



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
March 29, 2017

The Citizens' Bond Oversight Committee met at 3:00 p.m. on Wednesday, March 29, 2017 in the Board Room at El Camino College.

The following Oversight Committee Members were present, Joan Jones, Gloria Dumais, Tiffany Ushijima, Kirk Retz, and Dr. Eugene Krank. Dwight Choyce, Michael Goguen, and Steve Scott were absent.

Also present was Jo Ann Higdon, Tom Brown, Bob Bradshaw, Taylor Ulrich and Ann Garten.

Minutes of the Citizens' Oversight Committee Meeting of March 16, 2016th:

The minutes were approved.

Measure "E" Agendas:

Tom Brown reviewed the following information from the Measure E section of the March, April, May, June, July, August, September, October, November, December, January and February Board of Trustees' agendas.

March 21, 2016:

- A. Category Budgets and Balances
- B. Contract - HMC Architects - Ongoing Architect Services and Project Assignment for the New Competition Pool, Locker and Classrooms Project
- C. Contract Amendment - Allana Buick & Bers - Athletic Education & Fitness Complex Stadium Phase 2 Project - oversee the waterproofing of decks/slabs and roofs. Contractor is behind approximately four months and therefore the District will have the opportunity to recover all additional inspection money beyond negotiated contract completion date.
- D. Contract Amendment - AMEC E & I, Inc. - Athletic Education & Fitness Complex Stadium Phase 2 Project - additional geotechnical services. Contractor is behind approximately four months and therefore the District will have the opportunity to recover all additional inspection money beyond negotiated contract completion date.
- E. Contract Amendment - Heider Engineering Services, Inc. - Athletic Education & Fitness Complex Stadium Phase 2 Project - additional special inspection services. Contractor is behind approximately four months and therefore the District will have the opportunity to recover all additional inspection money beyond negotiated contract completion date.

- F. Contract Amendment - LPA Architects - Athletic Education & Fitness Complex Stadium Phase 2 Project - additional architectural services. Contractor is behind approximately four months and therefore the District will have the opportunity to recover all additional expenses beyond negotiated contract completion date.
- G. Contract Amendment - HMC Architects - Competition Pool, Locker and Classrooms Project - architect to provide the project topographic survey and utility location survey via the project team's civil engineer. Not part of the original bid.
- H. Purchase Orders and Blanket Purchase Orders - all of the equipment purchase are for the stadium project.

April 18, 2016:

- A. Category Budgets and Balances - Lot C parking structure expenses will be transferred from the 2002 bond expenses into the 2012 bond funds.
- B. Contract - Leighton Consulting, Inc. - Administration Building Replacement Project - firm to provide geotechnical exploration services for the Administration Building Replacement Project.
- C. Contract Amendment - Leighton Consulting, Inc. - Technical Arts - Lot C Parking - Shops Demolition Project - provide additional services for geotechnical testing and inspection for the Technical Arts - Lot C Parking - Shops Demolition. Also provide additional work for the District in rerouting the existing 12KV line.
- D. Contract Amendment - School Construction Compliance, LLC - Athletic Education & Fitness Complex Stadium Phase 2 Project - provide additional labor compliance, prevailing wage and apprenticeship consulting services.
- E. Purchase Orders and Blanket Purchase Orders - major expense is the insurance for Lot C Parking Structure.

May 16, 2016:

- A. Category Budget and Balances
- B. Contract - AT&T - Administration Building Project - contractor will provide labor, materials, supplies, and testing for the Engineering and Construction Services for relocation of the existing main point of entry (MPOE) for the college communication hub.
- C. Contract Amendment - tBP Architecture - Administration Building Replacement Project - district requested additional design and engineering services associated with building size increase.
- D. Bid Rejection 2015-4 - reject all bids proposals submitted for Gymnasium Project.
- E. Purchase Orders and Blanket Purchase Orders

June 20, 2016:

- A. Category Budgets and Balances
- B. Contract Amendment - DLR Group - district request architect make modification to the hardscape/walkway/access to the parking structure, Lot C.
- C. Contract Amendment - The Vinewood Company - Athletic Education & Fitness Complex Stadium Phase 2 Project - provide a Division of State Architects (DSA) certified inspector through the completion of the project which has been extended to July 25, 2016.

- D. Change Order - Bomel Construction - Lot C Parking Structure Project - revise elevator cab finishes which was requested by the district.
- E. Change Order - GGG Demolition, Inc. - Technical Arts - Lot C - Shops Demolition Project - credited money not utilized during the performance of project.
- F. Change Order - Sinanian Development, Inc. - Athletic Education & Fitness Complex Stadium Phase 2 Project - credit due to deletion scope of work
- G. Purchase Orders and Blanket Purchase Orders

July 18, 2016:

- A. Category Budgets and Balances
- B. Bid Award 2015-7 - Gymnasium Project - AMG & Associates, Inc. - rebid the Gymnasium Project and bid awarded to AMG & Associates, Inc.
- C. Contract - The Vinewood Company - Gymnasium Project - Division of State Architect (DSA) inspector for the Gymnasium Project.
- D. Change Order - Bomel Construction - Lot C Parking Structure
- E. Purchase Orders and Blanket Purchase Orders

