

**GLENDALE UNIFIED SCHOOL DISTRICT**

**Superintendent's Facility Advisory Committee (SFAC) Meeting  
Monday, September 9, 2019**

**5:30 p.m.**

**FASO Conference Bungalow  
333 W. Magnolia Ave.  
Glendale, CA 91204**

**AGENDA**

- I. Call to Order**
- II. Roll Call and Establishment of Quorum**
- III. Introduction of New Committee Members: Ms. Cindy Dardon and Mr. Harmik Aghanian**
- IV. Action Items**
  - **Project Authorization Addendum No. 1 with NAC Architecture for Architectural Services for the Clark Magnet High School CTE Building Project**
- V. Other Business**
  - **Update on Summer Projects**
  - **Update on the Sagebrush Territory Transfer**
  - **Next Meeting Date – Monday, September 30, 2019 at 5:30 p.m.**
- VI. Adjourn**

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

SFAC Meeting Minutes

September 9, 2019

The Superintendent's Facility Advisory Committee meeting was held in the FASO Conference Bungalow at 333 W. Magnolia Ave in Glendale on Monday, September 9, 2019.

Committee Members Present:

Reinard Knur  
Nejdeh Avedian  
Una Chung-Iwasaka  
Harmik Aghanian  
Cindy Dardon

Staff and Board Liaisons included:

Dr. Vivian Ekchian, Superintendent  
Dr. Armina Gharpetian, Board Member  
Stephen Dickinson, Chief Business and Financial Officer  
Hagop Kassabian, Administrator: Planning, Development and Facilities  
Diana Espiritu, Administrative Secretary

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

- SFAC Meeting Agenda

I. Call to Order

The meeting was called to order at 5:36 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was reached.

III. Introduction to New Committee Members: Ms. Cindy Dardon and Mr. Harmik Aghanian

New Committee members Ms. Cindy Dardon and Mr. Harmik Aghanian introduced themselves to the Committee. Mr. Aghanian works as a civil engineer in municipal utilities, is a GUSD parent, as well as a GUSD alumnus. Ms. Cindy Daron has a background in psychology, is a GUSD parent, and is also a GUSD alumna.

IV. Action Items

- **Approval of Project Authorization Addendum No. 1 with NAC Architecture for Architectural Services at Clark Magnet High School CTE Building Project**

On December 12, 2017, the Board of Education approved a project and budget allocation of \$3,500,000 for the construction of a new CTE building at Clark Magnet High School. Following this approval, staff began working with site administrators and staff to determine the details of the project. Staff has also applied for a CTE grant in order to contribute an additional \$3,000,000 in matching funds for the construction of this project.

Planning & Development staff has worked with the District's approved architectural firms in order to obtain a proposal for the design of the project. Staff is recommending that the Board approve Project Authorization Addendum No. 1 for NAC Architecture to provide architectural services for this project for a total cost of \$467,250.

This project is funded by Measure S – Clark Magnet High School CTE Building project funds.

Committee members Aghanian and Knur asked if it was a sure thing that the grant funds will be awarded to the District, and what the status is of the grant application. Mr. Kassabian informed the Committee that staff has passed the initial round of applications and anticipates receiving funding in the coming months. Committee member Aghanian asked if the project would still move forward without grant funds. Mr. Kassabian informed the Committee that due to insufficient funding, the project would not move forward if grant funds are not received.

Committee member Avedian inquired as to why the District is spending funds without knowing for certain if the project will be completed. Mr. Dickinson informed the Committee that there is approximately a 95% chance that the CTE grant will be approved and funding received. Not all soft costs will be spent if the project is not completed.

Dr. Ekchian noted that the District is willing to take the risk on this project because the chances are so high of receiving funds, and because it is such a valuable investment. Due to escalation costs, any hesitation on this project would severely impact construction costs.

Committee member Chung-Iwasaka asked if these funds are coming from previously approved funds. Mr. Kassabian reminded the Committee that the funds for this agreement are part of the soft costs from the \$3.5 million previously allocated on the project. Committee member Chung-Iwasaka also asked if staff expects to see increases similar to the pool project on this CTE project. Mr. Kassabian informed the Committee that a requirement of the grant approval process included submitting a detailed (itemized) construction cost estimate. Staff understands the maximum available construction budget and together with the architect has been developing the project

scope of work accordingly. The scope of work will include building's HVAC, electrical and plumbing systems, site work, landscaping, and core and shell. Additional funding for furniture, fixtures, equipment, machinery will be required separately from the construction budget. The scope of work on this project will be the variable if the construction costs are higher than anticipated at the time the project is bid.

