



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

**MINUTES OF THE**  
**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF**  
**March 11, 2020**

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, March 11, 2020 at the Alondra Room, 2<sup>nd</sup> Floor of the Bookstore Building at El Camino College.

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

Also present was Dena Maloney, Jorge Gutierrez, Jeff Hinshaw, Ann O'Brien, Marc Stevens, Lauraliz Vilchez (Clifton Larson Allen, LLP (Bond Audit firm), Iris Ingram and Remo Colindres.

Public Comment:

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

It was moved by Don Brann and seconded by Laurie McCarthy that the CBOC approve the minutes of November 20, 2019. Student Member Lee recoded a yes, Committee member Bahar, McCarthy, Negrete, and Brann voted yes. Motion carried.

Bond Audit

Luraliz Vichez from Clifton Larson Allen, LLP reviewed the Performance Audit and Financial Audit. Copies were distributed to the group.

Financial Audit:

Page 2 - 3 - The Independent Auditor's Report – clean report.

Page 4 – Balance Sheet Revenue Bond Construction Fund for 2002 and 2012.

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 – 18 Procedures Performed - sampled 92 transactions totaling \$40,007,610. This represents 82% of total expenditures of \$47,977,459. Conclusion - no findings.

- Question was asked about bond sales. The District is analyzing the cash flow and if deemed, sale would be occurring later this year. It would fall under fiscal year 2020-21.

It was moved by Don Brann and seconded by Laurie McCarthy that the CBOC accept the bond audit for 2019. Student Member Lee recoded a yes, Committee member Bahar, McCarthy, Negrete, and Brann voted yes. Motion carried.

## CBOC Annual Report

The committee received the CBOC Annual Report 2018-19. Lou Bahar will be going to the March 23<sup>rd</sup> Board of Trustees meeting to present the annual report to the board.

Page 2 - Letter from the Chair, Lou Bahar.

Page 3 – Shows the committee members and their terms. The terms of one member representative, will expire April 2020.

Page 4 - Committee Biography.

Page 5 - 6 - Milestone - the project that were underway for the fiscal year 2018-19.

Page 7 -10 - Expenditure for 2002 and 2012 bond measure for fiscal year 2018-19.

Page 11- Sequencing Schedule of the bond projects for next 3 years.

Page 12 – 14 - Show the rendition of the new building construction for the near future.

- a. Pool Classroom – scheduled to be open August 2020.
- b. Bookstore Café – plans are at Department of State Architect (DSA).
- c. Construction Technology – plans are at DSA.
- d. Administration Building – occupancy spring break, April 2020.
- e. Behavioral & Social Science – approved by DSA and going out to bid soon.
- f. Art Complex – at DSA and they have sent comments back that we are working on.
- g. Music Building – in the Five Year Capital Construction documents, we did an Initial Proposal Plan (IPP) for getting state matching funds to this project. It has been approved for funding in the Governor’s Budget for January. We will have to wait until June to see if is in the final budget. We have already done 98% of the planning and are waiting for appropriation of the monies to spend it.
- h. We are gearing up to update our Facilities Master Plan process.
- i. We are doing a space utilization student for the future needs to the campus.

Page 15 – map of the campus buildings and future construction.

- Looking at the South side of the campus, PE South and PE are all is gone replaced with grass. We are looking at the cash flow and this may not be possible in the future. Once the Pool and Classroom bldg. is open, we will be closing the old pool, so we can remove it form the space inventory.
- Marsee Auditorium - This map is from the 2017 Facilities Master Plan look out into the future. We have assessed the Marsee to see if it can be refurbished, but the cost is enormous to fix the ADA issues. If you look at the map next to the MBA, there is a Community Theater to replace the Marsee. The Marsee has 2,000 seats that is filled to capacity once a year and the other times is a not. We do rent it out for community events through the Civic Center.

Page 16 - Shows the newly opened Student Services Building.

## Measure “E” Agendas:

Jorge Gutierrez reviewed the following information from the Measure E section of the November, December, January and February Board of Trustees’ agendas.

