



Pasadena Unified School District (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Minutes of Meeting held on April 22, 2020

Meeting was held remotely with Google Meet

- I. Meeting called to order 6:40pm
 - a. Present: John Robinson, Stephen Aquino, Amelia Bradford, David Bell, Nelson Cayabyab, Kim Kenne, Miguel Perez, Dr. Leslie Barnes
- II. Public comments
 - a. Ruth Ann – PALS Pasadena Adult Learning Skills program is moving to the Wilson campus. This was supposed to be discussed at the Safety meeting in April but the meeting was canceled. Requested information about the status of this move.
 - b. Laura Hackett – Will McKinley and Willard be ready for the special needs students for the return to school in August? Kim advised that this should be asked at the school board meeting.
- III. Approval of February 2020 meeting minutes
 - a. Approved unanimously
- IV. Review of TT related Board Reports
 - a. 1485F the hourly rate has increased to even out the rate for all project managers. Sarkis Maissian is the construction manager. John asked if we need all three PM's. The three project managers are working on Construction, Inspections and Closing out DSA certifications. They might not be fully utilized even though the BR is covering a full year for 40 hours a week.
 - b. 1486F increasing hourly rate for project manager. Donald Blayney is the Inspector Of Record (IOR) for Measure TT projects.
 - c. 1487F Ned Khachikian is the Project Manager working on closing out un-certified projects for DSA. – John requesting list of un-certified projects that Ned will be working on. Group questioned projects are billed that are non-Measure TT. Dr. Barnes indicated that any non-Measure TT projects that are not closed out that need to be closed out in advance of the Measure TT project will be charged to Measure TT. Miguel said that if possible, will report back on how much time he has worked on each project (most unlikely because there is no track of the hours used for each project). If projects are not measure TT, they need to be charged to the general fund.

- d. 1488F –
 - i. Item 6 request for an increase to rough up the concrete. The original job wasn't done to the satisfaction of the inspector.
 - ii. Item 8 regarding the water heater pad needing a new slab.
 - iii. Item 36 providing temporary trailer being provided for the contractors/inspector's office. This should be covered in the agreement with the contractor. Miguel indicates that the purpose might have been listed incorrectly.
 - iv. Item 40 8-L Brackets on the water heater seems excessive unless it is a very large unit. Miguel indicates that the width is approx. 5' across.
 - v. Only 14 of the 51 items have back up information and is likely not included in the board package for tomorrow's meeting. Miguel will request the information.
 - vi. Change order for the PHS Gym is in addition to the committed money.
- e. 1489F – BR requests to reject bids for PHS Modernization because they are not within the budget. The contractors probably didn't review the scope of work appropriately.
- f. 1490F – Consolidated Budget Status By Fund doesn't match the BR. Kim indicates that the People Soft report shows unencumbered amount and we are not paying the full retention. Miguel will check the account.

V. Board of Education COC Liaison Report

- a. Difference in \$1.15M in budgeted amounts. Sometimes there is a slight delay between the 2 accounting programs. Major cause of discrepancies are Blair middle school \$660k, PHS Track \$860k and PHS & Hamilton are smaller discrepancies. Kim Kenne asked why these haven't been cleaned up already. Miguel indicated the items to reconcile is extensive but that the team is working on this. But due to the personnel reduction, now just one accountant, and the large number (2000+) of items to be reconciled, this might take more than a year to complete.

VI. Facilities Reports

- a. Update on Measure TT Board Reports approved by PUSD 3/26/20
 - i. Multiple reports were approved by the PUSD Board last month prior to the COC reviewing the reports due to March's meeting cancelation; 1480, 1481 and 1482.
 - ii. 1482F – PHS Chiller award was approved last month. John asked if only one bid was received for this project. Staff indicated that there are three pre-approved Contractors and facilities staff indicated that this Contractor was the only one to provide a proposal/bid. Budget Report lists \$1.44M to make available for the PHS chiller. Where is the rest of the money coming from to pay full \$3.6M? Are there additional soft costs that are not listed here that will make the product budget greater

than \$3.6M? Facilities plans to utilize funds from other Measure TT projects with remaining funds that are being closed, canceled or completed.

- b. Confirming BR 1483 and 1484 were awarded without Measure TT funds. Facilities staff confirmed these items are being paid for by Measure Y funds.
 - c. Consolidated Budget Status by Fund – Washington Accelerated Elementary School is showing that is allocated to Measure Y. It was also listed on the February Consolidated Budget Status by Fund report as well. Miguel will look into this.
 - d. Review facilities Construction Status Report – Non-measure TT fund projects were included. Additional projects are grant funded and are active/recently completed facilities projects.
 - e. Pictures of Facilities Department Partial Active Projects.
- VII. Next Meeting date: May 27th 6:30pm
- VIII. Adjournment 8:03pm