



## PASADENA UNIFIED SCHOOL DISTRICT

### MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

**MINUTES** of the Citizens' Oversight Committee held on April 15, 2010 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in room 240.

#### **PRESENT:**

**Committee:** Jon Fuhrman, Carolyn Carlburg, Carolyn Ellner, Gregory Barna, Joel Sheldon, James Kossler, Paul Hunt, Kenneth Hargreaves, Joanna Bauer, George Fatheree, Charles Bryant, Sid Tyler

**Board Member:** Ed Honowitz

**Staff:** Steve Brinkman, Wendy Childress

#### **ABSENT:**

Arthur Aviles, Lee Johnson

#### **A. CALL TO ORDER**

Meeting was called to order at 5:03 p.m. by Chairman Sid Tyler.

#### **B. PUBLIC COMMENT**

None

#### **C. APPROVAL OF MINUTES OF FEBRUARY 18, 2010 MEETING**

Motion by Mr. Fuhrman to approve February 18 meeting minutes as submitted, seconded by Mrs. Ellner, was approved unanimously.

#### **D. REPORT FROM PUSD FACILITIES DIRECTOR – MR. BRINKMAN**

##### Measure TT Consolidated Expenditure Report

Discussion ensued regarding data provided to determine if projects coming in are complete or not. It was decided that the same reports submitted to the Facilities Subcommittee and the Board are to be presented to the COC.

Questions arose about when projects are actually noted on the report and staff informed the Committee that no projects are placed on the report if money has not yet been spent. There was concern as to whether the report accurately reflected if a project has been completed on time. There was also discussion that it was more important to know if a project is progressing on time, than whether it finishes 2 weeks before or after the scheduled completion time. A committee member asked when is the project schedule set, at the point of awarding the bid or when? Staff informed them that it is set when the job is bid as there is a completion date noted.

It was discussed that the initial target date for completion of the project and the actual date of substantial completion should be on the report. Question was asked if the committee wanted to know when there was a material change. It was suggested that recording substantial completion on the report would allow the committee to monitor accurately the progress of the project.

### Cumulative Bid List

Action: Mr. Hargreaves will provide column titles and explanation regarding the Expenditure Report. These columns below should be reflected on the Cumulative Bid List report.

Estimated Start Date  
Planned Substantial Completion Date  
Estimated Completion Date  
Actual Substantial Completion Date

### Soft/Hard Cost Ratio Report

Mr. Hargreaves explained soft/hard cost to the committee. It was decided that this report will generate data for completed projects and allocated projects should be recorded on this report as well.

### Cost of Facilities Organization

Mr. Brinkman shared that Facilities will probably will not fund a Director of Facilities Management position. Procurement Specialist will not likely be added either. He expressed the crucial need for an additional Owner's Representative and hopefully this slot can be filled within the next 2-3 months. Discussion ensued regarding the salary of an Owner's Representative. It was asked how did the District come up with the rate of \$125/hr. Staff shared this rate was reached by several ways: 1) Owner's Representative was already making this amount 2) there was a salary comparison done with others in the CM/PM field. COC member also added that this rate was comparable and on the low side for the going rate in this position.

Committee members expressed concern as to whether this (number of Owner's Representatives on staff) is relevant for COC. Response by a committee member was yes, because it allows the committee to know whether there is enough staff to oversee projects, keep cost down, and in addition, the Owner's Representative does not hold a long-term position. It was asked if a comparison could be done with districts throughout the state.

Action: Mr. Hargreaves will check with C.A.S.H. for statistics regarding Owner's Representatives being used by school districts throughout the state of California.

Other developments of significance to COC\*

Facilities update: Staff reported that the Blair project was currently behind but the District was given a report today that it should finish on time.

It was decided that an identifier such as A, B, should differentiate the Financial Status Summary series C etc...

**E. DRAFT OUTLINE OF 2<sup>nd</sup> TT COC REPORT TO COMMUNITY – Mr. Fatheree**

Mr. Fatheree suggested using a similar format as used in the first report from the COC to the Board and community.

Action: Committee approval of basic content and scope

It was suggested that the following be included:

- 1 Summary of scoping conversation
- 2 Report of the District's regular tracking reports
- 3 Should add section that talks about issues raised in last report and see where district stands

Discussion ensued regarding when the annual report should be done as well as presenting reports to the community. Staff mentioned that the semi-annual report, which is given to the Board, is really one to the community since Board meetings are open to the public.

