



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
March 17, 2021

The Citizens' Bond Oversight Committee met at 3:30 p.m. on Wednesday, March 17, 2021 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, Iris Ingram, Jorge Gutierrez, Jeff Hinshaw, Ann O'Brien, Heather McGee and Renee Graves (Clifton Larson Allen, LLP (Bond Audit firm)), Marianne Hamada and Iman Ghiam.

Public Comment:

Marianne, who is the President of the North Torrance Homeowners Association, expressed her discontentment on how one of the sitting committee member has been removed from his post as a representative of the Homeowner's Association Group. She mentioned that this body should have considered that we are in an unusual position with the pandemic and exception should be made for an alternative to represent this group even though the [CBOC bylaws](#) section 5.6 does not allow for alternates.

Minutes of the Citizens' Oversight Committee Meeting of November 18, 2020:

It was moved by Don Brann and seconded that the CBOC approve the minutes of November 18, 2020. Committee member Adams, Bahar, McCarthy, Brann, Taylor and DiGregorio voted yes. Motion carried.

Bond Audit (draft)

Heather McGee and Renee Graves from Clifton Larson Allen, LLP [presented](#) the Performance Audit and Financial Audit. This audit is in draft form, still working with management on few things that needs to be wrapped up. The report will be finalized before March 31st and will be presented to the Board of Trustees at its meeting on the April 19, 2021.

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 – 11 - Notes to Financial Statement Note 1 – Summary of significant accounting policies.

The Financial Statements are prepared on the modified accrual basis of accounting. Long-term assets and obligations related to Measure E (2002) and Measure E (2012) are included in the District's Annual Audit Report.

Page 12 – 13 – Independent Auditor's Report on Internal Controls and Compliance

No material weaknesses identified and no instances of non-compliance.

Page 14 – Schedule of Findings and Reponses – no findings for the fiscal years ended June 30, 2020.

Performance Audit:

Page 16 – The Independent Auditor's Report - In all significant respects, the General Obligation Bond Fund proceeds have been expended on the specific projects developed by the Board of Trustees and approved by the voters.

Page 17– Background information on Proposition 39 Objectives

Page 17-18 – Scope of the Audit - selected Highlights - Non-Salary Transactions

- Measure E (2002) - Sample tested included 35 non-salary transactions totaling \$790,245.

- Measure E (2012) - Sample tested included 55 non-salary transactions totaling \$30,092,753.
- Sample tested represents 69% of total expenditures \$43,463,874.
- For the sample tested, actual invoices and supporting documentation were reviewed to determine that expenditures charged to the projects were properly expended.
- The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Measure E (2002) and Measure E (2012) bond funds and that such expenditure were made on authorized bond projects.
- There were no expenditures for salaries and benefits charged to Measure E (2002) and Measure E (2012) for the fiscal year ended June 30, 2020.

In addition to the audit, report there is the governance letter addressed to the Board of Trustees and Oversight Board letting you know some of the qualitative aspect of the audit. Some of the items that are contained in the letter would be:

- If we had any difficulty performing the audit;
- If we weren't able to get the requested documents; and
- If we had any disagreements with management. We would explain what those items were within this letter.
- None of those items occurred, and we would like to thank Fiscal Services team for being so responsive in getting all necessary document to us remotely and in a timely manner.
- One item contained in this letter is an audit adjustment. Since we come in to do the audit after the year has been closed, we found one instance in which an invoice was not recorded in this year's financial statement for which services were provided prior to June 30, 2020. This invoice will be reported in next year's financial statement.

Question: *Are both the measure E (2002 and 2012) were they under Prop 39 or other bond category?*

Answer: *Both are under Prop 39*

CBOC Annual Report

The committee received the CBOC Annual Report 2019-20. Lou Bahar will be going to the April 19th 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.

Page 4 - Committee Biography.

Page 5 - 6 - Milestone - the project that were underway for the fiscal year 2019-20.

