



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
Facilities Subcommittee of the Board of Education  
April 9, 2013 4:00 PM

**MEETING MINUTES**

Board Subcommittee on Facilities

**MEETING DATE:** April 9, 2013

**Attendees:**

Dr. Bruce Harter, Madeline Kronenberg, Charles Ramsey, Bill Fay, Martin Coyne, Magdy Abdalla, Keith Holtslander, Luis Freese, Sheri Gamba, Lance Jackson, Karim Nassab, Juan Garrahan, Alex Gourtzelis, Winson Thai, Alaric Robinson, Erica Butler

Cate Boskoff of Orbach, Huff & Suarez; Marcus Hibser of HY Architects; Fred Powell of Powell & Partners Architects; Jose Vilar of Baker Vilar Architects; Matthew Pettler of School Facility Consultants; Krishna Pettitt of GCR; David Olson of KNN Public Finance; Jeff Baratta & Steve Jo of Piper Jaffrey; Scott Henry of E.J. De La Rosa; and Paul Haxo, Chris Hurwitz, Lisa McNally, Robert Mayer, & Gardine Wilson, all of Stege Elementary School

**A. OPENING PROCEDURES**

**A.1 Call to Order**

The meeting was called to order at 4:00 pm by Charles Ramsey.

**A.2 Roll Call**

Charles Ramsey and Madeline Kronenberg were present.

**A.3 Approval of Agenda**

Agenda was approved, with the Subcommittee moving item C4 after B1.

**A.4 Approval of Minutes**

March 12, 2013 minutes were approved with corrections.

**A.5 Next Meeting**

The next regularly scheduled meeting will be on May 14, 2013. There will be a special Facilities Subcommittee meeting on April 23, 2013 at 4:00 PM.

**B. PUBLIC COMMENT**

**B.1 Public Comment**

Paul Haxo, Chris Hurwitz & Lisa McNally came forth to speak about Stege Elementary School and expressed their concerns, inquiring about the process and progress of the project. Ms. McNally stated that she was informed that the construction for the rebuild was scheduled to no longer take place. Mr. Abdalla stated that he was shocked to hear this information because the architects were advised to move forward with the design. The Subcommittee tabled this discussion for now, and stated that there will be a robust discussion at the next meeting on May 14, 2013.



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**C. ACTION ITEMS**

**C. 4 Subcommittee Recommendation to the Full Board Regarding the CM/PM Request for Qualification Process and Finding. Presenters:** Magdy Abdalla, District Engineer Officer; and Cate Boskoff of Orbach, Huff & Suarez.

Cate Boskoff and Bill Fay made a presentation. Ms. Boskoff stated that the RFP for Program & Construction Management services was advertised in local newspapers and the bond program website ([www.wccusdbondprogram.com](http://www.wccusdbondprogram.com)) on July 31, 2012. Six (6) proposals were received by the deadline of November 30, 2012. A selection Subcommittee that was comprised of Mr. Abdalla, two other District Engineering Officers, one from San Jose Unified School District and one from Berkeley Unified School District, Keith Holtlander & Luis Freese reviewed the proposals on December 20, 2012 and narrowed it down to four (4). Those four (4) firms interviewed on March 25, 2013. Mr. Abdalla, a representative from San Francisco Unified School District, a representative from Berkeley Unified School District, Mr. Holtlander and Mr. Luis Freese conducted the interview. Mr. Fay stated that other programs of this size have been bifurcated. The Panel considered retaining The Seville Group as the Program Manager, and perhaps obtaining Roebbelen as the Construction Manager. Mr. Fay would like to bring the recommendations from the panel to the Subcommittee to see if they would be receptive to this idea. The subcommittee stated that based upon the performance audit and the passing of new bonds that our program is unlike any other program. The Subcommittee has also stated that the program as a whole has been successful for the past ten (10) years, and that there is essentially no need to bring in a new Construction Manager. Mr. Fay's secondary recommendation was to keep The Seville Group as PM/CM. Ms. Kronenberg stated that it would make no sense to bifurcate this program. Mr. Ramsey made a motion to recommend to the Board to renew the contract with The Seville Group for PM/CM. Ms. Kronenberg seconded the motion.

**C.1. Dover Elementary School Demolition. Presenters:** Magdy Abdalla, District Engineering Officer; Marcus Hibser of HY Architects; and Eric Peterson, Principal of Dover Elementary School (absent).

Mr. Abdalla stated that HY Architects is in the process of planning for demolition of the existing multi-purpose building. Marcus Hibser came forward and made a presentation updating the Subcommittee with an overview of the project, detailing the finished site plan and the existing floor plans. He stated that they would be meeting with the school on April 10, 2013 @ 3:00 pm to discuss some of the ideas they have for the existing multi-purpose building space and the ideas would be incorporated into the designs.

The Subcommittee moved item C3 after C1.