Committee member Aghanian asked how large this building will be. Mr. Kassabian informed the Committee that the building will be approximately 10,000 square feet (including approximately 7000 sq. ft. of new construction). The project will include an arena for robotics, offices, instructional space, storage, restrooms, and equipment room.

Dr. Ekchian noted that because this is strictly a Magnet school, it needs to be more competitive in order to attract more students.

Committee member Aghanian noted that cost estimating isn't included in the proposal and how those services will be addressed. Mr. Kassabian informed the Committee that cost estimating will be prepared on an as needed basis and will be contracted out separately by the District.

Dr. Ekchian also noted that the District needs to have a sense of urgency and take educated risks that are important for the campus from an educational point of view.

Committee member Knur asked if 7% architectural fees are standard for this type of project. Mr. Kassabian informed the Committee that the fees are fair and within the standard percentages for this type of construction work given the amount of site work required. In addition, Mr. Dickinson clarified that for previously completed projects a lower percentage, such as 6%, might have been submitted for architectural fee, however due to the complexity of this project specifically related to earthwork and tie-in to an existing structure, the fee percentage has increased slightly. Committee member Aghanian asked, since the building is being attached to an existing structure, if fire life safety and costs associated have been thought through, and Mr. Kassabian confirmed that they have been taken into consideration.

Committee member Aghanian asked who will complete the fire sprinklers and geotechnical reports. Mr. Kassabian informed the Committee that the fire sprinkler work will be done as a deferred submittal through the general contractor and geotechnical work will be contracted through the District separately and it is included in soft costs. Mr. Kassabian also informed the Committee that the project does not need to be approved by Building and Safety because it is approved by DSA. Only the Fire Department has jurisdiction over the project because it is all within District property.

Mr. Kassabian also mentioned that Planning and Development staff is exploring new RFPs (request for proposals) for additional architectural firms, testing, inspection and geotechnical work, and security vendors to work with the District for future projects.

Committee member Knur asked if staff is considering the lease-leaseback construction method for the project, and Mr. Kassabian informed the Committee that staff has not

made that determination as of this date and will make that decision closer to time of bid. Committee member Chung-Iwasaka asked approximately how many students will use this building. Mr. Dickinson informed the Committee that the school has approximately 1,200 students, and this project will be incorporated into the school's core curriculum.

Committee members asked if arrangements can be made to visit the site and possibly hold the next SFAC meeting at Clark Magnet High School for members to preview the school's CTE programs.

Committee member Knur made a motion to approve the action item. Committee member Chung-Iwasaka seconded the motion. All Committee members unanimously agreed.

V. Other Business

- **Update on Summer Projects** – Mr. Kassabian reviewed the projects that were completed by Planning and Development staff during the summer.

Committee member Avedian asked why there are not handrails on the fire access stairs at Monte Vista Elementary School. Mr. Kassabian informed the Committee that this portion of the project is still under construction and the handrails will be installed. Committee member Chung-Iwasaka mentioned that the direction that the restroom building at Monte Vista was installed is inconvenient for students, and asked why it was not installed as originally planned. Mr. Kassabian informed the Committee that the orientation of the building was modified due to DSA requirements.

- **Update on the Sagebrush Territory Transfer** – Mr. Dickinson informed members that the LACOE Committee met on September 4, 2019, but no vote was taken. The next meeting is scheduled for Tuesday, October 2, 2019, and District representatives are scheduled to attend.
- **Summary of Study Session Presentation** – Mr. Kassabian briefly went over the presentation that would be given at the Study Session on Tuesday, September 10, 2019.

Committee members began a discussion on the Bond Language for Measure S and the allocation of funds towards pool projects. Staff noted that although pool projects are not explicitly detailed in the Bond Language, they are considered student support facilities and are eligible for Measure S funding. Staff will continue to be transparent in the work completed and communicate to the Board all details as required.

- **Next meeting date** – Monday, September 30, 2019 at 5:30 p.m. at Clark Magnet High School

VI. Adjourn

The meeting was adjourned at 7:48 p.m.