Page 7 -8 - Expenditure for 2002 and 2012 bond measure for fiscal year 2019-20.

Page 9 – 10 – Bond status report of the current on-going projects

Page 11 – 12 - Show the rendition of the new building construction for the near future.

- a. Bookstore Café
- b. Construction Technology
- c. Behavioral & Social Science
- d. Art Complex

Page 13 - Shows the newly opened Administration Building.

- It was noted that bound copies of this report would be mailed to the committee member and will be posted on the bond oversight webpage.
- It was also noted that some of these building that are shown as being in construction have been completed such as the Administration Building, Pool Classroom, Gymnasium and the demolition of the Student Activities building. Construction will begin soon on the Behavioral & Social Sciences, Art Complex, Baseball field netting and the Bookstore Café projects.

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 16, 2020

- 7.13 Contract – Leighton Consulting, Inc. – Arts Complex Building Project – provide geotechnical laboratory testing, earthwork observation and density testing, project management, compacted fill reports, daily reports and project closeout. Also, attend the pre-construction meeting and review of material submittals by the contractor and project team meetings.
- 7.14 Contract – School Construction Compliance, LLC – Art Complex Building Project - is responsible to ensure prevailing wages are paid to the employees.
- 7.15 Contract – KPFF Consulting Engineers - Art Complex Building Project – provide Quality Storm Prevention (QSP) services in accordance with the State of California Water Resource Control Board.
- 7.16 Contract – ALTA Environmental - Art Complex Building Project - provide a procedure 5 work plan, contractor observation, and clearances of potentially impacted transite and mastic covered piping encountered on the site.
- 7.17 Contract – Leighton Consulting, Inc. – Behavioral & Social Science Building Project - provide geotechnical laboratory testing, earthwork observation and density testing, project management, compacted fill reports, daily reports and project closeout. Also, attend the pre-construction meeting and review of material submittals by the contractor and project team meetings.
- 7.18 Contract - School Construction Compliance. LLC - Behavioral & Social Science Building Project - is responsible to ensure prevailing wages are paid to the employees.
- 7.19 Contract – KPFF Consulting Engineers - Behavioral & Social Science Building Project - provide Quality Storm Prevention (QSP) services in accordance with the State of California Water Resource Control Board.
- 7.20 Contract – ALTA Environmental – Behavioral & Social Science - provide a procedure 5 work plan, contractor observation, and clearances of potentially impacted transite and mastic covered piping encountered on the site.
- 7.21 Contract – DLR Group – Fire Academy Project – Background: we had a fire at the one of the buildings at the Fire Academy located in the City of Inglewood. Therefore, we hired an architect firm to prepare the plans to bring in modular buildings as an interim space for the students at the Fire Academy. The portables will consist of a restroom, administration building, and offices. In addition, DLR Group will assist in Division State Architect review and perform construction administration.
- 7.22 Contract – DLR Group – Marquee Signs Project - services will include construction drawings, permit submittal, back check review and approval with the Division State Architect and Construction Administration. Background: district is proposing installation of two marquees on the campus, existing marquees are several years old and we wanted to upgrade to a digital displays. There will be one on the corner of Crenshaw and Manhattan Beach Blvd. and one on Redondo Beach near the new Gymnasium and parking lot H. It is important that we maximize our ability to reach out to the community and have signage that indicates what is going on and what is being offered at the College.
- 7.23 Contract – PSOMAS – Music Building Project – will provide design survey, substructure utility location and mapping.
- 7.24 Measure E Category Budget and Balances
- 7.25 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Contract – Sandy Pringle Associates Inspection Consultants - Art Complex Building Project - DSA inspection services to make sure that the contracts complying with the plans of specifications.
- 11.2 Contract – Smith Emery Laboratories - Art Complex Building Project - will provide special inspection services for concrete/rebar/anchorage, masonry, structural steel, roofing /waterproofing and material testing. Also, prepare the required final report and close out documents.

