

**Irvine Unified School District**  
**MEASURE E CITIZENS OVERSIGHT COMMITTEE (COC)**  
**MEETING MINUTES**  
*April 22, 2019*

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**Meeting Location:** Eastshore 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:** Todd Cope, Richard Knowland, Ryan Larson, Patti Ragland, Jeffrey Schmehr, Connie Stone, Kenric Stone, and Betty Jo Woollett  
**Members Absent:** Roza Mansouri, Adele Heuer, and Kristi Smemoe  
**IUSD Staff:** John Fogarty (Assistant Superintendent, Business Services), Kelvin Okino (Executive Director, Facilities & Construction), and Cathie Rain (Administrative Assistant, Facilities & Construction)  
**Guests:** None  
**Next Meeting Date:** July 22, 2019 at 6:30 p.m. at Venado Middle School

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***Measure E Citizens Oversight Committee Business***

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

A. Assistant Superintendent of Business Services John Fogarty called the meeting to order at 6:30 p.m. Roll call conducted via sign-in sheet.

**2. Introduction of New Member**

A. John Fogarty introduce new Committee Member Richard Knowland as the Business Organization Representative. He replaces Member Terri Elia who resigned.

**3. Approval of January 22, 2019 Meeting Minutes**

A. John Fogarty opened the minutes for discussion. There were no items for discussion or correction. Member Betty Jo Woollett moved to approve the January 28, 2019 meeting minutes, seconded by Member Jeff Schmehr. The January 28, 2019 minutes were adopted.

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

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

- i. John Fogarty called attention to the highlighted line item on the summary page of the Report.
  - John Fogarty explained that heavy rain over the last few months flooded the track and field at Woodbridge High School which required extensive repairs. The flooding resulted in the District reevaluating the need to replace the track and field.

- John Fogarty explained that during the initial planning phase of Measure E, Woodbridge High School did not identify the track and field replacement as a top priority. With the completion of a new synthetic track and field at Northwood High School, Woodbridge High School is the only high school without a synthetic track and field.
  - John Fogarty explained that the cost to replace the track and field is approximately \$3.0 million. Currently, there are no funds available to fund the project. The District does not have a desire to escalate funds from other bond sales to fund this project.
  - Member Ryan Larson asked what has been spent on the track and field so far. John Fogarty responded that \$50,000 has been spent by the District in repairs. Member Patti Ragland asked if these funds are taken from Measure E. John Fogarty responded that these costs are not part of Measure E.
  - John Fogarty explained that funds for a new track and field could be available if renovation of the existing theater, currently part of the Performing Arts Center construction, is deferred to a later date. This would free up \$2.0 million that could go to the \$3.0 million project cost. An additional \$1.0 million could be used from another District fund to make up the difference. These District funds would be reimbursed when State funds are received at a later date.
  - John Fogarty and Kelvin Okino met with the principal of Woodbridge High School and presented the option to defer renovation of the existing theater and use the funds to construct the new track and field. The principal, as well as the Board of Education, felt this was a good option and concurred to move forward with the field improvements.
- ii. John Fogarty noted that the authorization for Fund 21 is \$108.1 million and the Report currently shows a shortfall of \$2.3 million. Kelvin Okino added that as projects are completed and closed, surplus funds come available and help reduce the shortfall. For example, he referred to Bonita Canyon Elementary School. Since the work is complete and committed costs equal expended costs, there is a surplus of \$43,733 (budget minus expended). This surplus will be used to offset the shortfall. Four (4) projects were recently closed and result in approximately \$300,000 in surplus funds. John Fogarty added that although we are currently over the authorization, projects have not been pulled off the list of priorities.
- Member Richard Knowland asked what would happen if we don't fill the funding gap. Kelvin Okino explained that he reviews the details of each project on a monthly basis and tracks the costs. Since the majority of each project relates to construction costs and potential change orders, he receives weekly reports from the construction managers and tracks these costs. As projects are completed and closed, he expects to have more surplus funds to help offset the shortfall. John Fogarty reminded everyone that in 2016, the District's facilities needs were over \$800 million. Measure E was approved for \$250 million and has increased to \$270 million in 2018. If the property assessed values continue to increase, the total bond funds could reach \$319 million. The District is working to meet the needs of the school sites yet stay within the commitments made to

the voters when the bond was passed. John Fogarty added that Fund 35 is for all schools not just Measure E projects. The District could assist Measure E with these funds and then reimburse Fund 35 when State funds are received.

