

**Measures E and LB Bond  
Citizens' Oversight Committee**

**MINUTES**

Long Beach City College  
4901 East Carson Street  
Long Beach, CA 90808

*"Draft"*

**January 30, 2017  
Liberal Arts Campus  
Building T-1100 (Board Room)**

**Members Present:** Eric Berg, representing Senior Citizens' Organization; Sharon Diggs-Jackson, representing the Community at Large; Jon Gotz, representing the Support Organization for the College; Joan Greenwood, representing the Community at Large; Erick Mazariegos, representing the Associated Student Body; and David See, representing the Bona-Fide Tax Payer's Association

**Members Absent:** Randy Gordon, representing the Local Business Community; Elaine McDaniel, representing the Community at Large; and Stella Ursua, representing the Community at Large.

**LBCCD/Bond Program Staff/Guests Present:** Elizabeth Miller – Interim Vice President, Administrative Services; Tim Wootton – Director, District Facilities; Terrance DeGray – Program Director & Lexi Donovan, BMT; Stacey Toda – Associate Director, Public Relations & Marketing; Medhanie Ephrem – Deputy Director, Planning and Construction; John Thompson, Director, Fiscal Services; Bob Rapoza, Internal Auditor.

**WELCOME AND ANNOUNCEMENTS (Jon Gotz)**

- Mr. Gotz welcomed everyone to the meeting and introductions were made.

**PUBLIC COMMENTS**

- None

**OLD BUSINESS**

- None

**NEW BUSINESS**

• **NEW COMMITTEE MEMBERS (Jon Gotz)**

Mr. Gotz welcomed the new members that were approved by the Board of Trustees: Sharon Diggs-Jackson and Joan Greenwood to the Citizens' Oversight Committee. The addition of these two members increases the committee from seven to nine members as stated in our revised Bylaws approved by the Board of Trustees on September 27, 2016.

• **APPROVAL OF AUGUST 29, 2016 MINUTES (Jon Gotz)**

Motion by Mr. See and seconded by Ms. Diggs-Jackson to approve the August 29, 2016 Minutes as presented; the motion carried unanimously.

**NEW BUSINESS (continued)**

- **PERFORMANCE AND FINANCIAL AUDITS (Bob Rapoza)**
  - Mr. Bob Rapoza introduced Heather McGee and Renee Graves from the firm of Vicenti Lloyd & Stutzman, LLP.
  
  - Vicenti, Lloyd & Stutzman (VLS) – 2008 Measure E and 2016 Measure LB Financial Audit (Heather McGee)  
*(Refer to “Long Beach Community College District Proposition 39, General Obligation Bonds 2008 Measure E and 2016 Measure LB Financial Audit June 30, 2016” handout)*
    - It was reported that the financial statements are fairly presented and follow generally accepted accounting principles, with an **unmodified opinion or “clean” opinion** (the best opinion you can receive).
    - Report on Internal Controls states there was no identification of any deficiencies in internal control over Bond Construction Fund (Measure E, February 2008 and Measure LB, June 2016) financial reporting that the auditors consider to be material weaknesses.
    - There were **no audit adjustments and no findings** related to Bond Construction Fund (Measure E, February 2008) financial statements for fiscal year ended June 30, 2016. There have been no findings related to this audit for several years.
  
