



## PASADENA UNIFIED SCHOOL DISTRICT

### MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

**MINUTES** of the Citizens' Oversight Committee held on Wednesday, January 20, 2010 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in room 240.

#### **PRESENT:**

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

**Board Member:** Ed Honowitz

**Staff:** Steve Brinkman, Wendy Childress

#### **ABSENT:**

Carolyn Carlburg, Jon Fuhrman, Arthur Aviles, Lee Johnson, Gregory Barna,

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

Chairman Sid Tyler called the meeting to order at 5:04 pm

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

None

#### **C. APPROVAL OF MINUTES OF NOVEMBER 18, 2009 MEETING**

Kenneth Hargreaves moved to approve the minutes as amended from the Committee's November meeting. The motion was seconded by Paul Hunt and passed unanimously.

#### **C.O.C. Scope Decisions: (document designed for guiding the Committee)**

The following discussion took place:

- Change wording for 7<sup>th</sup> bullet under In Scope to read:  
Receives reports on the results of District's local hiring and local contracting efforts
  - It was discussed that the committee should receive reports, have views and track district's performance not set policy
  - Committee should be highly focused on how the money (Measure TT) is spent not other areas
  - Would rather have one scope or the other not both
  - This could be a living document instead of concrete
- Conclusion: this document would be for the Committee only, serving as a guiding instrument

#### **D. REPORTS FROM COMMITTEE CHAIRS**

1. Outreach - Ms. Ellner

Ms. Ellner shared draft of suggested talking points for members' visits to school site council meetings. It was suggested that committee members check with Mr. Brinkman, for any updates, prior to going to the schools. The committee members would also want to make contact with the principal before going to the School Site Council meeting and ask him/her for the point of contact for the council. Members of the Committee should clarify the role of the committee when interacting with the principal and the School Site Council.

It was suggested that the Committee begin making contact as soon as possible in light of the parcel tax issue. After attending a School Site Council meeting, members are to present a brief report to the C.O.C. Carolyn Ellner volunteered to compile an overall report.

Question was raised about how often the school information on the C.O.C. website was updated. Mr. Brinkman reported that it was updated regularly however; the Facilities Master Plan (FMP) had just been updated and is not yet updated on the site. The FMP will be updated within a couple of weeks depending on facilities' workload. Mr. Brinkman plans to sit with the webmaster to ensure that the FMP is entered accurately and is interactive.

Actions:

- Wendy Childress, PUSD staff, will forward the dates of each schools site council meeting to the Committee so that Committee members can began their visits
- Mr. Brinkman will have the updated FMP on the site within two to three weeks depending on workload

2. Liaison to PUSD Facilities & Capital Subcommittee - Mr. Fuhrman & Mr. Hargreaves

Project Contingency policies/amounts  
Use of project surplus funds - recommended policy

Mr. Fuhrman was not present to provide update and Mr. Hargreaves did not attend the last meeting however, Mr. Honowitz did and reported the following:

- He thought earlier bid results were very promising and it may result in some savings
- CW Driver, the company selected as Blair Middle School Contractor, gave a presentation.
- It was reported that there was no active fault on the Blair "C" lot
- It was noted that currently this is a great bidding climate so projects are coming in under projected cost. Discussion took place to not spend any funds recognized as savings for at least a year, the exception being if it looks like capital dollars can be saved by beginning a project now, then it will be presented to committee and board.

3. Measure TT Project Reporting -Joel Sheldon & Ken Hargreaves: Recommendation for regular staff reports to C.O.C.

Mr. Sheldon raised the following questions:

- What is the budget for a particular project?
- Is the project currently under that budget, and will it be when complete?
- How can we get that information?
- Can staff come up with a current working estimate?
- Is current working estimated different from the staff estimate?

Mr. Brinkman responded that the staff estimate was given during the preliminary stage and that the latest estimate might be same as current working estimate. He noted the Facilities Master Plan allocation should be the budget.

Mr. Kossler noted that it is critical for all documents to align. Mr. Sheldon informed the Committee that the guts of the Project Out to Bid & the Measure TT Expenditure reports will be simplified and the two reports combined. Mr. Fatheree advocated for tracking original completion date (substantial completion).

Reports timeline:

- Soft/Hard costs will be presented quarterly. Mr. Brinkman noted that the staff target is 25% of soft cost and that facilities is eating all printing cost because it is difficult to allocate projects
- The Committee would like to see the PUSD Administration Cost annualized
- PowerPoint presentation will be quarterly and annual
- Budget overruns will be reported as they are presented to the Board (5% or greater)
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Mr. Brinkman and Mr. Hargreaves will put together a sheet defining construction terms for the Committee. It was suggested that Mr. Hargreaves present the package so that he can explain what to look for.

The Committee would like to see the following included in reports:

- Original estimated completion date; it was also suggested that substantial completion occupancy is a term that might be used/added
- Number system for reports for next agenda
- Interest shown; Mr. Brinkman willing to show interest quarterly or annually  
Mr. Brinkman also noted that Facilities had a food service grant and applied for a stimulus grant for energy conservation worth combined total of 2.15 million dollars.

It was reported that the Capital Financial Status Summary shows sources of funding and how much has been received thus far.

**Conclusion:**

Next meeting Mr. Sheldon and Mr. Hargreaves to meet with staff and will have recommendation for reports including terminology.

**E. DISCUSSION/PRESENTATION ITEMS**

1. Update from Staff on Measure TT Projects
  - HVAC/Lighting Energy Conservation measures to be pursued Summer 2010
  - Mr. Brinkman presented a report that provided a summary of the first year and the second year, which includes a list of projects to be evaluated for LEEDs, due to policy adopted to by board. This report also included an update on the Local Hiring Consultant.
  - Score sheets have been completed for Local Hiring & Property Disposition Consultants
    - \*Committee member requested that dates be placed on documents
  - Mr. Brinkman reported that 4 candidates were prequalified for the Lease Leaseback RFP and then there was a hard bid which CW Driver won as lowest bid. He also mentioned that in the RFP it is stated that they have to meet Resolution 2021, which

was adopted in May 2009 requiring that the contractor employ 25% local service providers, laborers and 5% female trade workers.

Question asked: How do you know whether they have reached the language in 2021?

2. Report on the process for selecting consultants: minority/small business hiring, and surplus properties
3. Recommendation for new committee member appointment
  - Call members regarding their term; inquire if those serving a one year term wish to run again or not
  - Staff will prepare list (of those serving one term) and send to C.O.C.
  - A new process will begin for filling openings

**F. REQUESTS FROM MEMBERS FOR FUTURE AGENDA ITEMS**

1. Discussion of Committee's scope of work – Attachment A – Mr. Fuhrman memo
2. School Assignments – Mr. Fatheree

**F. ADJOURNMENT**

Meeting adjourned at 6:40 p.m. by Chairman Tyler  
Next meeting February 18, 2010