Action: Mr. Fatheree will circulate information to community; COC and the District should provide data regarding issues raised in last report and where the District stands.

**F. MEASURE TT STAFF REPORT**

1. Report from Outreach Subcommittee – Mrs. Ellner

Mrs. Ellner discussed letter that Mr. Fuhrman drafted. It was suggested that the Committee be proactive in getting information to a wider public audience. It was requested that the COC be added to the to communication blast that Ms. Orona (Superintendent's Office) sends out.

It was suggested that there by a monthly communication to the community possibly in the form of an e-newsletter. Committee members expressed that they felt the District should be responsible for sending it out.

Action: Mr. Honowitz will discuss with Ms. Harvey (PUSD Communications Dept) the possibility of her department sending out the email blast.

2. Report from Liaisons to Facilities and Capital Subcommittee – Mr. Fuhrman

Mr. Fuhrman shared the following that:

- The Committee is trying to reorganize
- Routine business would be handled at one regular monthly meeting; major plans (architectural plans) for particular sites would be presented at a separate meeting, once a month, which other Board members could attend and would obviate the need to do those presentations at regular Board meetings.
- Committee did very briefly address appointments

### 3. Project Status Reports – Messrs. Sheldon/Hargreaves

#### **G. REPORTS FROM VISITS TO SCHOOL SITE COUNCIL MEETINGS**

Ms. Bauer visited her 2 schools (Fields & Norma Coombs) and reported:

- There were lots of questions about Measure Y and TT regarding budget etc.;
- The Fields group was diligent about dollars being spent correctly
- School Site Council and attendees concerned about schools closing

Mr. Kossler visited his two schools (Willard & McKinley)

- Both schools and their School Site Council was well informed
- Both Councils wanted to know the role of COC and wanted to know if he could advocate to get their projects done
- The Willard group expressed concern about the cafeteria
- The McKinley group was very pleased with his presence

Mr. Hunt attended Blair's PTA meeting

- The association is most interested in where the money is going
- The people not really interested in the nuts/bolts of the COC but how the money is being spent and the projects

Mr. Hunt noted that there is a really good page on the Measure TT website that list the projects

Mr. Sheldon has Muir High School and Cleveland Elementary and he reported:

- The Cleveland Principal is very enthused and complimentary of Mr. Brinkman, the staff and the coordination of the project(s)  
Mr. Sheldon noted he spoke to the principal via phone.

## **H. REPORT FROM BOARD LIAISON – COC VACANCIES - MR. HONOWITZ**

Discussion ensued regarding the timing out members and those wanting to continue. Those stepping down, Mrs. Carlburg and Mr. Aviles were acknowledged.

The Committee was informed that new appointees will come from the original group of applicants that were interested in serving. The resumes/bios of these individuals were distributed to the Facilities Committee to review and hopefully by the next Board meeting they will be able to populate committee. Mr. Honowitz reported that the recommendation was that those members wanting to return are allowed to return. Mr. Brinkman questioned whether the group currently has a quorum, which is needed in order to operate.

Conclusion:

Mr. Brinkman will check with the attorney on what constitutes a quorum  
Mr. Honowitz will do push to get reappointment on the agenda for April

## **I. ELECTION OF COC CHAIR AND VICE-CHAIR FOR 2010-2011**

Mr. Tyler stepped down as Chair. Voting process took place to elect a new Chair and subsequently a new Vice Chair.

Mrs. Ellner nominated Mr. Fuhrman to serve as Chair and Mr. Kessler second the motion. Votes were cast and Mr. Fuhrman was elected to serve as Chair unanimously by the Committee.

Mr. Sheldon nominated Mr. Hargreaves to serve as Vice Chair however, Mr. Hargreaves stated he was not necessarily declining but thought Mr. Fatheree would be a good candidate.

Mr. Hargreaves nominated Mr. Fatheree, who had to leave early, and Mrs. Ellner seconded the motion. Votes were cast and Mr. Fatheree was elected to serve as Vice Chair unanimously by the Committee, contingent upon Mr. Fatheree's acceptance after being notified of the vote.

## **J. ADJOURNMENT/NEXT MEETING DATE: May 20, 2010**

Meeting adjourned by newly elected Chair, Mr. Fuhrman at 6:55 p.m.

Mr. Brinkman was allowed to show presentation to any wanting to remain to view updates of on a few of the projects.