

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT  
MEASURE F CITIZENS OVERSIGHT COMMITTEE**

**MINUTES AND REPORT OF THE MEETING OF  
May 15, 2018**

The Citizens Oversight Committee met on Tuesday, May 15, 2018, at the Roderick H. MacMillian Board Room, Education Center, 2985-A Bear Street, Costa Mesa, CA 92626

**Members Present:**

Mitch Vance, Chairperson, TGV Partners  
Julio Zunzunegui, Mariners Parent  
Robert Ooten, Member at Large  
Richard Rutledge, Estancia Parent & PTA Member

**Members Absent:**

Suzanne Gauntlett, Member at Large, HCPTA Vice President of Legislation  
Lee Ramos, City of Costa Mesa Senior Commission

**Also Present:**

Tim Marsh, Administrative Director, Facilities Support Services  
Tim Holcomb, Assistant Superintendent and Chief Operating Officer, Business Services  
Jeff Trader, Executive Director, Chief Financial Officer  
Ara Zareczny, Director of Facilities Development, Planning & Design  
Lori Horrell, Administrative Assistant to Tim Marsh

**Handouts:**

Meeting Agenda for May 15, 2018  
Meeting Minutes from February 6, 2018  
Davidson Field Project Budget & Project Status Report

**WELCOME AND INTRODUCTION**

Committee Chair, Mitch Vance, opened the meeting at 6:25 pm.

**ADOPTION OF THE AGENDA**

Agenda for the May 15, 2018 meeting was adopted as presented.

**ADOPTION OF THE MINUTES**

There was a discussion about meeting minutes going forward and the detail required. It was proposed and agreed that we strike a balance between brief and detailed minutes in the future. Minutes from the February 6, 2018 meeting were adopted as presented.

**DISTRICT REPORT**

Mr. Marsh, explained that currently there have not been expenditures out of the new funding release.

## PROJECT REPORT

### Davidson Field Project

Ms. Zareczny spoke on the expenditures regarding the Davidson Field project. She explained what the Accountability software program is regarding keeping a detailed report on the project, and also reconciling this report with the Fiscal department. In order to summarize the expenditures, she presented the Budget Status Report and the Project Status Report on Davidson Field. The report showed that everything that was budgeted was spent, with some extra funding put back into Fund 40, Measure F Fund.

A question was asked about the difference in cost between the Davidson Field project and other projects in neighboring school districts. Mr. Marsh explained that probably the most single largest piece would be that we actually spent more to keep the existing bleachers than had we gone to an aluminum bleacher structure. The visitor side of the bleachers cantilever over the sidewalk and the street. Had we torn them down, we could have never cantilevered them over the street due to modern building codes.

### Estancia Theater Project

Mr. Marsh talked about currently being in the middle of bidding our summer projects and interviewing construction management firms. As soon as the interviews are complete, we will be able to get up to speed on the Estancia Theater project. A question was asked regarding who is responsible for making sure we keep costs down for our projects? Mr. Marsh responded that typically this would be the role of the construction management firm, who would take a proposed change and determine that it looks reasonable and run their own numbers. Sometimes the construction management firm has their own construction arm and can run their own numbers, and sometimes they go to outside sources.

A question was asked regarding how the construction management firm is paid? Ms. Zareczny confirmed that they are paid through the district, based on hourly rates, not a percentage of the job.

Mr. Holcomb stated that when Measure A first started, there was no Facilities department. Over the years the district has created their own Facilities project management team. Ara's team is now providing the project management portion, and when the workload gets heavy they are augmenting with the project management and construction professionals.

Mr. Holcomb talked about cost estimators vs. cost managers; you tell a cost estimator what you want and they tell you what it's going to cost. You tell a cost manager what you want in general and they tell you what they think you need to budget for. The cost estimator is going to tell you exactly what something will cost based on design. The difference is either the specific cost (estimator), or a general sense of what you need to budget for (manager).

It was noted that the construction project does include a contingency fund, and traditionally in this district, money from that contingency fund has been put back into the budget. So we have traditionally been under budget on these projects, partially because of having a contingency fund. The most recent projects are getting more complicated. We have limited site space to work with, and the dynamics of the market have changed post 2008. The district has a very good track

record of completing projects under budget and putting monies back into the district, which enabled other projects to occur sooner.

Regarding the Board presentation, Mr. Marsh said the role of the committee is the fiscal oversight, so that is what the presentation will be on. If Mr. Vance would like to talk about a specific project, that is your prerogative, as the presenter. You would provide the School Board your perspective, based on the information you were provided by the district and auditors, on how you feel the district has been spending the Measure F funds.

Mr. Vance proposed that he prepare remarks to be shared with the committee for their input, so that he can speak on behalf of the committee. He will send remarks via email in advance of the June 12<sup>th</sup> meeting.

#### **NEXT MEETING DATE**

It was discussed that we meet possibly in late September and early November in order to meet quarterly. October 16<sup>th</sup> was a possible date discussed. Tuesdays seem to be preferred between Board meetings.

#### **COMMITTEE'S CHOICE**

Mr. Vance asked what activity will we have with Measure F funds between now and the next meeting? Mr. Marsh stated that there will be very little activity.

#### **ADJOURNMENT**

Mr. Vance adjourned the meeting at 7:33 pm.

These minutes are distributed to the members of the Measure F Citizens Oversight Committee and the community organizations they represent in the district.