



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
March 14, 2018

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Thursday, March 14, 2018 at the Alondra Room at El Camino College.

The following Oversight Committee Members were present, Steve Scott, Louise Bahar, David Kartsonis, Kirk Retz and Dr. Eugene Krank. Joan Jones and Alec Johnson were absent.

Also present was Dr. Dena Maloney (Superintendent/President), Brian Fahnestock (VP, Administrative Services), Jack Bay (Executive Director, Facilities Planning, Operations & Construction, Randy Hartman (Lend Lease), Jeffrey Hinshaw (Business Manager), Ann O'Brien (Executive Director of Marketing & Communications), Marc Stevens (Director, Public Information & Governmental Relations).

Welcome to Louise Bahar:

Welcome to Louise Bahar, she is retired Accountant, who started at El Camino College than transferred to CSLB to get a degree in Accounting. She is still taking classes at ECC.

Public Comment:

None

Minutes of the Citizens' Oversight Committee Meeting of January 18th.

<http://www.elcamino.edu/administration/bond/docs/2018/CBOC-Minutes-January-18-2018.pdf>

The minutes approved

Bond Audit:

Taylor Ulrich from Clifton Larson Allen, 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:

<http://www.elcamino.edu/administration/bond/docs/ECCCD-MeasureE-AuditReport-2017.pdf>

Financial Audit:

Page 2 - 3 - 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 – 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

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

Page 17 – Conclusion - no findings

Measure “E” Agendas:

Brian Fahnestock reviewed the following information from the Measure E section of the January and February Board of Trustees’ agendas.

January 16, 2018:

<http://www.elcamino.edu/administration/bond/docs/2018/CBOC-Measure-E-Agenda-January-16-2018.pdf>

- 7.17 Change Order – American Gardens, Inc. Sand Volleyball Courts Project – used this contractor to furnish labor and material to provide infrastructure underground work, electrical/data/fire alarm, to the new restroom and adaptive fitness trailers. They will also remove damaged existing asphalt at roadway north of the Sandy Volleyball courts.
- 7.18 Change Order – Comet Electric – Manhattan Beach Blvd. Traffic Signal Project – credit back to the district the unused funds.
- 7.19 Measure E Purchase Orders and Blanket Purchase Orders – purchase order to William Scotsman, Inc. is the temporary trailer for the swing space for relocation of the classroom for the Pool Classroom Building Project.
- 7.20 Measure E Category Budget and Balances – pages 7 through 9 are all monies from the original 2002 bond measure and pages 10 through 11 are monies from the 2012 bond measure. Any negative amounts in the 2002 bond monies will be balanced out by the unused dollar amounts.
- 11.1 Bid Award No 2107-2 – New Pool & Classroom Building Project – Tilden-Coil Construction, Inc.
- 11.2 Contract – Sandy Pringle Associates Inspection Consultants – New Administration Building Project – Division of State Architect (DSA) inspector for this project.
- 11.3 Notice of Job Completion – Comet Electric – Manhattan Beach Blvd. Traffic Signal Project – this item authorizes final payment for the completed work.
- 11.4 Change Order – AMG & Associates, Inc. – Gymnasiums Project – total change order of \$281,001.

- 11.5 Contract Amendment – Gensler – Master Architect Services – amending dates of service with no other changes to the original contract, board approved August 15, 2016. Gensler will be doing the Final Project Planning (FPP) for the Music building. If the State accepts the FPP, then the State will fund 50% of the project.
- 11.6 Contract – Atlantic Relocation Systems – Physical Education Relocation Project – contractor will provide office-moving services for the Physical Education Building Relocation and Disposal Relocation.

February 26, 2018:

http://www.elcamino.edu/administration/bond/docs/2018/CBOC_Measure_E_Agenda_February_26_2018.pdf

- 7.15 Change Order – AMG & Associates, Inc. – two items credit: deletion of storm water treatment filters, deletion of roll-up doors and retractable bollards and wall panel repair with negotiated settlement amount of \$520,000. Total change order is for \$84,122.
- 7.16 Change Order – Bomel Construction – Lot C Parking Structure Project – credit to district for unused funds.
- 7.17 Change Order – American Garden’s, Inc. – Sandy Volleyball Courts Project – district requested changes.
- 7.18 Contract Amendment – Sandy Pringle Associates Inspection Consultants – Lot F & E Parking Structure Upgrade Project – DSA inspector services required due to the contractors completion/schedule delays.
- 7.19 Contract Amendment – Leighton Consulting, Inc. – Gymnasium Project – District requested additional services for geotechnical observation and testing of imported soil at the Gym project as well as inspection performed at the Sand Volleyball Court.
- 7.20 Contract KPFF consulting Engineers – New Administration Building Project – provide qualified storm water pollution prevention plan (SWPPP) for this project.
- 7.21 Contract – School Construction Compliance, LLC – New Administration Building Project – provide labor compliance consulting services for this project.
- 7.22 Contract – School Construction Compliance, LLC – Pool Classroom Building Project – provide labor compliance consulting services for this project.
- 7.23 Contract – ALTA Environment – Pool Classroom Building Project – provide hazardous materials abatement monitoring services for the new Pool Classroom Building Project.
- 7.24 Contract – Facilities Planning and Consulting Services – Music Building Replacement Final Project Proposal (FPP) – firm will work with the architect to create a quality FPP, compile all documents into the final FPP workbook and file electronic copy with the Chancellor’s Office.
- 7.25 Purchase Orders and Blanket Purchase Order
- 7.26 Measure E Category Budget and Balances
- 11.1 Bid Award No 2017- 4 – New Administration Building Project – ACC Contractors, Inc.
- 11.2 Contract – RMA Group – New Administration Building Project – special inspection of structural steel construction, post-installed anchors, administrative

- and engineering oversight, and reporting and DSA closeout.
- 11.3 Contract – Sandy Pringle Associates Inspection Consultant – Pool Classroom Building Project – Division of State Architect (DSA) inspector for this project.
 - 11.4 Contract – Leighton Consulting, Inc. – Pool Classroom Building Project – provide geotechnical observation and testing for this project.
 - 11.5 Contract – Twining Consulting – Pool Classroom Building Project – provide special inspection and materials testing for this project.
 - 11.6 Change Order – Tobo Construction – Student Services Center Project – decreased dollar amount of \$421, 453 from their contract since the contractor for Lot C. did work.
 - 11.7 Lend Lease (US) Construction – extension of contract for three years.
 - 11.8 Notice of Job Completion – Bomel Construction – Lot C Parking Structure - this item authorizes final payment for the completed work

Presentation - Pool/Gym, Student Service Building, and Administration Building:
<http://www.elcamino.edu/administration/bond/docs/2018/Facilities-Bond-Program-CBOC-Presentation-March-14-2018.pdf>

Brian went over the presentation.

Schedule of Future Meetings:

The next meetings will be on July 18th at 3:30pm in the Alondra Room.

Open Discussion:

- Groundbreaking for the Administration Building will possibly be on April 16th before the Board of Trustees around 3:30pm. Groundbreaking for the Pool/Classroom Building might possible be before the Board of Trustees meeting on May 21st.
- We are in the process of picking an architectural firm for the Behavioral Science Building & the Arts Complex Building.
- President Maloney talked about how Ann, Executive Director Marketing & Communications has had a walkthrough around the campus with a vendor to see the possibility of putting up pictures on the construction fencing of what is being built.
- Kirk wanted to know if he would be taking the Annual Report to the Board next month. It was mentioned that the report is still in draft form and it would be sent out once it is finalized.

Adjournment:

The meeting was adjourned at 4:55pm.

***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))*