August 15, 2016:

- A. Category Budgets and Balances
- B. 2002 & 2012 Measure E Budget Changes - reflect the transfer of monies from closed projects in the 2002 Measure E Fund to active projects within both the 2002 and 2012 Measure E Bond Fund.
- C. Contract - Alta Environmental - Administration Building Replacement Project - provide limited hazardous materials survey and an abatement plan.
- D. Contract - Gensler - Master Architect Services - provide Master Planning services to the District.
- E. Contract - Leighton Consulting, Inc. - Gymnasium Project - provide geotechnical observation and testing services.
- F. Purchase Orders and Blanket Purchase Orders

September 7, 2016:

- 6.14 Purchase Orders and Blanket Purchase Orders
- 6.15 Measure E Bond Budget Summary
- 6.16 School Construction Compliance, LLC - Gymnasium Project - provide labor compliance, prevailing wage and apprenticeship consultation services.
- 10.1 Notice of Job Completion - Fieldturf USA, Inc. - Athletic Education & Fitness Complex Phase 2 Project - completion and final payment for the work.
- 10.2 Twining Consulting - Gymnasium Project - specialty testing and inspection.

October 17, 2016:

- 6.31 Purchase Orders and Blanket Purchase Orders
- 6.32 KPFF Consulting - Gymnasium Project - Contract - monitor storm water prevention.
- 6.33 Leighton Consulting, Inc. - Student Service Center Project - provide finish-grade geotechnical observations and testing.

- 6.34 IDS Group - Lot F & E Parking Structure Upgrade Project - Contract - district request for engineering design services for modifications to the fire main piping documents.
- 6.35 Vector Resources - Communication Building Project - Contract Amendment - provide labor to replace and repair existing cut cables in the communication building extending from the IDF room to other rooms on the second floor.
- 6.36 LPA Architects - Sand Volleyball Court Project - Contract Amendment - provide construction administration services based on the work required for this project.
- 6.37 Measure E Bond Budget Summary
- 6.38 Change Order - AMG & Associates - Parking Structure Upgrade Lot F & E Project - change order due to architecture and engineering requirements and unforeseen conditions.
- 10.1 Sandy Pringle Associates, Inspector Consultants, Inc. - Student Services Center Project - DSA inspector
- 10.2 Bid Award 2016-3 - Manhattan Beach Blvd. Traffic Signal Project - Comet Electric
- 10.3 Smith-Emery Laboratories - Student Services Center - Contract - specialty testing and inspection.
- 10.4 Twining Consulting - Parking Structure Upgrade Lot F & E Project - Contract Amendment - providing material testing and inspection for project.
- 10.5 Retention Reduction (50%) - Sinanian Development, Inc. - Athletic Education & Fitness Complex - Stadium Phase 2 Project - reduces the amount of retention withheld for the work performed on this project.

November 21, 2016:

- 6.21 Purchase Orders and Blanket Purchase Orders
- 6.22 Measure E Category Budgets and Balances
- 6.33 IDS Group - Lot F & E Parking Structure Upgrade Project - Contract Amendment - provide additional structural design engineering services required to correct the contractor's deficiencies in the installation of the hollow core planks.
- 10.1 Bid Award No. 2016-5 - Sand Volleyball Courts Project - American Gardens
- 10.2 Adopt Resolution No 11-21-16 - CEQA Determinations on the Student Services Center Project, Addendum Adoption and Project Approval - no further California Environmental Quality Act (CEQA) review is required for this project and the project is within the scope of the 2012 subsequent Environmental Impact Report of 2012 Facilities Master Plan Update.
- 10.3 Bid Award No 2016-1 - Student Services Center Project - Tobo Construction, Inc.
- 10.4 GGG Demolition, Inc. - Notice of Completion - Technical Arts - Lot C - Shops Demolition Project - authorize final payment to contractor for the work done.
- 10.5 Change Order - Bomel Construction - Lot C Parking Structure Project - various change order due to district request and architect & engineering requirement.

December 19, 2016:

- 7.20 Purchase Orders and Blanket Purchase Orders
- 7.21 Measure E Category Budgets and Balances
- 7.22 HMC Architects - Gymnasium Project - Contract Amendment - during excavation, it was determined that the location of the existing electrical duct bank was in

conflict with the proposed location for the designed sanitary sewer system.
Additional electrical engineering services are required.

- 11.1 Allana Buick & Bers - Athletic Education & Fitness Complex Stadium Phase 2 Project - Contract Amendment - due to schedule impacts and construction delays additional waterproofing inspection services are required.
- 11.2 Change Order - AMG & Associates - Parking Structure Upgrade Lot F & E Project - change order due to architecture & engineering requirement and unforeseen conditions.
- 11.3 Creative Design Associates, Inc. - ADA Transition Plan - Contract - provide architectural and inspection services to inspect the facilities and exterior path at El Camino College for compliance with state and federal accessibility requirements.

