



Citizens' Bond Oversight Committee Meeting Minutes  
Thursday, March 22, 2012  
5:00 – 7:00 PM

LBUSD District Office - Room #445  
1515 Hughes Way  
Long Beach, California 90810

**Attendees:**

COC Members:	Karen Hilburn (Chair) Dede Rossi	Michael Noll Anna Ulaszewski	Kristine Hammond Byron Bolton
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Absent: Julie Jackson

LBUSD Staff: Carri Matsumoto

LBUSD Consultants:	Tim Doane Allison Coburn	Steven McGuckin	Vivian Hao
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Guests:	Terry Ulaszewski	Chett Davidson
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**1. Call to Order**

The meeting was called to order by Chairperson Hilburn at 5:00 p.m.

**2. Establishment of Quorum**

Roll call was taken and a quorum was established.

**3. Approval of Minutes**

The minutes from the December 15, 2011 meeting were provided to all COC members in their meeting packet.

Member Noll moved to accept the minutes as written. The motion was seconded by Member Ulaszewski and the motion passed. Member Rossi abstained.

#### **4. Communications**

Ms. Matsumoto thanked and Chairperson Hilburn recognized both Member Jackson and Member Bolton for their service on the committee, as the next meeting in June their second term will expire. Member Bolton was presented a certificate for his service by Chairperson Hilburn on behalf of the District and Member Jackson will be receiving her certificate via mail.

#### **5. Public Comment**

None.

#### **6. Staff Report**

##### **▪ Measure K Bond Program Update**

Jessie Elwin Nelson Middle School: The project is about 94% complete with closeout activities underway and the campus is currently being outfitted with furniture and equipment. The students from the Butler Middle School attendance area will be absorbed into the new boundary for Nelson MS. The expected opening is September 2012.

Member Ulaszewski inquired if there was a guarantee for work done by the contractor to ensure it is per the specifications. Ms. Matsumoto stated that it depends what the item is, but there is a 1 year warranty period.

Member Noll inquired if there is a project manager looking out for the District's best interest for the project. Ms. Matsumoto stated that the District has assigned a project manager during construction that represents the District and works for the Facilities Department, in addition to a project inspector who also oversees the contractor's work.

Ernest S. McBride, Sr. High School: Construction is making great progress and is approximately 32% complete. The campus will have a main street feel and a sense of community within the main corridor of the campus. Ms. Matsumoto suggested that the Committee tour the project site this summer. Completion is on target and expected to be September 2013.

Member Hammond questioned why the presentation summary says self-contained athletics, but had previously understood that there wasn't going to be any athletics program. Ms. Matsumoto clarified that there won't be competitive sports at this campus, but the facilities will support the physical education curriculum.

Ms. Matsumoto stated that grant funding has been approved and the District is waiting for funds to be available. In addition, an application for state matching funding has been submitted, but hasn't been approved to date, although the project is eligible for the funding.

Roosevelt Elementary School: Project is still on track and currently looking to schedule a Community meeting for May. Currently, it is anticipated that the campus will move to Butler MS during the summer and then start decommissioning the campus. After decommissioning, the sewer relocation project will begin, followed by demolition and hazardous abatement of the campus.

Member Hammond questioned if the Board had ever rendered a decision on transporting students to the Butler MS site. Ms. Matsumoto stated that no funds will be available to transport the students as the transportation budget has been cut. Currently are working with the City for a Safe Routes to School plan for students walking, as well as establishing locations for traffic guards. Also, organized a survey to determine who will be walking to school to mitigate the situation to get students to school safely.

Chairperson Hilburn and Member Hammond stated it is a shame that the bond cannot accommodate costs for transportation. Ms. Matsumoto stated that they had attempted to add transportation, but were advised that it isn't an acceptable bond cost.

Member Ulaszewski questioned how responsive has the Division of State Architect (DSA) been. Ms. Matsumoto stated that Facilities has a very good working relationship with DSA, coordinates the best we can, and to date DSA has been responsive.

Cabrillo High School Pool: Currently the project is at DSA, pending approval. Bidding will begin upon DSA's approval and construction is anticipated to start this summer.

Member Hammond inquired why the campus doesn't already have a pool considering how new the campus is. Ms. Matsumoto stated that it was most likely due to the availability of funding.

Jordan HS Major Renovation: Master planning phase has been completed. Reviewed many options and have selected an option to move forward with into Conceptual Design. Anticipate project will be a multi-phase construction project, with interim housing most likely located on the sports fields. There are many logistics to work out, with many challenges especially due to the small site area. Anticipating a further update with the Board this summer as additional progress is made on the project.

Member Hammond inquired if the campus has seismic retrofit requirements. Ms. Matsumoto stated that there are a few buildings on the campus which are in need of seismic retrofit and will be included in the overall plan of the campus.

New High School #2 at the Former Browning Site: Master planning phase is complete. There were several options reviewed for the master plan and currently studying 1-2 of the options to evaluate cost and feasibility for this site.

