

**PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL MEETING  
MINUTES  
September 10, 2019  
Los Lunas High School  
LOS LUNAS, NEW MEXICO**

**Members Present:** Mr. Joe Guillen, NMSBA      Mr. David Abbey, LFC  
Mr. Raúl Burciaga, LCS      Ms. Rachel Gudgel, LESC  
Mr. Antonio Ortiz, PED      Mr. Martin Romero, CID  
Mr. David Robbins, PEC

**Designees:** Ms. Debbie Romero (for Ms. Olivia Padilla Jackson, DFA)

**Members Absent:** Ms. Stephanie Rodriguez, Office of the Governor (no designee)

1. **Call to Order** – Chair Abbey called the meeting to order at 8:36 A.M.
2. **Public Comment** – None.
3. **Consent Agenda**
  - a. Approval of Minutes – July 18, 2019
  - b. 2019-2020 Master Plan Assistance Program – Application & Procedures
  - c. BDCP – 2019 Category 1 (Fiber) Awards
  - d. BDCP – 2019 Category 2 (Equipment) Awards

**MOTION:** Ms. Gudgel moved for Council approval of the consent agenda. Mr. Robbins seconded and the motion was unanimously approved.

4. **2018-2019 Award Cycle**
  - a. **2019-2020 School Security Program Awards – Reconsideration of Gallup Awards**

Ms. Cano drew member attention to the staff analysis table which identified the district's request for reconsideration for three schools: David Skeet ES (fencing), Ramah HS (emergency notification system) and Rocky View ES (exterior lighting, rapid entry system boxes and secure vestibule). The district has clarified that the request for David Skeet ES is additional needed fencing and was not a duplicate request for the 2018-2019 award for fencing. The district further clarified that the emergency notification system for Ramah HS was not a duplicate request and was not included in the 2018-2019 award. The request for Rocky View ES was reduced down to only hand held radios due to the district's plan to only have students in that building until the 2022 school year pending a potential consolidation with Red Rock ES. The prior staff recommendation was that their previous security award focus on moveable/portable items they can take with them no matter the outcome of the facility.

Due to the district's \$218,000 offset balance there is no impact to any state funding, however it will reduce the district's offset balance so there would be no net state funding and the district would have to wholly fund these projects at this time.

Mr. Guillen sought clarification that students would not be at risk if the scope was reduced; Mr. Chamblin replied that Rocky View ES has an existing standards-based award from last year and that school’s status for the future is unknown. The district knows they are going to move out of the facility but do not know exactly when they will be able to move out. The intention is to have students in the existing Rocky View ES until the 2022 school year. Staff is comfortable with the recommendation being presented. Ms. Romero echoed Mr. Guillen’s concerns and stated though students may be there for a short period of time safety is a concern and the cost of the project is worth the investment to know that children are protected. Mr. Robbins suggested if they are given a partial award for handheld radios they could potentially return in the future with another funding request once they have a definitive plan for the school. Mr. Robbins reminded members that the hand held radios are a step towards having better security.

**Motion:** Amend the 2019-2020 school security program awards to the Gallup-McKinley County Schools to the 9 schools set out in the staff recommendation table of the attached award spreadsheet of this item, for the purposes and in the amounts specified, including any special conditions contained in the award language for each school (see attached). Reimbursement of previous expenses are ineligible for funding under this program. Each allocation is intended to fully complete the project, phase, or specified purpose. The district’s request for local match reduction is deferred pending an updated statement of financial position to include actual expenditures from the previous 2 fiscal years.

Mr. Abbey – Yes	Ms. Rodriguez – Absent	Mr. Robbins – Yes
Mr. Burciaga – Yes	Mr. Ortiz – Yes	Mr. Romero – Yes
Ms. Gudgel – Yes	Ms. Romero – No	Mr. Guillen – No

As this was a Subcommittee recommendation, a second was not needed and by a vote of 6 to 2 the motion was approved.

**b. 2019-2020 Lease Assistance Program – Land Leases**

Following the reading of the motion, Ms. Gudgel noted there were large differences in the amounts for land leases and reminded members that during a prior discussion \$9,000 per acre had been discussed as well as a 1:3.5 ratio (one square foot of building to 3.5 square feet of acreage). It was noted that Gallup was within the amount the Awards Subcommittee had recommended. Also, the charter school leases were significantly outside of the amounts and the FY20 recommendation column would fund them at a much higher rate per acre than the \$9,000 per acre that had been recommended.

