



## PASADENA UNIFIED SCHOOL DISTRICT

### MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

MEETING MINUTES October 20, 2011

MINUTES of the Citizens' Oversight Committee held on Thursday, October 20, 2011 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in Room 240.

#### PRESENT:

**Committee:** Jon Fuhrman, Carolyn Ellner, Paul Hunt, Kenneth Hargreaves, Gregory Barna

**Board Member:** Ed Honowitz.

**Staff:** David Azcárraga, Wendy Childress, David Charles (Owner Representative), Robin Brown (Owner Representative), Peter Contis (Owner Representative)

**ABSENT:** Ed Barnum, Rita Turner, James Kossler, Joanna Bauer, Augustin Zuniga

#### A. CALL TO ORDER

Chairman Jon Fuhrman called the meeting to order at 6:35 pm.

#### B. PUBLIC COMMENT - None

#### C. APPROVAL OF MINUTES OF JUNE 16<sup>TH</sup> MEETING

Ken Hargreaves moved to approve the minutes from the Committee's June meeting. The motion was seconded by Gregory Barna, one abstention and approved by a majority vote.

#### D. DISCUSSION/PRESENTATION ITEMS

##### 1. Blair Middle School Campus – “post-mortem” and final soft/hard cost analysis

Owner Representatives are considered soft cost and have currently been tasked with charging their work to specific projects. Blair MS project was a Lease Leaseback which allotted for substantial savings. Lease Leasebacks costs are locked-in. Committee questioned if Lease Leasebacks would be used in the future due to the savings and Staff informed the Committee that the team is discussing it.

Question was asked regarding the architectural components and whether they were soft costs. Staff affirmed that they were and further explained that the next phase will include Constructability Review. Discussion ensued regarding Constructability Review and the cost associated with it as well as whether or not the District will use this process

with future projects. Staff reported that the District has & is holding the architects and contractors accountable for any work performed and that Constructability Review is conducted by a 3<sup>rd</sup> party. The cost is nominal.

**2. Construction updates on McKinley, Sierra Madre Elementary and Sierra Madre Middle Schools**

Peter Contis, Owner Representative, noted corrections to McKinley Phase I handout; Engineering Estimate 15 million for Phase I and 3 million for Phase II. Discussion ensued regarding cost and bid build vs. lowest qualified bid. It was noted that on these projects Constructability Review should catch any problems early and that open bids will get a good price and good project. There was discussion regarding DSA and architects track records with DSA.

Action: Staff, Ms. Childress, is to email the Committee the updated Summer Project List

**3. PUSD Staffing update**

Chief Facilities Officer explained the organizational chart that was distributed and introduced the new Owner Representatives (OR). Committee questioned if all ORs are consultants and the Chief Facilities Officer confirmed all are consultants except himself and his assistant. Discussion took place regarding the ORs length of employment, benefits etc. Staff confirmed that these consultants are employed only for the duration of the TT bond provided their performance is acceptable. In addition, they are not CM firms and they are responsible for their own benefits; the District does not provide them with benefits.

Discussion ensued regarding savings of ORs vs. CMs; OR models provide savings since they have to cover their own costs. CMs have markup costs associated with their contracts.

Question was raised about Washington Middle School. Staff reported that Washington MS is in DSA; looking at beginning construction in April 2012. The project involves a 13 classroom building to replace 13 portables, a MPR and band room. Discussion ensued regarding Pre-k at Washington. Committee inquired as to where the students will be housed during the construction. Staff responded that the main office and part of cafeteria will be used. Construction will be done in phases in order to avoid temporary housing and the parents, School Site Council and Principal were brought in to go over the process.

**4. Update on selection of TT annual financial/performance audit**

The Chief Facilities Officer reported that the Audits are underway and that the auditors have spoken with TT staff in the business office. A meeting is schedule for Facilities to meet with them on November 22, 2011. Once the audit is complete He will invite the auditors to attend the meeting and make a presentation.

**5. TT overall expenditures and regular reports for month-end September/Projects Out to Bid**

Committee wants to know the interest rate for selling bonds. Staff will confirm with auditors and report back. Staff noted that only 1 series of Bonds have been sold and a cash flow analysis was done to make sure we have sufficient funds to cover the projects. It was determined that the District needs to sell bonds within the next 6-9 months. Staff will be talking to bond council regarding selling bonds.

Discussion ensued regarding the reports presented. The budget should reflect TT budget not FMP. Electronic copies are to be sent quarterly. It was suggested that every six-months or annually a hard copy should be provided and agendaized once a session to cover the report thoroughly.

**6. Update on filling expired/vacant COC seats**

Staff reported that the ad and application for vacancies are on the TT site and PUSD site. Committee suggested running the ad in the local paper as well. Staff felt that a good pool of applicants would be obtained. Committee stated it would rather get good pool than meet a deadline.

**7. TT Website update**

The Chief Facilities Officer informed the Committee that a new website manager had been hired. The company is local (Altadena). Staff gave brief presentation of the updates made to the TT website and informed the Committee that the cleanup of the site was still underway to make it more user friendly. Committee suggested placing their photos on the site instead of the shadow figures that are currently there.

Action: Staff agreed to bring camera or gave the Committee the option of sending a picture via email to be posted.

**E. REPORTS FROM COMMITTEE CHAIRS**

- 1. Report from Outreach Sub-committee** – Joanna Bauer (Chair) Ms. Ellner  
Mrs. Ellner reported that she has talked to the head of parent committee at Blair and is on their mailing/information list.

Brief discussion regarding school assignments took place.

Action: Staff is to provide Mrs. Ellner and group with the last school assignment list

- 2. Report from Liaisons to Facilities and Capital Subcommittee** – Mr. Barnum/Mr. Hargreaves  
None

**F. REPORTS FROM BOARD LIAISON – Mr. Honowitz - none**

**G. REPORT FROM SITE VISIT**

**H. NEXT MEETING DATE AND ADJOURNMENT**

Meeting adjourned by Chairman Fuhrman at 8:20 p.m.

Next meeting set for November 17, 2011 5:30 p.m.

-Staff is to invite the new Superintendent and Chief Academic Officer