

**Facilities and Capital Projects Committee  
meeting minutes for February 15, 2018**

2.15.2018	Time: 3:30 PM	Location: District Office 351 S. Hudson Ave Pasadena Ca. 91109 Conference Room 229
Attendees	Committee Members: Michelle Bailey, Roy Boulghourjian, Kimberly Kenne. Staff: Nelson Cayabyab, Chief Facilities Officer, Nadia Zendejas- Executive Secretary, Shirly Barrett-Construction Specialist	

**CALL TO ORDER**

The meeting was called to order at 3:30 p.m. by Mr. Boulghourjian.

**PUBLIC COMMENT**

There were no public comments.

**ACTION ITEMS APPROVAL OF THE JANUARY 25, 2018 MEETING MINUTES**

The meeting minutes were approved as submitted. Vote: 2 to 0  
Ms. Kenne was not present when the minutes were approved.

**ITEMS FOR DISCUSSION AND POSSIBLE RECOMMENDATION**

1) Mr. Greg Payne and Mr. Hao Liu from Facilitron, Inc. presented the Facilitron partnership and management platform. This is a cloud based software platform to manage facility use; they provide consultation services like business insights for driving revenue and cost recovery. They can prepare in-depth reporting analysis- schools and community group analysis, revenue projection analysis.

Ms. Kenne and Ms. Bailey asked about the fees associated with this software. Mr. Payne responded that Facilitron service fees are only for approved community groups for rental request there's no fees associated when the permit does not cost anything. The district has the option to charge the renter for the fees, or absorb the fee as a cost, or split the fee between the district and the renter.

Ms. Kenne asked staff to provide the committee with a Pros and Cons of the current system that is being used for Civic Center Permits. What's working and what's not working? And Why the cost is justified?

2) Mr. Nelson Cayabyab will discuss options and results of the Superintendent's School Consolidation and Boundary Committees' recommendations.

Ms. Kenne commented that at one of the meetings the consultant presented a triangle which had small schools, robust programs and low operating cost and he asked the committee which of those three options would be ideal to have if you had one option to select. She doesn't think that the Supt's consolidated committee selected between those but it was one of the questions on the survey and low cost came in at the third options however this option should be considered the most important..

Ms. Leigh Ann Samuel added that she doesn't feel that you have to select one of the options they can select more than one option.

Ms. Kenne asked what was the source used for the capacity numbers? Is the source available?

Ms. Nancy Dufford added that the committee considered 75% of the capacity as actually being used because many schools have other rooms for other purposes. If a school was at 75% capacity or above that school was considered full.

Mr. Cayabyab added that the source can be provided.

Ms. Keene added that the report should include the "why" a school was selected over another that way people can understand the logic behind the committee's recommendations.

Ms. Bailey would like to see a scenario added to the report where there is no elementary school's recommended for consolidation. She would rather see the district's efforts with increasing enrollment.

The committee recommends staff schedule a study session with the full board and the Superintendent's Consolidation committee members to discuss the report, and the next steps.

3) Review the Memorandum of Understanding (MOU) between PUSD John Muir High School Ranch and Pasadena Educational Foundation (PEF)

Mr. Cayabyab informed the committee that the Muir Ranch Program will now be under Pasadena Educational Foundation. The MOU is being reviewed by legal counsel once the MOU is received he will forward the MOU to PEF so that they can review and input their recommendations on the MOU and then staff will bring the MOU back to the facilities committee for one final review before submitting it to the full board for approval.

Ms. Kenne would like to make it clear to the full board that the John Muir high school has no liability over the Muir Ranch.

4) Review the Memorandum of Understanding (MOU) between PUSD Blair High School and Pasadena Tennis Association

Mr. Cayabyab informed the committee that the work that will be completed will only last about 3 years and the lease is 5 years long he recommends to add to the lease that the courts be looked at after 2 or 3 years and if there needs to be repairs done for the leasee will do them.

Ms. Kenne suggests that staff add language to the MOU on the total amount of the donation and the use of hours of the tennis courts. What days and times will the Pasadena Tennis Association use the tennis courts?

5) Review the Washington MS Chiller proposal for sound blankets by, Mr. Nelson Cayabyab

Mr. Cayabyab informed the committee about complaints from homeowners surrounding the Washington Middle School campus about the noisy chillers. The action to resolve this issue is the proposal from Chalmers Construction to add sound blankets on the chillers.

#### FOR INFORMATIONAL PURPOSES ONLY

1.) The Measure TT Priority List was provided to the committee.

Ms. Keene mentioned that it was discussed to remove Roosevelt Elementary project from the MTT priority list but it wasn't reflected in the minutes but it should be noted on the minutes that the Roosevelt Project was removed from the list.

Mr. Cayabyab informed the committee that the MTT priority list will be submitted for approval at the March board of education regular meeting. He asked the committee to email him any questions or concerns related to the MTT priority list and this list will be provided to the committee at the March meeting for their review.

Ms. Keene asked if in the later future as projects start winding down Mr. Cayabyab will approve the contracts for all of the Project Managers. Mr. Cayabyab answered yes all of the Project Manager contracts will be renewed.

2) WLC Architects scope of work summary recap of the Jackson Elementary portable project. Staff provided the committee with the Portable Addition Proposed Option 1.

3) Staff provided the committee with the construction project status report for the month of February.

#### BOARD REPORTS: DISCUSSION/ACTION

Ms. Kenne asked staff to confirm there is enough funding on the resource account noted for the Board Report 1274-F. Staff will follow-up.

All Board Reports were vetted as a slate for full board approval at the February 22, 2018 regular board meeting.

Board Report No.	Board Report Topic
1274-F	Approval of the Change Order No. 1 with the contractor, Byron Davey Inc. for the Blair HS- Athletic Track resurfacing Project bid no. 04-17/18
1277-F	Approval of Resolution 2440 to adopt Cooling Central Plant Magnetic levitation chiller standard for installation specification hardware.
1278-F	Approval of the Citizen's Oversight Committee member resignation

#### FUTURE MEETING AGENDA ITEMS

Peoria Site update

Washington Middle School Football field concerns

#### NEXT MEETING

The next meeting will be on March 15, 2018 the start time is TDB.

#### ADJOURNMENT

The meeting adjourned at 4:15 p.m.