  - 2008 Measure E Performance Audit (Renee Graves)  
*(Refer to “Long Beach Community College District 2008 Measure E Construction Bond Performance Audit Report Fiscal Year Ended June 30, 2016” handout)*
    - The Performance Audit is performed as a requirement of Proposition 39. The audit is looking to see if the expenditures were on projects that the voters approved as well as compliance items such as the Citizens’ Oversight Committee, updating of the website, annual report, etc.
    - They conducted the audit in accordance with the Government Auditing Standards (GAS).
    - The performance audit procedures applied provided reasonable assurance that the Fiscal Year ending June 30, 2016 bond proceeds were expended only on the projects listed within the District’s 2008 Measure E ballot language which authorized the sale of the bonds.
    - As a result of the audit, there were **no findings** and an **unmodified opinion** was provided. This is the 8<sup>th</sup> year in a row with no findings.
    - The number of items tested for the audit was 70; however, the norm for the number of items to test is only 40. The percentage of expenditures tested was 61% which totaled over \$12 million.
    - It was noted that Measure LB was not tested because it was first issued in September 2016; however, the expenses associated with Measure LB that were charged before June 30, 2016 were included in the report.
    - Included in the report is a Schedule of Bond Projects Summary through June 30, 2016.
  
- Motion by Ms. Greenwood and seconded by Ms. Diggs-Jackson to receive and file both reports as submitted; the motion carried unanimously.

**NEW BUSINESS (continued)**

• **Annual Report (Jon Gotz)**

*(Refer to “Citizens Oversight Committee Annual Report for Year Ending December 2016 to the Board of Trustees” handout)*

- Mr. Gotz presented the COC Annual Report for Year Ending 2016. The report will be presented to the Board of Trustees at their February 28, 2017 meeting.

• **QUARTERLY EXPENDITURE REPORTS (Elizabeth Miller)**

*(Refer to “letters addressed to Mrs. Elaine McDaniel Citizens’ Oversight Committee, dated October 19, 2016 and January 20, 2017 RE: Measures E and LB Expenditure Summary Update from Terrance DeGray, PE, CCM, LEED AP Bond Management Team,” and “LBCC 2008 Measure E Bond – Fund 46 Report and LBCC 2016 Measure LB Bond – Fund 47 Report – Thru Date: 9/30/2016 and 12/31/2016” handouts). These documents are on file with the Minutes.*

**Measure E 2008**

- Dr. Miller reminded the Committee that the Measures E and LB Expenditure Summary Update and the LBCC 2008 Measure E Bond-Fund 46 and the LBCC 2016 Measure LB Bond-Fund 47 Reports through September 30, 2016 were emailed to the Committee on October 21, 2016. She reviewed the September 30, 2016 and December 31, 2016 reports with the following highlights:

**Measure E Budget Overview**

	<b>9/30/16</b>	<b>12/31/16</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	\$3,200,000	\$3,200,000
➤ Bond Anticipation Notes	\$180,480,000	\$180,480,000
➤ Interest Earnings	\$6,254,322	\$6,254,322
▪ Total Committed Amount	\$491,279,042	\$501,531,897
▪ Total Expenditures to Date	\$470,984,223	\$475,036,243
▪ Total Expenditures Quarter Ending	\$3,084,113	\$4,052,020

**Measure LB Budget Overview**

▪ 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	\$73,928,827	\$73,928,527
➤ Interest Earnings	\$453,493	\$453,493
▪ Total Committed Amount	\$1,270,251	\$4,921,026
▪ Total Expenditures to Date	\$1,270,251	\$1,753,399
▪ Total Expenditures Quarter Ending	\$612,251	\$483,148

- Mr. Gotz inquired about the line item for Building A. Ms. Donovan responded there are two project numbers for the Building A project. One is 5401 and the other is 5436. The project was originally included on the 2002 and 2008 project list and, at the time, the projects were split up into smaller projects or phases. With the 2008 bond, the project numbers were combined into project number 5436. The funds from 5401 were transferred into 5436 and all monies were spent from there.

**NEW BUSINESS (continued)**

• **QUARTERLY EXPENDITURE REPORTS (Elizabeth Miller) (continued)**

- Ms. Diggs-Jackson asked if both the Building A line items would continue to be under two different project codes. Ms. Donovan confirmed that it would remain under two different codes on the report showing the activity over the life of the bond measure.
- Motion by Mr. Mazariegos and seconded by Ms. Greenwood to accept the reports as presented; the motion carried unanimously.

