



WESTMINSTER SCHOOL DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEASURE T GENERAL OBLIGATION BONDS

Meeting of April 3, 2025, to be held at 5:00p.m.
District Office: Mendez Board Room

AGENDA - **APPROVED MINUTES**

1. **Welcome** – Manuel Cardoso, Assistant Superintendent of Business Services
2. **Call to Order & Flag Salute** - *The meeting was called to order at 5:01pm by Mr. Don Anderson*
3. **Roll Call and Establishment of Quorum**

Name	Representation	Present	Absent
Don Anderson	Active Senior Citizens Group	X	
Diana Carey	Taxpayer Organization	X	
Vacant	Business Representative		
Christine Hernandez	Active PTA/Parent Representative	X	
Hung Nguyen	Parent Representative	X	
Joey Van Camp	At-Large Community		X
Ellen Riley	At-Large Community	X	

4. **Public Comment** – Any member of the public attending this meeting may directly address the Committee on any item of interest to the public with respect to the expenditure of Measure T GO Bond Proceeds.

The Chairperson will ask if any members of the public wish to address the Committee, and if so, the members of the public shall raise his/her hand and when called upon, give their name, and then make their statement. Members of the public will be given up to three minutes to address the Committee. - No public comment at this time.
5. **ADOPT** - AGENDA for Regular Meeting of the Citizens' Oversight Committee Meeting held on April 3, 2025. - *Moved by Ms. Daina Carey, seconded by Ms. Christine Hernandez. All members voted, AYE-PASSED.*
6. **APPROVE** - Official Minutes of the Citizens' Oversight Committee meeting held on December 12, 2024, as submitted or with the necessary corrections. - *Moved by Ms. Christine Hernandez, seconded by Mr. Hung Nguyen. All members voted, AYE-PASSED.*
7. **RECEIVE** – Correspondence and refer it to the proper Order of Business or to the Assistant Superintendent of Business Services for handling. - *No correspondence at this time.*



WESTMINSTER SCHOOL DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEASURE T GENERAL OBLIGATION BONDS

8. **HEAR** - Oral Communication from Members of the Citizens' Bond Oversight Committee and District Staff. - *No communication at this time.*
9. **REVIEW** – 2023-24 Measure T Audited Financial Statements as of June 30, 2024
-Assistant Superintendent, Manuel Cardoso provided the Measure T Audited Financial Statement Reports to the committee and presented the following details:
 - *Ed Code 4120 requires that all districts do an independent audit of their funds.*
 - *New bid last year which replaces longtime auditors, Eide Bailey with very reputable company of Nigro & Nigro. They audit over 50 districts in LA and OC area and have a 3-year contract for WSD auditing.*
 - *Report resulted in the highest opinion possible, which is an unmodified opinion. Auditors did not find any discrepancies or items that required it to be modified, which is why they call it an unmodified opinion.*
 - *It was Board approved January 16th and sent to OCDE.*

O&A

1. Mr. Don Anderson asked for (a) clarification of the report that was sent since page numbers were different and (b) what was the comment regarding food expenses.
 - a. *The 2023-24 Final Financial Statements Audit is 102 pages and is the entire district audit. It was inadvertently emailed with the 2023-24 Measure T Audit Financial Statements, which is specifically for Measure T Bond and has 18 pages.*
 - b. *Food expenses was a part of the full district audit, not Measure T.*
- Mr. Cardoso reminded the committee that the district must perform two separate audits and that the Measure T audit is the one for the committee to review.
- ✓ 2023-24 Measure T Audited Financial Statements as of June 30, 2024, was Reviewed and Accepted by Ms. Diana Carey, seconded by Ms. Ellen Riley. All members voted, AYE-PASSED.

10. **REVIEW** – Measure T Presentation Update

Mr. Cardoso shared the presentation overview and Mr. Scott Harvey presented construction updates, while Mr. Brett Heinbuch provided financial information regarding the following projects.

