

OFFICIAL MINUTES

**Long-Range Facilities Master Plan
Oversight Committee**

San Gabriel Unified School District

San Gabriel, CA

May 17, 2012

7:15 p.m.

The Long-Range Facilities Master Plan Oversight Committee of San Gabriel Unified School District in Los Angeles County met in a regular session at the time and on the date above with attendance as follows:

Present:	Jerry Schwartz	Chairman
	Hugo Correa	Member
	Cynthia Juvinall	Member
	Armando Pacheco	Member
	Mickey Scannell	Member
Absent:	Mike Cammarano	Member
	Carolyn Richie	Member
Others Present:	Bill Gile	Director of Maintenance and Operations

I. GENERAL FUNCTIONS

A. Call to Order

Chairman Jerry Schwartz called the meeting to order at 7:15 p.m.; Cynthia Juvinall led the Pledge of Allegiance.

B. Approval of Meeting Minutes

i. April 26, 2012 Minutes: Mickey Scannell moved and Armando Pacheco seconded, the minutes for April 26, 2012 meeting were approved with a spelling correction.

C. Requests to address the Committee; Public Comment:

There were none.

D. Next Meeting: June 21, 2012 Regular Meeting.

II. REPORTS

A. Chairman's Report:

Chairman Schwartz provided a copy of the memo sent to the Board with Committee's recommendation regarding Smartetools (to approve purchase costs but not maintenance fees). He reported that the Board approved purchase AND maintenance fees be taken from bond funds, based on staff recommendation (and contrary to Oversight Committee's).

Discussion ensued, pointing out this depletes bond funds for other purchases including software, etc. Also, members feel Committee should be copied on Bond Counsel correspondence.

B. Update on Construction projects
Presented by Bill Gile.

GABRIELINO HIGH SCHOOL

LPA has completed the schematic design and is presently working on design development.

DEL MAR HIGH SCHOOL

Bond construction work completed.

JEFFERSON MIDDLE SCHOOL

Sports Field and Fitness Center Project – Bid No. 02-11/12

April 26, 2012

G2K Construction started onsite mobilization on 11/30/11. Construction meetings are held every Wednesday at 1:00 p.m.

PSA: G2K has completed their sub-contractor assignment list. They are aiding a couple of their sub-contractors with the submission of the required PSA documents.

Fitness Center:

- G2K is finished laying the exterior block walls. Due to slow and pour mason workmanship G2K went through several union masons before putting together a cohesive team of union and non-union masons. Due to this interruption in work flow the Fitness Center is running approximately two weeks behind schedule

Site Walls

- All the footings and been dug
- 80% of the footings have been poured.
- 75% of the blocks have been set

Site Work

- 95% of the underground site storm water pipe, water supply lines, fire water and electrical conduits have been installed
- 95% of the site grading is complete
- 80% of the site concrete is poured

- 80% of the seat walls have been poured

RFI's: (Request for Information) G2K has issued 63 RFI's to date - 62 have been answered leaving 1 outstanding

COR's: (Change Order Request)

- G2K has issued 4 COR's. One has been rejected, One will result in a credit and two are under review
- Project Completion is currently on schedule

Sports Field:

- Work on the Sports Field will start on May 21, 2012
- The Contractor was able to start demolition of the existing baseball back-stop, dug-outs and fencing early. This well to keep the project on schedule

Administration Building and Campus Upgrades

Drawings submitted to DSA by IBI Group for intake. District is in the process of issuing a check payable to DSA for the close-out of the two-story classroom buildings – Phase I project.

COOLIDGE ELEMENTARY SCHOOL

No bond construction work at this time.
Future plans - Landscape and Irrigate Playfield

MCKINLEY ELEMENTARY SCHOOL

LPA has completed the schematic design and is presently working on design development.

ROOSEVELT ELEMENTARY SCHOOL

Bond construction work completed.

WASHINGTON ELEMENTARY SCHOOL

Growth Project – Bid No. 01-11/12

April 26, 2012

Axis Construction started onsite mobilization 11/30/11. Construction meetings are held every Wednesday at 8:00 a.m.

Due to PSA requirements Axis has been working on sub-contractor withdrawals and substitution with Padilla and Associates. Of the 21 sub-contractors currently

listed, 15 have been fully approved, 5 have been partially approved, 1 has been partially rejected. To date there have been a total of 7 withdrawals causing substitutions. Due to substitutions, the sub-contractor list has increase from 20 to 21. The substitution of the Window Glazing Sub-contractor may have an impact on the project schedule if the new sub-contractor is not able the purchase and have the windows delivered to the job-site according to the project schedule. Substitutions have increased the prime contractor's costs.

