



Pasadena Unified School District (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Minutes of Meeting held on July 31, 2019

Location: Pasadena Unified School District Education Center,
351 S. Hudson Ave., Pasadena, CA 91109

- I. Meeting called to order 6:38pm
 - a. Present: Francis Boland, Amelia Bradford, John Robinson, Stephen Aquino, Eliza Jane Whitman, Miguel Perez & Kim Kenne.
- II. Public comments
 - a. none
- III. Approval of June meeting minutes – 6:40pm
 - a. John requested update to note under measure TT related board reports section.
 - b. Kim requested update to how Peoplesoft was described and routine maintenance reserves rules.
 - c. Approved by 4. One abstained.
- IV. Introduction and interview of COC prospective new member David Bell – 6:44pm
 - a. Quick introduction and questions from COC members were fielded.
 - b. Next steps the COC will submit a letter to Nelson to submit a BR to the board recommending David Bell as our 7th member of the COC.
 - c. Francis joined a tax payer association fulfilling that requirement of the COC membership.
- V. Amendment to COC bylaws to modify the number of members – 6:50pm
 - a. Discussed changing the number of members required from 9 to 15 members currently required in our bylaws.
 - b. COC recommendation is to modify section 5.1 of the bylaws to be between 7 to 11 members.
 - c. California state constitution requires 7 as a minimum number of members. If the prospective member is approved, we will have 7 members. The COC recommends that the board continues to advertise for new members to target 8 to 9 members.
 - d. Francis is to redline Section 5.1 of the bylaws changing the requirements for the COC from 9 to 15 to 7 to 11 members.
- VI. Review of TT related Board Reports – 6:56pm
 - a. \$2M was approved by the board for the district-wide routers discussed during the June meeting. This should be added to the construction status report.

- b. 1430F – COC questioned the new proposal from LPA when the exact same work was already submitted as a change order. Kim believes the architect is requiring more payment because the construction costs have increased since the original plans were put in place. “Field work” is not clear. In this case it is referring to work on the track and field. The \$17,000 for landscaping and irrigation fee breakdown seems excessive for construction phased services and overall the \$22,100 is excessive for 120 days of effort based on the scope of services. It is recommended that proposals are requested with level of efforts showing staff, hourly rates and associated costs per effort item vs. lump sums. Miguel requested an email is sent summarizing the concerns.
- c. 1432F – Regarding the exclusions from consultant; surveying and SWPPP (storm water pollution prevention plan) seems like they are setting the project up to have a change order in the future. They should submit the grading to DSA for approval for the repaving work. The expense of \$33k is high for the scope of work. It is our recommendation to pull this report from the meeting or it should be stated in the board meeting what the comments are of the COC. Nelson will review our comments before the board meeting and determine if the report should be pulled. Don Benito has the fewest kids in the surrounding areas for elementary schools with multiple schools on the east side of Pasadena. This might be a school that is proposed to be closed. It might be better to hold off on accepting the bid until it is determined what will happen with the school.
- d. 1434F – A new Resolution is required because they went over the 10% contingency amount. Each item number within the BR should have additional days allocated to vs having one item number with all the additional days summarized at the bottom. Kim will recommend to the board that the additional days are allocated to each item number. 1436F is a good example of how we would like to see future professional services proposal put together because it includes what they are going to do, their hourly rate and the total.
- e. 1435F – the project should not be closed until the incomplete list on BR 1434F is completed. The outstanding list seems too excessive to allow the project to be closed and retainer released to the Contractor as the retainer is the only leverage PUSD has to motivate the Contractor to complete the contractual work for PUSD.
- f. 1436F – This bid was put together well to so we can understand what they are bidding on.
- g. 1437F – The expense of \$15k a month doesn’t have a breakdown and it is backdated to April through end of September. In January they were paid them through March on a previous BR. It is not clear what work will happen during this time but without the contract, it isn’t clear what is required. The Fiscal Impact is excessive for the time period which would average 25 hours per week from a member of Flewelling & Moody Architects. Proposal does not match the recommendation for this BR as well as the Construction Status Report schedule
- h. 1438F – This BR relates to the refinancing of the debt that will save the district an estimated \$7M by paying a lower interest rate without extending the term.

The savings might fluctuate based on the district's credit score and the recent federal reserve rate change.

- i. COC questions if there is time for facilities to make updates before the BRs are presented during the board meeting. Because there is no facilities meeting, there is no time to make changes before the BRs are presented to the board. COC would like to have a process to have our recommendations heard by the board. Currently, Kim will bring up our questions at the board meeting and ask if Nelson thinks there is a concern. If he says no, then the board will proceed to vote.
 - j. Peoplesoft account code sheet shared. Resource code, function and object are the important numbers to review.
- VII. Facilities Reports – 8:08pm
- a. Reviewed the construction status report
 - b. Reviewed pictures of facilities department active projects
- VIII. Don Bonito HVAC & Kitchen project – 8:21pm
- a. Reviewed prepared document for new project.
- IX. Facilities Accounting Process
- a. Put on hold until a future meeting when accounting team is available to attend.
- X. Next Meeting date: August 28th, 2019
- XI. Adjournment – 8:27pm