

Irvine Unified School District
MEASURE E CITIZENS OVERSIGHT COMMITTEE (COC)
MEETING MINUTES
January 27, 2020

Meeting Location: Northwood Elementary School – Multi-Purpose Room
Call to Order: The meeting of the Measure E Citizens Oversight Committee (Committee) was called to order.
Roll Call: Roll Call was conducted via sign-in sheet
Members Present: Adele Heuer, Kristi Smemoe, Patti Ragland, Jeffrey Schmehr, Kenric Stone, Todd Cope, Connie Stone, and Betty Jo Woollett
Members Absent: Richard Knowland and Ryan Larson
IUSD Staff: Kelvin Okino (Executive Director, Facilities & Construction) and Cathie Rain (Administrative Assistant, Facilities & Construction)
Next Meeting Date: April 27, 2020 at 6:30 p.m. location to be determined

Measure E Citizens Oversight Committee Business

1. Call to Order; Roll Call

A. Vice Chair Todd Cope called the meeting to order at 6:32 p.m. Roll call conducted via sign-in sheet.

2. Approval of October 28, 2019 Meeting Minutes

A. Kelvin Okino opened the minutes for discussion. There were no items for discussion. Member Betty Jo Woollett moved to approve the October 28, 2019 meeting minutes and Member Adele Heuer seconded. The October 28, 2019 minutes were adopted.

3. Measure E Series (2016A – Series 1 and 2018B – Series 2) Financial Reports

A. Kelvin Okino distributed the Budget Status Report (Report) for Series 1 and Series 2. The following was discussed.

- i. Kelvin Okino reiterated the Series 1 final budgets are highlighted in green. Several final budgets are expected to be approved before the next COC meeting. The remainder of the project budgets are still in progress. The Career Technical Education grant for Woodbridge HS for \$3.0 million was received and included within the Series 1 budget. While the budget for fund “21–Building Fund” currently exceeds the funds authorized, the difference will be reduced as projects are complete and final budgets are recorded.
- ii. Member Jeff Schmehr asked if any of the surplus funds will go to reimburse the funds that were borrowed. Kelvin Okino responded the \$1.0 million from Fund 40 was added (“borrowed”) to supplement a potential shortfall and is no longer needed. This is primarily due to the additional funds received through the Woodbridge HS grant and final budgets coming in under the current project budgets.

- iii. Kelvin Okino noted all of Series 2 projects have initial budgets. Once the bids are received, they will then become post-bid budgets. Kelvin Okino noted Series 2 projects are close to being DSA approved and will go out-to-bid in April 2020.
- iv. Member Connie Stone asked what is included within the Measure E Program costs. Kelvin Okino explained there are administrative costs associated with overseeing the Measure E projects, fees for consultants, and other costs not project specific. He added until Series 1 Program costs are exhausted Series 2 Program costs will not be used.

4. Annual Financial and Performance Audit Report

- A. Kelvin Okino distributed the Annual Financial and Performance Audits and mentioned the audits were presented to the Board of Education on September 14, 2019 by Eide Bailly, formerly Vavrinek, Trine, Day & Co., Inc. (VTD). VTD performed the Measure E Financial Audit and Performance Audit for the past three (3) years.
- B. Kelvin Okino noted on page 3 of the Financial Audit there was an unmodified opinion stated. In other words, there were no questions from the auditors, no findings recorded, and the Measure E program is well managed.
- C. Kelvin Okino noted there were no findings in the Performance Audit. This was based on the auditors reviewed of contracts, invoices, and the procurement process. The Board of Education complimented the team on a job well done.

5. Annual Report July 1, 2018 – June 30, 2019 “Draft”

- A. Kelvin Okino distributed a ‘draft’ of the Annual Report. The report will be presented to the Board of Education on February 18, 2020. Member Adele Heuer will present at the meeting to summarize the purpose of the Citizens Oversight Committee and provide a brief overview of the report. Kelvin Okino will provide Member Adele Heuer with an outline of the presentation.
- B. Member Connie Stone suggested a statement be made at the end of the report that no information technology consumables were spent using Measure E funds. Kelvin Okino will review.
- C. Member Kristi Smemoe asked if we used Measure E funds for projectors. Kelvin Okino explained projectors or similar devices are paid through other District funds, not through Measure E funds. Measure E funds are used only for the infrastructure of these devices.

