



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

**MINUTES OF THE**  
**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF**  
**July 15, 2020**

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, July 15, 2020 via Zoom Conference Call.

The following Oversight Committee Members were present, Lou Bahar, Laurie McCarthy, Dr. Don Brann, Faith Adams, Gino DiGregorio, Chris Taylor and Jess Negrete was absent.

Also present was Dena Maloney, Jorge Gutierrez, Ann O'Brien, Marc Stevens, Iris Ingram and Ed Ziaebrahini (Lend Lease).

Public Comment:

New Members:

- [Christopher Taylor](#), is the Community Representative on the committee and is the Director of Systems Engineering at Northrop Grumman Aerospace Systems.
- [Gino DiGregorio](#), is the Foundation Representative on the committee and has been on the ECC Foundation Board for the last four years.
- [Faith Adams](#), is the student representative on the committee, she is a history major and was recently appointed as the new student trustee to the ECC Board of Trustees. This is her second year at ECC; she also works as a student ambassador for the Department of Outreach and Student Relations.

Minutes of the Citizens' Oversight Committee of March 11, 2020:

It was moved by Don Brann and seconded by Laurie McCarthy that the CBOC approve the minutes of March 11, 2020. Committee member Bahar, McCarthy and Brann voted yes. Motion carried.

Measure "E" Agendas:

Jorge Gutierrez reviewed the following information from the Measure E section of the March, April, May and June Board of Trustees' agendas.

March 23, 2020

- 7.10 Contract – Alma Strategies Space Inventory & Space Utilization - conduct a detailed analysis of our space inventory and space utilization. We have not conducted a detailed analysis of our space for several years. Following are some of the information on space inventory & space utilization:
- a. It looks at all of our existing buildings and their utilization.
  - b. The state has certain ratios that they expect in terms of how we use classroom, labs, administrative offices and other space.
  - c. They look at our FTES (Full Time Equivalent Students) it may take four or five students who are part-time to equate to one full time equivalent students, and we are funded in part on our FTES. We are also evaluated in our use of space per full time equivalent students and this is important when we are trying to qualify for state funding for construction.

- d. Use the FTES, to calculate the capacity load and that is the criteria by which they determine whether or not we are overbuilt, under built or have room for expansion or whether or not we will be ranked favorably to receive funding for additional buildings.
- e. It is also a benchmark, which allows us to more efficiently use our existing space to determine those areas that are underutilized or where we might want to reposition or renovate space in certain areas to use it more efficiently.
- f. It also helps us with our long range facilities plan in terms of determining where we need to look at additional buildings or where we need to possibly tear down building.
- g. It is used for master planning purposes and used as a resource document when we submit any grant applications to the state for funds.

*Question: What is the percentage of our student base?*

*Answer: Our headcount is about 32,000 students annually and our FTES is about 18,600 19,000.*

*Question: It is a requirement to have so much open space to building space.*

*Answer: Not really, but they do look at how we have categorized space, whether we call it classroom space versus lab space versus administrative space versus space that they classify as other. They have maximum ratios for each one of those areas to determine if you're using all of your space to the highest and best use, but there is no direct rule about how much open space a campus must have versus space that's being used and built on.*

*Question: Are they able to do the space utilization survey without anybody on campus now?*

*Answer: Actually, it makes it easier. What happens is that consultant works with our staff and they walk through every building, they look in every room every closet every corner and that's how they get a more accurate reading.*

*Question: So, it is not looking at how it is actually being utilized now, it looks at what potential utilization could be*

*Answer: Well, no, they do look at how it is being utilized now, so what they have is a class schedule and they compare it against what they see when they walk into every building, every office and classroom. It is based on the class schedule, how many students are registered for that class. They look at the capacity for each room because each room has a little label on it saying the fire marshal has allowed this room to have 35 people. All that information is then feed into a an algorithm that spits out data on what the capacity is for each space and what it should be, in order to maximize that space based on a calendar or a schedule of 8am to 10pm, Monday through Friday.*

- 7.11 Contract Amendment – National Roofing Consultants, Inc. – Gymnasium Project – Additional services for roofing and waterproofing inspections are required due to construction timeline extension.
- 7.12 Measure E Category Budget and balances – budget and balances for various projects that have been implemented by the two bond measures. If you look at the 2002 Measure E bond expenditure it shows the original amount and how is much is left, we have pretty much spent it all for 2002. We have about \$2.8 million remaining for contingency reserves; we are still clearing the projects.
- 7.13 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO) – list of approved purchases through the bond funds.
- 11.1 Change Order 10 – ACC Contractors – Administration Building – change order involved removing and replacing the existing roadway because of the condition of the asphalt was in a

deteriorated state. The second item is involving providing a curb to retain the existing planter soil to help prevent the soil from washing away into the pavement area.

