

**Irvine Unified School District**  
**MEASURE E CITIZENS OVERSIGHT COMMITTEE**  
**MEETING MINUTES (revised 01/22/2018)**  
**October 9, 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, Roza Mansouri, Patti Ragland, Jeffrey Schmehr, Kristi Smemoe, Connie Stone, Kenric Stone, and Betty Jo Woollett

**Members Absent:** Ryan Larson

**IUSD Staff:** Kelvin Okino (Executive Director, Facilities & Construction Services), Sherry McGrew (Financial Analyst, Construction), Linda Risberg (Specialist, Construction Services)

**Guests:** None

**Next Meeting Date:** Monday, January 22, 2018 at 6:30 p.m. location to be announced

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***Measure E Citizens Oversight Committee (COC) 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 July 24, 2017 Meeting Minutes**

- Member Betty Jo Woollett moved with Member Connie Stone seconding approval of the July 24, 2017 meeting minutes, as presented.

**3. Approval of the 2018 Meeting Calendar**

- Member Kenric Stone moved with Member Connie Stone seconding approval of the 2018 Meeting Calendar, as presented.

**4. Approval of 2018 Chair and Vice Chair**

- Committee Chair Terri Elia requested volunteers for the 2018 Chair and Vice-Chair. Member Kenric Stone volunteered for 2018 Chair and Adele Heuer for 2018 Vice Chair. Member Terri Elia moved with Member Patti Ragland seconding approval of Kenric Stone and Adele Heuer.

Committee Chair Terri Elia put the approval of Kenric Stone as 2018 Chair to a vote.

Ayes: Members, Todd Cope, Terri Elia, Adele Heuer, Roza Mansouri, Patti Ragland, Jeffrey Schmehr, Kristi Smemoe, Connie Stone, Kenric Stone, Betty Jo Woollett

Noes: None

Absent: Ryan Larson

**5. Site Tour of College Park Elementary School**

- Kelvin Okino led a tour of the areas that were renovated over the summer which included the Innovation Lab, Library, Music Classroom, Multipurpose Room, Collaboration Space, classrooms, and Administration area.

- The Innovation Lab was created by combining two (2) classrooms (computer lab and general education classroom). Features include flexible student tables and chairs, a green screen curtain for videotaping, three (3) white boards with projectors, two (2) large bi-fold doors into the library, electrical power cords from the ceiling, and a storage/teacher workroom.
- The Library was modified to increase student circulation. Modifications were made to increase the airflow throughout the area.
- The Multipurpose Room stage wall was replaced with a folding partition wall. The folding partition wall allows more space for performances. Also, this allows the new adjoining Music Classroom to be part of the Multipurpose Room.
- A Music Classroom was created by combining two (2) classrooms. The classroom includes instrument storage, a white board and projector, and a green screen painted wall. The classroom can accommodate a full ensemble.
- A new student Collaboration Space was constructed. The adjacent four (4) classrooms were modified. Windows and doors were added to the common walls between the classrooms and Collaboration Space to allow access and visibility. Vinyl wall graphics, a white board and projector, and flexible tables and chairs were included.
- Interior doors and windows were added to the classrooms. Exterior sliding glass doors were replaced with full-height windows and doors.
- A double-wide door in the Administration area was added to create separation area from the exterior.
- The reduction in classrooms resulted in three (3) relocatable classroom buildings being placed near the existing relocatable classroom buildings.
- Due to the amount of construction work involved, renovation at College Park Elementary School was separated into two (2) phases. The second phase will occur during the summer 2018.
- Future work at College Park Elementary School will occur in a later Bond series.

#### **6. Measure E Series 2016A Financial Reports (handout)**

- Presented by Kelvin Okino. A copy of the Financial Report was distributed.
- Kelvin Okino noted the current budget shown is about \$500,000 over the series 1 budget. Staff is working on identifying potential cost and/or scope of work reductions or project deferral (to a later series). Once bids are received, District staff will have a better understanding of project budgets.
- Sherry McGrew commented that only actual expenditures are hitting the update for now, which currently is at \$9.8M of the \$95.0M of Bond funds.
- There are several sources that could increase the overall funds:
  - Funds from the State matching program for modernization and new construction projects which could amount to \$42.0M to \$50.0M.
  - Higher bond sales which would reach the maximum funding limit of \$319.0M. The current program was based on a Bond sale of \$250.0M.
- Member Connie Stone asked what funds were being used for at Westwood Basics Interim Site. Kelvin Okino explained that the interim campus projects (Westwood Basics and El Camino Real School) are being funded by Special Reserve funds that will be used for:
  - Adding temporary relocatable classroom buildings;
  - Interior improvements;
  - Sitework; and

- Traffic flow/mitigation improvements.
- Committee Chair Terri Elia asked what the term Capitalized F&E (Furniture & Equipment) meant in the financial report. Sherry McGrew explained that Capitalized F&E is a category determined and tracked by the state. This is one of the many categories used to identify costs. Capitalized F&E is anything over an expenditure of \$20,000.