- Current modernization projects
 - Group 1 - Finley ES, Webber ES, Schmitt ES
 - Group 2 - Sequoia ES, Eastwood ES, and Warner MS
 - Measure T Fiscal Data & Project Summary

The following information/items were discussed.

Group 1

- *Four contract amendments/change orders that increased the total to \$17.5 million, staying within the 10% allowed contingency despite unforeseen conditions with savings of*



WESTMINSTER SCHOOL DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEASURE T GENERAL OBLIGATION BONDS

approximately \$2.5 million as next lowest, responsive bidder.

- *These sites will receive slurring and striping for the playgrounds during Spring and Summer Break.*
- *Notice of Completion was board approved and final payment will be within the next 30 days with a possible flooring warranty withholding.*

Financials Recap

- *COP funds will be used to pay the remaining \$10 million for the remaining projects.*

Q&A

1. *Mr. Don Anderson inquired about (a) how was it working with Group 1 contractors, since there were challenges stated, (b) are all phases completed, (c) will Schmitt's roof last since it wasn't fully redone, (d) and have surveys been conducted on stable enrollment numbers connected to building improvements.*
 - a. *Group 1 Contractors were similar to previous Anderson & DeMille contractors, where some serious conversations, letters, and meetings led to agreements on what scope needed to be completed with no litigation involved.*
 - b. *Correct, Group 1 Phases are completed.*
 - c. *Yes, Schmitt's roof is in good shape, with no major issues, since they were done about 10 years ago.*
 - d. *A Facilities Master Plan was conducted in 2019 and a new plan, which is a 12–15-month comprehensive needs assessment process has been approved. An updated master plan is needed to be eligible for the \$10 billion available Proposition 2 state bond, which was passed in December for matching funds. Principals and their maintenance teams will identify problem areas and results provided to focus groups with Master Plan Surveys coordinated between May-August as a 12-15 question Google survey to be sent out by principals. There will be steering committees and community forums to take place for prioritizing needs from September-March 2026 with the deliverable of a 5-year Master Plan to move forward as the road map.*
2. *Ms. Ellen Riley asked (a) were a lot of the challenges to Group 1 about the change orders, (b) how much was the difference in the amount, and (c) did the company underbid. She also wanted to know (d) what happened to Webber's kindergarten classes since a preschool class was added/licensed, (e) did state preschool pay for that, (f) is enrollment being taken into account with the Facilities Master Planning process since there are districts with school closures, (g) who will oversee or makes the decision to the Proposition 2 funding.*
 - a. *Group 1 challenges were about the change orders.*
 - b. *The original project bid was \$15.98 million, the final cost increased to \$17.5 million, and the savings was actually about \$2.5 million since they were the next lowest bid.*

3.5

Develop and implement a long-range Facilities Master Plan to ensure effective use of all district facilities including, but not limited to, modernization of classrooms, upgrading of technology infrastructure, and enhanced safety on all campuses.