• **CONSTRUCTION UPDATE (Tim Wootton)**

*(Refer to "Construction Update Citizens' Oversight Committee-January 30, 2017" PowerPoint presentation handout). These documents are on file with the Minutes.*

- Mr. Wootton reviewed the construction projects.

**Scheduled Maintenance Projects**

**Fiscal Year 2015/16 - \$1,322,393 (State Funds Only)**

- Water conservation projects
  - Landscape projects \$1,291,882
    - Awarded design contract to HPI
    - PCC Southwest Campus Water Conservation Project *(In design-Submit to DSA week of January 16)*
    - LAC South Campus Water Conservation Project *(In design)*
    - PCC Building HH & II Water Conservation Project *(In design-Submit to DSA week of January 16)*
- LAC Central Plant Cooling Tower Loop Conditioner \$30,511 (Finalizing pricing)

**Fiscal Year 2015/16 - \$2,313,000 (One Time Mandated Cost)**

- Complete roof replacement Buildings F, H, J, HH and JJ. Roof tile replacement for Building K.
  - Construction cost \$1,789,902
  - Contract awarded to Mid-west
  - Construction commenced 10/14/16 at Bldg. J. 70% complete.
    - Rain delays.
- Paint exterior of Buildings O1 & O2
  - Bid process to commence in February
- Building Z HVAC replacement – *Complete*
- Building D rain gutter repair – *Complete*

**Fiscal Year 2016/17 - \$2,846,905 (State Funds Only)**

- Certified Access Specialist Program (CASp)
  - Scope includes field survey of ADA deficiencies district-wide
  - CASp analysis completed at PCC Fall 2015
  - CASp analysis completed at LAC Fall 2016
- District-wide project for ADA upgrades
  - Awarded design contract to Westberg and White.
  - Consultant to prepare design documents to address deficiencies as identified in the CASp survey for the PCC campus

**NEW BUSINESS (continued)**

• **BOND PROGRAM UPDATE (Tim Wootton) (continued)**  
**Scheduled Maintenance Projects (continued)**

- Upon completion of the LAC survey, district to procure design consultant to prepare design documents to address deficiencies that will be identified in the CASp survey for the LAC campus
- Both projects will have to be approved by the Division of the State Architect (DSA)
  
- Door Lockdown Project
  - Contract awarded to Montgomery Hardware August 2016
  - Retrofitting doors in Buildings A, C, D, L, T, V, AA, BB, DD, EE, GG and LL to allow for lockdown from within room
  - 85% complete
  - Anticipated construction completion Spring 2017

**District Wide Energy Projects**

- Prop 39 Year 2 - 2014/15 Projects \$561,172
  - Retro Commissioning Buildings D and T (Complete)
  - Lighting Retrofit Buildings R, Q and Z (Finish Summer 2016)
    - Z (Complete)
    - R and Q scheduled to finish Summer 2016
  - Outside area LED lighting retrofits, PCC parking lots, Bldg Z lot, Tennis Courts (Complete)
  - Approximately 721,798 kWh/yr. in energy savings and \$116,150 in cost savings
- Prop 39 Year 3 - 2015/16 Projects \$583,855
  - LED Lighting Retrofits, Buildings T, HH and O-2
    - Currently in design with P2S Engineering
  - Approximately 207,140 kWh/yr. in energy savings and \$30,263 in cost savings
- Prop 39 Years 3 & 4 - 2015-17 Projects \$1,343,217
  - LED Lighting Retrofits, Buildings T, HH and O-2
    - Approximately 207,140 kWh/yr. in energy savings and \$30,263 in cost savings
    - Year 3 & Year 4 have been combined to fund Year 3 projects
    - Bid walk completed January 18, 2017

