

OFFICIAL MINUTES

**Long-Range Facilities Master Plan
Oversight Committee**
San Gabriel Unified School District
At Jefferson Middle School
San Gabriel, CA
October 18, 2012
7:05 p.m.

The Long-Range Facilities Master Plan Oversight Committee of San Gabriel Unified School District in Los Angeles County met in a special 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
	Coleen Doan	Citizen
	Lee Freeman	Citizen
	Jeff Nigro	Auditor

I. GENERAL FUNCTIONS

A. Call to Order

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

B. Approval of Meeting Minutes

i. June 21, 2012 – no quorum minutes – Hugo Correa moved, Armando Pacheco seconded; approved unanimously.

iv. September 20, 2012 - Cynthia Juvinall moved, Mike Cammarano seconded; approved unanimously with 1 spelling correction (thee to three).

C. Requests to address the Committee; Public Comment:

Lee Freeman requested permission to speak during topic discussions.

D. Next Meeting: November 15, 2012 Regular Meeting.

II. Presentation

A. Audit report for Measure “A” & “S” Bond Fund FYE June 30, 2011 by Nigro & Nigro, District Auditor

Jeff Nigro prefaced with the explanation that both financial and performance elements were included in a single document. He reviewed the report. Hugo

Correa pointed out the bond refinancing that took place earlier this year (2012) to alert the auditor.

Denise Menchaca asked about inclusion of comparative data, and the response was that data is optional, but if requested, could be added in future audit reports.

Cynthia Juvinal mentioned that, against the OSC recommendation, maintenance fees for SmarteTools were approved to be paid from bond funds this year to the alert the auditor of this action.

III. REPORTS

A. Chairman's Report:

Chairman Schwartz reported that he had sent recruitment letters to each school principals to request help adding OSC members.

B. Technology Report by Michael Scannell:

He met with Khai Nguen on October 9, 2012. By December, all campuses will have WiFi and JMS eRate installation will be complete. No budget for staff training on software use. Khai estimates \$3.5 million, with slightly over half of bond funds remaining. There is now an eight (8) year life span (before technology becomes obsolete). Colleen asked if the existing technology plan is used or not. Are expenditures cleared by OSC? Also, are grant requirements are being complied with?

C. Technology Review by Michael Scannell:

The scope is finalized and sub-committee will be comprised of Cynthia, Jerry, and Michael, working with Khai and District staff.

D. Recruitment Efforts for New Committee Members:

Jerry presented a copy of email sent to all school principals asking for suggested candidates. Nonette also reported sending letters to a list of potential candidates. Jerry commented that letter focused solely on Prop 39 but omitted the broader OSC mandate.

Lee Freeman suggested talking with site councils also and stated one-on-one recruiting is much more successful than a 'broadcast' invitation.

E. Construction update 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

October 8, 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 98% Complete. The opening of the Fitness Center is now scheduled for October 8, 2012 approximately seven weeks behind schedule.

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 are poured. The concrete must cure for three weeks before the final top coat and court striping can be applied.
- Tennis court fencing, nets and court striping will start October 10st and be completed October 17th
- Tennis court lighting will start Monday October 15th and be completed Friday October 19th
- Top courses and striping will start October 29th and be completed Friday November 2nd
- Estimated opening of the tennis courts is Monday November 5th

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

COR's: (Change Order Request)

- Change Order No. 1 is being processed at this time and will be submitted for Board review and approval during the first board meeting in October.
- The over-all Project Completion date of December 7th is still on schedule

Sports Field:

- Work started the week of May 29th
- 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 95% complete

- Site flat work round the track and field is 75% complete
- Site fencing is 60% complete
- Stadium lighting for the new sports field and existing softball fields is 70% complete
- The over-all Project Completion date of December 7th 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

October 8, 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 17th
- The school moved the books in starting September 18th
- New irrigation is complete
- Currently two months 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.

- We experienced low voltage and communications wiring issues and are looking for a temporary source to feed the building so we can open it to the school. Some final punch list work will continue after the library is opened but it won't affect operations or put any students and staff at risk.

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 complete
- Painting is 85% complete
- Phase one canopies on the north side of the campus are set and 85% painted. The sheet metal roofing will be complete and the finish roofing will be complete in October.
- 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 perform a punch walk for the bathrooms on Monday July 9th and the contractor is currently working on the corrections

New Administration Building Upgrades:

- Demolition is complete
- Underground utilities are complete
- Foundation footings and slab are complete
- Framing is 95% complete
- Rough electrical and plumbing will start Monday October 8th
- Currently on schedule

Multi-purpose Room Bathroom Upgrade:

- Demolition is complete
- Underground utility work is complete
- Rough plumbing and electrical is complete
- Tile is 90% complete
- 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 asphalt is complete
- The parking lot is scheduled to be completed and opened by Friday October 5th.

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 30 RFP's

COR's (Change Order Request)

- Axis has issued 48 COR's
- 26 have been negotiated and approved. 4 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: \$39,608.44

WILSON ELEMENTARY SCHOOL

Bond construction work completed.

IV. ACTION ITEMS

A. Recommendation to the Governing Board Regarding the Audit report for Measure "A" & "S" Bond Fund FYE June 30, 2011

Mike Cammarano moved to approve audit report, Armando Pacheo seconded. Hugo Correa amended the motion requesting the next audit add the following: comparative data, cash flow, and 'significant subsequent events'. Cynthia Juvinall seconded the amendment. Mike and Armando accepted the amendments, 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 9:30 p.m.