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October 23, 2009

MEETING MINUTES
Site Committee Meeting

Eliot Middle School Modernization
Pasadena Unified School District
Master Agreement (T-090615/0015T)
Project 0913600.01

MEETING DATE: October 14, 2009

ATTENDEES:

Lisa Branham, Vice Principal, Eliot Middle School
Laura Robinson, Parent, Eliot Middle School
David Ibarra, Teacher, Eliot Middle School
Marlene Harvis, Teacher, Eliot Middle School
Salome Chuang, Teacher, Eliot Middle School
Daria Gale, Parent, Eliot Middle School
Lorraine Sanchez, Parent, Eliot Middle School
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.
(See attached Meeting Registry)

PURPOSE OF MEETING

The purpose of the meeting was to update the Site Council Committee on the status of the various projects. (Refer to attached WLC Agenda)

ITEMS DISCUSSED

1. The Architect presented the various quick start projects for the campus. (Refer to the attached 8½ x 11 sheet titled Eliot Middle School Modernization.)
2. The **Architect** presented the acoustical science lab upgrades. The material that will be used for the ceilings will be Radar as manufactured by USG Interiors, and an acoustical wall panel system as manufactured by Decoustics. The project had an informal bid which opened on October 9, 2009, the start of construction is October 14, 2009, with 81 consecutive calendar days. The project is to be completed by January 2, 2009. The District will work with the school science lab schedule to minimize class disturbance.
3. The **Architect** presented the lunch shelter project update. The project entails removing the existing 20' x 60' wood structure south of Building "A" and replacing it with a 30' x 84' more durable steel structure. (Refer to the attached cut sheet from Poligon titled Shelters for Schools.)
 - a. Currently the drawings are ready for DSA submission, but we are waiting for the DSA certified closeout documents in order to submit the plans.
 - b. Once DSA approval is attained, the duration of construction would be around a month depending on the time frame the project bids.
4. The **Architect** presented the bleachers project; the project entails removing the existing wood bleachers (approximately 348 seats), and providing prefabricated aluminum bleachers with closer panels to minimize any trash issues that are currently occurring. Also, in order to provide equal access a concrete walkway will need to be provided to the bleachers. The existing backstop will also be replaced with a new backstop. We will be completing the plans in the next few weeks and are waiting for the DSA closeout documents for the previous projects.
5. The **Architect** presented the drainage improvements at the north side of the campus, we are currently awaiting the survey to determine the extent of the drainage issues and to properly assess the overall drainage system. Once the survey is completed the Civil Engineer will evaluate the overall drainage system and begin to provide a solution.

6. The Architect provided a copy of the previous meeting minutes for reference. (Refer to the attached meeting minutes dated June 15, 2009 and April 28, 2009.)
7. The School's Assistant Principal provided a Site Council Agenda for reference. (Refer to the attached Site Council Agenda dated October 14, 2009.)

ACTION ITEMS

1. The Architect presented the Scope Summary for all of the projects. (Refer to the attached Eliot Middle School Scope Summary dated October 13, 2009)
 - a. Auditorium Modernization - Architect to verify seat count with Bryan Duffy. The Architect presented the costs for the Auditorium upgrade.
2. Architect presented the Bond project costs from the scope summary.
 - a. Kitchen Modernization - WLC is waiting for GKK to define scope of work and provide it to the District to further advance the project.
 - b. Campus Security Measures - there will need to be further discussions on the exterior lighting for (16) camera locations and security fencing.
 - c. ADA path from Lake Avenue to Auditorium and fields. The staff informed WLC that there is access to the Theater via Calaveras Street.
 - d. Separate domestic/fire/water meters. The District will be separating the water services for the campus a cost to be provided by the District in order to update the scope summary cost estimate.
 - e. Structural assessment of school tower. The seismic assessment report was updated and provided to the District. Further physical testing will be required to determine the extent of the work.

- f. Replace exterior windows on Buildings C and D. District to provide a cost in order to incorporate it into the scope summary.

NEW ITEMS

1. Field bleachers and flatwork. Architect is currently working on the drawings.
2. Tennis Court Resurfacing. District to provide a cost in order to incorporate it into the scope summary.
3. Historic Lighting at Entry. A cost was provided to provide lighting at the entry.
4. Science Lab Acoustical Corrections. Architect will update the scope summary cost based on the results of the bid.
5. Boys' Lockers. Reduce locker height, repair, recondition. Architect will work with a locker consultant to evaluate the existing condition of the lockers and revise the height of the lockers in order to improve visual supervision.
6. Needs Assessment Work. The needs assessment costs were presented to the Site Council committee. The costs were based on the mechanical, electrical, and plumbing engineers' site needs assessment report.

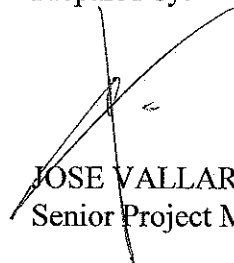
NEXT MEETING DATE: November 11, 2009

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END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Prepared by:



JOSE VALLARTA
Senior Project Manager

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Attachments: Meeting Registry
Agenda
Eliot Middle School Modernization
Poligon Cut Sheet
Meeting Minutes dated June 15, 2009 and April 28, 2009
Site Council Agenda dated October 14, 2009
Eliot Middle School Scope Summary dated October 13, 2009

cc: Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Frazer G. Thompson, Owner Representative, Facilities, Pasadena Unified School District
Peter Pannell, Principal, Eliot Middle School