



LONG BEACH COMMUNITY COLLEGE DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE  
Minutes of Meeting of  
August 27, 2018

**Members Present:** Sharon Diggs-Jackson, representing the Community at Large; Randy Gordon, representing the Local Business Community; Joan Greenwood, representing the Community at Large; Aaron Moore, representing the Support Organization for the College; Jan-Paolo Canteras, representing the Associated Student Body; David See, representing the Bona-Fide Tax Payers' Association; and Rebecca Turrentine, representing the Community at Large.

**Members Absent:** Eric Berg, representing Senior Citizens' Organization.

**LBCCD/Bond Program Staff/Guests Present:** Marlene Dunn, Vice President, Business Services; Terrance DeGray, BMT; Lexi Donovan, BMT; Medhanie Ephrem, Interim Director, District Facilities; John Thompson, Director, Fiscal Services; Bob Rapoza, Interim Director, Business Support Services; Stacey Toda, Associate Director, Communications.

**1. WELCOME AND ANNOUNCEMENTS (David See)**

- 1.1 Erin Murphy called the roll.
- 1.2 Vice Chair David See welcomed everyone to the meeting and introductions were made.

**2. PUBLIC COMMENTS**

- 2.1 There were no public comments.

**3. OLD BUSINESS**

- 3.1 There was no old business.

**4. NEW BUSINESS**

**4.1 NEW COMMITTEE MEMBERS (Marlene Dunn)**

Marlene Dunn welcomed the two new committee members—Dr. Rebecca J. Turrentine, representing the Community at Large, and Jan-Paolo Canteras, the 2018-19 ASB President representing students.

**4.2 OFFICER ELECTIONS (Marlene Dunn)**

Dunn explained that Chair Elaine McDaniel had stepped down from the committee and opened the floor for nominations for Chair.

Randy Gordon nominated David See to serve as Chair of the COC. Joan Greenwood seconded the nomination. All in favor; none opposed; no abstentions.

David See subsequently opened the floor for nominations for Vice Chair of the COC.

Aaron Moore nominated himself. David See seconded the nomination. All in favor; none opposed; no abstentions.

See then opened the floor for nominations for Secretary of the COC.

Sharon Diggs-Jackson nominated herself. Randy Gordon seconded the nomination. All in favor; none opposed; no abstentions.

**4.3 APPROVAL OF JANUARY 29, 2018, MINUTES (David See)**

See requested a change to clarify “Faculty Avenue” on page nine. Motion by Randy Gordon and seconded by Sharon Diggs-Jackson to approve the January 29, 2018, minutes as amended; the motion passed. Abstentions: new members Canteras and Turrentine.

**4.4 QUARTERLY EXPENDITURE REPORTS (Marlene Dunn)**

*(Refer to “letters addressed to Mr. David See, Citizens’ Oversight Committee, dated August 17, 2018, RE: Measures E and LB Expenditure Summary Update from Terrance DeGray, PE, CCM, LEED AP Bond Management Team” handouts). These documents are on file with the Minutes.*

**Measure E 2008 and Measure LB 2016**

- Dunn reviewed the Measures E and LB Expenditure Summary Update, the LBCC 2008 Measure E Bond-Fund 46 and the LBCC 2016 Measure LB Bond-Fund 47 Reports through March 31, 2018, and June 30, 2018, with the following highlights. She noted the campus-wide cyber incident in the Spring 2018, which had caused a delay in preparing the report:

<b>Measure E Budget Overview</b>	<b>3/31/2018</b>	<b>6/30/2018</b>
▪ Voter Approved Amount	\$440,000,000	\$440,000,000
➤ Measure E Series A Bonds	\$48,373,981	\$48,373,981
➤ Measure E Series B Bonds	\$253,538,026	\$253,538,026
➤ Measure E Series D Bonds	\$3,210,000	\$3,210,000
➤ Bond Anticipation Notes	\$180,480,000	\$180,480,000
➤ Interest Earnings	\$6,318,014	\$6,324,196
▪ Total Committed Amount	\$498,859,456	\$491,943,895
▪ Total Expenditures to Date	\$492,216,131	\$491,913,603
▪ Total Expenditures Quarter Ending	\$25,489	(\$302,528)

