines

Page 10 – Updated Construction Projects July 2012 – June 2017

Page 11 – Continuing Disclosure Certificates

Pages 12- 16 – General Obligation Bond Fund Categories and Projects

Page 17 - Appendix

Letter from Steel Metal Workers’ Union:

Jo Ann noted that everyone on the committee received a letter from the Steel Metal Workers’ Local Union 105. The settlement agreement with the Bookstore contractor on not paying prevailing wages to the subcontractor does not impact El Camino College, it is between the general contractor and the subcontractor. El Camino does pay prevailing wages. We cannot dictate to a general contractor who they can hire, we can only deal with general contractor. We are required by law to go with the lowest bid on any project, no choice. Just to let you know that on one of the bids the contractor is using approved subcontractors from the union list. Southland is one of the subcontractor that we have used for isolated issues, who is also on the list. Most of the subcontractors do attend these the mandated pre-bid meetings, which are open to anyone. I would encourage anyone with issues to speak with Bob Bradshaw and Randy Hartman.

Schedule of Future Meetings:

It was noted that future meeting will be held at 4:30pm every other month on the third Wednesday.

Open Discussion:

Gloria Dumas and Kirk Ritz would like to thank everyone for a job well done and it has been a great experience to be on this committee. Both of their term on the Citizens’ Bond Oversight Committee is done.

Bob Bradshaw was introduced to the group as a new member of the Facilities team.

Public Comment:

Richard Foss addressed the committee, letting them know that he was the one who sent the letters to the Citizens’ Bond Oversight Committee, members of Board of Trustees, President, and Vice Presidents. He represents the Sheet Metal Workers’ Union, Local 105. He wanted the committee to understand what happened with the Bookstore subcontractor caused great amount of grief and hardship for the families of the workers. He thanked Jo Ann for stating that El Camino does prevailing wages and that we do have a third party looking at labor compliance. He passed out newspaper articles to the committee for them to read at their leisure. He would like to opportunity to meet with the committee members to discuss this topic. Will Scott also addressed the committee on this top and said that he had worked with Mr. Bradshaw at Citrus on labor compliance.

Adjournment:

The meeting was adjourned at 5:37p.m.

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))