

**Measure E Bond
Citizens' Oversight Committee**

MINUTES

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

"Approved"

**August 29, 2016
Liberal Arts Campus
Building T-1100 (Board Room)**

Members Present: Eric Berg, representing Senior Citizens' Organization; Randy Gordon, representing the Local Business Community; Jon Gotz, representing the Support Organization for the College; Erick Mazariegos, representing the Associated Student Body; Elaine McDaniel, representing the Community at Large; David See, representing the Bona-Fide Tax Payer's Association; and Stella Ursua, representing the Community at Large.

Members Absent: None

LBCCD/Bond Program Staff/Guests Present: Ann-Marie Gabel – Vice President, Administrative Services; Tim Wootton – Director, District Facilities; Michael Boomsma – Program Director; Terrance DeGray, Deputy Program Director & Lexi Donovan, BMT; John Pope – Director, Communications & College Advancement; Medhanie Ephrem – Deputy Director, Planning and Construction; and Miles Nevin, Director, President's Office.

WELCOME AND ANNOUNCEMENTS (Elaine McDaniel)

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

PUBLIC COMMENTS

- None

OLD BUSINESS

- None

NEW BUSINESS

- **NEW COMMITTEE MEMBERS (Ann-Marie Gabel)**
Ms. Gabel welcomed the new members that were approved by the Board of Trustees: Eric Berg and Randy Gordon to the Citizens' Oversight Committee. The Board also extended Stella Ursua's appointment for another two year term.
- **OFFICER ELECTIONS (Elaine McDaniel)**
Motion by Mr. Gotz and seconded by Ms. Ursua to accept David See as the Secretary for the Citizens' Oversight Committee. The motion carried unanimously.
- **AMENDED AND RESTATED BYLAWS (Ann-Marie Gabel)**
Ms. Gabel announced Measure LB was approved by the District's voters on June 7, 2016. With the passage of the new bond, the Board of Trustees approved the Amended and Restated Bylaws for the Citizens' Oversight Committee on July 26, 2016. The Bylaws now account for both Measure E 2008 and Measure LB. The Bylaws also include the process for future appointments to the committee.

NEW BUSINESS (continued)

• **COC TRAINING (Graham Beck)**

(Refer to “COC Materials” PowerPoint presentation handout). These documents are on file with the Minutes.

Mr. Beck, Bond Counsel with Nixon Peabody, distributed information for the committee and proceeded to describe the responsibilities of the committee and highlighted information for the Brown Act.

Mr. See asked Mr. Beck to give more information about the three-year time limit to spend funds. Mr. Beck explained it is three years from the time new bonds are issued under an election. This is an expectation to spend the money within three years, not a strict deadline from the IRS.

• **APPROVAL OF JANUARY 25, 2016 MINUTES (Elaine McDaniel)**

Motion by Mr. Gotz and seconded by Ms. Ursua to approve the January 25, 2016 Minutes as presented; the motion carried with Mr. See abstaining due to his absence from the January 25, 2016 meeting.

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

(Refer to “letters addressed to Mrs. Elaine McDaniel Citizens’ Oversight Committee, dated April 18, 2016, and August 18, 2016 RE: Measure E Expenditure Summary Update and Measure E & LB Expenditure Summary Update respectively from Michael Boomsma, PE, CCM, LEED AP Bond Management Team,” and “LBCC 2008 Measure E Bond – Fund 46 Report – Thru Date: 3/31/2016 and 7/1/2016” handouts). These documents are on file with the Minutes.

Measure E 2008

- Ms. Gabel reminded the Committee that the Measure E Expenditure Summary Update and the LBCC 2008 Measure E Bond-Fund 46 Report through March 31, 2016 were emailed to the Committee on April 21, 2016. She reviewed the March 31, 2016 and June 30, 2016 reports with the following highlights:

Budget Overview	3/31/16	6/30/16
▪ 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
➤ Bond Anticipation Notes	\$180,480,000	\$180,480,000
➤ Interest Earnings	\$6,084,356	\$6,148,432
▪ Total Committed Amount	\$473,655,555	\$485,362,919
▪ Total Expenditures to Date	\$461,996,118	\$467,900,110
▪ Total Expenditures Quarter Ending	\$6,711,730	\$5,903,992
 Reconciliation		
2008 Measure E Authorization	\$440,000,000	\$440,000,000
Bond Anticipation Notes	180,480,000	180,480,000
Estimated Bond Premiums	16,534,331	16,534,331
Interest Earnings	<u>6,084,356</u>	<u>6,148,432</u>
Current Adjusted Budget	<u>\$643,098,687</u>	<u>\$643,162,763</u>

NEW BUSINESS (continued)

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

Measure LB 2016

- Voters for the District approved the general obligation bond measure (Measure LB) totaling \$850 million in June 2016. The only expenses recognized for the quarter ending 6/30/16 was for the estimated cost of the election. This will be paid at a later date.