<b>Measure LB Budget Overview</b>	<b>3/31/2018</b>	<b>6/30/2018</b>
▪ Voter Approved Amount	\$850,000,000	\$850,000,000
➤ Measure LB Series A Bonds	\$9,000,000	\$9,000,000
➤ Measure LB Series B Bonds	\$73,928,527	\$73,928,527
➤ Interest Earnings	\$1,129,003	\$1,861,145
▪ Total Committed Amount	\$23,126,048	\$63,261,149
▪ Total Expenditures to Date	\$15,239,176	\$30,270,481
▪ Total Expenditures Quarter Ending	\$4,131,177	\$15,031,305

- Dunn informed the committee that available funds from Measure E had been exhausted and thus funds were issued only from Measure LB. She added that funds will be issued from Measure E again in the future. She also explained that the negative expenditures on the report ending June 30, 2018, were due to prepayment of expenses at the end of the fiscal year.
- The committee had no questions on the quarterly expenditure reports.

- Motion by Aaron Moore and seconded by Joan Greenwood to accept the reports as presented; the motion carried unanimously.
  
- **CONSTRUCTION UPDATE (Medhanie Ephrem)**  
*(Refer to “Construction Update Citizens’ Oversight Committee—August 27, 2018” PowerPoint presentation handout). Document is on file with the Minutes.*
  - Medhanie Ephrem, Interim Director of District Facilities, reviewed the construction projects as follows:
  
- **Scheduled Maintenance Projects**
  - Fiscal Year 2015/16 \$3,089,434 (State Funds & Measure LB)
    - Water Conservation Projects
      - Awarded design contract to HPI.
      - PCC Campus Water Conservation Project
        - Southwest of Campus, Bldg. HH and Bldg. II.
        - Notice to proceed issued January 2018.
        - Estimated construction completion Summer 2018.
      - LAC South Campus Water Conservation Project
        - Bldg. O1 and Bldg. O2—Landscape and reclaimed water.
        - Bldg. Z – Reclaimed water only.
        - Currently in bid process. Bids due on 8/16/18.
  
  - Fiscal Year 2016/17 \$2,846,905 (State Funds & Measure LB)
    - District-Wide Project for ADA Upgrades
      - PCC – Westberg and White (Design Consultant) preparing design documents to address deficiencies as identified in the CASp survey for the Pacific Coast Campus.
        - ◆ Phase 1 Site Package – Notice to proceed issued 3/28/18 to Axiom Group. Project to be complete in Spring 2019.
        - ◆ Phase 2 Building Package – Notice to proceed issued 7/24/18 to CalCo Construction Services, Inc Project to be complete by Summer 2019.
      - LAC – DLR Group (Design Consultant) preparing design documents to address deficiencies as identified in the CASp survey for the Liberal Arts Campus. Schematic Design package was submitted July 2018. Currently under review to proceed with design documents with a site and building package.
    - Door Lockdown Project
      - Phase I
        - ◆ Retrofitted doors in Buildings A, C, D, L, T, V, AA, BB, DD, EE, GG, and LL to allow for lockdown from within room – *Complete*.
      - Phase II
        - ◆ PCC – Retrofit doors in Buildings HH, GG, CC, JJ, II, and MM.
        - ◆ LAC – Retrofit doors in Buildings A, T, and CDC.
        - ◆ Notice to proceed issued to EJ Enterprises. Work to be complete by Fall 2018.

