

meeting minutes



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Meeting Date:	Thursday, April 23, 2009 7:30 AM	
Project:	Pasadena Unified School District Blair 6-8 Grade Campus	
Project No:	10034-000.04	
Objective:	PUSD DESIGN DEVELOPMENT REVIEW MEETING	
Attendees:	Steve Brinkman PUSD Gerald Schober PUSD Bob Jenkins PUSD Shirly Barrett PUSD Debra Amos PUSD Frazer G. Thompson PUSD Michael Farewell PUSD ? Gonzales PUSD Mark Stratis PUSD Ben Pascual PUSD Paul Senedandith PUSD Javan Nabili gkkworks Edmund Einy gkkworks Blair Ripplinger gkkworks Devan Mitchell gkkworks Gokhan Caydamli gkkworks Ron Canedy FPL & Associates Brian Mitchell Ahbe Landscape Architects James Shwe Maroko & Shwe Myoe Aung Maroko & Shwe Susumu Kono N. A. Cohen Group Orlando Costa C A	
Prepared by:	Gokhan CAYDAMLI	gkkworks
Distribution:	Attendees, Mark Skiles, file	
Distribution Date:	Thursday, April 23, 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
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Item	Issue	Action
1.0	Introduction	
1.1	Javan Nabili stated that today's meeting has initiated by gkkworks in order to review design development submittal and get PUSD comments. Mr. Nabili stressed the importance of the project to the district and gkkworks. Mr. Nabili stated that Blair MS is being the first school for the district will set the path for the upcoming projects. Design team's priority is to satisfy PUSD needs to set the threshold for upcoming projects.	Information
1.2	Mr. Nabili stated that design team is targeting early June for DSA submittal. Health Department and Department of Educations to follow for possible state funds.	Information
2.0	TITLE SEARCH	
2.1	Steve brinkman stated that title search has been ordered for Parcel 'C'	Information
3.0	LEED	
3.1	Gkkworks stated that project needs to be registered for LEED certification as soon as possible. Gkk asked PUSD to clarify Mr. Thompson's role during certification process.	Information
3.2	PUSD stated that Mr. Thompson is in charge of LEED certification effort.	Information
3.3	Gkkworks suggested that Mr. Thompson should report to USGBC that he is reviewing the building during design phase in order to achieve enhanced commissioning point	PUSD
3.4	Mr. Schober stated that Blair MS will require a 175.00 SF recycled trash storage per LEED requirements	Gkkworks
3.5	Mr. Thompson stated that classroom windows facing interior courtyard will not count toward daylight harvesting. All classroom windows will be fitted with meco shades. PUSD agreed on current configuration of the windows at interior courtyard.	Information
4.0	SITE SURVEY	
4.1	Gkkworks stated that ARCA has provided a new survey on 4-21-09 reflecting full scope of work including tunnel exits on east and west side of the tunnel.	Information
4.2	Note that there is still no information through tunnel. gkkworks stated per their conversation with ARCA that ARCA did not have an access through the tunnel to complete the survey. Gkkworks stated that property line and location of the walls on south side of the property is different from previous surveys provided by ARCA.	Information

