



Project Number and Name: Prop A/AA Bond Advisory

Project Location (City/State): Los Angeles City College

Project Coordination Meeting Number: \_\_\_\_\_

Date of Meeting: June 26, 2006

Time of Meeting: 3:30 PM

Meeting Location: Name LACC – Faculty & Staff Center

Address 855 North Vermont Avenue, Los Angeles, CA 90029

<b>Voting Members - Present</b>	Ryan Hall-Allen
Dana Cohen	William Marmolejo
Diane Hayes	Jane Melton
Dr. Jackie Ireland	Joyce Moore
Mattie Moon	Ron Purisima
Myra Siegel	Willie Richmond
Lillian Yamaoka	Don Robb
	Nancy Cay Roberts
<b>Non-Voting Attendees</b>	Rochelle Sechooler
Richard Arvizu	Barbara Vasquez
Jayesh Bhakta	Jeremy Villar
Bob DeLiso	Leanna Watts
John Freitas	Patrick Woods
Richard Galope	

Purpose of Meeting: Review of the Prop A/AA Bond Program

No.	ITEM DESCRIPTION	RESPONSIBILITY	TARGET DATE
1.	Agenda Item #1: <b>Approval of Minutes from May 22<sup>nd</sup> meeting</b>		
	The minutes were accepted as distributed.		
2.	Agenda Item #2: <b>Report out from Executive Committee</b>		
	Dr. Ireland: Please mark your calendar. A half day retreat to discuss the Prop A/AA Executive Committee functions will be held on August 22, 2006. Anyone outside the committee is encouraged to forward any ideas that you feel would make the committee more effective to either Dr. Ireland or a committee member.		

No.	ITEM DESCRIPTION	RESPONSIBILITY	TARGET DATE
3.	<b>Agenda Item #3: New CPM</b>		
	Dr. Ireland: Introduced Bob DeLiso, Vice President of Harris and Associates, as the new Project Director who will lead the Harris Team as Bovis Lend Lease transitions off of the project in mid July.		
4.	<b>Agenda Item #4: User Groups need to meet – so projects can move forward</b>		
	Dr. Ireland: Student Services is going to be selecting a sub-group of their user group, to interview Architects for the Student Services Facilities. M. DesVignes must be included in the coordination.		
5.	<b>Agenda Item #5: Learning Skills Center</b>		
	Confirm the User Group. Review the revised proposal from The Steinberg Group.		
6.	<b>Agenda Item #6: Glass Doors in Jefferson Hall</b>		
	Discussion regarding the glass doors and sidelights in Jefferson & Franklin Halls resulted in a request for the architect and user groups to meet and ensure that everyone is on the same page. W. Richmond will arrange the meeting.		
7.	<b>Agenda Item #7: PE Complex</b>		
	Dr. Ireland: The architect and user group are in the process of scheduling a meeting in the near future when the majority of stakeholders can attend.		
8.	<b>Agenda Item #8: Updates (CDC, HH 101-103, Sci-Tech, VDK, Community Services move)</b>		
	<i>Child Development Center</i>		
	R. Purisima: The adoption of plans and specs for the CDC project is on the 7/12 Board agenda. Once adopted we can complete the request for bid process including finalizing the estimates, setting the anticipated bid number and finally advertise the project for bid.		
	<i>Holmes Hall 101-103</i>		
	W. Richmond: HH 101/103 – This will be a two phase process to be completed for wiring by August 31 <sup>st</sup> . The College will handle the demolition, electrical, data drops, demolition, paint, flooring, remove and infill two corridor doors, install two projectors and projection screens and a smart board. The HVAC upgrade and operable window installation package will be bid out to an outside contractor. The anticipated completion date is August 31 <sup>st</sup> .		
	L. Yamaoka: Expressed her concern that the DSA permit expires on July 11 <sup>th</sup> and may require resubmission to DSA. R. Purisima will follow up and advise.	R. Purisima	6/28/06
	R. Purisima: Noted that the redesign for a new central air handling /VAV HVAC system to replace what has already been approved will require resubmission to DSA. An amendment for the Architect to do the design work is being processed.		
	L. Yamaoka: Discussed the operable windows being added and their interlock to the mechanical system with W. Richmond, who explained that the windows were a stop gap measure being installed in advance of the full building modernization project.		
	<i>Sci-Tech</i>		

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	R. Purisima: The User Group met with the Architect and resolved the details of the general classrooms that are being converted from the Rad Tech space. The College Chemical Hygiene Plan has been submitted to DSA for review. The Architect is trying to set up a back check review meeting with DSA hopefully the week of July 10 <sup>th</sup> .		
	D. Hayes: Because the Chemical Hygiene Officer (CHO) is not yet identified by name, she is concerned and wants to ensure that her people are not put in the position of signing off as the CHO. L. Yamaoka offered to review the AFT Faculty Contract to see if there is anything in there regarding the issue.		
	<i>VDK</i>		
	<p>D. Robb:</p> <p>Building One: DSA requested additional documentation of the as built conditions for the adaptive reuse of the bakery building. Once completed, the information will be submitted to DSA during the back check process.</p> <p>Building Two: A constructability review is being prepared and should be complete by the end of the week. The comments will be submitted to the Architect for incorporation. This is part of the final review process required prior to DSA signoff.</p> <p>Central Plant: The updated soils report for the Central Plant is waiting for the Contract to be finalized and then the plans are ready to be submitted to DSA.</p> <p>Site: A new traffic study is being completed as part of the Addendum to the EIR to address the new right turn lane onto the Glendale Freeway and the common driveway issues on Fletcher. The package will then be reviewed with LADOT.</p> <p>Site Signage / Advertising: The pilot program to lease fence space for advertising is just getting started. Part of the program along with a revenue stream is for the advertising company to control the graffiti within a one block radius of the College.</p>		
	<i>Community Services</i>		
	W. Richmond: Is working with LAUSD to obtain bungalows to be placed in the area south of Monroe Street at a cost of \$2k to \$3k each plus moving costs.		
	R. Galope expressed concerns about the possible location of the trash compactor adjacent to the bungalows. This item will be discussed in depth with the User Group and M&O.		
	<b>Other Business</b>		
	J. McEveety: The lifeguard office, necessary for the program, is scheduled to be demolished with the gymnasium. S. Ishrati had proposed a trailer to house the lifeguard office next to the pool. She is further concerned about the source of the funding.		
	<p>Dr. Ireland: Safi must go through Prop A committee for those kinds of decisions.</p> <p>"Things (changes) must come through this committee or I will see to it that they are stopped."</p>		
	<b>Adjourn</b>		

**Meeting  
Minutes**

The above represents Bovis' understanding of conclusions reached and responsibilities assigned at this meeting. If it does not agree with your understanding, please notify this office in writing within five (5) days of the date of distribution or at the next meeting, whichever occurs first.

Prepared by: Nancy Cay Roberts  
*Project Field Assistant*

Copies to: All present  
File: Meeting Minutes (Project Coordination)