



LONG BEACH COMMUNITY COLLEGE DISTRICT
CITIZENS' OVERSIGHT COMMITTEE
Minutes of Meeting of
January 29, 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; Elaine McDaniel, representing the Community at Large; Aaron Moore, representing the Support Organization for the College; Javier Salcedo, representing the Associated Student Body; David See, representing the Bona-Fide Tax Payers' Association; and Stella Ursua, representing the Community at Large.

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

LBCCD/Bond Program Staff/Guests Present: Ann-Marie Gabel – Executive Vice President, Finance, Facilities, and Technology Services; Terrance DeGray – Program Director & Lexi Donovan, BMT; Cindy Baker, Deputy Director, Fiscal Services; Medhanie Ephrem – Deputy Director, Planning and Construction; John Thompson, Director, Fiscal Services; Bob Rapoza, Internal Audit Manager; Janet Falcon – Interim Director, Executive Office Services; Renee Graves – CliftonLarsonAllen; Barry McDaniel – member of the public.

WELCOME AND ANNOUNCEMENTS (Elaine McDaniel)

- Mrs. McDaniel welcomed everyone to the meeting and introductions were made.

PUBLIC COMMENTS

- There were no public comments.

OLD BUSINESS

- None.

NEW BUSINESS

- **APPROVAL OF AUGUST 21, 2017, MINUTES (Elaine McDaniel)**
Motion by Ms. Ursua and seconded by Ms. Diggs-Jackson to approve the August 21, 2017, Minutes as presented; the motion passed.
- **PERFORMANCE AND FINANCIAL AUDITS (Renee Graves, CliftonLarsonAllen)**
(Refer to "Proposition 39 General Obligation Bonds Measure E, February 2008 and Measure LB, June 2016 Bond Construction Funds Financial Audit June 30, 2017" and "Proposition 39 General Obligation Bonds Measure E, February 2008 and Measure LB, June 2016 Performance Audit June 30, 2017" handouts. These documents are on file with the Minutes.
Renee Graves of CliftonLarsonAllen stated that the audits included no findings or recommendations for Long Beach Community College District. The audits reported that expenditures have been transacted in accordance with the voters' wishes. Regarding the performance audit, the auditors

NEW BUSINESS (continued)

certified that the website had been updated with minutes and reports per requirements, and also that committee membership appropriately represented constituency groups. Both Measure E and Measure LB were included in the performance audit report, which included the amounts and percentages of total funds expended. The auditors tested 111 items for Measure E and 100% of the salaries charged to the bond. For Measure LB, the auditors tested five items to reach a total of \$2 million. Per Management’s request, the report also included a summary of cumulative information per measure and per program. The committee had no questions on the performance audit.

Regarding the financial audit, Ms. Graves reported that it included the balance sheet and income statement for Measures E and LB. Following all Generally Accepted Accounting Principles, the auditors were able to render a clean and unmodified opinion with no adjustments. She clarified that the financial audit was only for the bond funds and that the district had conducted a separate audit of all accounts which was presented to the LBCCD Board of Trustees on December 19, 2017. She also highlighted two significant events within the 2016-2017 fiscal year—new bond issuances of \$3.2 million for Measure E and \$82.9 million for Measure LB. The committee had no questions and approved the performance and financial audits as presented.

• **APPROVAL OF THE ANNUAL REPORT (Elaine McDaniel)**

The committee approved the annual report for 2017 as presented.

• **QUARTERLY EXPENDITURE REPORTS (Ann-Marie Gabel)**

(Refer to “letters addressed to Mrs. Elaine McDaniel Citizens’ Oversight Committee, dated November 7, 2017, and January 23, 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

- Ms. Gabel 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, 2017, were emailed to the Committee on November 7, 2017. She reviewed the September 30, 2017, and December 31, 2017, reports with the following highlights:

Measure E Budget Overview	9/30/2017	12/31/2017
▪ 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	\$6,318,014
▪ Total Committed Amount	\$501,600,836	\$500,053,343
▪ Total Expenditures to Date	\$492,190,642	\$492,190,642
▪ Total Expenditures Quarter Ending	\$533	\$0

NEW BUSINESS (continued)

Measure LB Budget Overview	9/30/2017	12/31/2017
▪ 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	\$1,129,003
▪ Total Committed Amount	\$21,416,763	\$26,416,616
▪ Total Expenditures to Date	\$7,305,407	\$11,107,999
▪ Total Expenditures Quarter Ending	\$2,523,321	\$3,802,592

- Ms. Gabel informed the committee that the quarterly expenditure reports show a transference of expenditures between the two projects in order to maintain cash flow and referred the committee members to the last page of quarterly report in which total activity for both measures was combined. She added that staff regularly monitors the budgets for specific projects.
- The committee had no questions on the quarterly expenditure reports.
- Motion by Mr. Gordon and seconded by Ms. Diggs-Jackson to accept the reports as presented; the motion carried unanimously.