January 23, 2017:

- 7.18 Purchase Orders and Blanket Purchase Orders
- 7.19 Measure E Category Budgets and Balances
- 7.20 DLR Group - Student Services Center Replacement Project - provide design service for the installation of cart charging stations and trash enclosure.
- 7.21 International Parking Design - Lot C Parking Structure Project - provide service for the installation of a louver frame system on levels two through four on the north side of the parking structure.
- 7.22 School Construction Compliance, LLC - Student Service Center - provide labor compliance, prevailing wage and apprenticeship consultation and reporting services.
- 7.23 Cisco & Aruba - Lot C Parking Structure Project - the district intends to use a purchasing agreement to acquire Cisco switching equipment which will be used to bring the Lot C Parking Structure online with the El Camino network. The Aruba external wireless equipment will provide wireless connectivity to the parking structure and surrounding areas.
- 7.24 Vector Resources - Communication Building Project - Contract Amendment - provide labor and materials to run cable throughout the basement and various classrooms in the Communications Building in order to finalize workstation layout.
- 7.25 Linscott Law & Greenspan (LLG) - Lot F Traffic Signal Project - Contract - provide traffic engineering design services related to the Lot F traffic signal project.
- 7.26 Orbach Huff Suarez & Henderson, LLP - provide legal services to the District for US Department of Education Office for Civil Rights/ADA accessibility inquiries related to the new stadium.
- 11.1 Orbach Huff Suarez & Henderson, LLP - Lot C Parking Structure Project - Contract - provide legal research regarding the Lot C Parking Structure changes and CEQA review.

February 21, 2017:

- 7.18 Purchase Orders and Blanket Purchase Orders
- 7.19 Measure E Category Budgets and Balances
- 7.20 Change Order - Sinanian Development, Inc. - Athletic Education & Fitness Complex - Stadium Phase 2- credit due back to the district for deleted work from the original contract amount.

- 7.21 Change Order - Bomel Construction - Lot C Parking Structure Project - change order requests were made by either the district or were a result of architecture & engineering design change.
- 11.1 Notice of Completion - Sinanian Development, Inc. - Athletic Education & Fitness Complex - Stadium Phase 2 - authorize final payment for the work done.

Bond Audit:

Taylor Ulrich from Vicente Lloyd Stutzman LLP reviewed the Performance Audit and the Financial Audit. Copies were distributed to the group. This year's audit document has combined the Performance and Financial Audit. Link to the audit report: [El Camino CCD Measure E Audit Report 2016.pdf](#)

Financial Audit:

- Page 2 – The Independent Auditor's Report - clean report
- Page 4 – Balance Sheet Revenue Bond Construction Fund
- Page 5 – Statement of Revenues, Expenditures and Changes in Fund Balance
- Page 6 – Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual - 2002 Measure E - Revenue Bond Construction Fund
- Page 7 - Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual - 2012 Measure E - Revenue Bond Construction Fund
- Page 8 – Note 1- Notes to the Financial Statements – Summary of significant accounting policies.
- Page 9- Note 2 - Deposits – Cash in County Treasury
 - Note 3 - Excess of Expenditure Over Appropriations
 - Note 4 - Bonded Debt
 - Note 5 - Commitments and Contingencies
- Pages 13 and 14 - Report on Internal Controls
- Pages 15 – Schedule of Findings and Responses - no findings.

Performance Audit:

- Page 17– The Independent Auditor's Report - clean audit
- Page 18 – Background information on Proposition 39
- Page 18 – Objectives and Scope of the Audit
- Page 19 – Procedures Performed
- Page 19 – Conclusion - no findings

Annual Report Review

Ann Garten passed out the Annual Report (July 1, 2015 – June 20, 2016) which was prepared by Public Relations office. The report was received & filed by the committee members. [CBOC-2016-ANNUAL-REPORT.pdf](#)

- Page 1 – Executive Summary
- Page 2 – Statement of Compliance – Signature of the Citizens' Bond Oversight Committee members
- Page 3 – Citizens' Bond Oversight Committee 2016-2017 – terms of each committee members.

Page 4 - Brief summary of the committee members
Page 5 – Year Fourteen Commentary – overview of the milestones and challenges
Page 6 – Facilities Master Plan Funding
Page 7 & 8 – General Obligation Bond Fund Expenditures
Page 9 – Facilities Master Plan Initial Projects Timelines
Page 10 – Updated Construction Projects July 2014 – June 2019
Page 11 – Continuing Disclosure Certificates
Pages 12-15 – General Obligation Bond Fund Categories and Projects
Page 16 – 2012 General Obligation Bond Fund Categories and Projects
Page 17 - Appendix

Kirk Retz will present the Audit report and the Annual Report review to the Board of Trustees at the April 17th meeting.

Schedule of Future Meetings:

The next meeting will be on Wednesday, July 26, 2017 at 3:30pm. Following meeting will be on Wednesday, November 15, 2017.

Open Discussion:

Before the Board of Trustees meeting on May 22nd will be the ground breaking ceremony for the Student Services Building. Invitations will be sent to all of you.

Public Comment:

Adjournment:

The meeting was adjourned at 4:45 pm.

***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))*