- Fiscal Year 2017/18 \$639,456 (State Funds Only)
  - Project Facilities Proposals (PFP) Submitted on September 13, 2017
  - High Voltage Electrical Improvements
    - Replacement of oil switch and transformer at Bldg. G.
    - Replacement of oil switch at PCC main distribution.
    - P2S Engineering (Design Consultant) preparing design documents.
  - Lighting Inverter Replacement – Complete
    - Scope includes lighting inverter replacement at LAC Building T and PCC Building JJ.
- **District Wide Energy Projects**
  - Prop 39 Years 3, 4 & 5 – 2015-18 Projects \$1,878,957
    - LED Lighting Retrofits, Buildings T, HH and O-2
      - Approximately 207,140 kWh/yr. in energy savings and \$30,263 in cost savings.
      - Notice to Proceed issued to Baker Electric, June 2017.
      - All overhead work complete.
      - Building O2 – 95% complete.
      - Building T – 95% complete.
      - Building HH – 50% complete.
- **District Wide Energy Projects – Integrated Energy Master Plan (IEMP)**
  - DLR Group was selected to create the Energy Master Plan.
  - IEMP to include a clear path towards compliance with the Governor’s Executive Orders.
    - District-Wide Net Zero Goal.
  - IEMP will be integrated with the 2041 Facilities Master Plan & future designs.
    - Integrate IEMP to District Design Standards.
  - Assessment and Planning Services
    - Central Plant/Building Analysis – load analysis.
    - Design recommendations
      - District-Wide net zero goal
      - On-site energy generation
      - Water management
  - Project started Summer 2017, estimated completion Spring 2018.
  - Total project budget = \$249,789.
- **Campus Improvement Projects – Fiscal Year 2016/17 (Measures E & LB)**
  - Facility Advisory Committee Approved 2/22/17
    - Building HH – Artificial Turf for courtyard (\$100,000) – *Complete*
    - Building T – Room 1200 Replace carpet and paint (\$30,000) – *Complete*
    - Building R – Thermostat for gym heater (\$60,000) – *Complete*
  - Facility Advisory Committee Approved 4/19/17
    - Baseball field – Scoreboard replacement (\$130,000) – *Complete*
    - Building MM – Trailer removal (\$20,000) – *Complete*
    - Building L – Replace basement vinyl floor (\$13,000) – *Complete*
    - CDC (LAC) – Replace carpet in classrooms and offices (\$16,000) – *Complete*

- Facility Advisory Committee Approved 11/8/17
  - Building Q – Installation of glue down ceiling tiles for Q113 (\$13,000).
    - Soliciting proposals.
  - Building MM – HVAC upgrade (\$65,000) – *Complete*
  - Building EE – Room 108 upgrade (\$50,000) – *Complete*
  - Building HH – Shade structure installation (\$20,000)
    - NTP issued to TSK Architects in July 2018. Currently in design.
  
- **Current Construction Projects**
  - **LAC Building D 1<sup>st</sup> and 2<sup>nd</sup> Floors – Science Labs (Measure E)**
    - MSP Architects – Design Firm, Soltek Pacific Construction – Completion Contractor.
    - Renovate 16,000 square feet of 1<sup>st</sup> floor and 2,573 square feet of 2<sup>nd</sup> floor for new Science Labs.
    - Project started September 2016, original estimated construction completion Fall 2018.
    - LBCC issued termination letter on 5/22/17 to TB Penick & Sons. Finalized agreement with Western Surety Company to move the project forward in November 2017. Soltek was issued Notice to Proceed on December 4, 2017.
    - Currently working on finish and completion terms. First floor classrooms will be occupied in the Fall 2017. Second floor work to be in Fall 2018.
    - Total project budget = \$14,635,024
  
  - **LAC Building P – English Studies (Measures E & LB)**
    - Steinberg Architects – Design Firm, A&B Construction – Contractor.
    - Occupants moved to swing space in Buildings M and N.
    - Project will address ADA, classrooms, offices, and MEP systems.
    - Currently working on MEP finishes, flooring, landscape, and hardscape.
    - Construction started February 2017, estimated completion Spring 2019.
    - Total project budget = \$11,015,941
  
  - **LAC Building J – Auditorium (Measures E & LB)**
    - SVA Architects – Design Firm, Novus Construction – Contractor.
    - Renovate 37,878 GSF Auditorium, originally built in 1956.
    - Adding 14,119 GSF onto northwest corner for additional classrooms, offices, storage, and elevator.
    - Upgrading structural, accessibility, and fire/life/safety to current codes.
    - Notice to Proceed issued on January 16, 2018.
    - Estimated completion Fall 2019.
    - Total project budget = \$29,021,602
  
  - Diggs-Jackson asked if LBCC had received any calls regarding the demolition and early morning construction. Ephrem replied that when calls are received, LBCC works with the contractors to make sure they adhere to appropriate work hours, including ensuring that trucks do not line up on the street before the designated start time.

