



LONG BEACH COMMUNITY COLLEGE DISTRICT
CITIZENS' OVERSIGHT COMMITTEE
DRAFT SUMMARY NOTES
January 27, 2020

Members Present: Eric Berg, representing Senior Citizens' Organization; Jack Cunningham, representing the Bona-Fide Tax Payers' Association; Eric David, representing the Community at Large; Sharon Diggs-Jackson, representing the Community at Large; Joan Greenwood, representing the Community at Large; Aaron Moore, representing the Support Organization for the College; Kindyl Tisby, representing the Associated Student Body (attending on behalf of ASB President, Alyssa Taneza-Jones); and Rebecca Turrentine, representing the Community at Large.

Members Absent: Randy Gordon, representing the Local Business Community

LBCCD/Bond Program Staff/Guests Present: Lexi Donovan, BMT; John Duong, BMT; Syed Farhan, CliftonLarsonAllen; Walter Johnson, Sr. Director, Facilities Planning, Construction & Operations; Robert Rapoza, Director, Business Support Services; John Thompson, Director, Fiscal Services; Stacey Toda, Associate Director, Public Relations & Marketing.

1. WELCOME AND ANNOUNCEMENTS (Aaron Moore)

- 1.1 Shonda Jones called the roll.
- 1.2 Chair Aaron Moore 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 MEMBER (John Thompson)

John Thompson welcomed new committee member, Jack Cunningham, representing the Bona-Fide Tax Payer's Association, who introduced himself.

4.2 APPROVAL OF JANUARY 27, 2020 MINUTES (Aaron Moore)

Motion by Joan Greenwood and seconded by Eric Berg. All in favor; none opposed; no abstentions.

4.3 PERFORMANCE AND FINANCIAL AUDITS (Syed Farhan, 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 introduced Clifton Larsen Allen Lead Auditor, Syed Farhan, who reviewed the components of the audit reports with the committee.

- An Unmodified (clean) Opinion was issued on the General Obligation Bond Fund Financial Statements in the Independent Auditors’ Report.
- The Financial Statements present fairly, in all material respects, the balance sheet and statements of revenues, expenses and changes in fund balance in accordance with governmental accounting principals generally accepted in the United States.
- The Financial Statements are prepared on the modified accrual basis of accounting. Long term assets and obligations related to Measure E and Measure LB are included in the District’s Annual Audit Report.
- The Independent Auditor’s Report on Internal Controls and Compliance found no material weaknesses identified or instances of non-compliance.
- The Schedule of Findings and Responses found no findings for the fiscal years ended June 30, 2019 and 2018.
- In regard to the Performance Audit Report, selected highlights include: sample tested included 58 non-salary transactions totaling \$19,415,615; sample tested represents 59.7% of total expenditures of \$32,507,871; for sample tested, actual invoices and supporting documentation were reviewed to determine that expenditures charged to the projects were properly expended.
- In all significant respects, the General Obligation Bond Fund Proceeds have been expended on the specific projects developed by the Board of Trustees and approved by the voters.

The audit reports required no action from the committee as they were previously presented to and approved by the Long Beach City College Board of Trustees in December 2019, along with the District’s general audit.

4.4 APPROVAL OF ANNUAL REPORT (Aaron Moore)

Chairman, Aaron Moore, presented the 2019 Annual Report, a summary of bond fund usage. Rebecca Turrentine suggested an addition to the Chairman’s message to include the statement that “in all significant respects the general obligation bond funds proceeds have been expended on the specific projects developed by the Board of Trustees and approved by the voters.” She noted that this update would indicate that the committee is not only concerned with the fiscal health of projects, but also that the projects themselves are voter approved. Moore agreed to add this language to the annual report. Motion by Joan Greenwood and seconded by Rebecca Turrentine. All in favor; none opposed; no abstentions.

4.5 QUARTERLY EXPENDITURE REPORTS (John Thompson)

(Refer to letters addressed to Aaron Moore dated November 25, 2019, and January 15, 2020, RE: Measures E and LB Expenditure Summary Update from Terrance DeGray, PE, CCM, LEED AP Bond Management Team and John Duong, AIA, LEED AP, respectively.) Documents are on file with the Minutes.

Measure E 2008 and Measure LB 2016

- Thompson 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, 2019, and December 31, 2019 with the following highlights:
 - Over the next 8 years, funds will be issued from the Measure LB authorization instead of the Measure E authorization.
 - Measure LB 2016 quarter ending September 30th, 2019 reflects an interest earnings increase (from June 2019) of \$1.7M. Total expenditures for that period totaled \$4.6M
 - Measure LB quarter ending December 31st, 2019 shows a new issuance, Measure C, of \$130M. This will provide funding for bond projects for the next 3 years. Expenditures for Quarter ending December 31st totaled \$7.4M
 - Both Measure E and LB expenditure reports also include break-downs by Project name.
- The committee had no questions on the quarterly expenditure reports.
- Motion by Joan Greenwood and seconded by Eric David to accept the reports as presented; the motion carried unanimously.