- **CONSTRUCTION UPDATE (Tim Wootton)**

(Refer to "Construction Update Citizens' Oversight Committee—January 29, 2018" PowerPoint presentation handout). Document is on file with the Minutes.

- Mr. Wootton 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.
 - Design complete.
 - Currently in bid process.

- **CONSTRUCTION UPDATE (Tim Wootton) (continued)**

- 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 – Bid opening on 1/23/18
 - ◆ Phase 2 Building Package – DSA back-check scheduled for end of February. Bid process to start in March.
 - LAC – DLR Group (Design Consultant) preparing design documents to address deficiencies as identified in the CASp survey for the Liberal Arts Campus.
 - Door Lockdown Project
 - Phase II
 - ◆ PCC – Retrofit doors in Buildings HH, GG, CC, JJ, II, and MM.
 - ◆ LAC – Retrofit doors in Buildings A, T, and CDC.
 - ◆ Bids due end of January.
 - Mrs. McDaniel asked whether the whole door or just the lock would be replaced on the older doors. Mr. Wootton responded that in some cases, the older doors cannot be upgraded with new locks and will need to be replaced.
- 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.
 - Currently soliciting proposals for designers.
 - Lighting Inverter Replacement
 - Scope includes lighting inverter replacement at LAC Building T and PCC Building JJ.
 - Notice to Proceed issued on January 4, 2018.
 - Demo work complete.
 - Re-routing of conduit and new wiring complete for new inverter.
 - Estimated project completion February 2018.

- **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.
 - 10 weeks for equipment submittal and procurement.
 - Installation targeted for Spring 2018.
 - Delayed due to manufacturer filing Chapter 7.
 - ◆ New manufacturer selected and approved.
 - All overhead work complete.
 - Next phase will be to install new LED fixtures. Work will start in Bldg. O2.

- **CONSTRUCTION UPDATE (Tim Wootton) (continued)**

- **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 = \$211,944

- **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) – Paint complete. Carpeting to be completed by end of January.
 - Building R – Thermostat for gym heater (\$60,000) – Soliciting proposals.

 - Facility Advisory Committee Approved 4/19/17
 - Baseball field – Scoreboard replacement (\$130,000).
 - Equipment delivery expected February.
 - 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)
 - Processing bid proposals.
 - Building EE – Room 108 upgrade (\$50,000)
 - Soliciting proposals.
 - Building HH – Shade structure installation (\$20,000)
 - Soliciting proposals for design firm.

- **CONSTRUCTION UPDATE (Tim Wootton) (continued)**
- **Current Construction Projects**
 - **LAC Building D 1st and 2nd Floors – Science Labs (Measure E)**
 - MSP Architects – Design Firm, Soltek Pacific Construction – Contractor.
 - Renovate 16,000 square feet of 1st floor and 2,573 square feet of 2nd floor for new Science Labs.
 - Project started September 2016, original estimated construction completion Fall 2017.
 - New estimated construction completion Fall 2018.
 - LBCC issued termination letter on 5/22/17 to TB Penick & Sons due to lack of progress on the project. Finalized agreement with Western Surety Company to move the project forward in November 2017. Soltek was issued Notice to Proceed on December 4, 2017.
 - Total project budget = \$14,635,024
 - **District Wide Security Monitoring System (Measures E & LB)**
 - P2S Engineering – Design Firm, Pars Arvin – Contractor.
 - Project started in October 2016, estimated construction completion Spring 2018.
 - Design plan covers all exterior building entrances and heavy use areas.
 - 98% of the 200 cameras have been installed at PCC.
 - Currently working on programming Video Management System (VMS).
 - 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 through VMS.
 - 98% of the approximately 400 cameras have been installed at LAC.
 - Total project budget = \$10,308,743
 - **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 framing, sheathing and MEP rough-in.
 - Construction started February 2017, estimated completion Fall 2018.
 - 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

- **CONSTRUCTION UPDATE (Tim Wootton) (continued)**
- **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
 - **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.
 - Design-Build Entity to be selected Spring 2018.
 - Total project budget = \$21,493,800
 - Mrs. McDaniel asked if solar panels could be included on the shade structure for Bldg. HH. Mr. Wootton responded that adding solar panels on existing roofs requires that the roofs have adequate structural support for the additional weight. He noted that the District is considering adding solar panels where appropriate. Ms. Gabel added that the shade structures at Bldg. HH are canvas and therefore would not support solar panels. Mr. Wootton commented that additional information on solar panels would be provided in future reports.
 - **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 3 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).
 - Anticipated construction start Fall 2019, construction completion Fall 2022.
 - Total project budget = \$70,096,798 (State funded = \$27,760,000)