- iii. Member Richard Knowland asked how the Committee members know when the projects are complete. Kelvin Okino referred to the budget diagram presented in past meetings which illustrates the phases of the budget process: 1. Preliminary Budget, 2. Initial Budget, 3. Post-Bid Budget, and 4. Final Budget. As noted on the summary page, Woodbridge High School Field Improvements is the only Initial Budget. All other projects have Post-Bid Budgets. The projects with a Final Budget will be reflected in the July 2019 meeting hand-out. Member Jeffrey Schmehrer asked if the projects could be greyed out once they are closed. Kelvin Okino responded that he would come up with a way (PB for Post-Bid Budget versus FB for Final Budget) to identify the status of the budgets.
- iv. Kelvin Okino explained that the surplus funds are often the result of unused project contingency, consultants not expending their budgeted amount, or construction costs not exceeding their budgeted amount. He added that surplus funds are not a result of descoped work in order to create surplus funds.
- v. Member Jeffrey Schmehrer asked if it would be an advantage to see the details of change orders to show how the District has completed additional work at the schools. Kelvin Okino explained that the change order details might be too much information and not beneficial to the Committee. John Fogarty added that part of the Committee's role is to understand what projects are being worked on and that the projects are within the bond language. He emphasized that the District does not want to commit to work unless we know there are sufficient bond funds.
- vi. John Fogarty stated that behind the summary page, each site has an explanation of the costs for each project under Fund 21. Once a year, a more detailed report is provided to the Committee. John added that, at any time, anyone can request a detailed report.
- vii. Member Patty Ragland noted that seven (7) of the projects were shown as complete in January 2019 presentation. Kelvin Okino responded that while a project is complete, there are still costs charged to the project. For example, after the site has moved into a building, additional furniture might be ordered afterwards. There are times the project may not be closed for six (6) months after it is completed.
- viii. Member Connie Stone asked what the administrative fees were on the summary page. Kelvin Okino noted that there were administrative costs associated with Measure E but not related to a specific project. This includes costs for the auditors, Measure E project office/supplies, cost of bond sales, etc.
- ix. Member Ryan Larson asked if the high costs during bidding has improved. Kelvin Okino responded that it still depends on the timing of the bids. He used the Woodbridge High School Performing Arts Center as an example of postponing a bid to less competitive time. The first time the project bid was prior to the start of summer and the bid came in higher than

anticipated. The project was rebid six (6) months later where he felt it was more advantageous for the District.

## **5. Measure E Project Updates**

A. Kelvin Okino presented an update of the Measure E projects and distributed a copy of the presentation. He discussed the following information.

### **B. State Funding Update – Measure E Series 1**

- i. Kelvin Okino presented the potential state funds for Measure E projects. The initial anticipated state funds were between \$20 million to \$22 million for Series 1. All Series 1 applications have been submitted to the State which totals \$38.7 million. To date, approximately \$400,000 has been received for the Creekside High School Career Technical Education (CTE), construction technology pathway. The remaining \$38.3 million is under review by the State.
- ii. John Fogarty noted that these additional funds were not factored into the budget because the District was not sure how long it would be before the funds are received. Kelvin Okino added that the District received a 15-day letter from the State for the CTE program at Woodbridge High School. This means there is a potential to receive between \$2.0 million to \$3.0 million in the near future. CTE grants are different from the Proposition 51 new construction and modernization grants. These grants are reviewed based on the order they are received by the State. The CTE grants are competition based and evaluated on the score a district receives for their grant application.
- iii. Kelvin Okino mentioned that there is an assembly bill that is proposing statewide bond measures in 2020 and 2022. Member Patti Ragland asked if the State looks at the financial situation of the community for bond funds. John Fogarty responded that in the past, the State has not looked at the community where the district is located. However, the statewide bonds in 2020 and 2022 could be different and have a negative effect on the District.
- iv. Member Connie Stone noted there is a CTE grant on the Report that appears to be for Creekside High School. Kelvin Okino confirmed that this is the CTE construction technology grant for Creekside High School. He added that this is an additional Irvine Ranch Water District rebate that needs to be added to the Report.
- v. Member Kenric Stone stated that he was pleased that the District is delivering on the promise to do what they said they would do. John Fogarty noted that the District is fortunate to have the staff to work on these projects.

