



LONG BEACH COMMUNITY COLLEGE DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE  
Minutes of Meeting of  
February 11, 2019

**Members Present:** Eric Berg, representing Senior Citizens' Organization; Eric David, representing the Community at Large; 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:** Randy Gordon, representing the Local Business Community; Sharon Diggs-Jackson, representing the Community at Large.

**LBCCD/Bond Program Staff/Guests Present:** Lexi Donovan, BMT; John Duong, BMT; Heather McGill, CliftonLarsonAllen; Robert Rapoza, Director, Business Support Services; John Thompson, Director, Fiscal Services.

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

1.1 Erin Murphy called the roll.

1.2 Chair David See welcomed everyone to the meeting and introduced new member Eric David, who introduced himself.

**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 APPROVAL OF AUGUST 27, 2018, MINUTES**

Motion by Rebecca Turrentine and seconded by David See to approve the August 27, 2018, minutes. Aaron Moore requested an amendment to clarify uses of bond funding as described in the last paragraph of page eight; the motion passed to approve the minutes as amended. No abstentions.

**4.2 PERFORMANCE AND FINANCIAL AUDITS (Heather McGill, CliftonLarsonAllen)**

*(Refer to "Proposition 39 General Obligation Bonds Measure E, February 2008 and Measure LB, June 2016 Bond Construction Funds Financial Audit June 30, 2018" and Proposition 39 General Obligation Bonds Measure E, February 2008 and Measure LB, June 2016 Performance Audit June 30, 2018" handouts.) These documents are on file with the Minutes.*

John Thompson noted that the audit confirmed that expenses were in accordance with bonds and were required by Proposition 39.

Heather McGill of CliftonLarsonAllen stated that the performance audit is set up to identify the procedures used. She stated that the audits included no findings or recommendations for Long Beach Community College District. It was noted that expenditures noted in the audit are the same as those provided to the COC at their meetings. Turrentine requested clarification of the judgmental sample of expenditures, which McGill provided.

It was reported that Measure E still has issuances available, but the funds available currently are low. Thompson added that for the next nine years, the District will be spending from Measure LB, which allows for taxpayers to repay the bonds. He added that the District plans to issue for a year to two years from Measure LB, and then seek approximately \$50 million in voter-approved authorization after nine years. McGill observed that Measures E and LB have complimentary projects.

McGill stated that there were no issues or findings with internal controls. The audits reported that expenditures had been transacted in accordance with the voters’ wishes. Regarding the performance audit, the auditors 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.

**4.3 APPROVAL OF ANNUAL REPORT (David See)**

Robert Rapoza presented the 2018 Annual Report, highlighting new sections—an overview of the scope of the program and a section highlighting Energy and Sustainability, as well as awards. Moore noted an edit to page three to the current committee listing. Turrentine made a motion to approve the annual report for 2018, and Joan Greenwood seconded the motion. The motion passed.

**4.4 QUARTERLY EXPENDITURE REPORTS (Bob Rapoza)**

*(Refer to “letters addressed to Mr. David See, Citizens’ Oversight Committee, dated November 9, 2018, and January 31, 2019, 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**

- Rapoza 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 September 30, 2018, and December 31, 2018, with the following highlights:

<b>Measure E Budget Overview</b>	<b>9/30/2018</b>	<b>12/31/2018</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	\$6,324,276	\$6,324,276
▪ Total Committed Amount	\$491,941,102	\$491,925,471

▪ Total Expenditures to Date	\$491,913,603	\$491,913,603
▪ Total Expenditures Quarter Ending	\$0	\$0

<b>Measure LB Budget Overview</b>	<b>9/30/2018</b>	<b>12/31/2018</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	\$2,664,238	\$2,664,238
▪ Total Committed Amount	\$86,079,450	\$93,407,844
▪ Total Expenditures to Date	\$35,945,090	\$46,022,833
▪ Total Expenditures Quarter Ending	\$5,674,609	\$10,077,743

