

OFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**  
San Gabriel Unified School District  
Board Room  
San Gabriel, CA  
September 20, 2012  
7:00 p.m.

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

Present:	Jerry Schwartz	Chairman
	Cynthia Juvinall	Member
	Mickey Scannell	Member
	Mike Cammarano	Member
	Hugo Correa	Member
	Armando Pacheco	Member

Others Present:	Bill Gile	Director of Maintenance and Operations
	Nonette Martin	SGUSD Business Services
	Denise Menchaca	SGUSD Board member
	Tom Chan	Principal, Washington Elementary School
	Lee Freeman	Citizen

**I. GENERAL FUNCTIONS**

**A. Call to Order**

Chairman Jerry Schwartz called the meeting to order at 7:05 p.m.; Tom Chan led the Pledge of Allegiance.

**B. Approval of Meeting Minutes**

- i. January 19, 2012 – corrected meeting date Mickey Scannell moved, Mike Cammarno seconded; approved unanimously.
- ii. May 17, 2012 Cynthia Juvinall moved, Mickey Scannell seconded; approved unanimously.
- iii. June 21, 2012 – no quorum minutes – no copies available, tabled to next meeting.
- iv. July 19, 2012 - Cynthia Juvinall moved, Mike Cammarno seconded; approved unanimously.

**C. Requests to address the Committee; Public Comment:**

Lee Freeman requested permission to speak during topic discussions.

**D. Next Meeting: October 18, 2012 Regular Meeting.**

**II. REPORTS**

**A. Chairman's Report:**

Chairman Schwartz reported that the Board followed OSC recommendation and did not approve purchase of the Kenmore property.

**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**

**September 18, 2012**

G2K Construction started on-site 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.

**Fitness Center:**

- The Fitness Center is approximately 90% Complete. The contractor tried to get back on schedule and was able to capture back three of the four week delay. The original window manufacture for the project withdrew which forced the contractor to find a replacement manufacture. The new window delivery will once again delay the project by approximately three weeks plus one additional week for glazing. The opening of the Fitness Center is now scheduled for October 1, 2012 approximately six weeks behind schedule.
- Roofing is complete
- Rough plumbing and electrical is complete
- Rough HVAC is complete
- T-bar ceiling is 85% complete. Only the tiles need to be installed
- The windows and front entry store front frames were installed during the week of September 10<sup>th</sup>. The active windows will be installed on September 19<sup>th</sup> and the glazing on September 20<sup>th</sup>
- Ceiling tiles will be installed on Friday, September 21<sup>st</sup>
- Flooring will be installed Monday September 24<sup>th</sup> thru Wednesday September 26<sup>th</sup>
- Final clean and equipment move-in will be Thursday and Friday September 27<sup>th</sup> and 28<sup>th</sup>

- Fitness Center open on Monday October 1<sup>st</sup>

#### Site Walls

- Site block walls are complete

#### Site Work

- Underground site storm water pipe, water supply lines, fire water and electrical conduits are complete
- Site grading is complete
- Site concrete/flat work is complete
- Site seat walls are complete
- The tennis court fence posts are set
- The concrete for the tennis courts was to be poured at the beginning of August. Due to the Fitness Center delay's the work on the tennis courts could not resume until now. Base is complete. Rebar will be placed the week of September 17<sup>th</sup> followed by concrete the week of September 24<sup>th</sup>.
- Tennis court fencing, nets and court striping will be completed starting October 1<sup>st</sup> through the 12<sup>th</sup>
- Estimated opening of the tennis courts is Monday October 15<sup>th</sup>

RFI's: (Request for Information). There are no outstanding or unanswered RFI's at this time.

#### COR's: (Change Order Request) NO CHANGE

- G2K has issued six (6) COR's. One (1) has been rejected. One (1) will result in a credit, three (3) have been approved and three (3) are under review.
- The over-all Project Completion date of December 7<sup>th</sup> is still on schedule

#### **Sports Field:**

- Work started the week of May 29<sup>th</sup>
- The field is currently under mass-grading and exporting soil
- The concrete ramps and field bleachers are complete
- The concrete seat walls are complete
- Underground electrical and plumbing is complete
- Irrigation and storm drain systems are 85% complete
- Site flat work round the track and field is 40% complete
- Site fencing is 40% complete
- Stadium lighting for the new sports field and existing softball fields is 50% complete
- The over-all Project Completion date of December 7<sup>th</sup> is still 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 design development and is currently 50% complete with construction documents

## **ROOSEVELT ELEMENTARY SCHOOL**

Bond construction work completed

## **WASHINGTON ELEMENTARY SCHOOL**

### **Growth Project – Bid No. 01-11/12**

#### **September 18, 2012**

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

PSA: Axis has completed their sub-contractor assignment list.

