

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

**MINUTES AND REPORT OF THE MEETING OF
November 5, 2018**

The Citizens Oversight Committee met on Tuesday, November 5, 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
Lee Ramos, City of Costa Mesa Senior Commission
Robert Ooten, Member at Large
Richard Rutledge, Estancia Parent & PTA Member
Suzanne Gauntlett, Member at Large, HCPTA Vice President of Legislation

Also Present:

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 Ara Zareczny

Handouts:

Meeting Agenda for November 5, 2018
Meeting Minutes from May 15, 2018
Measure F Expenditures to Date for Estancia High School Library Project

WELCOME AND INTRODUCTION

Committee Chair, Mitch Vance, opened the meeting at 6:01 pm.

ADOPTION OF THE AGENDA

Agenda for the November 5, 2018 meeting was adopted as presented.

ADOPTION OF THE MINUTES

Minutes from the May 15, 2018 meeting were adopted with corrections.

FISCAL REPORT

Mr. Trader explained that there was very low activity for this period. There was only one financial transaction which was a bank fee for Measure F fund. Fund is primarily related to the Estancia Theater Project.

PROJECT REPORT

Ms. Zareczny reported on the status of the EHS Theater project. Educational specifications that were compiled in 2010 for the Costa Mesa High School and Corona del Mar High School Theater projects will be utilized for the Estancia High School Theater project as well.

There has not been much movement on the EHS Theater project primarily because of launching the EHS Aquatic Center project and several ongoing HVAC projects. To date, the district has

gone out with a Request for Proposal (RFP), and distributed this document to architects we have previously worked with. In addition, we posted to the CASH website, reaching out state-wide to see what other firms can participate in the process. We received twelve proposals from interested architects and the proposals were evaluated by a team consisting of facilities personnel. The firms that submitted were all capable of doing the project, so we factored in their current experience in our area, what kind of engineers they used, who they had on staff, do they do a lot in-house or do they use a lot of consultants, and would they be able to manage those consultants, etc. The process is very thorough, including a rating sheet where each firm is scored. The pool of applicants was narrowed down to five (5) to be interviewed.

The district has previously worked with three of the firms. Interviews with the architects are being held November 29th and 30th. The interview committee is established by forming a well-rounded group, that is knowledgeable about the process. The interview committee will be Ara Zareczny (representing the Facilities Department), Tim Holcomb (representing the Business Office), Michael Halt (Principal of Estancia HS), and Brad VanPatten (Coordinator of Visual & Performing Arts at Irvine USD). The architects will bring in their team which includes their acoustical consultants, theater consultants, and lighting consultants, who are key factors needed to get through the design process. They will answer a list of questions, and their responses will be independently rated. The committee will then collaborate for the final recommendation to the Board for the architect selection.

A site committee will be developed, which is a working group consisting of facilities and district personnel, site personnel (including Estancia Principal), interested site department heads, and possibly other district-wide personnel, such as our district music coordinator. This will insure we get more input in order to stay consistent with other programs throughout the district.

The project scope is based on programs we developed for Costa Mesa High School and Corona del Mar High School, which are different theaters than Newport Harbor High School. Newport Harbor is a 500 seat theater and has all of the supporting spaces. Costa Mesa and Corona del Mar are approximately 350 seat theaters and have all of the supporting spaces as well, which include black box, concessions, ticketing, restrooms with lobby area. Other elements of the project will be dictated upon the location of the Estancia theater.

When the district went out for an RFP on the pool project, the plan was to hire one firm for both the pool and the theater. Architects submitted a site plan telling us where they thought the theater should go and how it would impact other facilities. We have the benefit of those studies, but have not decided exactly where the theater will be located. The location will dictate what the remaining scope will be. We will go through the scoping with the committee and will bring that recommendation to the Board for adoption of the scope, location, and budgeting. At that time, we will move forward with design, and will have regular meetings with the committee.

The Board has made changes in the way that we approve projects, so regardless of the law, there are multiple presentations that we do now not only for the Board, but for the school site. We will do public notices and invite the community to come in and have input. The process is much more thorough process than in previous years. The district is required to comply with CEQA (California Environmental Quality Act). Through the CEQA process, we will see what type of mitigations will be required for the Theater, whether it is traffic or noise, and the adjacencies to the residents, to make sure we coordinate these factors into the project itself. This process will also be included in the budget. We will have an idea of the initial scope of the project, but other elements will be incorporated as we continue through project design.

Facilities will keep the COC committee updated on the theater project and will post updates on the district website, which will include any community meetings or notices. The goal is to work with the school sites to do a better job in getting their parent groups informed. Legal requirements will be fulfilled by sending information out to residents or property owners within 500 feet of the property, but in addition, we will be getting the school involved in helping us inform the community. This has process has been successful with our current HVAC projects and receiving very positive feedback from the community.

There was a question regarding how the technical advancements since the 2010 plans were initiated will be factored in to the new project. Ms. Zareczny explained that we try to standardize across the district, but will not use outdated or antiquated equipment that no longer carry replacement parts. The most up-to-date equipment equivalent to other sites will be implemented, also making sure the equipment can be operated by our technicians. The working committee will include our theater technician who presently manages all of our theaters and will help us evaluate equipment to be used. All sound materials will come into play with our acoustic consultants.

A question was asked regarding the pool bidding process. Ara explained that the theater bidding process is a more traditional process. We had to change the process with the pool because the bids came in much higher than we anticipated, so it had to be re-evaluated.

Our typical process begins with project design, if DSA approved, the project goes to bid, and then we build it. Through the design process, we have checks and balances. As we go through each phase, our contract states the architect and a cost estimator will do separate estimates based on the plans that are put together at the time. We evaluate those estimates and reconcile them. We do this process a minimum of three times.

Mr. Holcomb explained that our architect agreements have been updated so that if the architect designs the project and it comes in over budget, they are obligated to go back and remedy the budget at no additional cost to the district. In addition, the cost estimator is a stand-alone cost estimating company, only coming in to do a cost estimate.

Ms. Zareczny added that scoping of the theater project also includes looking at the repurposing of the existing theater. For example, at Corona del Mar High School, we were fortunate to be able repurpose the old theater as a lecture hall that has been a huge value to the site. The district will look at repurposing the existing spaces and how that will play into the budget.

There was a question asked about generating revenue on use of district facilities. Mr. Holcomb provided background on the Facilities Use policy.

The question was asked whether the budget for the Estancia Theater project is comparatively the same as the theater budgets for CMHS and CDMHS budgets or higher with escalating costs? Ms. Zareczny explained the cost would be higher due to inflation, market conditions, and final project scope.

NEXT MEETING DATE

The following meeting dates were proposed for 2019:

- Monday, February 4, 2019

- Monday, May 6, 2019
- Monday, September, 16, 2019
- Monday, December 2, 2019

ADJOURNMENT

Meeting was adjourned at 7 pm.