WESTMINSTER SCHOOL DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEASURE T GENERAL OBLIGATION BONDS

- c. *Yes, but the next bidder was \$3 million above that lowest bidder, and we are required to take the lowest responsible bidder.*
 - d. *Webber kindergarten classes there are present. An available room which was more suitable as a preschool program was added.*
 - e. *The additional preschool class was licensed and paid for by CA State Preschool Program.*
 - f. *Enrollment is a major factor for planning and WSD is one of three districts in OC that is not in decline and gained 20 students versus losing 200 originally projected.*
 - g. *The State Allocation Board oversees Prop 2 funding. It is a 60/40 matching model for a portion reimbursed to previously completed projects and/or 50/50 for new construction. It is not federal funding.*
3. *Ms. Diana Carey requested information on the (a) new roof projects warranty, (b) and if a DSA certification extension was asked for in the Group 1 withholding situation.*
 - a. *New roofs have a 20-year warranty.*
 - b. *Liquidated report was filed to Group 1 project funding before all the changes and contract obligation had to be met/paid.*
4. *Mr. Hung Nguyen had the following questions; (a) are the utilities usage tracked by buildings, (b) is there a way to quantify how much energy was saved or decreased when LEDs were replaced, (c) is there a separate meter between the solar panels and what the sites use, so two separate meters, (d) are utilities usage monitored; solar, water, and gas, (e) are students using the drinking fountain from Slide 21, (f) is the reglazed fountains tap or filtered water, (g) can PTA rooms be included to the Master Planning layout design, (h) question directed to Dr. Hansen on if learning lessons such as construction and procurement delays are shared with other Superintendents to improve cost efficiency, (i) is there a category for future financial audits called observations or room for improvements since it is concerning that there are zero findings to the mass documents/ materials being reviewed, and (j) are there other districts that have had findings that we can learn from.*
 - a. *Utilities usage is tracked by site, not building.*
 - b. *The utilities calculations would be based on preferred power, which involves DSA taking the plans and showing how much they would save to meet Title 24 requirements.*
 - c. *Yes, there are separate solar meters. For example, Schmitt's solar panel has a separate meter and is metered separately, while everything else is electro-metered. It's usually one meter, maybe two per site.*
 - d. *Business Services function of accounting/billing monitors utilities usage. A spreadsheet tracks sites' usage amount. It is one of the largest budget expenditures at about \$5 million and the tracking spreadsheet is a layer of protection should there be discrepancies, such as rare occasions of misread meters, leaks, or unusual spikes. Year-end numbers will provide data on how the renovations affected the utilities.*



WESTMINSTER SCHOOL DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEASURE T GENERAL OBLIGATION BONDS

- e. *Students do use fountains that have been reglazed which is the one pictured, however most have been upgraded to bottle fillers.*
 - f. *There are some fountains that have a filter underneath, although this particular fountain is tap. Bottle fill stations are inline charcoal filtered water and all sites have a minimum of 2 stations and up to 4.*
 - g. *Sites currently have small PTA rooms since schools were built in 40-50s and classrooms were the design priority. The Facilities Master Planning process provides opportunities for future needs and those discussions.*
 - h. *Superintendents do have opportunities to share some insights on projects. The CASH Conference is another platform where different bid methodologies and techniques are discussed by Scott Harvey and his team.*
 - i. *If there were findings to the financial audit, it would be connected to internal controls, which we didn't have any issues with. A list of internal controls is in the report, as well as how the audit is performed on page 14 to ensure we are in compliance.*
 - j. *Findings to financial audits would fall under internal control issues and stakeholders' due diligence and accountability assists with staying in compliance*
11. **DISCUSS** - Proposed Future Agenda Items
- *Sites' LCAP disaggregated data comparison of modernized sites, such as cleanliness question for example by stakeholder groups requested by Ms. Christine Hernandez.*
12. **REVIEW & DISCUSS** – 2024/25 Meeting Schedule
- **Thursday, June 26, 2025 - 5:00 p.m.*
- *Subject to change based on Board of Trustee meetings*
13. **ADJOURNMENT** *5:55pm*
- [Note: As required pursuant to Education Code Section 15280, the minutes of this meeting will be posted on the District's internet website]*

MEASURE T

CITIZENS' OVERSIGHT COMMITTEE

Manuel Cardoso

Assistant Superintendent, Business Services

Scott Harvey

Executive Director, Facilities/MOT

Brett Heinbuch

Executive Director, Business Services

Anne Phan

Administrative Assistant



WSD INSPIRES!

