

**Facilities and Capital Projects Committee
meeting minutes for January 25, 2018**

1.25.2018	Time: 2:00 PM	Location: District Office 351 S. Hudson Ave Pasadena Ca. 91109 Conference Room 229
Attendees	Committee Members: Kimberly Kenne, Michelle Bailey, Roy Boulghourjian Staff: Nelson Cayabyab, Chief Facilities Officer, Nadia Zendejas- Executive Secretary, Gilbert Barraza-District Athletic Director, Shirly Barrett-Construction Specialist, Rita Exposito-Principal at Jackson ES	

CALL TO ORDER

The meeting was called to order at 2:17 p.m. by Mr. Boulghourjian.

PUBLIC COMMENT

Don Benito parent asked for a status on the MTT project priority list.

REPORT FROM CITIZENS' OVERSIGHT COMMITTEE MEMBER

There was no report from Mr. Cole.

ACTION ITEMS APPROVAL OF THE DECEMBER 14, 2017 MEETING MINUTES

Ms. Kenne motioned to approve the minutes of December 14, 2017 with the following edit.

Under discussion item 5. MTT Priority List remove the Roosevelt Elementary School construction project.

Mr. Boulghourjian seconded. Vote: 2 to 0

ITEMS FOR DISCUSSION AND POSSIBLE RECOMMENDATION

1. Jackson Elementary portables plan on the final location of the three portables.

Mr. Cayabyab went over the option for Jackson ES three portable project with the committee to confirm the final decision. It was decided that the drop-off area, playfield area, and the 3 portables will be part of the base bid. The staff parking lot will be a bid alternate.

2. Proposed Civic Center use facilities fees

Ms. Barrett shared with the committee the new fee rates to go effective immediately upon board approval at one of the February board meetings. Permit holds who have secured their permits will not be charged the increased rate only new permit requests will be processed with the new permit fees.

Ms. Bailey asked if the rates are comparable to the City's rates. Ms. Barrett confirmed that the new rates will be comparable.

Ms. Barrett will add language to the AR 1330 policy that speaks to the request for waivers on permit fees.

3. Civic Center Permit Facility use fees revenue sharing BR 1268-F

The revenue sharing will take effect on 7/1/2018, for a period of two years.

Ms. Bailey asked if the site administrators were informed of the changes to the civic center permit revenue sharing and Mr. Cayabyab confirmed that they were invited to attend today's meeting.

4. CASBO Formula and custodial standards.

Ms. Kenne received concerns from parents at Marshall fundamental regarding the total number of custodians for that site. Based on the CASBO formula there are not enough custodians at Marshall. Mr. Cayabyab confirmed that there is an administrative transfer that is in the process to move one more custodian to Marshall.

She also shared with the committee the Custodial Standards for cleanliness.

Mr. Cayabyab will work with the custodians to create a deep cleaning schedule for the summer sites.

Ms. Judy McKinney asked if the cleaning of the windows could be added to the summer deep cleaning. Mr. Cayabyab will add this item to the summer list of projects for deep cleaning.

Mr. Tony Barilari parent at Don Benito asked if parents can volunteer to help with small improvement projects. Mr. Cayabyab will follow up with the Teamsters rep union and discuss this request.

5. MTT Priority list final updates.

Mr. Cayabyab presented a PowerPoint presentation on the Measure TT Priority list.

Ms. Kenne request that priority 15a, 15b, and 16 be sorted by priority and not by school site and add a running cost column.

FOR INFORMATIONAL PURPOSES ONLY

Staff provided the committee with the construction project status report for the month of January.

BOARD REPORTS: DISCUSSION/ACTION

Ms. Bailey asked on BR 80-B if the increase to the purchase order for Atkinson, Andelson, Loya, Ruud & Romo (AALR&R) for legal fees can they be paid out of the Measure TT bond fund.

Mr. Cayabyab confirmed that the legal fees for AALR&R are all construction related for the construction projects at McKinley, Washington Acce. and Sierra Madre MS.

Ms. Kenne asked if this cost was budgeted for and Mr. Cayabyab confirmed that it was budgeted under of the facilities administration fund.

Ms. Kenne asked for clarification on the change order for BR 1264-F.

Mr. Cayabyab informed the committee that the wall was demoed during construction and they had to shut the entire building down this is just for payment of the work that was completed. He added that on the water retention fees the district is only paying for the materials not the implementation.

Ms. Kenne asked about BR 1265-F the monitoring of the change orders for soft cost because since these change orders are not part of the general contractor change orders are they being monitored. Mr. Cayabyab responded.

<u>Board Report No.</u>	<u>Board Report Topic</u>
<u>1260-F</u>	<u>Approval of Addendum to Joint Use Agreement with City of Pasadena and Linda Vista School Park</u>
<u>1264-F</u>	<u>Approval of Resolution 2437 and Change Order No. 10 with G2k Construction for Washington Accelerated Elementary School New Construction/ Campus Enrichment Project</u>
<u>1265-F</u>	<u>Approval of Amendment and Increase to Contract with RMA Group for Soil and Materials Inspection and Testing Services for Washington Accelerated School Campus Enrichment Project</u>
<u>1266-F</u>	<u>Approval of Change Order No. 2 with Pinner Construction for Blair IB Magnet School Modernization Project</u>
<u>1268-F</u>	<u>Approval of Civic Center Permit Facility Use Fees Revenue Sharing (BR 105-F) be Rescinded, Effective July 1, 2018-June 30, 2020, to Fiscally Support District Budget</u>
<u>1269-F</u>	<u>Approval of Architectural and Engineering Fee Services Proposal with WLC Architects for Jackson Elementary Portable Addition</u>
<u>1270-F</u>	<u>Approval of Declaration of Eliot Middle School Proposition 39 Design Build Project Construction as “Substantially Complex” Public Works Project</u>
<u>1271-F</u>	<u>Approval of Declaration of Marshall Fundamental School Proposition 39 Design Build Project Construction as “Substantially Complex” Public Works Project</u>
<u>1272-F</u>	<u>Approval to Accept Measure TT General Obligation Bond Building Fund of Pasadena Unified School District Audit Report for Fiscal Year 2016-17</u>
<u>1273-F</u>	<u>Approval of Change Order No. 3 with the Nazerian Group for John Muir High School Auditorium Modernization, Kitchen Renovation and Bleacher Replacement Project</u>

FUTURE MEETING AGENDA ITEMS

Alternate Room Usage at Elementary and High School sites.

NEXT MEETING

The next meeting will be on February 15, 2018 time TBD

ADJOURNMENT

The meeting adjourned at 4:58 p.m.