



EL CAMINO COLLEGE
Office of the Vice President - Administrative Services

**MINUTES OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF
December 18, 2013**

The Citizens' Bond Oversight Committee met at 4:30 p.m. on Wednesday, December 18, 2013 in the Board Room at El Camino College.

The following Oversight Committee Members were present, Gloria Dumais, Steve Scott, Nilo Michelin, Dwight Choyce, Joan Jones, Michael Goguen and Kirk Retz. Alejandro Ventura was absent.

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

Minutes of the Citizens' Oversight Committee Meeting of August 21st:
The minutes were approved.

Introduction of New Member:

All members introduced themselves and Joan Jones was introduced to the group.

Measure "E" Agendas:

Tom Brown reviewed the following information from the Measure E section of the August, September, October and November Board of Trustees' agendas.

August 19, 2013:

- A. Category Budgets and Balances – summary of two Measure E budget. 2002 Measure E has the expenses and 2012 Measure E has no expenses, but needs to be reported.
- B. Contract – DLR Group – Student Services Center Replacement Project
- C. Contract – Taller Dos Flores Architectural Services – Various Projects – This is a small firm that will do various small projects. They did the architectural work for relocation of the PE facility.
- D. Change Order – Jenn Matt, Inc. – MBBM Module Removal Project – Removal of the MBBM modular, which was put into use in 2002 with the Science complex renovation. Currently the space is being used to put contractor trailers for the IT and STEM project.
- E. Change Order – Taisei Construction Corporation – Math Business Allied Health Project
- F. Notice of Completion – Jenn Matt, Inc. – MBBM Modular Removal Project
- G. Purchase Orders and Blanket Purchase Orders

September 3, 2013:

- A. Category Budgets and Balances
- B. Contract – Beck & Graboski – Student Services Center Replacement Project – Signage for campus.

C. Purchase Orders and Blanket Purchase Orders

October 21, 2013:

- A. Category Budgets and Balances – Breakdown of each category with the current budget, funds expended, funds committed and the balances.
- B. Change Order – Caltec Corporation – Bookstore Buyback Project – Contractor was directed to provide credit for the allowance money not used during the course of the project. This money will be credited back into the project.
- C. Change Order – Taisei Construction Corporation – Math Business Allied Health Project – Contractor was to provide credit for all allowance money not utilized during the performance of the project.
- D. Purchase Orders and Blanket Purchase Orders – Question was asked regarding PO700959, Mr. James T. Russell. Ann mentioned that he will be doing a sculpture for El Camino, which will be unveiled in February. Board members wanted to know if bond monies could be used for this project. Jo Ann said, it can be used, since it is for exterior art in a public place.

November 18, 2013:

- A. Category Budgets and Balances
- B. Bid Award 2013-1 – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project 2 – Sinanian Development, Inc.
- C. Contract – Alta Environment – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Abatement services (included are asbestos, lead abatement, bid services and monitoring).
- D. Contract – AMEC Environment & Infrastructure, Inc. – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Provide geotechnical inspection and testing services.
- E. Contract – Heider Engineering Services, Inc. – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Provide special testing and inspection services.
- F. Contract – KPFF Consulting, Inc. – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Provide consulting services associated with Qualified Storm Water Pollution Prevention Plan (SWPPP).
- G. Contract – Leighton consulting, Inc. – Geotechnical Services – Provide geotechnical exploration testing services for Gym replacement Project, Lot F Parking structure and new Student Services building.
- H. Contract – School Construction Compliance, LLC – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Labor compliance, prevailing wage and apprenticeship consulting services.
- I. Contract – The Vinewood Company – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Provide a Division of State Architects (DSA) certified inspector.
- J. Notice of Job Completion - Taisei Construction Corporation – Math Business Allied Health Building Project
- K. Purchase Orders and Blanket Purchase Orders

Member Terms:

Below is the breakdown of the committee member terms:

One year term

Student representative

Two year term

Gloria Dumais
Nilo Michelin
Kirk Ritz

Three year term

Dwight Choyce
Michael Goguen
Joan Jones
Steve Scott

Schedule of Future Meetings:

The meetings will be held on the third Wednesday of the month. So the next meeting will be on March 19, 2014 at 4:30p.m.

Open Discussion:

1. Project timelines:
 - Stadium is a two year project.
 - Shops will be completed end of 2014 with Spring classes.
 - Industry & Technology will be completed end of 2014 with Spring classes.
 - Student Services will take three years to complete.
 - STEM will open in March.
2. It was noted that the members would like the committee roster emailed to them.
3. Ann mentioned that they will be sending out the invitations for the following events on campus:
 - a. The unveiling of the sculpture, which will be on February 18th at 3:30pm.
 - b. Groundbreaking of the Athletic Education & Fitness Complex (Stadium), which will be held on March 17th at 3:30.
 - c. The Grand opening of the STEM center in April.
4. Jo Ann wanted to let the committee know that ECC is thrilled with the Bond ratings received. S&P had ECC rated as Aa/watch, because of the fiscal issues with the State of California. We currently are rated as Aa/Stable. We received Aa1 from Moody's', which is one of the highest ratings a district in the State has received.
5. At the next meeting the Audit and the Annual reported will be presented. This will both go to the Board of Trustees meeting in April. At the April 21st Board of Trustees Meeting Kirk Retz will present the Audit and Annual report.

Public Comment:

Adjournment:

The meeting was adjourned at 5:25pm.

***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))*