April 3, 2025

PRESENTATION OVERVIEW

- ❑ Finley, Webber & Schmitt Elementary Schools Project Update
- ❑ Eastwood & Sequoia Elementary & Warner Middle Schools Project Update
- ❑ Measure T Fiscal Data & Project Summary





GROUP 1 - PROJECT UPDATES

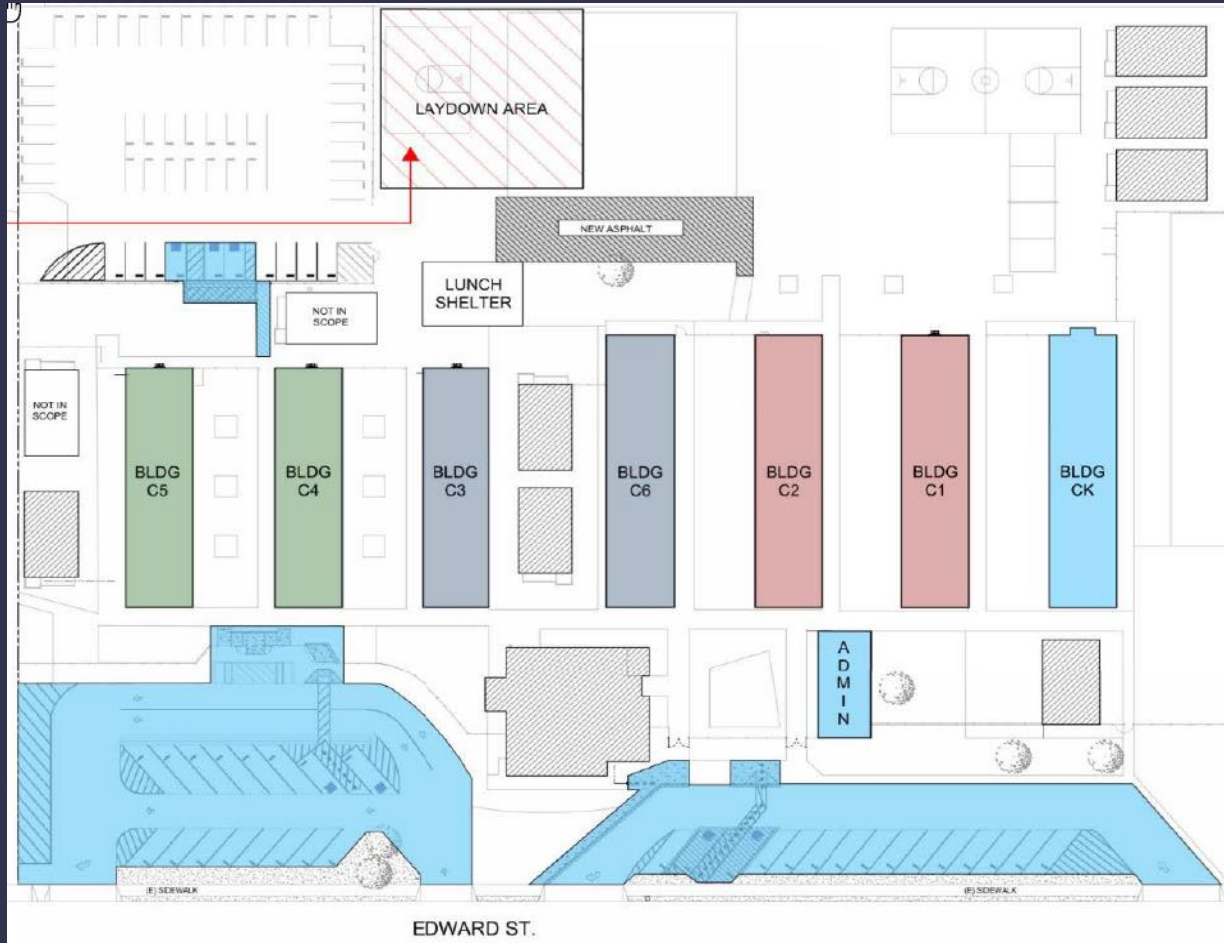
- Finley ES HVAC & Modernization - (DSAA# 04-121814)
- Webber ES HVAC & Modernization - (DSAA#04-121818)
- Schmitt ES HVAC & Modernization - (DSAA#04-121817)
 - **Board Approved Bid (October 9, 2023): \$15,980,000**
 - Amendment #1 (May 23, 2024): \$240,537 (1.5%)
 - Amendment #2 (June 13, 2024): \$115,287 (0.7%)
 - Amendment #3 (September 12, 2024): \$264,605 (1.7%)
 - Amendment #4 (December 19, 2024): \$959,554 (6.0%)
 - **Amended Total = 9.89% or \$17,559,980**





