

Facilities and Capital Projects Committee meeting minutes for March 15, 2018		
3.15.2018	Time: 2:30 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, Jessica Frazier- Construction Specialist.	

CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Mr. Boulghourjian.

PUBLIC COMMENT

Mr. Barraza updated the committee on the Memorandum of Understanding agreement between the Pasadena Unified School District and the Pasadena Tennis Association; both parties have come to a consensus on the agreement.

Ms. Kenne asked that language be added on the agreement on the total hours of usage and the length of the lease.

Staff will email a digital copy of the MOU to the committee for their review.

ACTION ITEMS APPROVAL OF THE FEBRUARY 15, 2018 MEETING MINUTES

Ms. Bailey motioned to approve the minutes of February 15, 2018 as submitted. Ms. Kenne seconded. Vote: 3 to 0

Ms. Kenne asked for clarification on the fee structure for the Facilitron Software. Staff will email the committee the fee structure.

ITEMS FOR DISCUSSION AND POSSIBLE RECOMMENDATION

1. Pasadena Music Theatre request for facilities fee waiver to use the Sierra Madre Elementary School Auditorium for the Summer 2018 Music Program.

The committee approved for staff to issue two separate invoices for this permit. The first invoice will include the direct cost, application fee, and utilities; the second invoice will be for the facilities fees; which will be reduced by the total amount of the scholarships awarded to only PUSD students.

Vote: 3 to 0. All in favor.

2. Outward Bound Adventures at John Muir High School

This discussion item was tabled for the April facilities committee meeting.

3. Civic Center Permits system Active Net-Staff's Pros and Cons

Mr. Barraza presented an executive summary on the current software utilized by PUSD, Active network.

Based on his interviews and testimonials from staff from the Gilroy Unified School District, Cornejo Unified School District, and Covina Unified School District he recommends the district implements the new Facilitron software.

Ms. Kenne requested that staff provide a table format to compare and contrast the vendors. Ms. Bailey requested that a third company be added before presenting it to the full board for action.

Mr. Cayabyab informed the committee that staff will follow the Request for Proposals process to seek proposals for the facility management platform system.

4. Legal Fees for the Citizens' Oversight Audit and the 2016-2017 annual report.

The committee agreed that the invoices for legal fees resulting from the Citizen's Oversight Committee's request for public information not be paid out of the Measure TT Bond fund.

Vote: 3 to 0. All in favor.

5) Citizens' Oversight Committee support cost for the stenographer.

Ms. Bailey motioned to approve the increase to the purchase order of the stenographer only to pay for the past due invoices; but moving forward the stenographer services will need to be discontinued due to the district's current budget state.

Vote: 2 to 1- Ms. Kenne opposed.

6) Spending for the site prep for Odyssey Charter School

This agenda item will be further discussed at the next facilities committee meeting in April.

7) Funding for Security Cameras district-wide

Staff is requesting that the board move this item up on the priority list. Currently this project is No. 16 on the priority list. Ms. Kenne recommends staff to bring this item up as a wish list request for the board to consider when discussing the Measure TT priority list at the upcoming board meeting.

8) Identify funding for Washington MS Sports field

Mr. Cayabyab provided the field diagram to the committee for their information. He recommends adding an artificial track and to fund this project out of the Measure TT contingency account.

Ms. Kenne recommends staff to add this project to the wish list items and present it when the Measure TT Priority list is discussed at the regular board meeting.

9) MTT Priority List

This was tabled to be discussed at the March 29, 2018 regular board meeting.

FOR INFORMATIONAL PURPOSES ONLY

Staff provided the committee with the following three handouts:

- 1) Prop 39 Energy Saving
- 2) PFMG Solar presentation
- 3) The construction projects status report for the month of March.(For previous project status reports and construction meeting minutes can be found on the web at www.pusd.us/page/6819)

BOARD REPORTS: DISCUSSION/ACTION

Ms. Keene requested to see the fee breakdown for Board Report No. 1279-F staff will email her the backup documentation.

Ms. Kenne asked that the Prop 39 funding account string be added to the board report 1282-F.

Ms. Kenne motioned to approve as a slate all board reports below for full board approval at the March 29, 2018 regular board meeting. Ms. Bailey second.

Vote: 3 to 0

Board Report No.	Board Report Topic
1279-F	APPROVAL TO AMENDMENT CONTRACT PAA 79-4 WITH FLEWELLING & MOODY ARCHITECTS FOR THE NORMA COOMBS ELEMENTARY SCHOOL NEW CLASSROOM AND ADMINISTRATION BUILDINGS PROJECT
1280-F	APPROVAL OF PROPOSAL WITH L.BARRIOS ASSOCIATES, INC. FOR ADDITIONAL SITE DRAINAGE SYSTEM IMPROVEMENTS FOR THE BLAIR HS TRACK RESURFACING PROJECT
1281-F	APPROVAL OF CHANGE ORDER NO. 4 FOR JOHN MUIR HIGH SCHOOL AUDITORIUM MODERNIZATION, KITCHEN RENOVATION AND BLEACHER REPLACEMENT PROJECT
1282-F	APPROVAL OF SCHNEIDER ELECTRIC TO PERFORM ENERGY SYSTEM UPGRADES FOR WILLARD ELEMENTARY SCHOOL MAXIMIZING PROP 39 FUNDING
1283-F	APPROVAL OF SCHNEIDER ELECTRIC TO PERFORM ENERGY SYSTEM UPGRADES FOR WILSON MIDDLE SCHOOL MAXIMIZING PROP 39 FUNDING
1284-F	APPROVAL OF BID AWARDS FOR NORMA COOMBS ELEMENTARY SCHOOL REPLACEMENT OF EXISTING CENTRAL PLANT EQUIPMENT PROJECT (BID NO. #06-17/18) TO TBD
1285-F	APPROVAL OF REASSIGNMENT AND APPOINTMENTS TO THE CITIZEN'S OVERSIGHT COMMITTEE MEMBERS

FUTURE MEETING AGENDA ITEMS

NEXT MEETING

The next meeting will be on April 19, 2018 at 3:30 p.m.

ADJOURNMENT

The meeting adjourned at 4:04 p.m.