

meeting minutes



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|--------------------|--|---------------------------|--|
| Meeting Date: | Thursday, March 12, 2009, 3:30 pm | | |
| Project: | Pasadena Unified School District Blair 6-8 Grade Campus | | |
| Project No: | 10034-000.00 | | |
| Objective: | Progress Meeting | | |
| Attendees: | Stephen Brinkman | PUSD | sbrinkman@pusd.us |
| | Rich Boccia | PUSD/Blair | rboccia@pusd.us |
| | Dianne Moore | PUSD/Blair | dmoore@pusd.us |
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| | Mark Skiles | gkkworks | miskiles@gkkworks.com |
| | Devan Mitchell | gkkworks | dmitchell@gkkworks.com |
| | Brian Mitchell | Ahbe Landscape Architects | bmitchell@ahbe.com |
| Prepared by: | Mark Skiles | gkkworks | |
| Distribution: | Attendees, file | | |
| Distribution Date: | Friday, March 13, 2009 | | |

The notes below document the Author's understanding of the issues discussed. These notes will be considered a matter of record if no comments are received within five (5) working days

| Item | Issue | Action |
|------------|--|-------------|
| 1.0 | General | |
| 1.1 | The meeting was held to review overall progress, to present multiple building elevation and finish material approaches, and to discuss open space issues. | Information |
| 2.0 | Schedule | |
| 2.1 | Gkkworks related the following schedule items <ul style="list-style-type: none">3/13/09 DSA Preliminary Design Review3/17/09 PUSD Facilities Subcommittee Presentation3/24/09 PUSD Board Presentation3/31/09 SD/DD Submittal4/21/09 DSA Increment 1 Submittal6/2/09 DSA Increment 2 Submittal | Information |

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| 2.2 | At the 3/13/09 DSA Preliminary Design Review, the team will discuss with DSA the possibility of incremental submittal and the potential schedule benefits. | Information |
| 3.0 | PUSD Review | |
| 3.1 | A meeting was scheduled with Blair science teachers to review the program standards for science classrooms on Monday, March 16 at 8:00 am. | Gkkworks/PUSD |
| 3.2 | Any additional comments from PUSD on the proposed program standards will need to be received by 3/27/09 if they are to be included in the Blair 6-8 Grade Campus project. | PUSD |
| 3.3 | PUSD provided information for a possible central plant & chiller based HVAC system in lieu of the proposed package units. Design team to review. | Gkkworks/ Mechanical |
| 3.4 | If a package unit system is found to be the most appropriate solution, units with a 14.8 SEER rating or better will be provided. Either Carrier or Trane are acceptable manufacturers. | Information |
| 3.5 | PUSD to provide their standard specifications to the design team for their use on the project. | PUSD |
| 4.0 | Site Plan | |
| 4.1 | Gkkworks presented a revised site plan based on the preliminary survey. The surveyor is currently processing the title reports provided by PUSD and will issue a revised survey the week of 3/16/09 | Surveyor |
| 4.2 | Based on the location of the south property line, the parking layout has been revised to allow 26 parking spaces. PUSD requests 40 spaces. Gkkworks to revise. | Gkkworks |
| 4.3 | PUSD stated that no site enclosure is required. If the school building, central courtyard, and lower courtyards can all be closed off after hours, the parking and open space can remain open. No fences or gates are required. Gkkworks to revise. | Gkkworks |
| 4.4 | Blair does not currently use a trash compactor. Gkkworks to investigate options. | Gkkworks |
| 4.5 | Blair does have a recycling program. PUSD to provide specifics to design. | PUSD |