**Campus Improvements (Measure E)**

- Facilities Advisory Committee Approved on 9/2/15
  - Building Q – Paint Interior Hallways (Complete)
  - Building R – Paint Interior Hallways (Complete)
  - Building O-2 – Replace Carpet in all Hallways (Complete)
- Facilities Advisory Committee Approved on 11/18/15
  - Building O-2 – Replace 5 classroom Wall Talkers (Complete)
  - Building D – Install Reverse Osmosis Water Treatment System (Complete)
  - Building S (Stadium) – Replace Press Box Windows (Complete)
  - Building L – HVAC modifications for Media Services (Complete)

**NEW BUSINESS (continued)**

• **BOND PROGRAM UPDATE (Tim Wootton) (continued)**  
**Campus Improvements (Measure E) (continued)**

- Facilities Advisory Committee Approved 2/17/16
  - Building Q – Athletics Student Success Center (Getting Proposals)
    - Requisition submitted for furniture, computers and AV
    - PO issued for minor tenant improvement. Parts on order
    - Work to commence week of January 16
  - Building Q – Motorize Bleachers (Complete)
  - Various Locations – New student outdoor & hallway seating and benches (On-going)
- Facilities Advisory Committee Approved 4/13/16
  - Building K – Room 102 New furniture and carpet for classroom upgrades in conjunction with technology upgrade (\$25,000) – Complete
  - Athletics Field – Hammer Throw Cage installation (\$28,000) (Getting AE Proposals)
- Facility Advisory Committee Approved on 9/14/16
  - Building O-2 – IITS space improvements (\$320,000)
    - Awarded design contract to Westberg and White
    - Design to commence week of January 16
  - Building L – Bookshelves relocation and space improvement (\$290,000)
    - Reviewing proposal from TSK for design contract
- Facility Advisory Committee Approved 11/9/16
  - Building B – Lighting panel replacement (\$30,000) – *Soliciting proposals*
  - Installation of Dry wells (\$20,000) –
    - Contracts issued PO
    - Work to be completed Spring 2017
  - Building D – Install new smoke detectors (\$70,000) –
    - Contracts issued PO
    - Work to be completed Spring 2017

**Current Construction Projects (Measure E 2008)**

- **LAC Building D 1<sup>st</sup> and 2<sup>nd</sup> Floors – Science Labs**
  - MSP Architects – Design Firm, T.B. Penick & Sons awarded construction contract
  - 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 (Physiology, Diagnostic Medical Imaging, Allied Health, Medical Assisting and Anatomy)
  - Project started September 2016, estimated construction completion Fall 2017
  - Project is currently on schedule
  - Total project budget = \$14,169,853
- **PCC Building QQ & RR - Electrical Program Relocation, Dyer Hall, Lifetime Learning Center Relocation (Measure E)**
  - HPI Architects – Design Firm, R.C. Construction awarded construction contract
  - Building QQ (24,454 GSF) renovated for 5 Electrical labs, 3 classrooms, 9 faculty offices, Lecture Hall and Lifetime Learning Center
  - Construction started April 2016, estimated construction completion Fall 2017
  - Expanding Horticulture area by 6,798 square feet
  - Moving all functions of Building FF to Building QQ

**NEW BUSINESS (continued)**

• **BOND PROGRAM UPDATE (Tim Wootton) (continued)**

**Current Construction Projects (Measure E 2008) (continued)**

- Currently working on framing and MEP rough-in at Bldg. QQ
  - Building RR (7,667 GSF) renovated for the Electrical program's robotics labs with 2 electrical labs, 1 electrical machinery room and 1 workroom
  - Exterior building sacking, MEP overhead and storm water piping to retention system work is complete
  - Currently working on new concrete slab, hydronic piping for hot and chilled water
  - Project is currently on schedule. Project is 60% complete
  - Total project budget = \$20,302,962
- **District Wide Security Monitoring System (Measure E & LB)**
- P2S Engineering – Design Firm, Pars Arvin awarded construction contract
  - Project started in October 2016, estimated construction completion Fall 2017
  - All underground utility rough-in work completed at PCC. LAC to be completed in January
  - PCC will have approximately 200 cameras installed
  - Design plan covers all exterior building entrances and heavy use areas
  - Maintenance and support assessment addressed during the design process. New staff position created based on assessment
  - Long Beach Police can view cameras in an emergency
  - LAC will have approximately 400 cameras installed
  - Project is currently on schedule
  - Total project budget = \$10,000,000