- **CONSTRUCTION UPDATE (Tim Wootton) (continued)**
 - **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.
 - Currently in Schematic Design phase.
 - Anticipated construction start Fall 2019, construction completion Fall 2020.
 - Total project budget = \$17,665,877 (State funded = \$7,096,729)
 - **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 Schematic Design phase.
 - Anticipated construction start Fall 2019, construction completion Spring 2020.
 - Total project budget = \$6,190,506
 - In response to Ms. Diggs-Jackson’s inquiry, Mr. Wootton stated that the Central Plant is on the south side of Lew Davis Drive, near the Public Safety office in Building X.
 - Ms. Diggs-Jackson observed that the District engages many vendors and contractors and asked whether efforts are made to attract those based in Long Beach. She requested additional information about the procurement process. Mr. Wootton responded that the District has enacted several programs to encourage local vendors to bid on projects. For instance, he remarked that the Building P project was structured for local Long Beach contractors and workers. Ms. Gabel added that a purchasing analytics presentation had been made to the LBCCD Board in Fall 2017, demonstrating how LBCC is tracking local workers and vendors. In response to Ms. Diggs-Jackson, Ms. Gabel offered to present a similar report to the COC at its next meeting in August 2018.
 - Mr. See inquired about the demolition of Building M and why some buildings were demolished rather than retrofitted. Mr. Wootton responded that architects who work on District projects provide analysis comparing the costs and benefits of rebuilding rather than renovating existing buildings. In some cases, he noted, a building is so old that the cost to renovate it would be higher than the cost to rebuild it.
 - Ms. Ursua inquired whether LBCC partners with the Long Beach Conservation Corps or other community organizations dedicated to sustainability efforts. Mr. Wootton stated that the District is in compliance with state and local regulations bidding public works projects and to his knowledge had not engaged that particular community organization.
 - Ms. Ursua also asked whether the Energy Master Plan budget of \$211,944 was for the cost of creating simply the scope of project, or if it also included the work of creating the plan itself. Mr.

Wootton confirmed that the firm was drafting the actual plan, not merely the scope. In response to Ms. Ursua's inquiry, Mr. Wootton confirmed that the plan would include energy storage.

- Ms. Diggs-Jackson asked if the demolition of Building M was anticipated to impact Faculty Avenue or the neighboring residents. Mr. Wootton responded that the District is considering possible mitigation efforts, such as a sound wall, and will try to schedule the demolition work at the least impactful time. Ms. Diggs-Jackson requested that the District share any advance materials about the project with herself or Mr. See, so that they could in turn share them with the Lakewood Village Association residents group.

- **BOND REFUNDING (Ann-Marie Gabel)**

Ms. Gabel discussed the Bond Refunding for a portion of the District's Series B 2012 bond, which will result in a savings to taxpayers of \$38,380,388. Ms. Gabel explained that the District's standard operating procedures include consistently evaluating the market to determine if it would be beneficial to refinance or refund any bonds with the goal of saving money on interest. She noted that every time an entity seeks to reissue bonds, Standard and Poor's evaluates that entity's rating. As a result of seeking bond refinancing, LBCC was able to improve its Standard and Poor's rating from AA- to AA, which leads to better interest rates in the future. Ms. Gabel added that, in this way, the District seeks to demonstrate to taxpayers that we are good stewards of the funds and endeavor to save taxpayers money when possible.

OTHER

- Ms. Gabel invited the committee to attend Form 700 Training offered by LBCC on February 21, 2018, at 9:30 a.m. in T-1200.
- Ms. Gabel announced that a Groundbreaking Ceremony for Building J was being planned for March 2018, to which committee members would be invited.
- The committee favorably reviewed the proposed future meeting dates of August 27, 2018, and January 28, 2019.
- Ms. Gabel announced that Ms. Ursua would not be seeking another term on the Citizens' Oversight Committee upon its expiration June 30, 2018. She thanked her for her service to the committee and to LBCC. She announced that Mr. Gordon, Ms. Greenwood, and Ms. Diggs-Jackson would like to continue serving on the committee for another two-year term ending June 30, 2020. Staff will therefore be requesting Board approval of an additional term for those members. Ms. Gabel expressed appreciation for all members' service on the committee, for asking questions, and for being actively engaged in the work of the committee. Ms. Gabel then thanked ASB representative Javier Salcedo for his service, and Mr. Salcedo announced that he plans to transfer to CSULB. Ms. Gabel also announced that she would be leaving LBCC, and the committee expressed its appreciation for her work.

FUTURE AGENDA ITEMS

- Quarterly Expenditure Report
- Construction Update

NEXT MEETING

- August 27, 2018
T-1100 (Board Room) at LAC

ADJOURNMENT

- Motion by Ms. Ursua and seconded by Mr. Gordon to adjourn the meeting; the motion carried unanimously.
- The meeting adjourned at 6:50 p.m.

Respectfully Submitted by:
Stella Ursua, Secretary (2017-18)

Approved by the COC on August 27, 2018