

OFFICIAL MINUTES

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

San Gabriel Unified School District

San Gabriel, CA

May 19, 2011

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:

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| Present: | Jerry Schwartz | Chairman |
| | Mike Cammarano | Member |
| | Hugo Correa | Member |
| | John Eccleston | Member |
| | Carolyn Richie | Member |
| | Cynthia Juvinal | Member |
| | Eric Kirchhoff | Member |
| | Mickey Scannell | Member |
| | Armando Pacheco | Member |
| Absent: | Carolyn Weirick | Member |
| | Matthew Najera | Member |
| | Wayne San Filippo | Vice Chairman |
| | David Smith | Member |
| | John Wu | Member |
| | Denise Menchaca | Governing Board President / Board Liaison |
| | Colleen Doan | Governing Board, Clerk / Board Liaison |

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. and Eric Kirchhoff led the Pledge of Allegiance. Members briefly introduced themselves.

B. Approval of Meeting Minutes

- i. The minutes for the October 21, 2010 meeting were tabled to a future meeting.
- ii. The minutes for the February 3, 2011 special New Member Orientation meeting were tabled to a future meeting.
- iii. The minutes for the April 21, 2011 meeting were approved with spelling corrections of Eccleston and Scannell. Motion by Carolyn Richie, seconded by Mike Cammarano. Motion carried with a 9-0 vote.

C. Requests to address the Committee; Public Comment:

There were none.

D. Next Meeting: June 16, 2011 Regular Meeting

II. REPORTS

A. Chairman's report:

Chairman Schwartz reported on a discussion with Ralph Patterson on the need for an audit of bond funds, emphasizing the necessity to account for measure A and S funds separately. We will review this in June, if possible. Major maintenance is designated separately within funds and how that money can be used needs to be clarified. Our bylaws need to be amended; Jerry proposed 3 unexcused absences a member would be dropped. An annual report should be created by Oversight Committee. Jerry showed an example created by Arcadia USD. Oversight of construction activities is to be taken seriously. Examples of lawsuits, defaulting contractors, etc., are too frequent, a watchdog attitude will be necessary.

B. McKinley Elementary: Cynthia Juvinal stated no updates to report.

C. Jerry Schwartz reported Gabrielino High School LPA Architects are creating further drawings, next step will be submitting them to D.S.A.

IV. DISCUSSION ITEMS

A. Update on Construction Projects

A verbal update of current projects was reviewed by Bill Gile, Director of Maintenance and Operations:

LONG –RANGE FACILITIES MASTER PLAN OVERSIGHT COMMITTEE

May 19, 2011

UPDATE OF CURRENT PROJECTS-MEASURE A

DEL MAR HIGH SCHOOL

Bus Depot Conversion

Project is virtually complete. Notice of completion is being prepared to send to SGUSD Board. Ribbon cutting date has been from May 25th moved to September.

JEFFERSON MIDDLE SCHOOL

Meadows is paying sub-contractors.

Fitness Building/Tennis Courts/Track and Field

Staff is discussing revisions of project.

COOLIDGE ELEMENTARY SCHOOL

No work at this time

MCKINLEY ELEMENTARY SCHOOL

Design Committee Meetings

LPA Schematic Design Presentation done at May 10th Governing Board Meeting.

ROOSEVELT ELEMENTARY SCHOOL

No work at this time

WASHINGTON ELEMENTARY SCHOOL

New library, kindergarten, drop-off

No Change: Bid documents need to be revised per PSA requirements. Bid and construction schedule start pending hiring of CM firm.

WILSON ELEMENTARY SCHOOL

No work at this time

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- B. Major Maintenance update: tabled to future meeting
 - C. Review of Committee's Meeting Calendar: Jerry Schwartz reminded everyone of future dates, and calendar available on website.
 - D. Review of school assignments: Jerry Schwartz asked members to update the roster, which was passed around.

IV. ACTION ITEMS

A. Approve Superintendent's Recommendation to the Governing Board on Construction Management Services

Wayne San Filippo was our Committee representative. Unfortunately he is too ill to attend tonight and deliver a report on an outside firm to manage work funded by bond funds. Construction Management Services works under the Assistant Superintendent. Bill Gile stated that Lundgren was the firm preferred by the interview committee. All 5 firms had at least 10 years in business. Firms were responding to RFP, not bids, so price can be negotiated. They are paid with bond funds.

It was clarified that Padilla only deals with PSA management: a separate firm does Construction Management Services.

When asked, Bill responded that Marla and he had enough experience to do the management, depending on workload and timing factors, and the task had previously been brought 'in-house' to save money.

Eric stated we do not have enough information or sufficient time to be comfortable recommending a \$307,000 contract to the board, which was the general consensus.

Carolyn Richie moved that we make no recommendation (neither for nor against) due to not having ample time or documentation; and that in future more information, supporting documentation and lead time be given to the committee. Mike Cammarano seconded. Motion carried, with Jerry Schwartz abstaining.

V. ADJOURNMENT

The meeting was adjourned at 8:42 p.m.