- Rapoza highlighted the portions of the report that list the projects billed to Measure E and Measure LB.
- In response to a question from Turrentine regarding Measure E bond anticipation notes, Thompson noted that they are a cash flow transaction; anticipation notes allow the District to continue the projects and are repaid by the District. Thompson also confirmed that it is not an increase to the taxpayer. See clarified that the bond anticipate notes were only for Measure E, and Thompson confirmed that the same issue had not yet arisen for Measure LB, which was approved in 2016.
- In response to a question from Moore regarding accounting records for Measure E when expenses exceed original the budget, Rapoza noted that the accounting records recognize the interest accrued on the bond funds as revenue.
- Turrentine inquired whether it was customary to include the cost of the election in administrative costs, and Thompson responded that it was customary that every bond approved by the voters includes the cost of the election as part of the issuance, such as underwriters and bond issuance.
- The committee had no questions on the quarterly expenditure reports.
- Motion by Joan and seconded by David to accept the reports as presented; the motion carried unanimously.

#### **4.5 CONSTRUCTION UPDATE (Bob Rapoza)**

*(Refer to “Construction Update Citizens’ Oversight Committee—February 11, 2019” PowerPoint presentation handout). Document is on file with the Minutes.*

- Rapoza reviewed the construction projects as follows:

- **Scheduled Maintenance Projects**

- Fiscal Year 2015/16 \$3,089,434 (State Funds & Measure LB)
  - Water Conservation Projects
    - LAC South Campus Water Conservation Project
      - Awarded design contract to HPI.
      - Bldg. O1 and Bldg. O2—Landscape and reclaimed water.
      - Bldg. Z – Reclaimed water only.
      - Notice to Proceed issued September 2018. Project is 85% complete.
      - Estimated completion Summer 2019.

- 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—*Complete*.
      - ◆ 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. Design packages for the site and building packages are currently being prepared. DSA plan submission is planned for Fall 2019.
  - 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--*Complete*
      - ◆ LAC – Retrofit doors in Buildings A, T, and CDC—*Complete*
- 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.
- Fiscal Year 2018/19 \$472,595 (State Funds Only)
  - Facilities portion of State-supported scheduled maintenance funding will be utilized for Instructional Equipment.
  - No scheduled maintenance projects from State funding for fiscal year 2018-19.
- **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 – 99% complete.
      - Building T – 99% complete.
      - Building HH – 99% complete.

- Prop 39 Year 5A – 2018 Project \$360,000
  - LAC Parking light LED Retrofits and PCC Parking Lot 6
    - Design documents finalized. Bid process to start in February 2019 to complete work in the Summer of 2019.
- **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, completion Spring 2018. IEMP presentation to Board of Trustees on November 13, 2018.
  - LBCCD awarded “Sustainability Champion” award to all community college districts by Board of Governors.
  - Total project budget = \$249,789.
- **Campus Improvement Projects – Fiscal Year 2017/18 (Measure LB)**
  - Facility Advisory Committee Approved 11/8/17
    - Building Q – Installation of glue down ceiling tiles for Q113 (\$13,000).
      - On hold, while monitoring and reviewing sound system installed in Fall 2018.
    - 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.
  - Facility Advisory Committee Approved 2/14/18
    - District-wide—Siemens integration to Simplex Truesite Workstation (\$125,000).
      - Quotes obtained; pending purchase order to begin work.
    - Building R—Carpet square replacement (\$50,000)—*Complete*
    - EE-109 and L-254—Installation of black-out shades (\$3,000)—*Complete*
    - EE-108—Carpet installation (\$15,000)—*Complete*
  - Facility Advisory Committee Approved 4/25/18
    - Building A—Bullet proof glass windows for Enrollment Services (\$150,000).
      - As reported at FAC on 9/26/18, the project will not be moving forward.
    - District-wide CalSense irrigation upgrade (\$40,000)
      - Requesting a proposal.
    - Buildings Q/R Scoreboard upgrade (\$350,000).
      - Proposals received and under review.
    - Parking Structure—Oil coolers for elevators in mechanical room (\$20,000)