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| 5.0 | Floor Plans | |
| 5.1 | Gkkworks presented updated floor plans. PUSD requested faculty/admin spaces be moved from northwest corner to south corner, adjacent to faculty/visitor parking. Gkkworks to revise. | Gkkworks |
| 5.2 | Admin area to provide space for the following: <ul style="list-style-type: none"> • Faculty workroom • Faculty lounge • Administrator's office • Counselor's office • Clerical staff • Nurse's office • Meeting room | Gkkworks |
| 5.3 | Floor plans incorporate 700 lockers. PUSD to confirm requirement. | PUSD |
| 5.4 | Security at tunnel to main campus was discussed. CCTV and PA speaker to be provided in addition to lighting upgrades. | Gkkworks |
| 5.5 | Locating an office or other occupied space with a window, or presenting the appearance of an occupied space with a window at the lower courtyard may assist with security. Gkkworks to investigate. | Gkkworks |
| 6.0 | Building Elevations | |
| 6.1 | Gkkworks presented four options for building exterior elevations. <ul style="list-style-type: none"> • Option 1: Horizontal orientation, regular module, clerestory windows at exterior. • Option 2: Vertical orientation, regular module, vertical windows with shadow box spandrel at teaching wall. • Option 3: Horizontal orientation, regular module, patterned color, clerestory windows at exterior. • Option 4: Horizontal orientation, irregular module, large square windows. PUSD preferred option 4. | Information |
| 6.2 | Gkkworks presented material palette including Swiss Pearl fiber-reinforced cement panels, ceramic tile, burnished concrete masonry units, stainless steel cable mesh, translucent sandwich panels, polycarbonate sheeting, and green screen planting walls. | Information |
| 6.3 | PUSD expressed interest in the Swiss Pearl panels. Field trips to local installations or presentations from product rep to be scheduled as necessary. | Information |

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| 6.4 | Any planted wall material must be evaluated for potential rodent issues. | Gkkworks/ Landscape |
| 6.5 | Material selection and design will be made with consideration for application to existing campus west of Marengo Avenue. | Information |
| 7.0 | Landscape Design | |
| 7.1 | Ahbe Landscape Architects presented preliminary landscape plan. | Information |
| 7.2 | Planting palette consists primarily of trees and grasses with few, if any shrubs. Middle school environments are challenges for shrubs, and ongoing maintenance is an issue. Landscape budget is proposed to concentrate on more mature trees. | Information |
| 7.3 | Incorporation of existing site and street trees into project pending review of proposed grading plan and evaluation of impact on existing tree rootballs. | Civil/Landscape |
| 7.4 | Planted area along Marengo Avenue proposed for bio-swale to retain storm water as required by City of Pasadena and by project sustainability plan. | Information |
| 7.5 | Central Courtyard Finish material to be stabilized decomposed granite, with grove of ginkgo trees (Ginkgo biloba). Trees proposed to be installed as 36" box size, approximately 16' to 18' high. Three seating areas of varying sizes proposed for both outdoor teaching and extracurricular/incidental use. | Information |
| 7.6 | Open Space Space east of building to be planted with hybrid Bermuda turf. Area may be large enough for organized activity. Design team to develop. Maximization of turf space preferred by PUSD. | Landscape |
| 7.7 | Classroom plot teaching gardens proposed for perimeter of open space area. PUSD to determine if gardens would be used by classes. | PUSD |
| 7.8 | PUSD irrigation handled with Rainmaster Evolution DX2 central controller. PUSD to provide any additional requirements for irrigation system to design team. | PUSD |

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| 7.9 | Design team to propose options for specimen tree to be located at entry courtyard at south of site. PUSD mentioned Liquidambar or Persian Ironwood (Parrotia persica) as options. Scale, branching structure and canopy were discussed as selection drivers. A deciduous species is preferred. | Gkkworks/ Landscape |
| 8.0 | Upcoming | |
| 8.1 | Science classroom program standard review on Monday, March 16 at 8:00 am at room A309 at Blair High School. | Gkkworks/PUSD |
| 8.2 | PUSD Facilities Subcommittee presentation on Tuesday, March 17 at 3:30 pm at the District offices. The preferred elevation option will be presented and sustainability targets will be discussed. | Gkkworks/PUSD |
| 8.3 | PUSD Board presentation is tentatively scheduled for Tuesday, March 24, if so directed by Facilities Subcommittee. | Gkkworks/PUSD |
| 8.4 | Schematic Design/Design Development package to be submitted to PUSD 3/31/09. | Design team |