

CITIZEN'S OVERSIGHT COMMITTEE  
COC Minutes  
April 21, 2020

At approximately 5:06 p.m., Jose Macias, the Citizen's Oversight Committee chair greeted those present, the meeting was called to order.

Roll Call:

Present:

- Jose Macias
- Jennifer Cobian
- Cathi Eredia
- Cynthia Arredondo
- Joanna Haro
- Erica Mondragon-Alternate
- Julia Ruedas-Alternate

Absent:

- Luis Aguilar
- Heidi Carrillo
- Andres Gonzales-Alternate

Approval of Agenda:

Moved: Jennifer Cobian

Seconded: Cathi Eredia

Action: 7-0

Approval of Minutes:

Moved: Jose Macias

Seconded: Jennifer Cobian

Action: 7-0

Public Comments: No public comments.

Presentation:

Wael Elatar, the Chief Business Official, thanked the committee for joining the meeting through zoom.

Norma Macias, the Director of Facilities, Maintenance, Operations and Transportation went over Measure D Bond and each of the Series A-D. She also went over Measure HS Bond and its Series A.

The 2019/2020 Second Interim Budget has set aside money for furniture and other necessary items. The progress of the Multi-Purpose building at Fernando Ledesma High School building was discussed; the completion date is anticipated for the summer of 2021. The Community Education Center is not funded by bond dollars. Mr. Elatar stated he anticipates parents will want to continue distance learning once schools reopen. This project will allow us to do this and this is an option for our community and parents to learn online. This project is scheduled to begin construction in August.

The progress of the District Wide HVAC Project was reviewed and discussed. Allison Mechanical began construction at Mountain View High School on Monday. They are currently working on the administration building. They are taking advantage of the school closure to work and are anticipating to have it complete this summer.

The Board will review and consider approval of the new track and fields. If approved, the projects are set to begin in June. The new track and field at Rosemead High School was reviewed and will be designed by LPA. El Monte High School had some upgrades to their track and field. The district would like to award an architect to design all of the track and fields. Two of the schools are getting a new track and field. Ms. Macias asked Mr. Elatar if he knows what two sites will be chosen. He said the sites have not been chosen and it was up for discussion with our superintendent and Board. District staff did recommend Mountain View and El Monte High School, but the board will be making their selection in May or June.

At the May board meeting, approval for proposals for the following projects will be requested: Modernization for Mountain View, South El Monte, and the Granada Transition Center. The Granada Transition Center will relocate to a different location or stay at the current site during construction; the decision has not been made. Once recommendations and designs are presented to the board we will wait for the board to make a decision and begin the phase. We have 6 architects who meet the qualification and are asking them to submit a proposal. This should be a fast turnaround since they are pre-approved, they were board approved in 2018.

Ms. Macias provided status on DSA certification. She asked if anyone had any questions. Joann Haro inquired about the snack bar at Arroyo. Ms. Haro asked why bleachers for the visitors section were not included. She stated the bleachers are not handicap accessible. Mr. Elatar said the selection was completed last year after the stakeholder meetings. Priority projects came first and eligibility of the funds. We cannot do all the projects at once as we are limited to the 56 million of the first series of the bond. We need to complete the higher priorities first.

Limitations for contractors during COVID-19 was discussed. Some construction has come to a halt due to the pandemic. Some contractors have stopped working and are demanding to be paid. We have been fortunate that our contractors have not asked to be paid without completing the work. Jose Macias asked what would happen if they did demand payment. Mr. Elatar's response was we would seek legal counsel. So far they have said that it depends on our contract and agreement. We looked at a few agreements and they do not require us to pay for services not rendered; however, this hasn't stopped other contractors to request payments. Transportation and other contracting services have asked but not any construction contractors as of now.

Mr. Elatar reviewed the 2004 Attorney General and bond funding of staff directly providing services for bond projects. We have three employees who work full time or part time to perform duties related to the bonds. Part of Sandy Navarro's salary is charged to Measure D and now moving forward to Measure HS. The question is how much of her time is spent on these projects? At the beginning of the year, she determines what she is working on, how much time she is working on the projects and then a percentage is determined by the time study based on her 8 hour day. We have two other employees that are performing bond duties, Lena Luna and Norma Macias. They both manage or coordinate current projects and fulfill the duties of a

project manager. We use the same study salary allocation as Sandy's to determine a percentage that is charged to Measure D and HS.

Ms. Luna is the Facility and Energy Manager. She will be working on the HVC control system which we plan on doing in a few months, she will be working on this project and putting the scope together. Ms. Macias also coordinates and oversees projects that don't have a project manager. Some of her time will be used based on these studies. Mr. Elatar asked if there were any questions, no questions were asked. Norma thanked Mr. Macias for presenting the annual report at the board meeting.

The next meeting is scheduled for September 17, 2020 at 5:00 p.m.

Mr. Macias moved to adjourn the meeting. Ms. Cobian second the movement. The meeting ended at approximately 6:04 p.m.