



PASADENA UNIFIED SCHOOL DISTRICT

MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

MINUTES of the Citizens' Oversight Committee held on Thursday, February 18, 2010 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in room 240.

PRESENT:

Committee: Jon Fuhrman, Arthur Aviles, Carolyn Ellner, Gregory Barna, Joel Sheldon, James Kossler, Paul Hunt, Kenneth Hargreaves, Lee Johnson, Sid Tyler

Board Member: none

Staff: Steve Brinkman, Wendy Childress

ABSENT:

Carolyn Carlburg, Joanna Bauer, George Fatheree, Charles Bryant

A. CALL TO ORDER

Vice Chairman Jon Fuhrman called the meeting to order at 5:07 pm

B. PUBLIC COMMENT

None

C. APPROVAL OF MINUTES OF JANUARY 20, 2010 MEETING

Jim Kossler moved to approve the minutes as amended from the Committee's January meeting. The motion was seconded by Carolyn Ellner and passed unanimously.

D. CONTINUATION OF TERM ON COMMITTEE

Carolyn Carlburg does not wish to continue into the next term due to the demands of her business and family. Arthur Aviles does not wish to continue, thus making for 3 vacancies on the Committee.

All others **present** wish to remain on the Committee. The Vice Chairman suggested that those wishing to remain should assume they are still on the committee until notice from the Board. Mr. Brinkman will place this issue on the Facilities

Subcommittee agenda, as soon as possible, reminding them that the term for present Committee members end April 15th and of the need to fill the vacancies.

Question was raised regarding beginning a new search for potential members or working from the list of qualified applicants that had already been screened. Some members expressed that working from previous list would be feasible and that beginning a process would prohibit having the new members in place by April 15th.

E. REPORTS FROM COMMITTEE CHAIRS

1. Outreach - Ms. Ellner: The contact list for distribution of TT/COC activities/reports

Mrs. Ellner distributed several lists of potential contacts for the C.O.C. It was suggested to contact Ms. Harvey (PUSD Communications Director) to request the list being used for her strategic planning. She stated that it is important to distribute information to the public before ballots are cast regarding the Parcel Tax.

Mrs. Ellner reported that Measure Y was mentioned at the School Site Council meetings that she attended. Horror stories discontent was very apparent regarding Measure Y. Member stated that the Committee wants to reinforce the message that the Committee is watching things unlike what happened during Measure Y. Mr. Hunt reported that one of the School Site Council (SSC) groups wanted to know what will be done with the dollars saved due to bids coming in under budget.

Conclusion:

- The list Mrs. Ellner provided will be used for the Sierra Madre and Altadena areas
- Mr. Brinkman will also look into getting a list for the Sierra Madre and Altadena areas and a list of neighborhood associations from the city (GPUAC)
- Everyone on the Committee should be placed on any mailing list sent to the general public
- Information sent to the general public which should include agenda, previous minutes
- The first email blast should be in a letter format and come from Chair and Vice Chair informing the public about the COC and the website. It should also provide a financial overview, schedule of reports etc.
- The Committee will view the 1st draft and give their input

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

Mr. Fuhrman reported that he missed the Special Session Meeting where it was decided that both Alta/Pasa Community Improvement Center and SGI would jointly be awarded the Local Hiring Contract. Mr. Brinkman, who was present at this meeting, informed the Committee that the decision was made to use one firm for the Local Hiring aspect and the other for Workforce Development and CTE Internships. He reported that the details had not been worked out completely.

He also reported that he will suggest to the Facilities Subcommittee that the dollars for local hiring come out of asset sales because it was not stated in the bond. It was asked how much this endeavor will cost. Mr. Brinkman reported that it could be a moderate six-figure cost annually unless reduced.

Mr. Fuhrman reported that the design for the Blair Project New Building was presented; it looks good and appears to be within budget and schedule. Mr. Brinkman reported that Measure Y did not have closeouts and that the fire system at Blair was one that was not closed or certified under Measure Y and this and the trenching held up the process some. He reported there were 120 projects that were not closed out under Measure Y. However, the current staff has managed to get that number down to approximately 14.

The question was asked if the architects have to stay within budget and staff responded yes. Mr. Fuhrman said another issue that has come up for discussion several times is the use of potential surplus funds. Mr. Brinkman stated that the Facilities Subcommittee elected not to assign Surplus Funds for a year.

Question: Does the bond measure state how to re-allocate the savings?

Response: No, it does not use that language and this requires the need for a project substitution to the FMP, which has been used 10 times already.

One member stated that the best use of surplus funds probably should not be on the first thing that comes up however, since this is not in the purview of the Committee they had no official input.

There was discussion about gkkworks estimates for the Central Kitchen project. It was reported by staff that all architects are required to provide current estimates for each project.

3. Measure TT Project Status Reports: Mr. Sheldon & Mr. Hargreaves – Final Approval

Mr. Hargreaves met with Mr. Brinkman and Mr. Clinkscales regarding the reports and came up with the exact same list of items that Mr. Sheldon came up with months ago. Mr. Hargreaves went over the list that he provided (attached) and recommended that the reports listed be presented on stated basis.

Question: What were the determining factors for deciding on the format of the reports?

Response: Excel spreadsheets do not lend themselves to PowerPoint format reports and certain reports were generated from the Account Ability System specifically for C.O.C.

Mr. Hargreaves created another terminology report different from the one Mr. Clinkscales provided that is layman friendly. He distributed and explained the report. Mr. Hargreaves stated he did not modify the Project Out to Bid Report at all. This is a report that Mr. Brinkman generates and it is a good snapshot of what is going on.