Ms. Casias provided the background information as listed in the executive summary. Four charter schools requested reconsideration of their land lease assistance from the Awards Subcommittee; during the lease assistance application timeframe, the Gallup School District had also submitted land lease applications for three of their schools. PSFA informed the district of the PSCOC determination to not fund land leases and the district withdrew their application; however, since the other land leases were under reconsideration by the Council, the Gallup School District requested their applications be included.

Upon direction, staff prepared an optional transition plan by which the land leases could be funded as a defined land-to-building ratio; the plan for two years included a land-to-building ratio of 1:3.5 and a proposed reimbursement of \$9,000 per acre in the first year and a per acre reimbursement of \$6,750 in the second year; the recommendation ended up being tabled. In August, members discussed a hold harmless approach for charter school land lease reimbursement. For schools that receive land lease assistance, the Awards Subcommittee recommended no more than a 60% reduction and funding 40% of the leases. The Gallup Schools land lease applications are not included in the hold harmless provision as they did not apply for lease assistance in FY19.

Mr. Robbins inquired about the property values and how much they varied; Ms. Casias replied she did not have the information on hand. Referring to the valuations and the actual lease amounts, Ms. Gudgel noted that a lot of the lease amounts include the cost of improvements that are being passed on to both the charter schools and then Council for funding. A lot of the leases are on tribal land and were low in terms of the amount per acre; as charter schools have come online they are leasing land, leasing portables, placing portables on land but the cost for leasing is increasing because of the cost of improvements to the land and there is some level of conflict with the public school statutes and the charter schools act which says it should be up to the private property owner to maintain some of those costs and there was an anticipation they wouldn't be passed on to the state. The second thing is that Council didn't really know about a lot of the land leases and they were being submitted to PSFA and a rigorous lease review wasn't being done though that has changed and PSFA has taken leadership on scrubbing leases and flagging issues. Some of these issues have crept up because of better due diligence but the assessed valuation would reflect some concerns with what the land is valued at versus the cost that is being passed on to charters to lease it. Ms. Casias noted the assessed land values for the four charters requesting reconsideration: The International School at Mesa Del Sol: \$1.4M; Mosaic Academy Charter School: \$216,512; South Valley Preparatory Academy: \$883,800; and School of Dreams Academy: \$60,000

**MOTION:** Charter schools that have received land lease assistance (noted below) will receive no more than a 60% reduction in their land lease assistance amount as a hold harmless supplement.

Schools with Land Lease Awards in FY19:

- 1) International School at Mesa Del Sol
- 2) Mosaic Academy Charter School
- 3) South Valley Preparatory Academy
- 4) School of Dreams Academy

New Land Lease Application in FY20:

The Gallup McKinley County School (GMCS) District to receive the full amount of their requested lease application amounts for the following locations:

- 5) GMCS – Ramah High School
- 6) GMCS – Chief Manuelito Middle School
- 7) GMCS – David Skeet Elementary School

The total land lease assistance for FY20 shall be \$216,218 per Exhibit A.

Mr. Abbey – Yes	Ms. Rodriguez – Absent	Mr. Robbins – No
Mr. Burciaga – Yes	Mr. Ortiz – Yes	Mr. Romero – Yes
Ms. Gudgel – Yes	Ms. Romero – Yes	Mr. Guillen – Yes

As this was a Subcommittee recommendation, a second was not needed and by a vote of 7 to 1 the motion was approved.

**c. 2019-2020 Lease Assistance Program Awards**

Ms. Gudgel reiterated that the Awards Subcommittee recommendation was for \$747.29 per MEM, 20% tare and a hold harmless for no more than 15% reduction from FY19 which would amount to \$16,427,192 for the FY20 lease assistance program. Following a call for comments, Mr. Robbins agreed with the 15% hold harmless noted his appreciation for the inclusion of a 20% tare.

