

# IRVINE UNIFIED SCHOOL DISTRICT

## *Measure E Citizens Oversight Committee April 10, 2017*

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**Call to Order:** The meeting of the Measure E Citizens Oversight Committee was called to order

**Roll Call:** Roll Call was conducted via sign-in sheet

**Members Present:** Todd Cope, Terri Elia, Adele Heuer, Ryan Larson, Roza Mansouri, Patti Ragland

**Members Absent:** Jeffrey Schmehr, Kristi Smemoe, Connie Stone, Kenric Stone, Betty Jo Woollett

**IUSD Staff:** Kelvin Okino, Executive Director, Facilities & Construction Services, John Fogarty, Asst. Supt. Business Services/CFO, Jennifer Payton, Confidential Secretary

**Guests:**

**Next Meeting Date:** Monday, July 24, 2017

*Measure E Citizens Oversight Committee Business*

### **1. Call to Order; Roll Call**

- Committee Chair Terri Elia called the meeting to order at 6:30 p.m.

### **2. Approval of the January 9, 2017 Meeting Minutes**

- Member Patti Ragland moved with Member Adele Heuer seconding approval of the January 9, 2017 meeting minutes, as presented.

### **3. Measure E Series 2016A Financial Reports**

- Presented by John Fogarty, Assistant Superintendent Business Services
- Fund 21 Building Fund
  - Established for funds related to Facilities Improvement District No. 1 General Obligation Bond.
  - All funds used for Measure E projects.
- Three additional funds used to supplement Fund 21 for Measure E facilities projects.
  - Fund 40 Special Reserve for Capital Outlay Projects
    - Funds can be used for facilities projects with very little restriction.
  - Fund 25 Developer Fees
    - Funds must be tied to growth.
    - Less restrictive than CFD funds.
  - Community Facilities District 86-1 (CFD 86-1)
    - Most restrictive of the three additional funds.
    - Must be used to fund facilities projects within CFD 86-1.
- AccountAbility financial reports to be provided at each Measure E Citizens Oversight Committee meeting.
  - It was recommended that changes to the budget from the previous report be highlighted.
    - Kelvin Okino to work with accounting staff to capture changes between budget reports.
- The purpose of this committee is to insure funds are being spent as outlined in the voter approved ballot measure.
- There needs to be a reasonable expectation that funds will be spent within 3 years from the date of issuance.
- There is an interest to stay on schedule and take advantage of lower rates with the second bond issuance.

### **4. IUSD Board Policy 3470, Debt Issuance and Management Policy**

- Presented by John Fogarty, Assistant Superintendent Business Services
- Board Policy 3470 was approved and adopted by the IUSD Board of Education on March 21, 2017.
  - Effective January 1, 2017, Senate Bill 1029 made significant changes to how districts report.

- Issuers of the Report of Proposed Debt Issuance must be certify that the district has adopted a board policy for Debt Management.

## 5. Measure E Project Updates

- Presented by Kelvin Okino, Executive Director, Facilities and Construction Services.
- Budget
  - Total Series 1 funds \$131.9M
  - Potential for \$20M-\$22M state matching funds for Series 1 projects.
  - Five budget updates during the life of a project.
    - Preliminary Budget
    - Initial Budget
    - Baseline Budget
    - Post-Bid Budget
    - Final Budget
      - ❖ Preliminary Budget completed for all Series 1 projects.
      - ❖ All Series 1 projects are currently in the Initial Budget or Baseline Budget phase.
- Schedule Overview
  - Measure E Series 1 projects includes construction at twenty-one schools scheduled to begin between summer 2017 and summer 2019.
  - Summer 2017
    - Projects at six elementary schools.
      - ❖ Doors being installed to enclose classrooms and student commons and/or innovation labs being added.
    - Doors, frames, and hardware were bid early so the materials will be received in time for summer.
    - Construction cannot begin until DSA approval is received, but having the materials on hand will reduce the timeline by 8-10 weeks.
    - DSA approval has been received for a few of the projects; other projects are in process.
    - The goal is to have DSA approval for all projects and board approval for all contractors in May to begin construction as soon as school is out (June 9, 2017).
    - Communication
      - ❖ Stakeholder meetings have been completed at all six schools.
      - ❖ Logistics meetings are currently taking place or have been completed.
      - ❖ Community outreach meetings have been scheduled.
      - ❖ Site meetings are on-going throughout projects.
    - Stone Creek ES is the only campus receiving an expansion to accommodate a designated space for the science program; program is currently on a science cart.
- Measure E Design and Construction Process
  - There are 15 steps to the design and construction process.
    - Summer 2017 projects are currently in steps 5-7.
      - ❖ Obtain Local Approvals
      - ❖ Design Development
      - ❖ Construction Documents
    - Step 11 Submit to OPSC for Funding is the process for looking at state matching funds.
- New District Website to launch on Friday, April 13, 2017.
  - Website page devoted to Measure E information.
  - Specific information for projects at each school site is provided.
- Series One: School Improvements
  - Improvements include the following:
    - Enclose classrooms;
    - Modernize schools and facilities;
    - New music classroom buildings;

- New science classroom buildings;
- Expand classrooms;
- Upgrades to science classrooms;
- New theater;
- New synthetic track and field.
- Project Updates
  - Updates were given on 16 of the 21 school sites in Measure E Series 1.
  - It was recommended that a timeline for each project be created.
    - ❖ Kelvin Okino to create a summary schedule for each project.

## **6. Adjournment**

- Member Ryan Larson motioned to adjourn the meeting at 7:37 p.m., seconded by Member Adele Heuer.

## **Action Items/Follow-Up**

- The next Measure E Citizens Oversight Committee Meeting is Monday, July 24, 2017. Location to be determined.
- Measure E Study Session May 9, 2017, 3:00 p.m.-5:00 p.m., District Office Board Room
- Kelvin Okino to compile data showing changes to budget reports at each meeting.
- Kelvin Okino to create a summary schedule for each project.