Budget Overview	6/30/16
▪ Voter Approved Amount	\$850,000,000
▪ Total Committed Amount	-
▪ Total Expenditures to Date	\$658,000
▪ Total Expenditures Quarter Ending	\$658,000

- Motion by Ms. Ursua and seconded by Mr. See to accept the reports as presented; the motion carried unanimously.

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

(Refer to "Construction Update Citizen's Oversight Committee-August 29, 2016" 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)
 - LAC South Campus Water Conservation Project (In design)
 - PCC Building HH & II Water Conservation Project (In design)
- LAC Central Plant Cooling Tower Loop Conditioner \$30,511 (In design)

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
 - Estimated construction start Fall 2016
- Building D Interior door replacement – Defining work scope
- Paint exterior of Buildings O1 & O2 – Public bid Summer 2016
- Building Z HVAC replacement – Scheduled for August 2016
- Building D rain gutter repair – Scheduled for August 2016
- Ms. McDaniel asked how it is determined that a roof is repaired correctly. Mr. Wootton replied there is a water test done as a part of each roofing project.
- Mr. Gotz asked if we are able to complete the roofing projects without too much disruption to classes. Mr. Wootton responded the contractors work within the noise and time restrictions for the projects as to minimize the disruption for students.

NEW BUSINESS (continued)

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

- Mr. Mazariegos asked when the projected date is for completion. Mr. Wootton answered it would be a 6-8 month project and confirmed it would go into the Spring semester.

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 for the LAC campus estimated to be completed 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
 - 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
 - Public bid June 2016
 - 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
 - Anticipated construction completion Spring 2017
- Ms. McDaniel asked Mr. Wootton to describe a door lockdown. Mr. Wootton replied the current codes require egress out of a classroom with no special knowledge. This means exiting a classroom doesn't require a person to make more than one motion to leave the room. Currently, most classrooms require you to lock the door from the outside. The Door Lockdown Project will be to install thumb-turns to doors in the most populated areas. The retrofit will address the security concerns to lock the door from the inside while also complying with the accessibility guidelines.

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

NEW BUSINESS (continued)

• BOND PROGRAM UPDATE (Tim Wootton) (continued)

- Prop 39 Year 4 - 2016/17 Projects \$759,362
 - LED Lighting Retrofits, Buildings II, JJ and LL
 - Buildings selected from the SCE LED energy analysis done in 2015
 - Currently soliciting engineering firms for design
 - Energy and cost savings to be determined

- Ms. Ursua asked since these projects fell under Prop 39, if they have criteria on how many jobs we created for these projects. Mr. Wootton responded we are required to track how many jobs are created and include that information in the report to the state. Ms. Ursua asked for a copy of the report. Ms. Gabel indicated we would send the link to the committee with the next quarterly report since the report is quite lengthy.

Fiscal Year 2015/16 Campus Improvements (Measure E)

- Facilities Advisory Committee Approved on 9/2/15
 - Building Q – Paint Interior Hallways (Complete by Summer 2016)
 - Building R – Paint Interior Hallways (Complete by Summer 2016)
 - Building O-2 – Replace Carpet in all Hallways (Complete by Fall 2016)
- Facilities Advisory Committee Approved on 11/18/15
 - Building O-2 – Replace 5 classroom Wall Talkers (Complete by Summer 2016)
 - Building D – Install Reverse Osmosis Water Treatment System (Complete)
 - Building S (Stadium) – Replace Press Box Windows (Complete by Summer 2016)
 - Building L – HVAC modifications for Media Services (Complete)
- Facilities Advisory Committee Approved 2/17/16
 - Building Q – Athletics Student Success Center (Getting Proposals)
 - Building Q – Motorize Bleachers (Complete Fall 2016)
 - 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)