Mr. Matt Pahl, Executive Director, The New Mexico Coalition for Charter Schools, addressed the Council and stated though Los Lunas HS was a beautiful school with exceptional space, there were a lot of empty classrooms and noted that was not something seen at charters across New Mexico. Mr. Pahl stressed that the charters were not asking for \$100M high schools but were instead asking for facilities to be funded that would work for their students and stressed that the proposal before Council was being rejected by the charters because of the overly conservative interpretation of the language within statute regarding classroom facilities. Mr. Pahl added that the charters wanted to work with the Council; however, on their end this process looked very different from prior processes. Mr. Pahl stressed that a reduction in resources in a time of great wealth for the state did not make sense. Members were reminded that at the last meeting there was discussion on how everyone should work together to find a solution. Though he does not feel there was positive communication on what the proposal would be until the night before the Awards Subcommittee, which was not enough time to communicate with the member schools about what was happening. Following a meeting with PSFA and Ms. Gudgel a few days prior to the Council meeting on what the proposal would be, mistakes on spreadsheets were to be corrected and updated spreadsheets were to be provided to the charters; this did not happen and handouts were provided during the meeting and stressed that it incentivizes the charters to fight and not work with the Council and PSFA. Stressing that charters were about to take hits that would affect students in the long run, Mr. Pahl pressed for assurance that commitments were going to be honored and noted if this process could be moved to the spring, when budgets were being created, it would allow for schools to plan for this ahead of time. Mr. Pahl noted that schools would be changing their behavior as a result of this; classrooms will be expanded, and if a policy decision is going to be made that square footage only applies for instructional space, it would be expected that instructional space would be expanded in some case. Mr. Pahl stated he would be emailing members to go over the bill Senators Candelaria and Senator Ortiz y Pino created with some long term solutions that in absence of them exacerbates the problems of lease assistance. Some problems with lease assistance come from the fact they do not have long term solutions for charter school facilities and stressed they weren't asking for Los Lunas High School but were asking for reasonable accommodations for students that meet their needs for instruction. Mr. Pahl stated he would request to meet with members to discuss the bill and what does and doesn't work because a long term solution needs to be put in place; otherwise, new policy options will be explored in

the future. Mr. Guillen stated that he did not appreciate Mr. Pahl’s comments about Los Lunas HS as it is a great facility and a lot of money was put in by the tax payers above what Council was able to provide. Mr. Guillen reiterated that Council has bent over backwards in trying to address the charters concerns; the Awards Subcommittee and Council have worked hard to listen to the charters. Mr. Guillen hoped that everyone could continue working together, noting it is difficult to hear comments/references that haven’t been previously heard and stressed that communication goes both ways. Mr. Abbey seconded Mr. Guillen’s concerns about the high school adding it was a highly successful project done in a very efficient and cost effective way. The construction was phased and students were in cramped quarters in half a building while they tore down half and then flopped it. The cost per square foot was an envy by today’s standards and stressed that it wasn’t a Taj Mahal by any stretch of the imagination.

**MOTION:** Approval of the award recommendation as specified in the accompanying spreadsheet entitled “*FY20 Lease Assistance Program Detail Summary*,” to the charter schools in the amount of \$16,427,192. All awards are contingent on the submittal of an E-occupancy certificate, current facility master plan and audit report. Awardees who have not yet been able to submit the required documentation shall have their awards prorated to the date the document was issued to the school. Upon acceptance of the award by the applicant charter school or district, PSFA staff shall distribute the award amounts on a quarterly basis for FY20. The distribution shall be based on the receipt of the actual lease payment submitted by the charter school or district. Reductions to award amounts are subject to a PED written certification to PSFA that a condition exists that warrants an award adjustment or suspension due to a school closure, charter revocation, financial violation or irregularities, and or adjustments to certified attendance numbers (MEM counts). Adjustments to lease amounts may also be made due to a lease termination or amendment.

Mr. Abbey – Yes	Ms. Rodriguez – Absent	Mr. Robbins – No
Mr. Burciaga – Yes	Mr. Ortiz – Yes	Mr. Romero – Yes
Ms. Gudgel – Yes	Ms. Romero – Yes	Mr. Guillen – Yes

As this was a Subcommittee recommendation, a second was not needed and by a vote of 7 to 1 the motion was approved.

Mr. Abbey thanked Ms. Gudgel for her work and all of the time she spent on this and her understanding of the issues.

**d. 2019-2020 Outside of Adequacy Program – Update from August 13<sup>th</sup> Awards Subcommittee – informational**

Mr. Chamblin reminded members that during discussion at the Awards Subcommittee, staff had received direction to bring back an update on this item and the current process. Mr. Chamblin went on to review information listed within the executive summary and highlighted key items. PSFA surveyed the 20 eligible districts that receive federal impact aid for tribal lands and 17 of the districts indicated interest in applying for funding. Teacher housing and athletic facilities were the most requested project types through the initial surveying. Council directed staff to draft an announcement letter and application for funding to be released

