

**EL TEJON UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL MEETING**

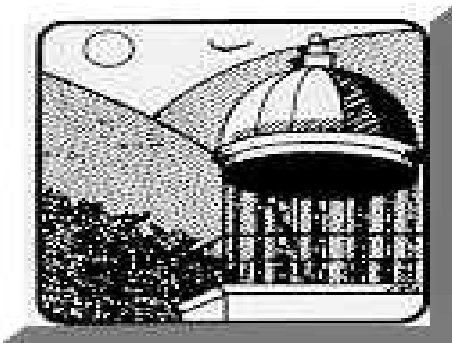
TO: Members of the Governing Board

You are hereby notified that a Special Meeting of the Board of Trustees of the El Tejon Unified School District is called for:

DATE: Monday, May 22, 2017  
TIME: Open Session 8:30 A.M.  
PLACE: 3149 San Carlos Trail  
Frazier Park, CA 93225

SAID MEETING IS CALLED FOR THE PURPOSE OF:

OPEN SESSION: A. Approval of Prop 39 Energy Consultant Contract.



**El Tejon Unified School District**  
**BOARD OF TRUSTEES**

4337 Lebec Road; Lebec, CA 93243  
PH: 248-6247 FAX: 248-6714

Lisa Duncan, President  
Misty Johnston, Trustee      John Fleming, Trustee  
Sabrina Rouser, Trustee      Lark Shillig, Clerk

**BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**

**Monday, May 22, 2017**  
**Frazier Park School**  
**3149 San Carlos Trail**  
**Frazier Park, CA 93225**

**OPEN SESSION:**

**8:30 a.m.**

**FPS Library**

**AGENDA**

Agendas are posted at the El Tejon Unified School district at least 72 hours prior to each meeting as well as at each school site. Any materials required by law to be made available to the public prior to the meeting of the Board of Trustees of the El Tejon Unified School District can be inspected at the following address between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday: El Tejon Unified School District, 4337 Lebec Road, Lebec, CA 93243.

**SPECIAL NEEDS ACCOMMODATIONS**

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please contact the Superintendent's Office, El Tejon Unified School District at 661-248-6247 from 7:30 a.m. to 3:30 p.m., Monday through Friday (Government Code 54954.2)

**HEARING OF INDIVIDUALS ON AGENDA ITEMS**

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. Each member of the public wishing to speak must fill out a "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. The presiding officer must first recognize each person who addresses the Board.

**CONVENING IN OPEN SESSION**

Call to Order – Time \_\_\_\_\_  
MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**FLAG SALUTE**

**PUBLIC PRESENTATIONS**

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board’s consideration of each item of business to be discussed at regular or special board meetings. The time allotted shall be limited to 3 minutes. This time may be used to address any item on the agenda, or any matter of concern within the jurisdiction of the El Tejon Unified School District. Each person who addresses the Board must be first recognized by the presiding officer,

If a member of the public initiates specific complaints or charges against an employee(s), the Board president shall inform the complainant of the appropriate complaint procedure.

**The Board and staff are not obligated to comment on, or respond to, addresses by the public.**

**REVISION/ADOPTION/ORDERING OF AGENDA**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ STUDENT TRUSTEE \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ITEMS FOR DISCUSSION AND ACTION**

**Board Items**

**A. Approval of Prop 39 Energy Consultation Contract.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ STUDENT TRUSTEE \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ADJOURNMENT** – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ STUDENT TRUSTEE \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**PROPOSAL/AGREEMENT TO PROVIDE  
FEMP (Facility Energy Master Plan)  
INCLUDING PROP 39 PLANNING SERVICES**

for

**EL TEJON UNIFIED SCHOOL DISTRICT**

4337 Lebec Road  
Lebec, CA 93243

Rodney C Wallace  
Superintendent

**Prepared by:**

Indoor Environmental Services  
1512 Silica Avenue  
Sacramento, CA 95815  
(916) 988-8808

## **PURPOSE OF PROJECT**

Indoor Environmental Services (“IES”) is pleased to offer our assistance to the El Tejon Unified School District (“District”). IES will assist the District in leveraging facility programs including Prop 39 funding and Government Code 4217.10 – 4217.18 to develop and implement a comprehensive Facility Energy Master Plan (“Project”) for the District.

## **PROJECT OBJECTIVES**

1. IES will perform an energy usage analysis and preliminary site surveys in order to identify the most cost effective energy conservation and energy generation opportunities to be implemented throughout the District. These opportunities may include lighting, HVAC replacement, controls, renewable power generation, and other energy related scopes of work targeted toward reducing costs and increasing life cycle performance. This service will follow the Prop 39 guidelines listed below.
2. The District shall have final approval on all recommended scopes of work for the Project.
3. IES will work with the District to leverage Prop 39 energy funding which is currently estimated at a total of \$282,210 over a period of five years. The District is eligible to request \$57,525 of the first year apportionment for upfront services and assistance in completing the required documents for Prop. 39 funding.
4. In addition, at the District’s discretion, IES will evaluate and pursue a more comprehensive Project that will utilize alternative financing and procurement methods for the Project. This includes, but is not limited to, Tax Exempt Municipal Leases, Qualified Zone Academy Bonds, and Power Purchase Agreements.
5. IES will investigate any and all additional grant and government incentive funding sources to assist in funding the Project.
6. IES will investigate all applicable utility-provided rebate program incentives.

## **CONTRACT DELIVERY METHOD FOR PROJECT IMPLEMENTATION**

IES will utilize Prop 39 funding per the mandated requirements, and, if required, California Government code Section 4217.10-4217.18 as it relates to implementing energy projects within Government facilities. The Project may be completed in phases as deemed appropriate by the District.

## **PROP 39 SERVICES**

IES will assist the District with securing Prop 39 funding by completing the following required steps:

1. Electric and Gas Usage/Billing Data

Obtain and analyze 12 months of energy consumption for all district schools.

2. Benchmarking or Energy Rating System

Determine the following benchmarking information:

- i. Total energy cost
- ii. Square footage of district schools
- iii. Annual total energy cost per square foot
- iv. Year to year comparison of energy bills

3. Energy Project Prioritization Considerations

Prioritize eligible projects by taking into consideration the 11 factors as referenced in Public Resources Code Section 26235(e)(1011).

4. Sequencing of Facility Improvements

Sequence projects based on the following:

- i. Maximize energy efficiency
- ii. Consider clean onsite energy generation
- iii. Consider nonrenewable projects

5. Energy Project Identification

Complete Energy Survey

6. Cost-Effectiveness Determination

Calculate Savings Investment Ratio (SIR) based on the following:

- i. Annual energy savings
- ii. Demand savings
- iii. Annual energy cost savings
- iv. Project installation cost
- v. Rebates
- vi. Other matching grants

7. Complete and Submit an Energy Expenditure Plan (EEP)

Complete EEP and submit required documents and certifications to CEC to request Prop 39 project funding.

**INVESTMENT CRITERIA**

Per Code Guidelines and Regulations, IES will complete the Planning Services (Steps 1-7) as structured below. IES will not perform additional services without prior District authorization.

Planning Services Investment Summary:

Prop 39 Planning Allocation: \$ 57,525

**Total FEMP Agreement Amount:** \$ 11,505

**This agreement is between the El Tejon Unified School District and Indoor Environmental Services.**

\_\_\_\_\_  
Rodney C Wallace  
Superintendent  
El Tejon Unified School District

\_\_\_\_\_  
Stan Butts  
Vice President  
Indoor Environmental Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date