



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

**MINUTES OF THE**  
**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF**  
**May 15, 2013**

The Citizens' Bond Oversight Committee met at 4:30 p.m. on Thursday, May 15, 2013 in the Board Room at El Camino College.

The following Oversight Committee Members were present, Gloria Dumais, Kirk Retz, Dillan Horton, Steve Scott, and Nilo Michelin. Dwight Choyce and Michael Goguen were absent.

Also present was Jo Ann Higdon, Tom Brown, Bob Bradshaw, Ann Garten and David Casnocha.

New By-Laws:

Copies of the new Bylaws were passed out to everyone. These Bylaws can also be accessed through ECC web page at: <http://www.elcamino.edu/administration/bond/docs/CBOC-ByLaws-May-2013.pdf>

David Casnocha went over the amended Bylaws. Some of the major items pointed out were:

Section 1: Committee Established – This section mentions that the Board of Trustees confirms that the Citizens' Bond Oversight Committee initially established for the 2002 Measure shall have the duties and rights set forth in the bylaws with oversight responsibility over both 2002 Measure E and 2012 Measure E.

Section 2: Purpose – Duties and rights of the committee is set forth by the bylaws and set forth in Prop 39 and subject to the *Ralph M. Brown Public Meetings Act*. This committee shall confine itself specifically to bond proceeds generated under the Measures.

Section 3: Duties

Section 3.1: Inform the Public – In doing the duties, all official communications to either the Board or the public shall come from the Chair acting on behalf of Committee. The Chair shall only release information that reflects the majority view of the Committee

Section 3.2: Review Expenditures – Committee shall review expenditure reports produced by the District to ensure that the bond proceeds are used for the purpose set forth in Measures and that no bond proceeds were used for teacher or administrative salaries or operating expenses.

Section 5 – Membership – Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees.

Section 5.4 Terms – Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing as of the date of appointment by the Board. No

member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial two (2) year term and the remaining members for an initial three (3) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2002 Measure Committee shall remain on the Committee and may serve for new terms as described herein. (Since this meeting is the first meeting of the new Committee, Kirk Ritz and Gloria Dumais volunteered to serve the initial two (2) year term and Nilo Michelin, Dwight Choyce, Steve Scott and Michael Goguen will serve initial three (3) year term).

#### Section 6 Meetings of the Committee

Section 6.1 Regular Meetings – Committee is required to meet at least once a year, including an annual organizational meeting but may not meet more frequently than quarterly.

Section 11: Termination – Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

#### Elect a New Chair & Vice Chair:

Kirk Ritz will be the new Chair of the committee and Gloria Dumais is the Co-Chair of the committee.

#### Minutes of the Citizens' Oversight Committee Meeting of March 14<sup>th</sup> :

The minutes were approved.

#### Measure "E" Agendas:

Tom Brown reviewed the following information from the Measure E section of the March and April Board of Trustees' agendas.

#### March 18, 2013:

- A. Category Budgets and Balances
- B. Contract – AMEC Environment & Infrastructure, Inc.- Shops Building Replacement Project – Soils inspector.
- C. Contract – ALTA Environment – Industry & Technology Building Modernization Project – Hazardous material abatement.
- D. Contract – Converse Consultants – Industry & Technology Building Modernization Project – Specialty inspector (ex: concrete testing).
- E. Contract – Converse Consultants – Shops Building Replacement Project
- F. Contract – National Roofing Consultants, Inc. – Industry & Technology Building Modernization Project – Consultants for campus roofing.
- G. Contract – Sandy Pringle Associates, Inspection Consultants, Inc. – Industry & Technology Building Modernization Project – DSA inspector.
- H. Contract – Sandy Pringle Associates, Inspection Consultants, Inc. – Shops Building Replacement Project – DSA inspector.
- I. Bid Award 2012-9 – Shops Building Replacement Project – Pinner Construction – Contractor for Shops.

- J. Bid Award 2012-10 – Industry & Technology Building Modernization Project – SJ Amoroso – Contractor for I&T.
- K. Change Order – CALTEC Corporation – Bookstore Buyback Project – the scope of the project changed due to district adding security features for the cashiers.
- L. Change Order – MINCO Construction – Parking Lot Lighting & Security Camera Upgrade Project – 2011-4 – Decreased the scope of the project. They were originally going to relight the parking structure. (Dillian asked if about parking lot F. Tom said they will not be doing a third floor or photovoltaic frames due to increase in cost for redesigning the whole parking structure to handle the third floor. We will be going back to the original plan from 2002 & 2012 Facilities Master Plan).
- M. Notice of Completion – MINAKO America Corp. DBA MINCO Construction - Parking Lot Lighting & Security Camera Upgrade Project – 2011-4
- N. Notice of Completion – JENN/MATT, Inc. – Secondary Server
- O. Purchase Orders and Blanket Purchase Orders

April 15, 2013:

- A. Category Budgets and Balances – Question was asked what happens to the remaining balance when a project is completed. Tom said they are transferred into another project within the section.
- B. Contract – School Construction Compliance, LLC – Shops Building Replacement Project – Labor compliance.
- C. Contract – School Construction Compliance, LLC – Industry & Technology Building Modernization Project – Labor compliance.
- D. Contract – Sandy Pringle Associates, Inspection Consultants, Inc. – Bookstore Elevator Project – DSA inspector.
- E. Contract – Sandy Pringle Associates, Inspection Consultants, Inc. – Science Technology Engineering & Math (STEM) Center Project
- F. Contract – Converse Consultants – Science Technology Engineering & Math (STEM) Center Project
- G. Contract Amendment – School Construction Compliance, LLC – Math Business Allied Health Project
- H. Bid Award 2012-11 – STEM Center Project – PCN3
- I. Bid Award 2012-12 – Bookstore Elevator Project – CA Construction
- J. Change Order – CJ Pro, Inc. – Restroom Accessibility Renovation Phase II – ADA compliance.
- K. Change Order – Byrom-Davey, Inc. – Athletic Education & Fitness Complex – Phase I – District directed addition.
- L. Change Order – Taisei Construction Corporation – Math Business Allied Health Building Project
- M. Purchase Orders and Blanket Purchase Orders

Schedule of Future Meetings:

As noted in the Bylaws, committees meeting have been changed to meet quarterly. The next meeting will be held on August 21<sup>st</sup> at 4:30pm.

Open Discussion:

A question regarding the April agenda section A - Category Budget and Balances: Under the category Additional Classrooms and Modernization, the first items “Acquisitions”. The

committee would like to know what this item includes. Tom said he would bring back the details to the next committee meeting.

Everyone is invited to the ground breaking ceremony for the STEM project will be on May 20<sup>th</sup> at 3:30pm.

Jo Ann gave an update on meeting with the Sheet Metal Workers' Union, Local 105. They have met with them on several occasion and have arranged for them to have access to talk with any workers regarding labor compliance. We have also let them know that on the upcoming projects the subcontractors are on Sheet Metal Workers' Union list.

Public Comment:

Adjournment:

The meeting was adjourned at 5:50p.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))*