### **C. Construction Change Orders**

- i. Kelvin Okino presented a summary of the change orders for the first nine (9) schools completed. Approximately \$20.5 million in construction costs were completed and the change order percentage is 1.15%.

### **D. Project Updates – Series 1**

- i. Kelvin Okino reviewed the projects that are completed, occupied, under construction, and in planning highlighting the following:
  - Three (3) science classrooms were recently occupied.
  - Eleven (11) projects remain under construction.
  - One (1) project is in the planning phase.
- ii. At Venado Middle School, construction of the new science classroom building continues. Plaster is being placed on the exterior and finishes are being installed in the interior.
- iii. At Sierra Vista Middle School, the new science classroom building is complete and the school has moved into the building. Working on placing landscape around the building.
- iv. At South Lake Middle School, the new science classroom building is complete and the school has moved into the building.
- v. At Rancho San Joaquin Middle School, the new science classroom building is complete and the school has moved into the building.
- vi. At Brywood Elementary School, modernization work continues.
- vii. At Meadow Park Elementary School, modernization work continues.
- viii. At Westpark Elementary School, modernization is complete within the building. The last phase is removal of the interim housing relocatable buildings and sitework.
- ix. At Creekside High School, the multimedia classroom work is complete. Construction to the two (2) CTE classroom buildings continues.
- x. At Eastshore Elementary School, the kindergarten renovation area is complete and staff is using the area to store boxes. Construction of the kindergarten play area continues. The expansion area continues under construction.
- xi. At Meadow Park Elementary School, construction of the music classroom building continues. The building will be complete in time for the 2019/20 school year.
- xii. At Brywood Elementary School, construction of the music classroom building continues. The building will be complete in time for the 2019/20 school year.
- xiii. At Woodbridge High School, construction of the Performing Arts Center continues.
- xiv. Kelvin Okino mentioned that Springbrook Elementary School will be added to the next presentation since construction will begin this summer. He added that staff, the school site, and Irvine Police Department (IPD) rode a bus to determine the route from Springbrook Elementary School to El Camino Real School. John Fogarty added that a similar process was used when identifying a route for Meadow Park Elementary School. John Fogarty noted that IPD has been instrumental in planning the routes as well as communicating with parents and the community. Member Betty Jo Woollett said that the busing arrangements have been working well logistically but noted that traffic has increased around Woodbridge High School.

E. Project Updates – Series 2

- i. Kelvin Okino provided a brief update on Series 2 explaining that staff has started design meetings with the architect and school sites. Six (6) school sites are included within Series 2: Bonita Canyon, Northwood, Turtle Rock, and University Park Elementary Schools, South Lake Middle School and Woodbridge High School. The elementary schools will be designed, approved by Division of State Architect (DSA), and constructed. South Lake Middle School and Woodbridge High School will be designed and DSA approved. Construction on these two (2) schools will start when Series 3 funds are available.

F. Tour of Eastshore Elementary School Expansion and Modernization.

- i. Kelvin Okino highlighted the following areas during the tour.
  - New student restrooms off the library. He mentioned that during construction, a full-height wall was constructed to separate the construction area from the library. The temporary wall was removed prior to the site returning from spring break.
  - The two (2) renovated kindergarten classrooms and activity center were complete and is being used to stored boxes for the teachers. The kindergarten play area has a new building with a restroom and storage room. The new play structure was installed.
  - The one (1) renovated first grade classroom was still under construction.
  - The two (2) new first grade classrooms and collaboration space were under construction.
  - The two (2) new offices (speech and psychologist) were under construction.
  - In the summer, the following work will be completed:
    - a. Existing kindergarten classroom will be converted to design lab.
    - b. Interim housing relocatable buildings will be removed.
    - c. Fire lane to back of campus will be constructed.

G. Questions

- i. There were no further questions or comments.

**6. Adjournment**

- A. Kelvin Okino mentioned that the next meeting will be in the Venado Middle School science classrooms on July 22, 2019 at 6:30 p.m.
- B. John Fogarty adjourned the meeting and was approved by Member Jeff Schmehr at 7:58 p.m., seconded by Member Kenric Stone.