following a special called Awards Subcommittee meeting in August. Application requests will be presented to the October Awards Subcommittee and to the October PSCOC for potential awards. Language within the letter indicates that local funding is optional; however, Council may consider the use of local district revenue to supplement a PSCOC award to expand the scope of the state funding. Based on a preliminary review of the applications received, some of the districts have indicated a local participation amount. It is anticipated that there will be a significant amount of competition for this small amount of money between the 20 eligible districts. Mr. Chamblin noted that to some extent requests followed the survey trends and some districts shifted their priorities from the survey to their final application. Looking forward, quite a bit of analysis will be done prior to the Awards Subcommittee and options will be brought forth to rank and prioritize the applications for the limited funding. The intent of the program, as stated in legislation, is to fund projects that were “outside of adequacy” historically; project types that haven’t been traditionally/typically eligible for standards-based funding.

Ms. Romero inquired as to how many applications were received; Ms. Cano replied there were currently 48 requests; however, staff had not yet had the opportunity to compile all of the detail of the requests. Ms. Romero further inquired if criteria had been established for reviewing, rating and ranking of the projects; Ms. Cano replied that the defined prioritization and ranking criteria will be determined with the Awards Subcommittee at their October meeting.

Ms. Gudgel clarified that the funding source did not matter in terms of equalization and ensuring there is equitable distribution of capital outlay funds, noting in the original Zuni lawsuit the Honorable Judge Rich acknowledged that and made the statement that the legislature had to think about direct legislative appropriations and craft a solution because some districts leveraged direct legislative appropriations in different ways and received more funding than others. In response, the Legislature crafted the offset provision; the language of the appropriation specifically states it was not to be considered a legislative appropriation for the purpose of offsets.

Mr. Guillen also believed these were local priority projects and any additional funding that local school districts want to provide is very helpful to not only extend the scope of the project locally but to also help the funds go a longer way with those eligible applicants.

**e. 2019-2020 Pilot Program – Retroactive Standards-Based Awards – *informational***

Mr. Chamblin reviewed information listed within the executive summary. PSFA was directed to begin developing a program to make retro-active standards-based awards. Staff reviewed past projects since the standards-based program began in FY2005 that received limited funding participation due to spaces or particular items being determined “above adequacy,” “district funded,” or “otherwise ineligible for state funding participation”; awards history, awards letters, participation limits as documented on paper and design drawings were also reviewed. The top 10 most awarded school districts by dollars since the beginning of the standards-based program, as well as Grants, Zuni and Central, were surveyed to determine whether PSCOC

funding participation had been limited on past standards-based awards. Of the 13 districts asked to submit a response to the survey only nine responded. Five districts responded that the PSCOC did not participate in funding for the whole project scope on one or more of their past projects. A variety of responses were received ranging from additional classroom requests, playfields, security items, performing arts centers and building and site systems work. PSFA research found that most typically non-education spaces, especially athletic related facilities and its components, were most commonly identified; classroom space, specifically for Pre-K, was identified as the second most requested.

The proposed program schedule was included within the executive summary.

Mr. Guillen thanked staff for the additional work on this as well as the different programs currently implemented. Ms. Gudgel reminded members to think about how the state and local match has changed and how districts that historically received more from the State than they needed and the reason for changing the calculation was to right-size how the Council is giving funds to districts and being cognizant of that moving forward. Mr. Abbey noted that his staff has done some analysis of the preliminary proposals for funding on the outside of adequacy program and it turns out that many of the proposals look like retroactive adequacy awards, noting there are a lot of conversations among Legislators and the House having meetings where they hear from impact aid districts and how to move forward in terms of whether there should be changes to impact aid and equity of funding and, though this is good work, Mr. Abbey also felt more time is needed to see how some of the other conversations sort out in terms of recommendations. Mr. Abbey stated it might be worthwhile to bring the information to the Public School Capital Outlay Oversight Task Force (PSCOOTF) and propose to them the possibility of funding this in the 2020 Legislature. Mr. Abbey stated he was also prepared for LFC to make recommendations to look at something like this for funding. Mr. Guillen asked if a special appropriation would be needed or if funds could be set aside from the regular program to do things like this; Mr. Abbey replied that it could likely be achieved with set-aside funds, but because there are many other conversations taking place among the Legislature and the Executive Branch involving equalization and the litigation, it is an option to go forward; however, it might be better to have the endorsement of the Legislature and the involvement of the executive; Mr. Guillen agreed.

