

GLENDALE UNIFIED SCHOOL DISTRICT
SUPERINTENDENT'S FACILITY ADVISORY COMMITTEE
(SFAC)

SFAC Meeting Minutes

February 12, 2019

The Superintendent's Facility Advisory Committee meeting was held in the FASO Conference Bungalow at 333 W. Magnolia Ave in Glendale on Monday, February 12, 2019.

Committee Members Present:

Derrick Chevalier	Greg Andrews (via conference call)
Reinard Knur	Una Chung-Iwasaka

Staff and Board Liaisons included:

Dr. Kelly King, Interim Superintendent
Dr. Cynthia Foley, Assistant Superintendent, Human Resources
Stephen Dickinson, Chief Business and Financial Officer
Dan Holmquist, Facilities Project Manager
Diana Espiritu, Administrative Secretary

Each Committee member was provided with the following items in their packets:

- SFAC Meeting Agenda
- Agenda Informational Items

I. Call to Order

The meeting was called to order at 5:41 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was reached.

III. Approval of Minutes from January 28, 2019

Committee member Derrick Chevalier made a motion and Committee member Reinard Knur seconded the motion to approve the minutes of the January 28, 2019 meeting as amended. Comments were added to include mention of additional information requested regarding usage of the pool, as well verbiage noting the plan to hire "and/or eliminate the position" of a Director for Planning and Development.

Staff followed up with an update on the use of the pool. Dr. King informed the Committee that high school pools are often used for summer camps at elementary schools that are in close proximity to high schools, such as Keppel Elementary at Hoover High School, La Crescenta Elementary at Crescenta Valley High School, and Marshall Elementary at Glendale High School. The District's EEELP program also uses the pools for students. A member asked to clarify if this has happened in the past, or if it is a plan for the future. Dr. King informed the Committee that this has happened in the past but was limited in the recent years due to extensive construction at high schools. A member asked if it is possible for other elementary schools to use the pools, and Dr. King informed the Committee that this question should be addressed by Mr. Felix Melendez, Executive Director of Secondary Services.

A Committee member expressed a concern with taxpayers' approval of spending a large amount of funding on a project that would only serve a small program, when Monte Vista could benefit from a new building that would serve a larger population. Mr. Dickinson informed the Committee that staff is planning to hold a special Study Session with the Board to prioritize future projects, and he informed the Committee that he will report back to members and the Board of Education additional details on the participation of students in the swim/water polo program.

A Committee member asked if the Glendale High School pool is currently unusable. Mr. Dickinson informed the Committee that it is usable, but students cannot practice water polo due to the size of the pool.

IV. Action Items

- **Approval of Change Order No. 1 to Bid No. 170-17/18 with Cybertech Construction Co. for Play Area Improvements at Muir Elementary School and Notice of Completion**

On May 15, 2018, the Board approved the award of Bid No. 170-17/18 to Cybertech Construction Co. (Tarzana) for play area improvements at Muir Elementary School in the amount of \$178,554.00.

Change Order No. 1 for a credit of \$13,554.00 for various items, including the cost difference between installing natural grass and artificial turf; a credit for removing the installation of a shade structure from the scope of work; additional irrigation work; and additional potholing. This Change Order represents a decrease of 7.59% of the original contract. This changes the original contract total to \$165,000.00. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
4	1	\$2,802.00
1	4	\$12,717.00
3,5	7	\$5,804.00
2	9	(\$34,877.00)
	Total:	(\$13,554.00)

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

This project was completed in a satisfactory manner as of January 26, 2019 for a total cost of \$165,000.00. This project is funded by Measure S and State ORG funds.

Approval: Committee member Una Chung-Iwasaka made a motion to approve the action item. Committee member Reinard Knur seconded the motion. All Committee members unanimously agreed to move forward with recommending this item.

V. Other Business

- **Planning & Development Administrator Position Update, Dr. Kelly King/Dr. Cynthia Foley** – A Committee member asked what the options are. Dr. King informed the Committee that there are three options: to fill the position, eliminate the position, or create a stipend for a project manager to fulfill the responsibilities of the position. Eliminating the position would create a longer process of recreating the position if a future Bond is passed, whereas creating a stipend for project managers would cause concern due to rotating of responsibilities between two different project managers.

A Committee member asked how much the salary is, and what the procedure was that occurred during Measure K. Dr. King informed the Committee that there was a gap between the Measure K and Measure S programs, so staffing was not seamless. Dr. Foley informed the Committee that the salary is approximately \$179,000, and the allocation of a stipend would result in a savings of approximately \$172,000 per year for 3-4 years. A Committee member suggested that if the savings are achieved, the Committee would like to stipulate the direction of the savings.

A member asked if the funds have already been allocated for the position. Mr. Dickinson informed the Committee that the funds have been allocated, but depending on the direction that is decided, funds may be reallocated to other projects. No funds would be directed toward General Fund.

A Committee member suggested that the Committee schedule a meeting to discuss options. Dr. King informed the Committee that needs to be determined before February 26 to be in time for the March 12 Board meeting. Ms. Espiritu informed members that she will reach out to the Committee to schedule a meeting date.

- **Staff Survey Update** – Mr. Holmquist informed the Committee that additional surveys will be sent out to the remaining three schools at which new buildings were completed. There was a concern with handrails at these buildings becoming too hot in the sun and Mr. Holmquist informed the Committee that there are some issues that staff will unfortunately not be able to resolve. Painting the handrails would not completely resolve the issue, but rather cause more concerns with future maintenance.

- **Glendale High School Chiller Project Update** – staff informed the Committee that a separate contractor will install the chiller. This project will be coordinated with the Glendale High School pool project to avoid any contractor concerns. A Committee member addressed the concern with paying for the item before it was received. Mr. Holmquist informed the Committee that the manufacturer required a partial payment of the chiller in order to begin building it, and a final payment was made after delivery of the item. A Committee member asked if it would be possible to move up the installation date. Mr. Holmquist informed the Committee that due to the nature of the project, construction will have to be carefully planned out so as to minimize the impact on the school. A Committee member suggested that the way this item was purchased may put risk on the District and installation should be expedited. Mr. Holmquist informed the Committee that installation is scheduled for the summer.
- **SFAC Member Recruitment** – staff will work on informing the public of the search for candidates for SFAC. The notice will be coordinated with the District’s Public Information Office.
- **FASO Wall Update** – although this is not a Measure S project and no Measure S funding is being used, a new wall is set to be constructed around the FASO facility.
- **Monte Vista Elementary School, Classrooms and Capacity** – Dr. King informed the Committee that she reached out to the principal at Monte Vista and confirmed that the school does not have a need for any additional classrooms based on its projected enrollment, including the FLAG program. Mr. Dickinson informed the Committee that safety concerns have been addressed, and additional maintenance concerns are scheduled to be resolved in the coming months.
- **Sagebrush Update** – the next meeting is scheduled in March, but staff will not know if voting will be on the agenda until the Friday before the meeting.
- **Next meeting date** – Monday, March 4, 2019 at 5:30 p.m. in the FASO Bungalow

VI. Adjourn

The meeting was adjourned at 7:02 p.m.