

**Facilities and Capital Projects Committee
meeting minutes for April 19, 2018**

4.19.2018	Time: 3:30 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, Dr. Marisa Sarian, Assistant Superintendent; Shirly Barrett, Construction Specialist; Jessica Frazier, Construction Specialist; Dr. Brian McDonald, Superintendent. Wei-Li Hsiung, Frankie Conner, Wayne Hammack, Susan Ratliff, Robert DeVaughn	

A. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by Mr. Boulghourjian.

B. PUBLIC COMMENT

Mr. Hsiung requested a reduced rental rate for the facility use of a classroom at Field ES.

Staff will follow up with him on his request.

Ms. Conner is a Board Member of the John Muir High School Alumni Association demonstrated her support for the John Muir High School Band Room.

Mr. Hammock is the President of the Marshall Athletic Boosters demonstrated his support to upgrade the Marshall Fundamental School Track and Field.

Ms. Ratliff demonstrated her support for the John Muir High School Band Room.

Mr. DeVaughn was Class of 1977 at John Muir High School he demonstrated his support for the John Muir High School Band Room.

Dr. McDonald informed all that the negotiations with the Pasadena City College (PCC) are over and the District is not moving forward with a lease with PCC therefore the JMHS band room will not be affected. The current lease that PCC has with the District will stay in place.

Mark Cruz student at Marshall Fundamental demonstrated his support to upgrade the Marshall Fundamental School Track and Field.

Kobe Gwagbo student at Marshall Fundamental demonstrated his support to upgrade the Marshall Fundamental School Track and Field.

C. ACTION ITEMS APPROVAL OF THE MARCH 15, 2018 MEETING MINUTES

Ms. Bailey motioned to approve the meeting minutes of March 15, 2018, Ms. Kenne seconded with one correction: On the second page, second paragraph change Ms. Kenne to Ms. Bailey, on the request to add a third company to compare & contrast before presenting it to the full board for action.

Vote: 3 to 0

D. ITEMS FOR DISCUSSION AND POSSIBLE RECOMMENDATION

1. Prop 39 Offer for Odyssey South

Mr. Cayabyab provided the committee with a memo informing them of the outcome from the latest meeting with Odyssey Charter School.

Ms. Kenne asked why we are spending Measure TT funds to upgrade the facilities for a Charter school. Can staff offer another space where Measure TT funds are not spent?

Mr. Cayabyab responded that there are three portables from the Washington Accelerated interim housing to be placed at the Washington Children Center. He has not estimated how much this would cost. He added that the next choice that will not have any upfront cost is Wilson MS.

Dr. Sarian noted that Wilson MS will not be a good fit for Odyssey Charter because it would disrupt the academic programs of this site. The school is currently using the additional classroom space to accommodate the English Learner program.

Ms. Bailey asked if the Jefferson Elementary School site has been considered. Staff will look into the possibility of this site and other available sites to make an offer to Odyssey Charter School.

2. PFMG Energy Solar Agreement with PUSD.

Ms. Bailey requested staff to add a school site from the district area 3 to the newly revised PFMG Energy solar agreement.

Ms. Kenne requested that staff change the funding source on the contract because it should not be paid out of the Measure TT 21.1 bond fund.

Staff will bring back the revised contract agreement with the seven sites presented to the committee today for board approval in June.

3. MOU for the purchase and installation of a Muir restroom

Mr. Cayabyab informed the committee that the City of Pasadena cannot afford to construct the installation of the restroom as promised in their agreement. They can only provide \$300,000.00 from a federal grant to pay for the construction of the restroom. The architectural fees and any other incurred costs will have to be paid by the district.

Staff was directed not to pursue the construction of the restroom if the City cannot keep their promise to build the restroom.

4. Board Response to the Citizens Oversight Committee's (COC) annual report; presented at the February 22, 2018 Board of Education meeting.

The committee reviewed the proposed Board's response to the COC's annual report. They approved the letter and directed staff to add this item on the consent agenda for full board approval at the April 26, 2018 Board of Education regular meeting.

5. Facilities Department & Maintenance & Operations staff percentages.

Mr. Cayabyab informed the committee that as a result of the COC meeting last night, it was agreed that he would make the determination of how much percentage per employee would be charged to the Measure TT fund and the General fund.

Changes to the org chart are as follow:

Staff will delete the Executive Director of Operation & Construction because this is not a real position in the position control system.

Chief Facilities Officer: Nelson Cayabyab will be charged 60 % to the Measure TT 21.1 bond fund and 40% to the General Fund.

The Accounting staff: Maria Millares, Angela Child, Anahit Azarian and the Vacant Fiscal Services Technician will remain at 100% charged to the Measure TT 21.1 bond fund because these employees do not do any other work outside of the bond management.