## November 18, 2019

- 7.19 Contract – Sandy Pringle Associates Inspection Consultants – Student Services Demolition Project – Division of State Architects (DSA) inspector.
- 7.20 Contract Amendment – LPA Architects – New Arts Complex Project – provide field survey and verification services of the existing specialty equipment housed in the existing Arts Building to determine all required utility and venting requirements necessary to relocate equipment to the new Arts Complex.

- 7.21 Contract Amendment – HMC Architects – Gymnasium – additional services for construction administration are required due to construction completion delays caused by the Contractor.
- 7.22 Change Order 10 – AMG & Associates – New Gymnasium – most are District requested change order.
- 7.23 Measure E Category Budget and Balances
- 7.24 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Contract – Resource Environment, Inc. – Student Services and Student Activities Demolition Project -
- 11.2 Change Order – ACC Contractor – Administration Building
- 11.3 Change Order 11 – AMG & Associates – New Gymnasium - We have done unilateral change order to get the work done now and at the end of the project negotiate the amount in the final change order. Question was asked regarding the damaged gym floor. The work was done, we are hammering out the cost in the final change order. We are working with the insurer and attorneys regarding the cost.

#### December 16, 2019

- 7.13 Amendment – LPA Architects – New Arts Complex Project – provide services for design and planning of furniture for the new Arts Complex project. These services include: needs assessment; design and documentation; vendor proposal assistance; procurement consultation; installation procedures and close-out.
- 7.14 Change Order 7 – ACC Contractors – Administration Building – eight items, some are owner requested, some unseen conditions and other Architectural error.
- 7.15 Change Order 12 – AMG & Associates – Gymnasium Project
- 7.16 Change Order 13 - AMG & Associates – Gymnasium Project
- 7.17 Measure E Category Budget and Balances
- 7.18 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Change Order 9 – Tobo Construction – Student Services Center – some of the items are owner requested and some are architectural error. One of the issues with the Student Services building has been the counter depth and height. We will be doing a final change order with all items negotiated on this project. The punch list items for this building are minor.

#### January 21, 2020

- 7.25 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.26 Reconciled Measure E Purchase Orders and Blanket Purchase Orders from July 1, 2019 – November 30, 2019
- 7.27 Change Order 8 - ACC Contractors – Administration Building
- 7.28 Contract Amendment – KPFF Consulting Engineers – New Gymnasium
- 7.29 Measure E Category Budget and Balances

#### February 18, 2020

- 7.10 Contract – Kardent – ADA Accessibility Improvement Project – provide design and bid documents to remove pathway accessibility barriers to comply with the 2010 Americans with Disabilities Act (ADA) Standards. Design is completed and going out to Bid.
- 7.11 Change Order 3 – Tilden-Coil Contractors – Pool and Classroom Building Project – changes to door hardware for metal doors and frames. Also, includes installation of power supplies, switches, tough panels and infrastructure to support. These requested changes will improve handicap accessibility to the building and allows for after-hours monitoring of access to the building to improve security and safety.
- 7.12 Change Order 9 - ACC Contractors – Administration Building – all owner requested changes.

- 7.13 Contract Amendment – Sandy Pringle Associates Inspection Consultants, Inc. Administration Building Project – provide additional DSA inspection services.
- 7.14 Measure E Category Budget and Balances -
- 7.15 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.16 Reconciled Measure E Purchase Orders and Blanket Purchase Orders for January 21, 2020 Board Meeting
- 11.1 Contract – Atlantic Relocation – Administration Building – move into the Administration Building.

Question: on page 8 of the agenda, Shop, what does that refer to: It is the CAT (Center for Applied Technology), which houses welding technology, automotive collision repair and painting, automotive technology, and air conditioning and refrigeration programs.

Scheduled Future Meeting for 2020 @ 3:30pm

- July 15<sup>th</sup>
- November 18<sup>th</sup>

Open Discussion

- Discussion on the previous week election and State bond measure not passing.
- The committee was invited to take the tour of the Administration building with the Board of Trustees on March 23, 2020 at 3pm before the board meeting.
- May 18, 2020 will be the first Board Meeting to be held at the new Administration Building.
- May 29<sup>th</sup> will be the grand opening of the Administration Building, invitation will be sent to the committee.

Adjournment:

The meeting was adjourned at 4:22 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))*