11.2 Gymnasium Project – AMG Associates, Inc. – Change Orders 6, 7, 8, 9, 10 and 12 – these change order were approved by the board as bilateral change order. These bilateral change orders has been converted into unilateral change order to make payment to contractor.

15.1 Bond Status Report - It provides information on the current projects, construction budget, and project schedule. It give the status for different categories in terms of the design, DSA (Division of State Architect) review. Department of State Architect is the regulatory agencies agency that reviews and approves plans before it can be sent out to bid. Bidding, construction and move in schedule for each of the following projects: Administration Building, Art Complex, Construction Technology, Gymnasium, Pool Classroom Project, Bookstore Cage Project, Student Services Center, Behavioral & Social Sciences, Demolition of Student Activities and Existing Student Services, central plant and Student Activities Relocation to the basement area of the communication building.

*Current Project Update:*

a) Pool Classroom Project:

- We anticipate the completion of the pool classroom project in August.
- Furniture will be delivered in May; middle of August to install the classroom and the office furniture.
- Pools have been filled with water as of yesterday.
- Pool is about 1,306sq. ft.

b) Administration Building

- At the punch list stage, which is clean up of the project and speak to any outstanding change orders.

c) Demolition of the Student Activities/Student Services Building

- Completion of the demo project is on schedule we anticipate the contract will be fully completed within 30 days.
- Time lapse of the demolition:

[https://public.earthcam.net/elcaminocollege-bss-arts-complex/behavioral & social science building and arts complex/behavioral & social science building and arts complex/live](https://public.earthcam.net/elcaminocollege-bss-arts-complex/behavioral%20&%20social%20science%20building%20and%20arts%20complex/behavioral%20&%20social%20science%20building%20and%20arts%20complex/live)

d) Student Activities Relocation

- Program to be relocated to basement of the Communication Building, those plans are at the Division of State Architect for review and approval.
- What does that swing space mean – it is providing interim space for students during the transition of a project. So for example, if, like the student activities program, since we had to tear down their building in order to make way for the new building, so we had to relocate them to the basement of the Communication building.
- To house that program minor improvements to the facilities are being done.

e) Construction Technology Building

- Currently the plans are at the Division of State Architect for review and approval.

f) Bookstore Café

- The Division of State Architect has approved the plans and we will soon go out to bid.

g. Behavioral & Social Science Building and Art Complex

- The Division of State Architects has approved both projects and we're gearing up to go out to bid soon on both projects.

h. Music Building

- The State has approved the funding for the Music Building. Therefore, the state match has given us \$25 million and we have to match the difference in order to

meet the requirement for the entire project of \$50M budget. The funding from the state cuts the cost to the bond in half and had we not received the approval for the state match, we would be carrying the cost of the entire building out of the bond. We have put out RFQ for architectural, and we have received proposals from 12 architectural firms. The committee will be interviewing the firms and will make the recommendation to the board at the August meeting.

#### April 20, 2020

- 7.7 Change Order 11 – ACC Contractors – Administration Building – this change order there are nine items with a total amount of \$65,811. There are three type of change order requests:
1. Owner requested is something, that the district has requested from the contractor;
  2. Architecture/Engineering requirement is something that the architect has recommended because it deals with a building code issue or a safety issue; it also ensures that we comply with the building code with state field condition;
  3. Unforeseen that was not notice in the construction site that we need to address during the course of the project. So those are the different type of categories of change order we have on projects.
- 7.8 Measure E Category Budget and Balances - budget and balances for various projects that have been implemented by the two bond measures.
- 7.9 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO) - list of approved purchases through the bond funds.