- **Current Design Projects**

- **LAC Kinesiology Labs and Aquatic Center (Measures E & LB)**

- Design contract awarded to Westberg and White, Spring 2017.
- Design for renovation of Outdoor Kinesiology Labs, which includes a softball field, soccer fields, sand volleyball courts, tennis courts, and associated support facilities and infrastructure.
- Design also includes construction of a new Aquatic Center, which includes 50-meter pool and support building of approximately 15,000 sq. ft. to provide showers, locker rooms, storage, pool equipment, and office spaces. Addressed ADA access issues, lighting, and parking.
- Currently in Design Development phase.
- Anticipated construction start Spring 2019.
- Total project budget = \$44,238,099

- **LAC Building M – Multi-Disciplinary Classroom (Measures E & LB & Prop. 51 State Funding)**

- First State funded project utilizing the Design-Build delivery method.
- GKK Works selected to prepare bridging design documents.
- Project requires demolition of the existing Buildings M and N.
- New construction of a three-story building of 81,970 GSF to include classrooms and office spaces.
- This building will house Language Arts, Foreign Language, and Computer and Office Studies (COS).
- Preliminary document package submitted to State Chancellor's office for approval on March 1, 2018.
- Design-Build Entity was selected at the August 21, 2018, Board of Trustees meeting.
- Anticipated construction start Fall 2019, construction completion Fall 2022.
- Total project budget = \$70,096,798 (State funded = \$27,760,000)

- Moore asked how the total project budget of \$70,096,798 reconciled with the \$49.5 million originally budgeted for project. Dunn replied that the additional funds approved by the State were used to augment the overall project budget. She added that this project was included in the recently enacted State budget and that project schedules had been moved forward based on the availability of State funds. Ephrem added that as the 2041 Master Plan was approved before State funding was secured, the overall project timeline had been adjusted accordingly.

- **LAC Building X – Central Plant Expansion (Measure LB)**

- P2S Engineering selected to prepare design documents.
- Project will consist of expanding the capacity of the existing Central Plant to accommodate upcoming growth shown in the 2041 Facilities Master Plan.
- Currently in Construction Document Design phase.
- Anticipated construction start Fall 2019, construction completion Spring 2020.
- Total project budget = \$6,190,506

- **PCC Building MM – Construction Phase I (Measures E & LB & Prop. 51 State Funding)**
  - State budget approved funding for Preliminary Plans only during fiscal year 17/18.
  - HPI Architecture selected to prepare design documents.
  - Project will consist of renovating West Wing of MM which houses the HVAC and Carpentry departments. Project will include demolishing the former Alternative Fuels section.
  - Preliminary document package submitted to State Chancellor’s office for approval on March 1, 2018.
  - Anticipated construction start Fall 2019, construction completion Fall 2020.
  - Total project budget = \$17,665,877 (State funded = \$7,096,729)
  
- **PCC Parking Structure – P2 (Measure LB)**
  - HPI Architecture selected to prepare bridging design documents. Design-Build delivery method.
  - Parking structure to include solar panels on top floor.
  - Parking structure to serve 500-600 vehicles for long term student and staff parking needs.
  - To be located in parking lots 5, 6 and 8.
  - McCarty Building Companies, Inc. to be the Design-Build Entity. Approval at June 26, 2018, Board of Trustees meeting.
  - Total project budget = \$23,493,800
  - Moore inquired about the funds allocated to the project. Dunn responded that in general, original project budgets were based on the 2041 Facilities Master Plan, in which other funding sources such as infrastructure budget may have been identified. She added that increases can also reflect an expansion of scope or anticipated escalation. Ephrem noted that the parking structure project may require the replacement of additional traffic lights and also requires collaboration with a number of agencies due to its location on Pacific Coast Highway.
  