4.6 CONSTRUCTION UPDATE (Walter Johnson/John Duong)

(Refer to “Construction Update Citizens’ Oversight Committee—January 27, 2020” PowerPoint presentation handout). For a full list of both completed and continuing projects please see document on file with the Minutes.

Johnson reviewed the following highlights:

- Fiscal Year 2016/17 \$2,846,905 (State Funds & Measure LB)
 - District-Wide Project for ADA Upgrades
 - 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 Spring 2020.
- Fiscal Year 2017/18 \$639,456 (State Funds Only)
 - High Voltage Electrical Improvements
 - Replacement of oil switch and transformers in LAC - Bldg G and replacement of oil switch at PCC main distribution will be included in the new Building G and Building MM projects, respectively.

- Fiscal Year 2019/20 \$233,664 (State Funds Only)
 - Funds divided equally between Instructional Equipment and Facilities Scheduled Maintenance Projects.
 - \$36,832 for LAC Child Development Center Exterior Painting – scheduled to start later this semester and to be completed Fall 2020
 - Chairman Moore stressed the importance of bond funds and praised the work of the Citizens' Oversight Committee. Moore noted that building confidence among voters that funds are being well spent is critical in securing future funding for district projects.
- **District Wide Energy Projects – Integrated Energy Master Plan (IEMP)**
 - Currently in Step 3 of 3 with Southern California Edison ChargeReady Program. This will provide 65 EV charging stations at LAC Parking Structure and 25 EV charging stations at PCC Lot #10. Notice to proceed has been received. Construction to start January 2020 with anticipated completion April 2020.
- **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.
 - Facility Advisory Committee Approved - 2/14/18
 - District-wide—Siemens integration to Simplex Truesite Workstation (\$125,000).
 - On hold due to change in scope of project. Once scope has been modified, project will be completed.
 - 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)
 - Work to be completed Spring 2020.
 - Buildings Q/R Scoreboard upgrade (\$350,000).
 - Construction in progress, anticipated completion by the end of the month.
 - Committee Member, Rebecca Turrentine, asked for clarification on tasks and procedures of the Facilities Advisory Committee (FAC) – specifically, whether or not they approve campus projects (other than bond projects) and, if so, do they understand the funding source? Johnson confirmed that the FAC does approve other projects and that projects coming out of the FAC have gone through the planning and approval process and are vetted along with the physical and bond management teams.

- **Campus Improvement Projects – Fiscal Year 2018/19 (Measure LB)**
 - Facility Advisory Committee - Approved 9/26/18
 - LAC Baseball Field—New Poles and Netting (\$140,000).
 - Proposals reviewed and approved. Work planned for Spring 2020.
 - Facility Advisory Committee - Approved 2/7/19
 - LAC Building T, Room 1200 – Multipurpose Room (\$20,000)
 - Upgrade of AV equipment: microphones and receiver has been completed. Projection screen to be installed.
 - Currently soliciting proposals for wall patch and repair work.
 - Facility Advisory Committee - Approved 5/15/19
 - LAC Building S Stadium – Restroom renovations (\$175K) – work planned for Summer 2020
 - LAC Building R and Q (Locker Rooms) – Locker room renovations (\$120K) – work planned for Summer 2020
 - LAC Building R – Gym – Mezzanine gym floor refinishing (\$50K) – work planned for Summer 2020
 - Facility Advisory Committee - Request for Approval on 10/3/19
 - LAC Building L – Re-coating roof to make Title 24 compliant and paint exterior to prevent water ingress into building (\$350K.)
 - Work anticipated to start Summer 2020
- **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.
 - Currently working on structural upgrades, building additions, MEP rough-in and interior drywall finishes.
 - Notice to Proceed issued on January 16, 2018.
 - Estimated completion Spring 2020.
 - Total project budget = \$29,026,082
 - **LAC Building L – Library (Measure LB and State Funds)**
 - TSK Architecture – Design Firm, C1 Construction – Contractor.
 - Renovation of the existing Library space with wider walk aisles between stacks, flooring, LED lighting, color code used for navigation, and state of the art audio visual displays and technology.
 - Upgrading accessibility, and fire/life safety to current codes.
 - Notice to Proceed issued on June 13, 2019
 - Finishes complete. Final completion Spring 2020
 - Total project budget = \$2,000,000

- Secretary Diggs-Jackson asked if the date of Spring 2020 is an adjustment to the original completion estimate for Building J - Auditorium. Johnson confirmed that the contractor submitted a corrected schedule and that Spring 2020 is the adjusted estimated completion date.
- Committee Member, Eric David, asked if the committee could be updated on the amount of State Fund contributions to various projects. Johnson advised that he would consult with Bond Management Team (BMT) Program Director, John Duong, and his team and report back to the committee.