#### May 18, 2020

- 7.11 Change Order 12 – ACC Contractors – Administration Building - There was four items with a total of \$16,341.
1. Owner Request – changed hand dryer model and manufacture to the district standard and installed additional dryer.
  2. Field Condition – construct a wall in the custodial to conceal exposed piping on the west wall where the mop sink will be installed.
  3. Architecture/Engineering - electrical panel and related conduits in the elevator machine room must be removed to comply with the building code. In addition, circuits were relocated to an existing panel in the electrical rooms. The State Inspector mandated these changes.
  4. Architecture/Engineering - County of Los Angeles Dept. of Public Health required modifications to the taping and labeling (marking tape) of all domestic and reclaim underground water piping. The purpose of this identification requirement with the campus reclaim water system is to maintain clarity between the water systems to void cross connection and contamination to the drinking water.
- 7.12 Measure E Category Budget and Balances - budget and balances for various projects that have been implemented by the two bond measures.
- 7.13 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO) - list of approved purchases through the bond funds.
- 11.1 Change Order 4 – Tilden-Coil Constructors – Pool and Classroom Building Project – first items was the need to relocate and add the fire sprinkler to achieve proper fire protection; second item, which was owner request to install a generator at the site in case of a power outage, there will be safe passage for the students and the staff.

*Question: Do we have generator in the other building?*

*Answer: No, the other building all have exit signs that will direct staff to the outside of the building. The only reason the Gym has a generator is there are sports activities occurring in*

*them with large crowds. We just want to make sure that there is safe passage during any major power outage occurring at night.*

#### June 15, 2020

- 7.11 Change Order 13 – ACC Contractors – Administration Building – there are total of 10 items for a total amount of \$47,384.
- 7.12 Measure E Category Budget and Balances - budget and balances for various projects that have been implemented by the two bond measures.
- 7.13 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO) - list of approved purchases through the bond funds.
- 10.1 Construction Management Services - We are making a transition for a new construction management firms. Therefore, this item goes into detail about the process that was used to select the firms to be interviewed. There was seven firms that were interviewed and the committee made the recommendation to the board to approve these three firms: Cordova Element and Lundgren. We are currently in the process doing a transition from Lend Lease to these firms. We have not yet decided which firm is going to be assigned to which projects, that will be forthcoming to the board for approval at its August meeting. Since Lend Lease has been on campus for almost 10 years, we wanted to be competitive and wanted to comply with the new procurement procedures for selecting a new construction management company. This is the process that we would propose to us from here on out. If we need to ever go back out for construction management firms for a new projects and/or a new bond measure in the future.

#### Bond Cash Flow

For the next meeting Dr. Maloney wants the committee to have an understanding about bond cash flows as it relates to the number of project left and how much money we have in the bond fund. It was also noted at the next meeting there will be discussion of the drawdown of the additional \$50M and the refunding process.

#### Update on the Gymnasium Project

We are still in middle of the litigation on liquidated damages. It is going to take a while to wind up. We cannot discuss the dollar amount of other details since we are in litigation.

#### Update to the 2017 Facilities Master Plan and it will be launching in the fall.

1. First steps we needed to do, the space utilization study and that has been completed. The presentation will be made to the board next month.
2. Then we engage a consultant and we'll use the one we've used in the past for Facilities Master Plan, since it is very expensive what we plan to do is to go back and review our existing facilities Master Plan and do an update based upon the projects we've completed today.
3. The new data we are feeding into that process by the space utilization study and then make a determination of what is needed for our master plan facilities in the future, next five to seven years. We anticipate having an updated Facilities Master Plan by spring 2021.
4. We will use the consultative and collegial process with all of the various campus constituent groups. It is going to be a little more challenging this time around because of our remote locations.
5. We will have to feed in some of the external issues about the pandemic that's not something any campus has planned for previously, but it needs to be folded into our future facilities because you if can happen once it can happen again.

#### Scheduled Future Meeting for 2020 @ 3:30pm

- November 18<sup>th</sup>

Open Discussion

Adjournment:

Move to adjourn meeting. It was moved by Don Brann and seconded by Laurie McCarthy that the CBOC adjourn meeting for July 15, 2020. Committee member Bahar, McCarthy, DiGregorio, Taylor and Brann voted yes. Motion carried and meeting adjourned at 4:37p.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))*