

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

**MINUTES AND REPORT OF THE MEETING OF
December 7, 2020**

The Citizens Oversight Committee met via teleconference on Monday, December 7, 2020.

MEMBERS PRESENT

Julio Zunzunegui, Mariners Parent (Chairman)
Richard Rutledge, Estancia Parent & PTA Member
Mitch Vance, TGV Partners
Lee Ramos, City of Costa Mesa Senior Commission
Suzanne Gauntlett, Member at Large
Robert Ooten, Member at Large
Laura Ursini Marroquin, Community Relations, Newport/Naples Rib Company

MEMBERS ABSENT

None

ALSO PRESENT

Tim Holcomb, Assistant Superintendent, Chief Operating Officer, NMUSD
Jeff Trader, Executive Director, Chief Financial Officer, NMUSD
Ara Zareczny, Administrative Director, Facilities Development, Planning and Design, NMUSD
Lori Horrell, Administrative Assistant to Ara Zareczny, NMUSD

HANDOUTS (Via Email)

Meeting Agenda for December 7, 2020
Estancia Theater Expenditure Report
Minutes of May 11, 2020 – Unadopted
Minutes of September 14, 2020 - Unadopted

WELCOME AND INTRODUCTION

Committee Chair, Mr. Julio Zunzunegui, opened the meeting at 6:03 pm.

ADOPTION OF THE AGENDA

Agenda for the December 7, 2020 meeting was amended and adopted. Appointment of 2021 Chairman was moved to follow the adoption of the minutes.

ADOPTION OF THE MINUTES

Minutes from May 11, 2020 meeting were adopted.

Minutes from the September 14, 2020 meeting were amended and adopted.

APPOINTMENT OF CHAIRMAN

Mr. Julio Zunzunegui was appointed Chairman for the 2021 calendar year.

FISCAL REPORT

Mr. Trader reported on financial activity on the Estancia Theater project since the September 14^h meeting.

Ms. Gauntlett asked that more detail be recorded in the description of the invoice items for better clarification. Ms. Zareczny explained the various scopes of works for Pfeiffer. Ms. Zareczny said that staff would work to delineate the different scopes on the expenditure report for each invoice.

Mr. Trader explained that the expenditure report is based on all project expenditures, not only the Measure F funding. Mr. Holcomb pointed out that going forward we can make it more clear which funds are being used by Measure F and which funds are coming from the District. Ms. Zareczny reiterated that in the past the District has used multiple funding sources for projects (i.e., the Robins Loats project had combinations of District and State funding).

Mr. Rutledge asked that the DSA process be explained and Ms. Zareczny elaborated on the process and the DSA fee structure. She reported that the Theater project has been submitted for DSA review.

Mr. Zunzunegui asked how many people are involved in the approval process for change/orders, expenses. Ms. Zareczny explained change orders outside of the original contract are all Board approved. She added that all payment sign-offs are approved by the Construction Manager, the district Project Manager, Ms. Zareczny, and are ultimately sent to our fiscal department for payment.

PROJECT REPORT

Ms. Zareczny reported on the status of the Estancia Theater project as follows:

There was a community meeting held on December 3rd, to update the public on the project. The Board previously approved the Schematic and Design phase, which allowed the team to move into the Design/Development and Construction Document phases. The Construction Documents are now going through DSA review and approval.

Before we could enter the DSA approval phase, the Fire Department reviewed and approved the project and stamped the drawings. In addition, it is also a requirement that we complete geotechnical reports to substantiate our design, defining the geotechnical

conditions of the project. We prepared that report and submitted it to California Geological Services (CGS). These reports and approvals were included in our DSA submittal and are at DSA as of November 17, 2020.

The Facilities team is now preparing the project for the bidding and construction process. We will start the process of pre-qualifying contractors, and the Purchasing Director will be assisting with this.

We also will be reconciling our final estimates between the Architect's estimator and the District's estimator. The two estimators will prepare independent estimates based on the DSA submitted documents. We've also brought a third estimator in to perform a peer review of the two independent estimates.

Additionally, the District will perform a Constructability Review. This review entails hiring a contractor to review the DSA submitted drawings for any missing pieces or unclear items that would need to be corrected. This is done for all of our projects. We will be preparing a Request for Proposal (RFP) for a construction management company who will provide a Constructability Review. Other RFP's will be prepared for consultants during construction for material testing & inspections, DSA inspectors, and commissioning of the building. You will be seeing these proposals going to the Board for approval closer to the end of the school year. We have been given permission to advertise bids, but we are required to get Board approval to award the bids.

Mr. Zunzunegui requested a list of milestones and timeline's associated with the Theater progress at the next COC meeting.

OTHER

The following COC meeting dates were determined for the 2021 calendar year:

Monday, February 22, 2021 – 6 pm
Monday, May 10, 2021 – 6 pm
Monday, September 20, 2021 – 6 pm
Monday, December 6, 2021 – 6 pm

Board Presentation – Tuesday, May 18, 2021

ADJOURNMENT

Meeting was adjourned at 6:58 pm.