**f. 2019-2020 PSCOC Work Plan Timeline – *informational***

Ms. Cano reminded members that the timeline would be brought to the next meeting for the next award cycle including Council's concerns regarding the timing of the standards-based requests and looking to realign those back to a potential July meeting for award. Staff is also looking at potential options to have meetings every six-weeks, versus monthly, in consideration of everyone's schedules as well as looking at the impacts to the programs and the partnerships with the districts as they seek any attempt at out-of-cycle funding. Mr. Robbins noted he had PEC conflicts with the October, November and December meetings. Ms. Gudgel noted she also had conflicts with the October meeting and Mr. Abbey noted he had a conflict in December. Mr. Guillen asked that a survey be sent to the members to check availability.

Referring to the charter schools and the application process for lease assistance, Ms. Romero asked if there was any opportunity to move the application process up so that they would know what they would be getting when they are doing their budgets in order to avoid having the negative impacts on budgets they are currently facing. Ms. Cano replied that given the amount of programs and the various things going on, staff is going to take a look at all of the schedules moving forward. Mr. Chamblin reiterated that direction from Council was to rearrange things so that standards-based awards are made first in the fiscal year followed by all of the discretionary programs including the lease assistance program.

**5. Out-of-Cycle/Additional Funding/Emergency Funding/Award Language Requests**

**a. Alamogordo – P19-001 – Holloman ES - Award Language Change**

Mr. Scott Ficklin (PSFA RFM); Mr. Tim Wolfe (School Board President); Ms. Cara Malone (Deputy Superintendent) and Mr. Justin Burks (Chief of Capital Outlay & Facilities) were in attendance representing the school.

Ms. Casias provided the background as noted within the executive summary. Key issues include: an increase in the classroom capacity from 500 students to 600; inclusion of the special education Pre-K classrooms and exclusion of the language prohibiting a field as part of the award for Holloman ES. Staff has been working with the district and enrollment has increased as a result of Holloman Air Force Base. The increase has impacted all grade levels within the Alamogordo Public Schools. Holloman ES enrollment increased from 492 to 560 and is only 40 students off the requested capacity change of 600. It is anticipated enrollment will remain stable, or slightly increased due to the relocation of the F-16 fighter squadrons to the base. The district does not anticipate requesting additional dollars and indicates the added classrooms and renovated field can be accomplished within the current total estimated project cost of \$34,207,757. PSFA staff recommendation is to build the classrooms for 600 based on the growth in the elementary school students and to allow the shared playfield as well as include the DD Pre-K classrooms.

Mr. Guillen thanked the representatives for their attendance and for staying in contact with the Air Force regarding potential participation from them as well. Mr. Abbey stated it was very important for staff to continue to reach out to the federal government and understand how the funding program works as it feels like New Mexico isn't getting their fair share of the funding and we need to continue to work with the delegation. Mr. Chamblin replied he has had a number of conversations with the Department of Defense Office of Economic Adjustment (DoD OEA) and noted their program runs similar to ours based on a national ranked list of their public school facilities on military bases. Their ranking process is FCI-driven and they assess schools and rank them; however, it was learned that the ranked list is subject to some pressure (political influence consideration), so there is opportunity for some lobbying at the high level of that office and through the US House and Senate reps of New Mexico to make the case and try and get Holloman and all of the military schools in New Mexico bumped up the list a little bit more, because at this point, Holloman is currently ranked at 48 and they have funded through 38, so they're still about 10 spots away from eligibility, which equates to about 2 years.



**MOTION:** Amend the 2018-2019 standards-based award to the Alamogordo Public Schools to include planning and design for a replacement facility to the GSF pursuant to the Adequacy Planning Guide for 600 students, grades K-5. Award includes demolition of existing Holloman Elementary School and existing Holloman Intermediate School, and one shared playfield. Any federal funding to support this or future phases will be primary sources to complete the work; non-funded balances for the scope of work may be considered at future PSCOC meeting for award at the state/local match percentages. As this was a Subcommittee recommendation, a second was not needed and the motion was unanimously approved.

## 6. Other Business

### a. Legislative Pay Increase

Mr. Guillen stated this item was originally scheduled to be on the October agenda and he had asked that it be moved to this meeting with the understanding that a 4% increase was to be given to all state employees as part of a cost of living increase. Since that time, it has been learned that some state agencies require an evaluation prior to the increase. The evaluation of the executive direction has been started and this may need to wait until October so that an executive session can be indicated on the agenda. Ms. Romero proposed this be taken to the October meeting, to allow for review and analysis of the operating budget and have the evaluation in place before taking action on this item; Ms. Gudgel agreed. Mr. Abbey proposed delegating this back to the AMS Subcommittee, to use last year's evaluation template and to bring the evaluation back to the next AMS Subcommittee meeting. Mr. Chamblin is currently completing his self-evaluation, which will be submitted to Ms. Padilla-Jackson within the week. Ms. Nawman to send blank evaluation forms to the members to complete.