6. Measure E Updates

- A. Kelvin Okino presented an update of the Measure E projects and distributed a copy of the presentation. He discussed the following.
 - B. Budget
 - i. Kelvin Okino explained the current Bond Funds are \$136.0 million for Series 1 and Series 2.
 - ii. Kelvin Okino explained the funding for Augmented Funds to Accelerate Projects (AFAP). The District identified \$30.0 million available funds from Fund 35 and will make these funds available to work on the four (4) remaining schools currently under Series 1. By summer 2022 all twenty-eight (28) schools under the Schools Facilities Improvement District will

receive improvements. The \$30.0 million will be replenished when State grant funds are received.

- iii. Kelvin Okino explained there are approximately \$212.7 million in funds currently available for projects. He presented several slides summarizing the funds and projects.
- iv. Kelvin Okino explained construction change orders are less than one percent (1.0%) for the first twenty-one (21) projects valued at \$76.7 million. Member Kenric Stone added the architect and contractors are doing a good job managing the projects to keep the costs less than a one percent (1.0%) change order percentage.
- v. Kelvin Okino presented comparisons between the initial budget, post-bid budget, and final budget for the first six (6) schools. In addition, he presented a recap of the overall bond measure funding timeline.

C. State Funding

- i. Kelvin Okino reviewed the status of State funding: State grants received to date (\$3.4 million), State grants waiting to be funded (\$36.2 million), and State grants to be submitted in the future (\$15.0 million).
- ii. Kelvin Okino reviewed the current provisions of Proposition 13 currently on the March 3, 2020 ballot.

D. Schedule

- i. Kelvin Okino presented a graphic timeline of the current projects.
- ii. Chair Kristi Smemoe noted on page 19 of the Measure E agenda presentation, “South Lake ES” was incorrect and it should read “South Lake MS”. Kelvin Okino acknowledge and will correct in the next update.

E. Series 1 Project Updates

- i. Kelvin Okino presented the four (4) projects currently under construction Woodbridge HS Performing Arts Complex, Woodbridge HS Field Improvements, Springbrook ES Modernization, and Springbrook ES Music Classroom Building.
- ii. Chair Kristi Smemoe inquired on the use of the interim campuses. Kelvin Okino responded Westwood Basics has returned to a District support site and is being fully utilized. El Camino Real School will return to a District support site once Springbrook ES returns to their site in June 2020.
- iii. Member Betty Jo Woollett asked if the outside of the Woodbridge HS Performing Arts Complex building would be painted. Kelvin Okino responded the different sizes and colors of the block were intentionally placed to create a look similar to sound waves.

F. Series 2 Project Updates

- i. Kelvin Okino reviewed the projects under Series 2 (Bonita Canyon ES, Northwood ES, Turtle Rock ES, University ES, South Lake MS (planning), and Woodbridge HS Modernization (planning)).

- ii. Chair Kristi Smemoe asked if Building K at Woodbridge HS is where the existing theatre is located. Kelvin Okino responded the existing theater is in Building F. Building K is a classroom building.

G. AFAP Update

- i. Kelvin Okino presented the projects under AFAP (Canyon View ES, Deerfield ES, Oak Creek ES, Plaza Vista School, and Irvine HS (planning)).

H. Questions

- i. There were no further questions or comments.

I. Tour of Northwood ES Kitchen

- i. A brief tour of the kitchen area was conducted.

7. Adjournment

- A. Member Kenric Stone motioned to adjourn the meeting, seconded by Member Betty Jo Woollett. Chair Kristi Smemoe adjourned the meeting at 8:10 p.m.