- **Current Design Projects**

- **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 currently with Division of State Architect (DSA) for review and approval.
 - Notice To Proceed (NTP) for Construction was issued on October 11, 2019 with completion scheduled for Spring 2021.
 - Total project budget = \$21,493,800
- Secretary Diggs-Jackson asked if there would be opportunity for the new parking structure to be accessible to the community after hours or on weekends (via permit or purchasing tickets) to relieve some of the parking issues in the neighborhood due to various athletic fields across the street. Johnson noted that he will consult with VP Drinkwine and report back to the committee.
- Committee Member, Eric Berg, asked about the \$6M adjustment to the parking structure budget. He also wanted to confirm if the reason was the same for the adjustment on the auditorium which increased 5-fold.
 - The \$6M increase was for the LAC Parking Structure (project #5703), completed several years ago, and not the PCC Parking Structure (project #5803). The PCC Parking Structure budget was actually lower than originally estimated.
 - As for the Auditorium, the scope significantly changed once design started. Original project estimates were done many years ago as part of the 2020 master plan and by the time the work started the plans changed.
- Chairman Moore noted that as the scope of some of the projects changed between the two master plans (original master plan to the updated 2041 plan) this contributed to the increase in cost. For example, the original vision for the aquatics facility was for 2 projects, but then morphed into one. So, according to the master plan, they are still properly funded, but there may be rather large adjustments back and forth between bonds depending on the timing. BMT Financial Analyst, Lexi Donovan, confirmed the addition of a significant amount of square footage and added that once design begins and detailed meetings are held with constituents the needs change. Other changes might be due to regulatory changes in Title 24 and ADA standards, etc. Many times, the program needs change between when the master plan is developed and when design begins.

- **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 started in December 2019. Construction completion Fall 2020.
 - Total project budget = \$6,190,506
- **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.
 - Bid Phase is complete. Notice to Proceed pending Board approval will be issued to Bernards Bros., Inc.
 - Anticipated construction to start Spring 2020.
 - Total project budget = \$74,766,017.34
- **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.
 - Construction Documents currently with the Division of State Architect (DSA) for review and approval.
 - Anticipated construction to start Spring 2020, construction completion Fall 2022.
 - Total project budget = \$77,323,026 (State funded = \$27,760,000)
- **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 currently with the Division of State Architect (DSA) for review and approval.
 - Anticipated construction to start Spring 2020, construction completion Fall 2021.
 - Total project budget = \$19,679,680 (State funded = \$7,096,729)
- **LAC Building G/H - Construction Phase I (Measures E & LB & Prop. 51 State Funding)**
 - DLR Group selected to prepare design documents

- State budget approved funding for Preliminary Plans only during fiscal year 19/20. DF-14D issued to LBCCD in late July 2019 to proceed. Preliminary Plans submitted in December 2019.
- Project will consist of Demolition of existing Buildings G and H and constructing a new 57,680 GSF building that will house music and theater. The new space has a total of 37,494 assignable square fee (ASF) comprised of 28,380 ASF lab, 1,614 ASF office and 800 ASF library, 2,900 ASF AV/TB and 3,800 ASF for other (performance) spaces.
- Anticipated construction to start Spring 2022.
- Total project budget = \$52,005,326 (State funded = \$17,443,184)

4.7 PROCUREMENT PROCESS (Bob Rapoza)

Chairman Moore introduced Director of Business Support Services, Bob Rapoza, who presented on the Procurement Process (*refer to Procurement Process powerpoint handout.*) *This document is on file with the minutes.*

Rapoza reviewed the following areas of the Procurement Process with the committee:

- Objective and Applicable Codes/References
 - Among other codes and items referenced, The *Handbook of Purchasing Regulations* references Board Policies and Regulations that have been adopted by the board and district. This is a public document that can be found on the District's website and is regularly updated.
- Limits and Thresholds
 - While there is no codification to require Quotes for the \$0 -\$15,000 threshold, it is good business practice to do so.
 - The Formal Bid limit, currently \$95,201 and above, is updated and adjusted annually by the Chancellor's office
 - CUPCCAA standards (California Uniform Public Construction Cost Accounting Act) were adopted by the board in October 2012. As a result, we now have different thresholds that we must meet versus Non-CUPCCAA districts.
 - Informal bid process (prescribed in PCC 22032) involves:
 - RFQ released
 - Pool of specialties developed (for example: engineering, legal services, etc.)
 - Pre-qualification process to ensure those in pool meet requirements
 - Questionnaire distributed (topics: bonding capacity, insurance requirements, references, past performance, etc.) to vet viability of business
 - Proposals requested, reviewed, and graded based on scoring rubric
 - Bid opening day w/ applicants
 - Chairman Moore asked if, in the bidding process, there are opportunities for vendors to include rebates back to the school or a charitable donation back to the foundation for certain system-wide contracts as long as there is no prohibition in the code. For example, on a furniture contract, 2% of the purchase price from any campus could be a rebate to the school and 1% of the rebate amount, a donation to the foundation. Rapoza agreed to research the possibility of such an option and report back to the committee.

- The question was asked as to whether or not there is a required volume for a public bid opening? Rapoza responded that there is no volume prescribed. Generally, 3 proposals are sought, but if a firm is proposing yet is non-responsive it still meets the criteria.

▪ Alternatives/Exemptions to Bid Process

- Piggyback option – use of other agencies bids (ex. CMAS, WSCA)
- Educational/Curriculum Materials – All community colleges are exempt from bidding for educational supplies for general operation.
- Emergency – requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
- Sole Source – for one-off services or items where there is not a bench of professional agencies that provide the item or service
- Professional Services – financial, accounting, economic and legal

▪ RFP /RFQ Processes:

	RFQ (Request for Qualifications)	RFP (Request for Proposal)
Intended Outcome	List of prequalified vendors	One vendor
Scope	General	Specific Project
Evaluation Criteria	Qualifications, Experience, Fee Schedule	Qualifications, Experience, Total Cost
Selection	Purchasing and Requesting Department	Purchasing and Requesting Department
Award	Further competition may be required for specific assignments	Upon execution and award of contract

▪ Prequalification Program highlights:

- For all construction projects with an estimate of \$3.5M and above; or projects which require specialized expertise (ex. Pool) ; and design-build projects
- Follows model published by California Department of Industrial Relations
- For projects under the threshold limit, all bidders submit a Statement of Qualifications as part of their bid documents. Reviewed and scored by staff.

▪ Community & Student Workforce Project Agreement (CSWPA)

- Project labor agreement entered into with the unions
- Contains no-strike/no-picket provisions, dispute resolution provisions, and local hiring provisions
- Local workers will be trained and dispatched by member unions of the Los Angeles/Orange County Building Trades Council
- Local hiring comprises three (3) tiers; residents of the District area and U.S. Veterans are given first priority
- Contractors may be union or non-union, but will cooperate with local unions for local worker hiring and fringe benefit payments

- Procurement Process Workflow –
 - requisition to check process explained
 - Statistics – Since July 1, 2017 the Purchasing and Contracts Management Staff have processed:
 - 23 Public Works bids
 - 47 Active Piggy Back Agreements
 - 14 Equipment/Materials bids
 - 40 RFP/RFQs
 - 32 Public Works Contracts issued
 - 6026 Purchase Orders
- The committee commended Bob Rapoza and his team on a solid presentation and thanked him for a better understanding of the checks and balances of the Procurement Process.

5. OTHER

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

- John Thompson noted that in Governor Newsom’s January 10th State Budget he allocated \$17M for Deferred Maintenance and Instructional Equipment. Long Beach City College’s share will be \$299K. Also, our \$1.6M Construction Trades Phase II project was one of the 24 State-wide Capital Outlay projects included in the budget.
- In October \$130M in bonds was issued to continue funding projects referenced in the Construction Update. We also issued \$67M in refunding bonds (refinancing previously issued bonds.) This resulted in a net present value savings to tax payers of \$8.7M in repayment of those bonds in interest costs.
- Proposed future meeting dates of August 17, 2020, and February 1, 2021, were accepted by the committee.

6. UPCOMING EVENTS

- Invitations will be sent to the committee for upcoming groundbreaking ceremonies

7. FUTURE AGENDA ITEMS

- Integrated Energy Master Plan for the campus (how is solar integrated, etc.)

ADJOURNMENT

- The meeting adjourned at 7:16 p.m.

NEXT MEETING

- August 17, 2020
T-1100 (Board Room) at LAC

Respectfully Submitted by:

Sharon Diggs-Jackson, Secretary

January 27, 2020