FINLEY ELEMENTARY SCHOOL

HVAC MODERNIZATION MASTER PLAN & SCHEDULE



- PHASE 1: 6 CLASSROOMS
COMPLETED**
- PHASE 2: 6 CLASSROOMS
COMPLETED**
- PHASE 3: ADMIN AND KINDER
COMPLETED**
- PHASE 4: 6 CLASSROOMS
COMPLETED**

- Installation of air conditioning in every classroom (except in MPR & existing relocatable classrooms)
- New roofing
- Fire Alarm
- Parking upgrades to meet new codes
- New paint interior and exterior
- High efficiency windows
- New LED lights





SCOPE OF WORK

EXTERIOR IMPROVEMENTS:

- New aluminum window system with dark bronze ½ inch thick safety glass
- New metal doors & hardware
- New paint
- Upgraded exterior lighting
- New roofing





SCOPE OF WORK

INTERIOR IMPROVEMENTS:

- New HVAC units & ducting
- New ceiling & fire alarm
- New paint & flooring
- Updated LED lighting
- New wall tack panels
- New dry erase boards





PHASE I AND II COMPLETION



BEFORE



AFTER





PHASE III COMPLETION



KINDERGARTEN ROOMS



ADMINISTRATION OFFICES

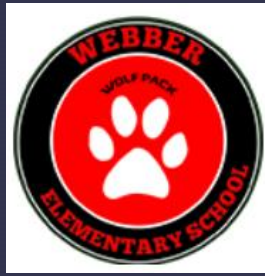




PHASE IV COMPLETION

6 CLASSROOMS

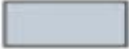




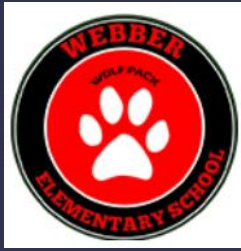
WEBBER ELEMENTARY SCHOOL

HVAC MODERNIZATION MASTER PLAN & SCHEDULE



	PHASE 1: 4 CLASSROOMS COMPLETED
	PHASE 2: 4 CLASSROOMS COMPLETED
	PHASE 3: ADMIN AND KINDER COMPLETED
	PHASE 4: 4 CLASSROOMS COMPLETED

- Installation of air conditioning in every classroom (except in MPR & existing relocatable classrooms)
- New roofing
- Fire Alarm
- Parking upgrades to meet new codes
- New paint interior and exterior
- High efficiency windows
- New LED lights



SCOPE OF WORK

EXTERIOR IMPROVEMENTS:

- New aluminum window system with dark bronze ½ inch thick safety glass
- New metal doors & hardware
- New paint
- Upgraded exterior lighting
- New roofing





SCOPE OF WORK

INTERIOR IMPROVEMENTS:

- New HVAC units & ducting
- New ceiling & fire alarm
- New paint & flooring
- Updated LED lighting
- New wall tack panels
- New dry erase boards