- Awaiting a purchase order to complete infrastructure related to this project. Work to be complete in the Spring of 2019.
  - Facility Advisory Committee Approved 9/26/18
    - LAC Baseball Field—New Poles and Netting (\$140,000).
      - Proposals being reviewed and routing for a purchase order. Work planned for Summer 2019.
    - LAC Building A—Welcome Center, Veteran Services, and other Student Support Services Programs (\$160,000)
      - User meetings in progress. Work planned for Summer 2019.
    - Building GG—Enrollment and Counseling Services (\$65,000).
      - User meetings to proceed in the Spring of 2019. Move planned for Summer 2019.
  - Facility Advisory Committee Approved 11/7/18
    - LAC and PCC Marquee Sign Display Replacement (\$154,000).
      - Proposals received. Work planned for Spring 2019.
    - LAC Building E—Valhalla Room (\$45,000)
      - Proposals received. Work planned for Spring 2019.
    - LAC Building L—Student Technology Help Desk (\$7,200).
      - Proposals received. Work planned for Spring 2019.
    - PCC Building LL—Relocate Electrical Boxes to Remove Trip Hazard (\$4,200)
      - Proposals received. Work planned for Spring 2019.
- **Current Construction Projects**
  - **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

- **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.
- Construction documents submitted to the DSA on January 28, 2019, for review and approval.
- Anticipated construction start Fall 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.
- C.W. Driver, Inc., to be the Design-Build Entity.
- 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.
- Project is currently in the Design Development Phase.
- Anticipated construction start Winter 2020, construction completion Fall 2022.
- Total project budget = \$70,096,798 (State funded = \$27,760,000)

- **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.
- Construction documents to be submitted to DSA in February 2019 for review and approval.
- 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 Working Plans only during fiscal year 2018-19. State Chancellor's office approved preliminary plans in August 2018.
- 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.
- Construction documents to be submitted to DSA in February 2019 for review and approval.
- 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)**
  - McCarthy Building Companies, Inc., to be the Design-Build entity.
  - 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.
  - Construction documents to be submitted to DSA in March 2019 for review and approval.
  - Anticipated construction start Spring 2019.
  - Total project budget = \$23,862,144.04
- **Completed Construction Projects**
  - **LAC Building D 1<sup>st</sup> and 2<sup>nd</sup> Floors – Science Labs (Measures E and LB)**
    - 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, 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.
    - Project is substantially complete. Punch item completion is ongoing. Classes scheduled for Spring 2019 semester.
    - Ribbon Cutting Event—April 4, 2019
    - Total project budget = \$17,435,024
  - **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 finish items and Commissioning activities.
    - Construction started February 2017. Project is substantially complete. Punch item completion is ongoing. Classes scheduled for Spring 2019 semester.
    - Ribbon Cutting Event—March 14, 2019, at 10:00 a.m.
    - Total project budget = \$12, 800,941
  - No questions or comments.

## **5. OTHER**

5.1 Rapoza asked if the committee had any other updates to share.

## **6. UPCOMING EVENTS**

- Ribbon-cutting Building P on March 14, 2019 at 10:00 a.m.
- Ribbon-cutting Building D on April 4, 2019, time TBA.
- Open House in Horticulture in Spring 2019 TBA.
- Campus Tours for COC in March-April 2019 TBA.

## **7. FUTURE AGENDA ITEMS**

- Quarterly Expenditure Report
- Construction Update
- Integrated Energy Master Plan
- Procurement Process

Proposed future meeting dates of August 12, 2019, and January 27, 2020, were accepted by the committee.

Aaron asked for clarification if the COC needs to vote on the performance and financial audits. Erin confirmed that it is an informational item as the Board of Trustees approved them in December.

Due to the amount of information being presented, Aaron asked if it is possible to provide hard copies of the meeting materials in advance. Erin responded she will share it with VP Drinkwine, and it is something that can potentially be accommodated.

David closed with reminding everyone that the 2041 Facilities Master Plan has a lot of good information and can be found on the website.

## **ADJOURNMENT**

- The meeting adjourned at 6:55 p.m.

## **NEXT MEETING**

- August 12, 2019  
T-1100 (Board Room) at LAC

*Respectfully Submitted by:  
Sharon Diggs-Jackson, Secretary  
February 11, 2019*