#### **New Library Project:**

- The building is 98% complete and currently under punch list/corrections review
- Computer tables arrived and were installed on September 17<sup>th</sup>
- The school will be moving in the books starting September 18<sup>th</sup>
- New irrigation is complete
- Currently one week behind schedule. The original window manufacture for the project withdrew which forced the contractor to find a replacement manufacture. The new window delivery delayed the project by an additional three weeks plus one additional week for glazing placing the Library a total of five weeks behind schedule.

#### **New Kindergarten Project:**

- Rough framing is complete
- Rough electrical, plumbing and HVAC are complete and ready for insulation
- Exterior doors and windows are complete
- Roofing is complete
- Drywall is 85% complete
- Phase one canopies on the north side of the campus are set and painted. The sheet metal roofing will be complete in September.
- All underground site utilities are complete

- The Options building has been relocated and ready for occupancy
- Currently on schedule

Building C Bathroom Upgrade:

- Work is complete. We will be performing a punch walk for the bathrooms on Monday July 9<sup>th</sup>

New Administration Building Upgrades:

- Demolition is complete
- Lumber has been delivered and new construction will start Monday July 9<sup>th</sup>
- Underground utilities are complete
- Foundation footings and slab are complete
- Framing is 75% complete
- Currently on schedule

Multi-purpose Room Bathroom Upgrade:

- Demolition is complete
- Underground utility work is complete
- Rough plumbing and electrical is complete
- Sub-floor is complete and tile will start September 20<sup>th</sup>
- Currently on schedule

Parking Lot Upgrades:

The West parking lot:

- Seat walls are complete
- Rough grading is complete
- The school is currently using this lot with temporary striping. Final striping will be done during the next scheduled school holiday.

The North parking:

- Demolition is complete
- Rough excavation and grading is complete
- Underground utility work is complete
- Currently one week behind schedule. Will not be ready for opening day. We are working with the District and Principal defining site access points for students and teachers. The parking is scheduled to be completed by Friday October 5<sup>th</sup>.

RFI's (Request for Information). There are no outstanding or unanswered RFI's at this time.

RFP's (Request for Proposal) IBI Group has issued 28 RFP's

COR's (Change Order Request)

- Axis has issued 48 COR's

- 26 have been negotiated and approved. 3 of them are Deductive COR's for credit
- IBI has issue Change Order No. 1 which includes 6 approved COR's and was submitted and approved during the April Board Meeting
- Approximate Change Order No. 1 value: \$21,417.40
- Change Order No. 2 is being processed at this time. It includes 24 approved COR's to be submitted for Board review and approval during the first board meeting in October.
- Approximate Change Order No. 2 value: \$34,768.05

### **WILSON ELEMENTARY SCHOOL**

Bond construction work completed.

### **III. DISCUSSION ITEMS:**

#### **A. Discuss Recruitment Efforts for New Committee Members**

With a membership high of 12 in January, there are currently only six members. A representative from the business community is required by the Brown Act, and we have been trying to recruit one for months. Nonette Martin, Assistant Superintendent of Business Services; Bill Gile, Director of Facilities and M & O; and Jerry Schwartz, OSC Chairman met previously to discuss membership recruitment. Jerry Schwartz is emailing all school principals asking for suggestions, and Nonette Martin is also creating a list of potential candidates. Committee members are also encouraged to ask residents to apply.

#### **B. Discuss Frequency of Meetings for the Committee**

The minimum number of meetings is four per year – The OSC calendar is set for 11 meetings, with August as “dark”. Various options were discussed. It was suggested that fewer meetings might make recruitment easier, since some months the OSC does not have a quorum, especially in December. Up for discussion, was that perhaps four of the scheduled meetings could be designated as ‘required’ in order to fulfill legal requirements. Consensus was to keep the calendar at eleven meetings, but cancel meetings when a quorum will not be possible. Members did not want to schedule the bare minimum of meetings, in case a meeting had to be cancelled, since this would put the OSC out of compliance. It was agreed that there is too much work to be accomplished in only four meetings.

### **IV. ACTION ITEMS**

#### **A. Recommendation to the Governing Board Regarding the Technology Audit**

A technology audit is to be conducted during business hours, with at least two sites covered per session. The Proposal was amended to add “Facility Mast Planning” before Citizens Oversight Committee; and to revise the completion date to March 2013, and presentation date to April 2013. Cynthia Juvinal moved and Hugo Correa seconded, motion carried.

**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 9:10 p.m.