**MOTION:** Approval to include the Executive Director in the FY20 legislative salary increase for all budgeted state employees.

**AMENDED MOTION:** Deferred until October.

### b. Albuquerque Sign Language Academy – Request to Use Special School Adequacy Standards

Ms. Gudgel expressed concern with the legality of this item as statute defines the special schools very specifically and established that Council may apply the adequacy standards to the constitutional special schools on a building-by-building basis. Recalling the creation of the adequacy standards for the special schools, language in the general appropriation and the definition of the constitutional special schools does not include a charter school, or any charter school. Ms. Gudgel inquired as to the legal analysis staff did for this recommendation; Ms. Casias replied that Ms. Padilla-Jackson had requested staff do some research on the timeframe and to look at the adequacy standards; the staff attorney has also begun looking at it. Ms. Gudgel reiterated that the staff recommendation was to move forward with making a rule change before the legal analysis has been conducted on whether this could be done. Ms. Gudgel expressed concern with creating different adequacy standards for different charter schools based on what they are doing and noted Council would see an increase of charter schools asking us to create special adequacy standards for them. Ms. Casias clarified that Ms. Padilla-Jackson had recommended that Council allow staff to move forward with exploring the possibility of either using a variance or a different method to try to move this forward and

further clarified that Ms. Padilla-Jackson felt that since the ASLA representatives attended the AMS Subcommittee meeting that the motion not be changed at this time but that a variance be considered as an alternative. Per Ms. Casias, an important item brought up during the AMS Subcommittee was if a charter school, or any other school, wants to apply for the special school’s adequacy standards, they must have a sustained enrollment of 50%-60% of special needs students (deaf, hard of hearing, blind or visually impaired) for a period of no less than five years and suggested adjusting the motion to explore that possibility. Mr. Chamblin reiterated that the intent of the motion as presented was to get Council direction to move forward with potential changes; to begin the research and analysis for this effort.

**MOTION:** AMS direction for staff to move forward with potential changes to the special Schools Adequacy Standards to potentially include the Albuquerque Sign Language Academy by definition into the Special Schools Adequacy Standards with the exclusion of student housing and related services.

Mr. Abbey – Yes	Ms. Rodriguez – Absent	Mr. Robbins – Yes
Mr. Burciaga – Yes	Mr. Ortiz – Yes	Mr. Romero – Yes
Ms. Gudgel – No	Ms. Romero – Yes	Mr. Guillen – Yes

By a vote of 7 to 1 the motion was approved with Ms. Gudgel voting in the negative.

Mr. Guillen clarified that moving forward with the motion also meant this item would come back to Council with a formal recommendation following further research into the legality of doing this.

**7. Informational**

**a. PSCOC Project Status Report - informational**

Mr. Chamblin highlighted the information listed within the executive summary.

**b. Maintenance Program Status Report - informational**


Mr. Burciaga asked if any tracking is done on roofing systems and HVAC units as sizeable amounts of money may be put into a building’s systems. Mr. Tillotson replied that other than the FMAR specifics are not tracked; however, there was opportunity to do so through the work order management system known as FIMS. Ms. Gudgel clarified that the FIMS systems generates work orders and since preventative maintenance (PM) plans and work orders are not action based, asked how maintenance is being measured and who is/is not consistently doing maintenance. Mr. Tillotson stated that on a quarterly basis staff goes in to the FIMS systems and looks at specific key performance indicators to include PM Cost Ratio, how much money is spent on preventive maintenance versus all maintenance and the PM Completion Rate; how many PMs is the maintenance team actively getting to with their current staff (90% is the industry standard).

Mr. Tillotson noted a key note speaker is still needed for the Ben Lujan Maintenance Awards, which will be October 21<sup>st</sup> at the Embassy Suites in Albuquerque. The awards are being held in conjunction with the Superintendents Academy.

**8. Next PSCOC Meeting – Proposed for October 10, 2019**

Doodle surveys will be sent to obtain member availability for the October PSCOC meeting.

**9. Adjourn** - There being no further business to come before the Council, Ms. Gudgel moved to adjourn the meeting. Mr. Robbins seconded and the motion passed unanimously. Meeting adjourned at 10:45 A.M.

 Chair  
10/28/19 Date