- 11.3 Contract – Sandy Pringle Associates Inspection Consultants - Behavioral & Social Science Building Project - DSA inspection services that are required for the Behavioral & Social Science building to make sure that the contracts complying with the plans of specifications.
- 11.4 Contract – Smith Emery Laboratories - Behavioral & Social Science Building Project - will provide special inspection services for concrete/rebar/anchorage, masonry, structural steel, roofing/waterproofing and material testing. Also, prepare the required final report and close out documents.
- 11.5 Contract – ACC Contractors, Inc. – Behavioral Sciences & Art Complex Construction Project – award to construct Behavioral Science & Art Complex project; breaks down of the bids that we receive it shows you the amounts and the difference of the of the bids from each contractor.
- 11.6 Contract – Garza Construction – Accessibility Pathway Improvements – Phase 1- develop a plan to address handicap accessibility on the campus. The first phase of the project is currently occurring in front of the bookstore building.
- 11.7 Construction Management Services Task Orders for Miscellaneous Projects – Previously the district had one construction management company, we did a request for qualifications and we selected three top firms and we submitted a task order for these firms, and we received prices from two of the firms Cordoba and Element.
- 15.3 Summary of Election of 2012, 2020 General Obligation Bond and Refunding - On this is just the board agenda item that approved our refunding of our bond obligation, which was, discussed at last the meeting.

Question: *On the selection of Cordova, it look like their bid was less than half the other applicant any explanation for the difference?*

Answer: *We think what happened was the other firm added more resources and staff that we felt that was not required to handle the small jobs. We felt that Cordoba provided the best type of fee toward the contract compared to Element.*

December 21, 2020

- 8.16 Change Order 4 – ACCO Engineered Systems – Central Plan Retro-Commissioning – provide additional booster pump that was unforeseen. We also wanted to have an automatic bypass to the valves so that we did not have to shut down the entire chiller and so the bypass will allow us to operate a portion of our chiller without turning down the whole system.
- 8.17 Contract – Leighton Consulting, Inc. – New Music Building Project - will provide geotechnical observation and field exploration, which includes 14 borings and cone penetration testing. Also, provide as-needed geotechnical engineering consultation services, analysis and a final geotechnical exploration report.
- 8.18 Contract – Remo Colindres – Various Construction Projects – item was pulled from the board agenda at the meeting.
- 8.19 Measure E Category Budget and Balances
- 8.20 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 12.1 Contract – Garza Construction – Accessibility Pathway Improvements – Phase 1- develop a plan to address handicap accessibility on the campus.
- 12.2 Change Order 6 – Tilden-Coil Constructors – Pool and Classroom Building Project - The final change order with the list of different activities. At last Monday’s board meeting, we filed the notice of completion.
- 12.3 Construction Management Services Task Order for Music Building Project - This is the construction management service for the music building, the contract was awarded to Element.
- 12.4 Approval of Addendum to Facilities Master Plan EIR for Revised Location and Size of Music Building Replacement - every time we build a new project or modify project, we have to comply with the California Environmental Quality Act regulations. Therefore, we did an amendment to the original Master Plan as part of the EIR for the campus, but we wanted to make sure they needed the modifications that were approved by the state.

16.1 Bond Project Status Report – status of all the projects currently in progress.

January 19, 2021

- 7.17 Measure E Category Budget and Balances - the breakdown of the budget and balances for both measures.
- 7.18 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 11.1 Amendment – LPA Architects – New Arts Complex Project - On May 21, 2018, the Board of Trustees awarded a contract to LPA for architectural services. Pursuant to the contract, the design fee amount was based on 8% of the estimated construction cost. When the contract was awarded, the final project scope of work was not established. The final construction bid awarded to this project was \$30,098,000. As a result, the architectural services fees needed to be increased to reflect the additional construction cost.
- 11.2 Amendment – Anderson Brule Architects – Behavioral Science & Social Science Building – On May 21, 2018, the Board of Trustees awarded a contract to Anderson Brule Architects (ABA) for architectural services. Pursuant to the contract, the design fee amount was based on 8% of the estimated construction cost. When the contract was awarded, the final project scope of work was not established. The final construction bid awarded to this project was \$21,398,000. As a result, the architectural services fees needs to be increased to reflect additional construction cost.