- **Completed Construction Projects**
  - **PCC Buildings QQ & RR – Electrical Program Relocation, Dyer Hall, Lifetime Learning Center Relocation (Measure E)**
    - HPI Architects – Design Firm, R.C. Construction – Contractor.
    - Building QQ (24,454 GSF) renovated for five electrical labs, three classrooms, nine faculty offices, lecture hall, and Lifetime Learning Center.
    - Building RR (7,667 GSF) renovated for the Electrical program’s robotics labs with two electrical labs, one electrical machinery room, and one workroom.
    - Notice of Completion awarded at April 24, 2018, Board of Trustees meeting.
    - Total construction cost \$12,235,495.
  
  - **District Wide Security Monitoring System (Measures E & LB)**
    - P2S Engineering – Design Firm, Pars Arvin – Contractor.
    - 600 cameras installed at PCC and LAC.
    - Long Beach Police Department can view cameras in an emergency through Video Management System.
    - Notice of Completion awarded at May 22, 2018, Board of Trustees meeting.
    - Total construction cost \$2,627,091.

- See commented that site maps are helpful for reference.
- Diggs-Jackson noted that the Long Beach City Council had received a presentation on changes to Metro Blue Line routes, including stations at Pacific Coast Highway, Wardlow, and Willow. Ephrem responded that LBCC had shared information with the City of Long Beach, especially regarding Carson and Pacific Coast Highway transit corridors.
- See asked if the PCC parking structure project included a plan to provide adequate parking during construction. Ephrem replied that the plan includes utilizing the available parking at the center of campus when lots 5, 6, and 8 are inaccessible due to construction, which hopefully will ensure that students park on campus rather than in the surrounding neighborhood.

#### **4.6 CONSTRUCTION PROJECTS STATUS REPORT (Information) (Marlene Dunn)**

Dunn stated that the purpose of the report was to identify major construction projects, present the original budgets and any subsequent budget adjustments, and note the original construction start dates and subsequent adjustments to start dates. She noted that it was critical that students are not impacted by construction. She added that budgets vary once projects are underway, and the contingency typically grows and shrinks during construction projects. Gordon asked whether there were plans to construct a new football stadium in 2040, which Dunn confirmed.

#### **4.7 BUILDING/CONSTRUCTION DELIVERY METHODS (Information) (Marlene Dunn)**

Dunn shared with the committee a recent presentation on building and construction delivery methods provided to the LBCCD Board of Trustees, which outlined how the best building approach for each project is determined by the District. She referred to the glossary of Industry Acronyms and noted that the two primary methods used by the District are Design-Bid-Build or Design-Build, highlighting the benefits and disadvantages of those two methods in particular. She concluded by noting that all projects are fully bid and approved by the Board of Trustees.

### **5. OTHER**

5.1 Dunn shared other updates, including an offer to arrange campus tours to allow COC members an opportunity to view ongoing and completed construction projects.

### **6. FUTURE AGENDA ITEMS**

- Performance and Financial Audits—Auditors at next meeting
- 2018 Annual Report
- Quarterly Expenditure Report
- Construction Update

Dunn explained that she had a scheduling conflict on the next scheduled meeting date of January 29, 2019. The committee agreed to reschedule the next meeting to February 11, 2019.

Moore observed that one of the college's main goals over the last year has been to address the budget deficit. He made reference to a plan that had been presented to the Board of Trustees, which he noticed included shifting some expenses to bond funding, and inquired how that pertained to the legal parameters of



Measures E and LB. Dunn responded that there is a nexus between the bond program and the District's operating budget and explained that an overall savings to the District budget had been achieved by not backfilling some positions when employees retired, and that some staff positions, for example Contracts Technicians and the Interim Director of District Facilities, are partially funded by the bond program because a significant portion of their work is directly related to bond-funded projects.

Ephrem was invited to share information at an upcoming Lakewood Village quarterly meeting.

**ADJOURNMENT**

- The meeting adjourned at 7:10 p.m.

**NEXT MEETING**

- February 11, 2019  
T-1100 (Board Room) at LAC

*Respectfully Submitted by:  
Sharon Diggs-Jackson, Secretary  
August 27, 2018*