Member Hammond questioned if any of the funds go towards if this school is needed or not. Ms. Matsumoto stated that we do have a master plan, which is currently being updated, but have confirmed that this project is still necessary. Proposed changes to the master plan are anticipated for spring 2013.

Jordan Freshman Academy: Completed master planning and site assessment to convert the campus to a small high school. Project is currently in the design phase.

Newcomb K-8 AB300 / New Construction: Currently in design development with a target submittal to DSA in late spring 2013. Anticipate moving Newcomb into interim housing as well as decommissioning the campus this summer. Interim housing will be located at Keller Elementary School. Interim housing will involve new portables, a restroom facility, locker rooms, and a parking lot.

Portable Removals: Currently finishing up the first phase of portable removals at King and Stephens and wrapping up the selection of campuses to receive the next phase of portable removals for construction in summer 2013.

Member Rossi inquired how is it determined which campuses should have portables removed. Ms. Matsumoto stated that different criteria are analyzed, such as projected enrollment, capacity, condition, use, how long inventory has been there and projected use of the campus.

DOH Portable Removal Phase I: This project was completed 9/24/11 and the closeout phase is underway.

Lakewood DOH Portable Removal: Completed removals and currently in closeout phase.

Boiler Replacement Phase I: Currently have DSA approvals and looking at how to package the projects for bid to ensure the boilers aren't down during the school year. Millikan HS is anticipated to bid first and then will most likely package the smaller campuses together.

Lighting and Ceiling Replacement Phase I: This project was put on hold due to the varied feedback received from DSA which ultimately they did not agree with the scope of work and added scope to the project. Due to the new requirements by DSA, the project will be converted from the Lighting and Ceiling project to a Fire Alarm only project to ensure that approval can be received by DSA. Assessment work from the Lighting and Ceiling project will be incorporated into the Fire Alarm project and new project budget will be developed.

Technology, ADA Improvements, and DSA Certification: Ms. Matsumoto also gave brief updates on the Technology, ADA Improvements, and DSA Certification projects.

#### ▪ **Quarterly Financial Update**

Mr. Doane reviewed the Executive Summary as of March 22, 2012. Mr. Doane explained the funding changes through February 15, 2012, expenses through January 31, 2012. He discussed the significant change from the previous quarter due to establishing budgets for the Technology projects, budget development for New High School #3 and budget re-evaluation for the McBride Middle School project cost that resulted in a \$2.5 million budget decrease. Deferred maintenance funding was allocated to the Lighting and Ceiling Replacement and Boiler Replacement projects, reducing the amount of Measure K dollars needed for these projects. Program expense budget increased primarily due to increased project management costs.

Member Hammond requested the term deferred maintenance be further explained. Mr. Doane and Ms. Matsumoto explained that the money is not funded by Measure K and is actually from the Maintenance Department's deferred maintenance fund. Maintenance has money for sizable projects (i.e. lighting and ceiling project, roofing project, electrical upgrade, etc.). It is a state program that Maintenance participates in and the state matches their funds.

Mr. Doane explained how the project contingencies work, how the closeout process works, and when unused budgets revert back to the program.

## **7. Old Business**

None.

## **8. New Business**

### **▪ 2011 COC Annual Report**

Member Jackson wasn't able to attend the meeting with Chairperson Hilburn. Chairperson Hilburn met with Ms. Matsumoto and Mr. McGuckin to review the draft annual report and to obtain a good understanding of what should be highlighted to the Board of Education. Chairperson Hilburn reviewed with the Committee the highlighted areas she plans to present to the board.

Member Ulaszewski noted that Chairperson Hilburn may want to be prepared for the question regarding the hotline and if any call have been received.

Member Hammond stated that the Measure K program expenses seems too general of a description for \$12 million. Member Hammond is concerned that the public may question what the money is going towards. Mr. McGuckin clarified that these are program related expenses and Mr. Doane further clarified that they are non-project related expenditures. Ms. Matsumoto stated that her team would consider another description.

Ms. Matsumoto stated that a notice will be sent to the Committee regarding when the Board meeting will take place to allow attendance from the Committee.

## **9. Announcements**

Chairperson Hilburn was happy to report that the recent SWAT Exercise at the former DeMille site had gone much better than the last time.

Ms. Matsumoto stated that recruitment will begin to fill the two COC Member vacancies: one as a parent/guardian of child enrolled in the District and active in a Parent-Teacher Organization (PTO) and the other as a taxpayer association member active in a bona fide taxpayer's association. Solicitation for applications will be made available on the District's website and the recruiting period will be 30 days. The Board of Education has 90 days to fill the vacancies and the applications will be forwarded to the Superintendent's office for a recommendation.

## **Adjournment**

Chairperson Hilburn motioned for adjournment at 6:31 p.m.

## **Next Meeting**

The next regular business meeting will be held on Thursday, June 28, 2012 at 5:00 p.m.