**Upcoming Construction Projects**

- **LAC Building P – English Studies (Measure E and LB)**
- Steinberg Architects – Design Firm, A&B Construction to be awarded project at January BOT meeting.
  - Occupants moved to swing space in Buildings M and N
  - Project will address ADA, classrooms, offices and MEP systems
  - Estimated construction start in Spring 2017, completion Fall 2018
  - Total project budget = \$8,670,713
- **LAC Building J Renovation – Auditorium (Measure E & LB)**
- SVA Architects – Design Firm, Public bid to determine 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
  - Submitted design documents to DSA for review October 2016, DSA approval expected Spring 2017
  - Construction start Summer 2017, construction completion Spring 2019
  - Total project budget = \$24,629,548
- Mr. Gotz asked about the addition to Building J. Mr. Wootton replied the addition is mainly on the second floor of the northwest corner.

## **NEW BUSINESS (continued)**

- **BOND PROGRAM UPDATE (Tim Wootton) (continued)**

### **Current Design Projects**

- **LAC Outdoor Kinesiology Labs (Measure E & LB)**
  - Design contract awarded to Westberg and White, Fall 2016
  - Design for renovation of outdoor kinesiology labs
  - Including softball field, soccer fields and tennis courts
  - Address ADA access issues, lighting and parking
  - Installation of artificial turf on some fields

### **Upcoming Design Projects**

- **LAC Building W – Aquatic Center (Measure E & LB)**
  - Construction of a new 50 meter x 25 yard pool
  - Scope includes construction of a support building of approximately 12,000 sq. ft. to provide showers, locker rooms, storage, pool equipment and office spaces
- **PCC Parking Structure – P2 (Measure LB)**
  - Currently in planning & programming phase
  - Parking structure to address long term student and staff parking needs
  - Parking structure to serve 500-600 vehicles
  - To be located in parking lot 6
- Ms. Diggs-Jackson inquired about the Kinesiology Labs and if there will be community access. Mr. Wootton responded the District is a Civic Center and there is a plan to include public access to the new facilities.
- Ms. Greenwood asked about the facial recognition feature of the security camera project. Mr. Wootton stated the intention is to try to capture identifying features such as facial features and license plate numbers. The facial recognition cameras would have a higher resolution than the other cameras.
- Mr. Berg asked about the budget for Building P. He commented the current budget of \$8.6 million has almost tripled since the original budget. There is an adjustment showing on the Expenditure Report of \$5.5 million. Ms. Donovan added the original budget of \$3 million was an estimate in 2008. The scope of the project has expanded and regulations have changed since that time.

## **OTHER**

- Building P Groundbreaking Ceremony – Tentative March 8, 2017
- Possible Walk of Buildings QQ & RR – A walkthrough of Buildings QQ & RR can be scheduled when the buildings get closer to finishing.
- Dr. Miller acknowledged Erick Mazariegos for his time on the committee. Erick said working on the committee was very rewarding and important for students to get involved in committees.

## **FUTURE AGENDA ITEMS**

- Construction Update
- Quarterly Expenditure Report
- New Appointments
- Officer Elections



**NEXT MEETING**

- August 21, 2017  
T-1100 (Board Room) at LAC

**ADJOURNMENT**

- Motion by Mr. Mazariegos and seconded by Mr. See to adjourn the meeting; the motion carried unanimously.
- The meeting adjourned at 6:53 pm.

*Respectfully Submitted by:*  
*David See, Secretary*  
*January 30, 2017*