The Construction Specialist: Jessica Frazier, Miguel Perez and Shirly Barrett will be charged 10% to the general fund and 90% to the Measure TT bond fund 21.1.

The Executive Secretary: Nadia Zendejas will be charged 85% to the Measure TT 21.1 bond fund and 15% to the General Fund.

Ms. Kenne will request from the CBO to back charge the current fiscal year 2017-2018 and make the budget transfer out of general funds to reflect the changes per the recommended percentages.

6. Outward Bound Adventures Memorandum of Understanding for the use of facilities at John Muir HS

Ms. Barrett informed the committee that the agreement with the Pasadena City College was not approved therefore, at this time OBA does not need to move out of their current location at John Muir HS. The MOU does not need to be visited at this time. This agenda item was pulled.

E. FOR INFORMATIONAL PURPOSES ONLY

Staff provided the committee with the following three handouts:

1. The construction projects status report for the month of April. - Ms. Kenne noted that on the Jackson Project there are only 3 portables not 4. Staff will correct.
2. Comparison between the cost of using consultants and a CM company.
3. Approved Measure TT Priority Projects budget reports.

F. BOARD REPORTS: DISCUSSION/ACTION

Ms. Kenne moved for all board reports below except for BR 1289-F as a slate for full board approval at the April 26, 2018 regular board meeting. Ms. Bailey second.

Vote: 3 to 0

Ms. Bailey and Mr. Boulghourjian voted to approve BR 1289-F for full board approval at the April 26, 2018 regular board meeting. Vote: 2 to 0

Ms. Kenne asked if staff is keeping track of the change orders for soft cost under Board Report 1296-F and Board Report 1295-F for RMA testing.

Mr. Cayabyab informed the committee that the soft cost is monitored through the accountability software program.

Board Report No. 1297-F was pulled. This Board Report was not approved to be submitted for the full board approval at the April 26, 2018 board of education meeting.

Below is a list of the approved board reports to be presented to the full board for approval at the April 26, 2018 regular board meeting.

Board Report No.	Board Report Topic
1288-F	APPROVAL FOR THE SCOPE OF WORK AT JACKSON ELEMENTARY PORTABLE PROJECT WITH WLC ARCHITECTS
1289-F	APPROVAL TO INCREASE CONTRACT PAA 79-4 WITH FLEWELLING & MOODY ARCHITECTS FOR THE NORMA COOMBS ELEMENTARY SCHOOL NEW CLASSROOM AND ADMINISTRATION BUILDINGS PROJECT
1290-F	APPROVAL OF CHANGE ORDER NO. 11 WITH G2K CONSTRUCTION FOR THE WASHINGTON ACCELERATED ELEMENTARY SCHOOL– NEW CONSTRUCTION/ CAMPUS ENRICHMENT PROJECT
1291-F	APPROVAL TO INCREASE CONTRACT WITH PBWS ARCHITECTS FOR THE SIERRA MADRE UPPER CAMPUS IMPROVEMENTS PROJECT
1292-F	APPROVAL OF CHANGE ORDER NO. 3 WITH PINNER CONSTRUCTION FOR THE BLAIR IB MAGNET SCHOOL MODERNIZATION PROJECT
1293-F	APPROVAL OF CHANGE ORDER NO.1 WITH THE NAZERIAN GROUP PUSD BID 07-15/16 FOR THE JOHN MUIR HIGH SCHOOL BLACK BOX THEATRE AND ACCEPT THE PROJECT AS COMPLETE
1294-F	APPROVAL OF CONTRACT INCREASE WITH THE RMA GROUP FOR TESTING AND INSPECTION AT JOHN MUIR SCHOOL MODERNIZATION PROJECT
1295-F	APPROVAL OF CONTRACT INCREASE WITH THE RMA GROUP FOR TESTING AND INSPECTION AT PASADENA HIGH SCHOOL MODERNIZATION-PHASE I GYMNASIUM AND LOCKER ROOM BUILDINGS PROJECT
1296-F	APPROVAL OF AMENDMENT NO. 6 TO PROJECT ASSIGNMENT AGREEMENT 74-3 (PAA 74-3) TO INCREASE CONTRACT WITH WLC ARCHITECTS, INC. FOR ADDITIONAL CONSTRUCTION DESIGN SERVICES FOR THE JOHN MUIR HIGH SCHOOL MODERNIZATION PROJECT
1297-F	APPROVAL TO ACCEPT AND APPROVE THE OUTWARD BOUND ADVENTURES MEMORANDUM OF UNDERSTANDING “MOU” FOR THE USE OF FACILITIES AT THE JOHN MUIR SCHOOL SITE FOR A PERIOD OF TWENTY-FOUR MONTHS- This board report was not submitted for full board approval.

F. FUTURE MEETING AGENDA ITEMS

G. ADJOURNMENT

The meeting adjourned at 5:30 p.m.