Discussion ensued regarding the reports and the FMP. It was suggested naming

the FMP Quarterly FMP Update and Annual FMP Update to distinguish these plans from the original. It was suggested that the title of one report "Projects Out to Bid" be changed to Cumulative Bid List. It was also noted the Administrative Cost report was modified a little to make it more intuitive. Mr. Hargreaves explained the report and the differences between soft and hard costs. Mr. Brinkman added that the difference between soft and hard cost is between Office of Public School Construction (OPSC) and that the District's target for soft cost is 25%, which Mr. Hargreaves explained, was within reason. Committee members wanted to know if there was any way to flag that soft cost are going beyond 30%. It was suggested that long-term target be placed on the Soft Cost Summary report. Members wanted to know if the reports could be cross-referenced. It was explained that if all reports are generated at the same time you are able to do this. Mr. Brinkman also shared that the Administrative cost report is not by fiscal year but the school year end of June 30th.calendar year. Mr. Hunt asked if comparison by category could be made to other industry numbers and Mr. Brinkman responded that he could compare and contrast in a conservative manner.

Mr. Brinkman discussed the management model that he uses and explained that with this model administrative cost are kept between 6-7%. The Owners Representative model was discussed. Mr. Brinkman informed the Committee that Owner's Reps earn \$125/hr x 2000 hrs per year with two weeks off. Mr. Hargreaves expounded that the Owners' Reps are independent consultants that pay their own insurance etc. He further explained that the Owner's Rep model provides a lot of flexibility because you can let them go if it is not working out. Mr. Brinkman added that the District is also doing Design Build Projects in house, which saves an enormous amount of dollars as well. Mr. Barna noted that budget numbers are reasonable but actuals are quite a bit lower and wanted to know why. Mr. Brinkman said it was because approved positions had not been filled.

Mr. Sheldon suggested addressing whether or not the Facilities Department is under staffed or has not enough staff and this has nothing to do with performance of the current staff.

Question was raised regarding figures on the Measure TT Consolidated Report under the section of Loma Alta. The commitments appeared to be out of alignment and it was stated that this raises questions. Mr. Brinkman will update. Members wanted to know exactly what is meant by Off-site Improvements. Mr. Brinkman explained it included the changes to access of the building, sidewalk additions, retaining walls, street work, utilities, etc.

Conclusion on report formats and actions:

Mr. Hargreaves suggested going with the formats presented and noted that if the Committee decides in the future they wanted other data he would be willing to work with Mr. Brinkman and Mr. Clinkscales to make changes. There was a motion to accept the report Mr. Hargreaves generated. Mr. Hargreaves move to approve the report with noted corrections and Mrs. Ellner second the motion and it was approved unanimously.

Reports will be generated at the end of each month for consistency.

Mr. Brinkman stated he would bring the meaning of the object codes on the report to the next meeting. He will also capture the management model he uses in two-three paragraphs and present it to the committee at the next meeting.

Need to bold EAC number on the Consolidated Expense Report when it has changes from the last number or it is a new number.

E. REPORTS FROM MEMBER SCHOOL SITE VISITS

Mrs. Ellner visited Sierra Madre was very good. She passed out a flier with the website address on it and shared that the councils were happy with Mr. Brinkman. She shared that 90% of students at Madison are ESL and that the Principal had to translate for attendees. Mrs. Ellner mentioned that the Council and School were very pleased with the restroom renovation. She stated she also mentioned that Mr. Brinkman was replacing the window frames but she wanted to be certain that the termites were taken care of as well. Mrs. Ellner noted that they also mentioned the parcel tax CC.

Mr. Hunt spoke with the SSC President at PHS and was able to be placed on their agenda. He reported that they were much more interested in what Mr. Brinkman had to say however, they were receptive towards him. Attendees asked Mr. Hunt whom should they express their concerns to if they are not happy with the work of the contractors. He informed them that they should report any complaints to Mr. Brinkman. Mr. Hunt is scheduled to speak at the Blair School Site Council meeting the first week of March at 5:30.

Mr. Kossler is scheduled to address Willard and McKinley's SSC the week of February 22nd.

Mr. Aviles mentioned that he would like to have something he could present at the council, which has been approved.

Action: Ms. Childress will redistribute talking points to the Committee

F. MEASURE TT STAFF REPORT

Mr. Brinkman presented the Project Update Report and noted that currently about 20 projects are under way.

Mr. Tyler asked if the report actually denoted projects that were currently in progress and if so he suggested a new title, Recent Project Activities, to convey accurately what is going on.

It was suggested that the Bond cash flow might be worthwhile for the Committee to look at and download.

Mr. Brinkman informed the Committee that Blair's groundbreaking will take place March 1, 2010, 9:00 a.m. on the southeast corner. The Mayor of Pasadena, PUSD Superintendent, the press, and community will attend.

Action: Ms. Childress will forward groundbreaking information to the Committee.

Mr. Brinkman noted that the District is advertising bids in the Pasadena Journal.

Committee member wanted to know who the District is in communications with regarding Sierra Madre. Mr. Brinkman informed the Committee that they have met with council people, city staff, neighborhood groups, and the city planner. It was suggested that they also meet with the Planning Commission.

Action: Mr. Hunt will coordinate meeting with Sierra Madre Planning Commission.

G. REQUEST FROM MEMBERS FOR FUTURE AGENDA ITEMS

- More updates from schools
- The answer to why you can substitute projects?

H. ADJOURNMENT/NEXT MEETING DATE: Thursday, April 15th

Note:

- Final report plan will be emailed by Mr. Hargreaves
- Reports will be generated monthly by meetings
- No March meeting
- Reports expected as of March 31st for the next meeting

Adjourned 7:14 by Vice Chair Mr. Fuhrman