February 16, 2021

- 4.1 El Camino Bond-Funded Building Program Update – PowerPoint presentation that was made to the board on the update of the projects. Detail the breakdown of cost, square footage and status of the following project:
- Administration Building, Pool Classroom Building, Demolition of the Student Services and Activities building, Art Complex rendition, Bookstore Café rendition, Construction Technology rendition, Music Building floor plan of the first and second floor.
 - With respect to other projects we're out to bid right now on the remodel the basement floor area of the communication building which will house the student activities program and then the baseball field, we got board approval at last Monday meeting.
 - Accessibility improvements;
 - Completed the central plan project were we added additional chiller for the new building coming on board.
- 7.14 Measure E Category Budget and Balances - this is a new format that has been developed. It shows the history of our bond measure projects, and we have simplified the format ome more for the March board agenda to show only the relevant projects, so all the 2002 projects will have been closed out and all the funds from the 2002 issuance have been spent.
- 7.15 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)

Path of travel.

In the next forty days, there will be six project under construction on campus: Behavioral & Social Science Building, Art Complex, Student Activities, Bookstore Café, Baseball Field and Construction Technology. We are currently presenting a path of travel for these construction projects to various campus stakeholders.

1. Baseball field (1), the entrance area is between lot E and the Facilities building on Manhattan Beach Blvd; trucks will enter into the area for working on the demolition of the existing restroom; and to build a new restroom. The second entrance is going to be located between Facilities receiving and lot D that will be the entrance of trucks to bring in the polls, netting and a synthetic turf for the baseball field project.
2. Construction Technology building (7), the contractor will still continue to use the entrance point between the Facilities building and lot E, they will travel southbound to enter into the Construction Tech site, and exit between the Center for Applied Technology, Central Plant

towards between lot C to exit to Manhattan Beach Blvd. We also have another path of travel along Redondo Beach Blvd. for Construction Tech project; they will go into the area between lot F, Stadium, Gym toward lot H and exit to Redondo Beach Blvd.

3. Bookstore Café (2), the contractor will use the same entrance and exit point between lot D and Center for Applied Science. The parking lot near the Bookstore Building will be the staging area for the contractor; this parking lot will be closed for students and staff, they will have park in lot C.
4. Student Activities project is in the basement of the Communication Building (6), the entrance point is from Manhattan Beach Blvd. between the Student Services Bldg. and the MBBM building. They will enter at that point and go to the staging area marked (4) & (5). This staging area is also currently being used for the Behavioral Science and Arts Complex project. Coordination will occur so there will no congestion and ensure safety for pedestrian crossing (4) & (5).
5. Food pantry entrance, the vehicle will enter through lot B and exit through lot A on to Crenshaw Blvd.

Nomination of Chair and Co-Chair

Motion was made by Laurie McCarthy and seconded by Chris Taylor to nominate Dr. Don Brann as Chair and Don DiGregorio as Co-Chair. Committee member Adams, Bahar, McCarthy, Brann, Taylor and DiGregorio voted yes. Motion carried.

Scheduled Future Meeting for 2021 @ 3:30pm

- July 21st
- November 17th

Open Discussion

- **Question:** *Was the dispute in the Gymnasium building resolved?*
Answer: *We are still in talk with the contractor. We have had two mediation sessions, and we are scheduling one more where we hope we will be able to close out the entire matter for the entire Gymnasium building.*
- Dr. Maloney let the committee know that this meeting will be her last meeting; she will be retiring as of June 30, 2021. She wanted to thank the committee members for their service on this committee.

Adjournment:

It was moved by Gino DiGregorio and seconded by Chris Taylor to adjourn the March 17th meeting. The meeting adjourned at 4:44p.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))*