- Mr. Gotz expressed his concern about the construction specifically in Building K during the semester. Mr. Wootton advised most of the projects are completed and have not disturbed the classes during the semester.
- Mr. Mazariegos asked about the outdoor seating. He said the students are upset about the areas where the seating is being taken away. Mr. Wootton responded we had needed to remove some of the benches near Faculty Avenue due to a complaint from the neighbors near LAC and must keep areas within regulations for access. There has been seating added in the Central Quad; the breezeway next to Building E; in between Buildings DD & GG; and in the hallways of Buildings BB & DD. Ms. Gabel stated we try to be mindful of the neighbors and try to keep the grouping of benches and seating areas to inside the buildings and to the interior of campus.

NEW BUSINESS (continued)

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

Current Construction Projects (Measure E 2008)

- **LAC Building D 1st and 2nd Floors – Science Labs**
 - MSP Architects Design Team, Public bid June 2016. Estimated construction start Fall 2016
 - Renovate 16,000 square feet of 1st floor and 2,573 square feet of 2nd floor for new Science Labs
 - Physiology, Diagnostic Medical Imaging, Allied Health, Medical Assisting and Anatomy
 - Estimated construction completion Fall 2017
 - Budget will need to be augmented as bids came in higher than expected
 - Initial total project estimate = \$11,465,026. Due to the increase in bid, the new total project budget = \$14,169,853
 - Project budget will need to be augmented by \$2,346,921
 - Project awarded to T.B. Penick & Sons
 - Project went to bid twice. The second bid process was still higher than anticipated, but lower than the first responsive bid.

- Mr. Berg asked who develops the budget and how do they determine the cause of the overrun. Mr. Wootton replied the budget is developed by the architect, the Bond Management Team, and the Facilities team. In this specific project there was a higher percentage of profit built into the budget. Ms. Gabel added the District also may use an outside estimator to assist with the budget. Line items from the General Contractor of electrical and concrete were also areas of concern.

- **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
 - Electrical labs, classrooms, offices, Lecture Hall and Lifetime Learning Center
 - Building RR to be renovated for the Electrical program’s robotics labs
 - Expanding Horticulture area by 6,798 square feet
 - Moving all functions of Building FF to Building QQ
 - Construction started May 2016, estimated construction completion Fall 2017
 - Adding 7 new classrooms and 9 new faculty offices
 - Project is 30% complete. Currently working on concrete masonry lifts and grouting for 3 weeks in Bldg. QQ. In Bldg. RR, currently working on underground electrical/plumbing and overhead MEP.
 - Total project budget = \$20,302,962

- **LAC Football Field – Turf/Track Renovation**
 - Replace football field artificial surface with FieldTurf®
 - Resurface running track area
 - Project funded with Stadium Reserve Funds – not bond funded
 - Construction began Summer 2016 - Completed
 - Total project budget = \$1,028,135

- Mr. Gotz asked if this project stayed within budget. Mr. Wootton confirmed the project stayed within the budget.

NEW BUSINESS (continued)

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

Upcoming Construction Projects

- **LAC Building J Renovation - Auditorium**
 - SVA Architects – 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
 - DSA Submission Summer 2016, DSA approval expected Spring 2017
 - Construction start Summer 2017, construction completion Spring 2019
 - Total project budget = \$24,629,548

- **LAC Building P – English Studies (Measure E and LB)**
 - Steinberg Architects – public bid to determine contractor
 - Occupants will be moved to swing space in Buildings M and N
 - Project will address ADA, classrooms, offices and mechanical systems
 - Submit design documents to DSA for review January 2016
 - Estimated construction start in Winter 2017, completion Summer 2018
 - Total project budget = \$8,670,713

- **District Wide Security Monitoring System (Measure E & LB)**
 - Design plan covers all exterior building entrances and heavy use areas
 - Maintenance and support assessment to be part of the design process
 - Total project budget = \$10,000,000
 - Notice to Proceed (NTP) for design awarded to P2S Engineering October 2015
 - Project expected to be approved by DSA in June/July 2016
 - Begin public bid process Summer 2016, award project construction Fall 2016
 - Construction estimated to be complete Summer 2017

Upcoming Design Projects

- **LAC Outdoor Kinesiology Labs (Measure E & LB)**
 - Design contract awarded to Westberg and White, Summer 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

- **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

NEW BUSINESS (continued)

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

Completed Construction Projects

- **PCC MD Trailers Demo (Measure E)**

- Contract awarded to MZN Construction, Inc.
- All MD Trailers and TO Trailer have been removed
- All asphalt patch and striping for parking stalls has been completed

- Mr. See asked about projects along Faculty Avenue and commented the landscaping along the street looks great. With the expansion of the Auditorium he asked about the landscaping along Harvey Way. Mr. Wootton said the landscaping around Building J is included in the scope of work for the project; however there are currently no plans for the landscaping along Harvey Way.