**C.3 Shannon Elementary School Architect Selection. Presenters:** Magdy Abdalla, District Engineering Officer; Keith Holtlander, Director of Facilities & Construction; Marcus Hibser of HY Architects; Jose Vilar of Baker Vilar Architects; and Steve Kwok of Quattrocchi Kwok Architects (absent).

Mr. Holtlander came forward and stated that the first meeting was scheduled with the architectural firms and the invitation has been accepted. Each architect will be given a total of thirty (30) minutes to



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make a presentation, including a question & answer session. A second meeting for the architects to present their design concept ideas to site Subcommittee will commence shortly thereafter, and following the two (2) presentations a recommendation will come to the Subcommittee in June. The Subcommittee wished the best of luck to all three (3) architectural firms and looks forward to the recommendation results in June.

- C.2 Update on Portola MS (schedule) and budget. Presenters:** Magdy Abdalla, District Engineering Officer; Juan Garrahan of SGI Construction Management; and Marcus Hibser of HY Architects.

Mr. Abdalla stated that the Notice of Award was issued to ARNTZ Builders after it took a week to make the determination, and also the Board approval of issuing a NOA to the lowest responsive responsible bidder. Mr. Abdalla stated that he had met with the president of the company, Donald Arntz, as well as the Construction Manager for this project, Lew Brower and Project Engineer, Rene Barrera. He assured the Subcommittee that he believes to have an excellent team and is confident that the project will be successful. The Subcommittee inquired about the process following the Notice of Award. It was explained that the contractor has seven (7) days to submit all the required documents and once they are verified that a Notice to Proceed will be issued, hopefully sometime before the end of April. The Subcommittee thanked Mr. Abdalla for the update and requested a future update in the fall of 2013.

## D. DISCUSSION ITEMS

- D.1 State Matching Fund Eligibility. Presenters:** Magdy Abdalla, District Engineering Officer; and Matthew Pettler of School Facility Consultants.

Mr. Pettler came forth to give an overview on the status of various projects. He elaborated on the cash allocations from state bonds since 1998 beginning with the Lovonya DeJean Project and different programs including New Construction, Modernization, Joint Use, Charter School Facility Program, Overcrowding Relief Grants and Facility Hardships. Mr. Pettler explained how eligibility is determined, which is based upon the age of the buildings for state matching. Mr. Pettler discussed the projects with funding reserved which included Portola Middle School, Ohlone Elementary School & LPS Richmond Charter. Mr. Pettler also informed the Subcommittee of the projects beyond bond authority. In conclusion, Mr. Pettler brought to the Subcommittee's attention that The Office of Administrative Law had approved, on March 25, 2013, the "Non-Participations in the Priority Funding Process" and stated that the regulations are now in effect with a detailed explanation on how "non-participation" occurs.

- D.2 Bond Finance Investor Outreach. Presenters:** Magdy Abdalla, District Engineering Officer; Krishna Pettitt of GCR; Dave Olson of KNN Public Finance; Jeff Baratta of Piper Jaffrey; and Scott Henry of E.J. De La Rosa.

Krishna Pettitt came forth and made a presentation about Bond Management Policies. Ms. Pettitt described that bond management policies provide mechanisms for internal for internal controls with respect to the issuance of bond/debt. Ms. Pettitt also explained that the Government Finance Officers Association (GFOA) recommends that all state and local governments have a comprehensive bond/debt policy and what the policy entails. In closing, Ms. Pettitt also informed the Subcommittee of other Board Policies that the District may include which are, but not limited to, Structure of Bond Issues, Sales of Securities, Credit Enhancements, and Post Issuance Compliance. David Olson, Jeff Baratta and Scott Henry were also available for questioning and did clarify a few questions for the Subcommittee during Ms.



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Pettitt's presentation.

**D.3 Proposed FOC Move to a Temporary Location While Plans to Permanently Relocate to Adams Middle School are in Place. Presenters:** Magdy Abdalla, District Engineering Officer; and Doug Davis of AE3 Partners (absent).

Mr. Fay informed the Subcommittee that staffing is increasing in the Facilities Operations Center, and explained the two-step plan to temporarily relocate to a former Chevron space that would be available with free rent until the end of 2013, and then permanently to Adams Middle School once it was finished being re-designed for the FOC needs. The District's IT department will eventually be moving into the current Facilities Operation Center. The Subcommittee approved of this idea to proceed with these plans.

**D.4 Summer Bathroom Projects. Presenters:** Magdy Abdalla, District Engineering Officer; Keith Holtslander, Director of Facilities & Construction; and Juan Garrahan of SGI Construction Management.

Mr. Holtslander gave an update on the past and current bathroom projects. Mr. Fay also stated that communication can always be improved.

**F. Future Agenda Topics**

The Subcommittee requested updates on projects at the following sites: Montalvin ES, Stege ES, and Richmond HS, Cameron ES. The Subcommittee also asked Mr. Pettler from Total School Solutions to come back in June, and Mr. Olson from KNN to give a post-analysis of the debt limit waiver decision in May.

**G. Adjournment**

Meeting was adjourned at 6:15 pm