## **7. Measure E Project Updates (handout)**

- Presented by Kelvin Okino. A copy of the PowerPoint presentation was distributed.
- Financial
  - i. A “Budget Update Process” diagram created by District staff includes five (5) budget updates over the course of a project. In addition, a spiral bound copy of the “Measure E Series 1 – Remaining Projects” was distributed.
    1. Preliminary Budget. Developed at the start of a project.
    2. Initial Budget. Project scope of work is outlined and preliminary cost estimates are developed.
    3. Baseline Budget. Project is fully defined and detailed construction cost estimates are prepared by the architect and construction manager.
    4. Post-Bid. Construction bids are received and contracts are awarded to contractors.
    5. Final. All work has been completed on the project.
  - ii. Audits
    1. An Independent Financial Audit and Independent Performance Audit was performed by Vavrinek, Trine & Co., LLP. They are in the process of finalizing the audits.
    2. The audits will be presented at the January 22, 2018 COC Meeting and then presented at the January 23, 2018 Board of Education Meeting.
  - iii. Annual Report
    1. The COC Annual report will be presented at the February 13, 2018 Board of Education Meeting.
- Construction Market
  - i. Several factors affecting construction.
    1. Construction market is saturated with the passage of local school bonds, statewide bonds, ongoing commercial and residential developments.
    2. Construction material costs continue to increase for various reasons.
    3. Skilled workers are in demand.
    4. Start-up construction companies are entering the market.
  - ii. Implementing different measures to deal with the challenges of the construction market.
    1. Established pool of consultants.
    2. Attract contractors to bid on projects. A Contractor Outreach Event was conducted on October 9, 2017 and attended by over 100 contractors.
    3. Create bid alternates on the projects to maintain budgets.
- Communications
  - i. Measure E website continues to be updated.
  - ii. Measure E newsletter published in July 2017.
  - iii. Continue to conduct Homeowner Association meetings, city of Irvine meetings, Project Information Meetings (each site), and Bond-related meetings.
- Schedule
  - i. Four schools received upgrades.

- ii. Two schools are under construction.
- iii. Two schools to start construction winter 2017/18.
- iv. One school to start construction spring 2018.
- v. Eleven schools to start construction summer 2018.
- vi. One school to start construction summer 2019.
- vii. Graphic illustration of the anticipated timeline for each school site.
- Completed Projects
  - i. July – October 2017
    - 1. College Park Elementary School (Phase 1), Bonita Canyon Elementary School, Culverdale Elementary School, Greentree Elementary School, Santiago Hills Elementary School, and Stone Creek Elementary School.
- Projects Under Construction
  - i. Winter 2017/18
    - 1. Stone Creek Elementary School Expansion project.
    - 2. Irvine High School and University High School relocatable projects.
- Upcoming Projects
  - i. Winter 2017/18 - Modernizations
    - 1. Irvine High School and University High School.
  - ii. Spring 2018 - Expansions
    - 1. Creekside High School and Eastshore Elementary School.
  - iii. Summer 2018 - Theater
    - 1. Woodbridge High School.
  - iv. Summer 2018 – Science Classrooms
    - 1. Lakeside Middle School, Rancho San Joaquin Middle School, Sierra Vista Middle School, South Lake Middle School, and Venado Middle School.
  - v. Summer 2018 – Athletic Field
    - 1. Northwood High School.
  - vi. Fall 2017 – Interim Housing at Campus
    - 1. El Camino School and Westwood Basics.

## 8. Questions

- Member Patti Ragland received a call from a community member with questions and concerns regarding the approval of and spending of Measure E funds. She shared the following comments.
  - i. The citizen did not vote for Measure E.
  - ii. His primary concern was that IUSD may be appointing our public schools like private schools unnecessarily.
  - iii. He inquired about the bidding process, seeking assurance that contracts were not simply awarded to IUSD friends and family.
  - iv. He wondered if Measure E would even have been necessary if IUSD had been maintaining a modernization line item in the annual budget all along.
- Member Patti Ragland added that she used her COC binder to give current and informative information but assured the community member that she would bring his concerns to the committee.
- Kelvin Okino mentioned that the COC members can forward community member's questions to either him or John Fogarty.

## 9. Adjournment

- Member Connie Stone motioned to adjourn the meeting at 8:20 p.m., seconded by Member Kristi Smemoe.