New Library Project:

- Foundation footings and slab have been poured
- Structural steel installation is complete
- Rough framing and doors is 98% complete
- Waiting on windows to arrive. Installation is one week late
- Rough Electrical is 85% complete
- Rough Plumbing is 95% complete
- Currently on schedule

New Kindergarten Project:

- Concrete foundation and pad have been poured.
- Rough framing is scheduled to be complete May 30th.
- Phase one canopy footings on the north side of the campus have been poured
- Underground utilities in this area is now complete
- Currently on schedule

Building C Bathroom Upgrade:

- All plumbing and electrical rough-in is complete
- Base concrete floor is complete
- The walls have been covered
- Tile installation is complete
- Currently on schedule

RFI's (Request for Information) Axis has issued 86 RFI's to date - 84 have been answered leaving 2 outstanding. None are late

RFP's (Request for Proposal) IBI Group has issued 16 RFP's

COR's (Change Order Request)

- Axis has issued 18 COR's.
- 10 have been negotiated and approved. 3 of them are Deductive COR's for credit
- IBI has issue Change Order No. 1 which includes the 6 approved COR's and was submitted and approved during the April Board Meeting.
- Approximate value: \$21,417.40

WILSON ELEMENTARY SCHOOL

Bond construction work completed.

It was observed in the “Local Hire Summary” Reports that SGUSD is at “0% Attainment” for both Washington and Jefferson.

C. Report on District Bond Issue:

Documents regarding refinancing debt service were reviewed. Concerns were expressed regarding the propectus: was it audited? The documents lack disclosure of details, no action is justified by the finances as presented. Questions like, “What is the old versus new debt service?” need to be made clear. Hugo Correa asked, “If the refinancing saves costs, what happens to the difference? Does it reduce principal, reduce property tax or is it used as interest payments? This is not stated.” Before analysis can be done, specifics on how repayments are structured are needed.

D. Report on Technology Committee

Mickey Scannell presented a proposal on a first Technology Audit. The purpose of the audit is to avoid duplicating expenditures from Bond funds (for example, replicating existing equipment paid for by Title I or other sources). We are also responsible for ensuring expenditures are utilized and not wasted as ‘shelfware’. Scope will include all information technology equipment, network infrastructure, telephone systems, support and maintenance, training, and consulting services. The result of the audit will be an inventory of assets, including a description, quantity by location, and explanation of their use. All sites including the District Office would be included.

This knowledge will facilitate better decision making by the Oversight Committee.

IV. ACTION ITEMS

A. Recommendation to the Governing Board Regarding 715 Kenmore Dr.

An apartment building adjacent to property owned and in the process of being developed by the District for the Gabrielino campus is being considered for potential purchase. Staff asked the Oversight Committee to discuss and provide input.

Pros and Cons discussion of this transaction were lengthy. Pro is property costs and interest rates are currently low, so it is a relative ‘bargain’ to allow campus expansion.

Cons, however, were many. Most likely, the District would be responsible for relocation costs for the residents. Demolishing the building could involve hazards such as asbestos, lead, etc; a guesstimate is \$1.5 to get to bare land. After architect and construction costs of potentially \$4-5 million, it could easily result in about \$6 million, which is almost 10% of \$65 million bond. The property is

quite small, 50x119; after required set-backs, it would not provide much capacity for its cost.

Reviewing Bond Statement, it would not be likely to be able to complete all of allocated bond projects if an estimated \$6 million is taken for this purchase and its follow-on costs. As the recent McKinley proposal had to be cut back to stay within budget constraints, it seems prohibitive to expend this much for something NOT in the Measure A improvement program provided to the voters.

Michael Scannell moved that the Oversight Committee recommend to the Board NOT to move forward with the property purchase on Kenmore Drive due to the large portion of bond funding the total project would represent. Armando Pacheco seconded and the motion carried unanimously.

- B. Recommendation to the Governing Board Regarding Revisions to the Oversight Committee By-Laws**
Tabled to a future meeting.

V. ADJOURNMENT

Chairman Schwartz adjourned the meeting at 10:20 p.m.

The Oversight Committee approved these minutes at the September 20, 2012 OSC meeting.