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4.3	Team reviewed the survey, New survey indicates 5' easement for pole lines conduit and incidental purposes. Gkkworks stated that this easement was not indicated on previous surveys.	Information
4.4	Gkkworks to get a copy of the easement.	Gkkworks
4.5	Gkkworks and FPLA to check with the city about the necessity of the easement given nature of future use of the site.	Gkkworks / FPLA
4.6	Team to coordinate new scope of work to include off site work for survey with PUSD	FPLA / PUSD
5.0	STUDENT DROP-OFF	
5.1	PUSD stated that drive way on south of the building may be used as a bus drop-off, busses entering through Allendale Rd.	
5.2	PUSD to work with the city of Pasadena to finalize the location of the student drop-off area. There are two scenarios to work with the city. <ul style="list-style-type: none"> Utilizing current 45 degree parking spaces on west of Allendale Blvd. This will eliminate extensive work on city property. Proposed new drop off area on west of Marengo Blvd. East of existing administration building. 	PUSD
5.3	Mrs. Barrett stated that Pasadena Urban Forestry Committee is replacing existing trees along Marengo Blvd. Mrs. Barrett stated that PUSD can negotiate with the City of Pasadena for tree replacement for second option.	PUSD
6.0	KITCHEN-LUNCH SHELTER	
6.1	PUSD introduced Mrs. Debra Amos Kitchen Consultant to the team. Mrs. Amos stated that District have not made a decision regarding function of the proposed kitchen at Blair MS site. Mrs. Amos stated that Central kitchen will not be in Operation until 2011 September. Blair MS can be served from Main campus until September 2011 and can switch to Central Kitchen.	Information
6.2	PUSD and Mrs. Amos to finalize operation type of the kitchen.	PUSD
6.3	PUSD requested gkkworks to provide data and power for lunch shelter. Gkkworks to provide lunch shelter layout with seating Configuration, pizza stations and computer locations.	gkkworks
6.4	Gkkworks to confirm exiting requirements for lunch shelter	gkkworks

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6.5	Mrs. Amos stated that hood for the kitchen would be required regardless districts decision whether warming or serving kitchen will be in operation. PUSD will determine the type and the size of the hood.	PUSD
7.0	CIVIL	
7.1	PUSD requested the drainage at lower courtyard to be min 24" area drain with catch basin. FPLA/gkkworks to coordinate.	FPLA / gkkworks
7.2	FPLA stated that Pasadena Water Power has requested a meeting to review site development. FPLA requested PUSD to schedule the meeting	
7.3	Mrs. Barrett will schedule the meeting with PWP	PUSD
7.4	Team agreed that following items should be included in the agenda. <ul style="list-style-type: none"> • Street work • Power • Transportation • Planning • Easement • Traffic 	PUSD
7.5	PUSD stated that District has not done any traffic study for this site. PUSD to provide the study/report for PWP meeting.	PUSD
7.6	Gkkworks stated that site walls taller than 4 feet in height requires DSA approval. District agreed that rebuilding site walls should be included in scope of work. Gkkworks to include site walls in construction documents.	gkkworks
8.0	LANDSCAPE	
8.1	PUSD Requested that Tree located in south-west courtyard to be Japanese Mapple. Ahbe to reflect the request	ahbe
8.2	PUSD express concern regarding canry pines located along South and East perimeter walls. PUSD stated that these trees will reach in 50-60 feet in height and spikes will create problems with the HVAC units located on roof level. Ahbe to propose new species for this area.	ahbe
8.3	Ahbe proposed relocating two existing olive trees around new basketball court. PUSD stated that on their school sites with olive trees kids are picking the olives and causing them maintenance issues. District recommended ahbe to propose a different tree species for the area.	ahbe

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8.4	Team agreed on providing 36" box for Ginkgo trees instead of 24" boxes.	
8.5	Team agreed showing 60" box for Japanese maple tree. <ul style="list-style-type: none">Ahbe stated that finding 60" box will be difficult.Team agreed on keeping 60" box for pricing.	ahbe
8.0	ARCHITECTURE	
8.1	Mr. Schober requested gkkworks to provide a storage area for electric cart on site with Power Charging Station. Gkkworks to provide the storage area.	gkkworks
8.2	PUSD requested full teaching wall with storage for all classrooms.	gkkworks
8.3	PUSD requested lockable storage for administration offices	gkkworks
8.4	PUSD agreed on polished concrete floor finishes in classrooms	Information
8.5	PUSD expressed their concern regarding bird nests at exposed horizontal structural elements. Gkkworks to propose prevention alternatives regarding birds.	gkkworks
9.0	PLUMBING	
9.1	Mrs. Barrett stated that proposed domestic meter location	