• **2041 FACILITIES MASTER PLAN (Medhanie Ephrem)**

(Refer to “Construction Update Citizen’s Oversight Committee-August 29, 2016” PowerPoint presentation handout). This document is on file with the Minutes.

Mr. Ephrem reviewed the 2041 Facilities Master Plan. He detailed Section 1 for the Executive Summary; the projects scheduled for LAC; the projects scheduled for PCC; District-wide Services; and Funding Projections.

- Ms. McDaniel confirmed the District factored an escalation rate of 3% into the costs for the projects. Mr. Ephrem agreed.
- Mr. Mazariegos asked how projects are prioritized on the schedule. Mr. Ephrem and Ms. Gabel said the District used the 2020 Master Plan as a starting point. They added the Facilities Advisory Committee reviews the prioritization list every semester and recommends adjustments if needed. The schedule tries not to have more than 2 buildings on a campus under construction at the same time. The schedule also looks at the availability of swing space and potential state funding and then adjusts the schedule if necessary.
- Ms. McDaniel and Ms. Ursua commended Mr. Ephrem and the Facilities and Bond teams for an outstanding 2041 Facilities Master Plan.

• **CONSTRUCTION PROJECTS STATUS REPORT (Ann-Marie Gabel)**

(Refer to “Construction Budgets and Plan as of May 31, 2016” handout) This document is on file with the Minutes.

Ms. Gabel reviewed the report as it represents the status of the projects from the 2020 Master Plan. The report was developed in order to show if the projects are on-time and on-budget. This report provides an update from the original plan, where we currently are, and any projections.

- Mr. Gotz inquired about the eight projects listed for the 2020 Master Plan that were not done. He asked what they got replaced by. He asked about Building M/N. Ms. Gabel responded this project has been approved by the state to receive state funding. The District has chosen to hold that project in order to possibly get \$20 million. The buildings are used for swing space during this time. The other building for state funding is Building MM at PCC.

NEW BUSINESS (continued)

• CONSTRUCTION PROJECTS STATUS REPORT (continued)

- Ms. Gabel stated the Family Consumer Ed Building is Building F. The schedule shows no construction for that building because it has been determined the building will be demolished. It will be used as swing space until that time.
- Ms. Gabel reported the College Center Building E was postponed on the schedule due to the construction of Building V. This decision was made by the Facilities Advisory Committee meeting.

• BOND ISSUANCE (Ann-Marie Gabel)

(Refer to "Transaction Overview" handout) This document is on file with the Minutes.

Ms. Gabel discussed the latest Bond Issuance. On August 23, 2016, the District sold \$85 million in General Obligation Bonds at an aggregate all-in interest cost of 3.01%. These bonds were authorized pursuant to Measure E (2008 Election) and Measure LB (2016 Election). Credit Ratings from Moody's is Aa2 and from S&P AA-. Ms. Gabel stated while the ratings are not the highest available they are fairly consistent with other community college districts similar to ours. She commented while the ratings are very good for a college of our size, the District is trying to improve the ratings. The bonds issued were \$12.2 million in taxable notes and \$72.8 million in tax exempt notes.

FUTURE AGENDA ITEMS

- Performance and Financial Audits – Auditors will be at the January meeting
- Annual Report
- Quarterly Expenditure Report
- Bond Program Update

NEXT MEETING

- January 23, 2017
T-1100 (Board Room) at LAC
Mr. See asked for the meeting to be changed to January 30, 2017. The committee agreed to move the meeting to January 30.

ADJOURNMENT

- Motion by Mr. Gordon and seconded by Mr. Gotz to adjourn the meeting; the motion carried unanimously.
- The meeting adjourned at 7:35 pm.

*Respectfully Submitted by:
David See, Secretary
August 29, 2016*