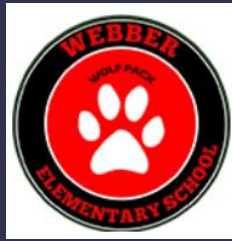
PHASE I AND II COMPLETION



BEFORE



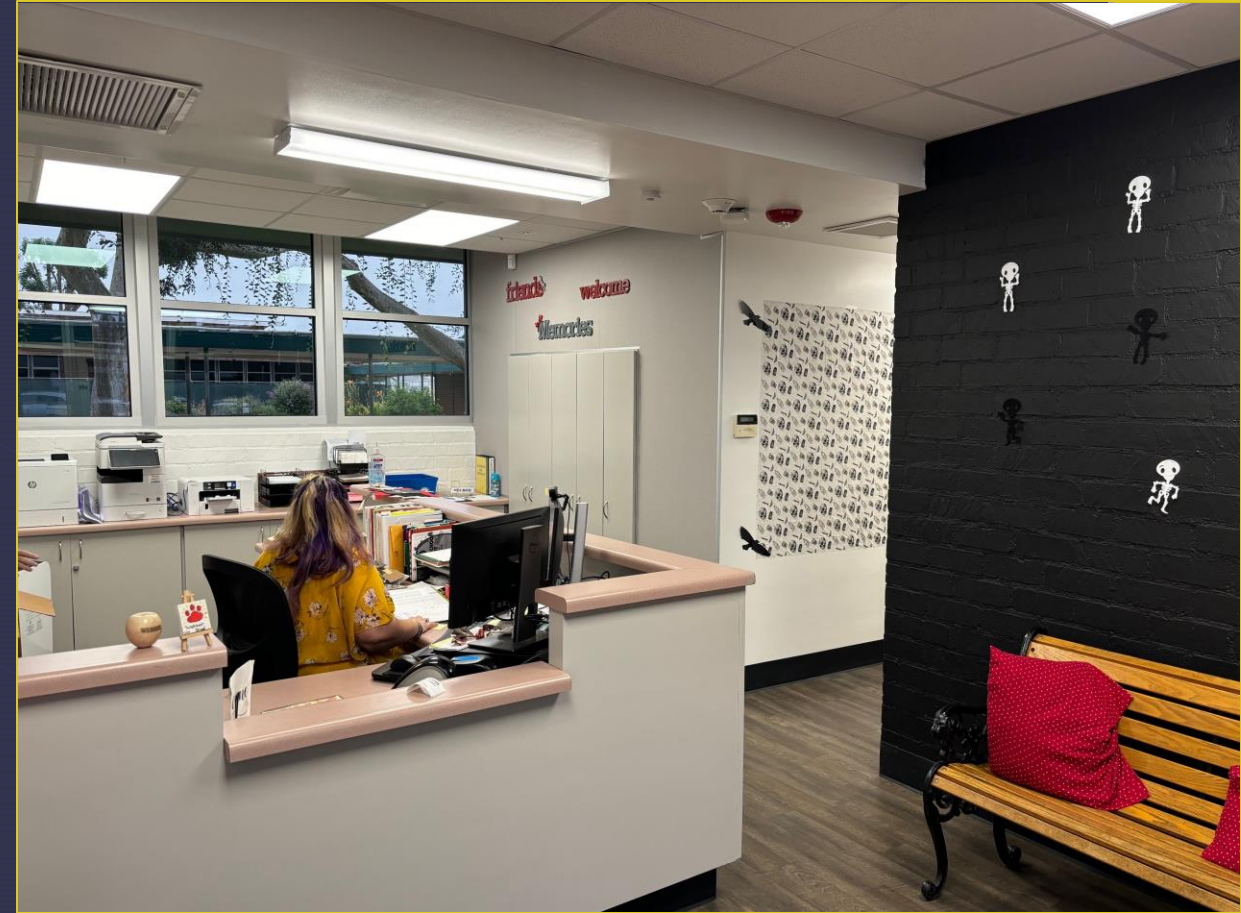
AFTER



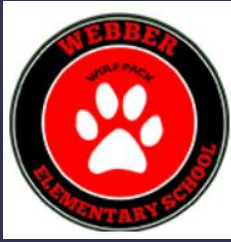
PHASE III COMPLETION



PRESCHOOL ROOM



ADMINISTRATION OFFICES



PHASE IV COMPLETION

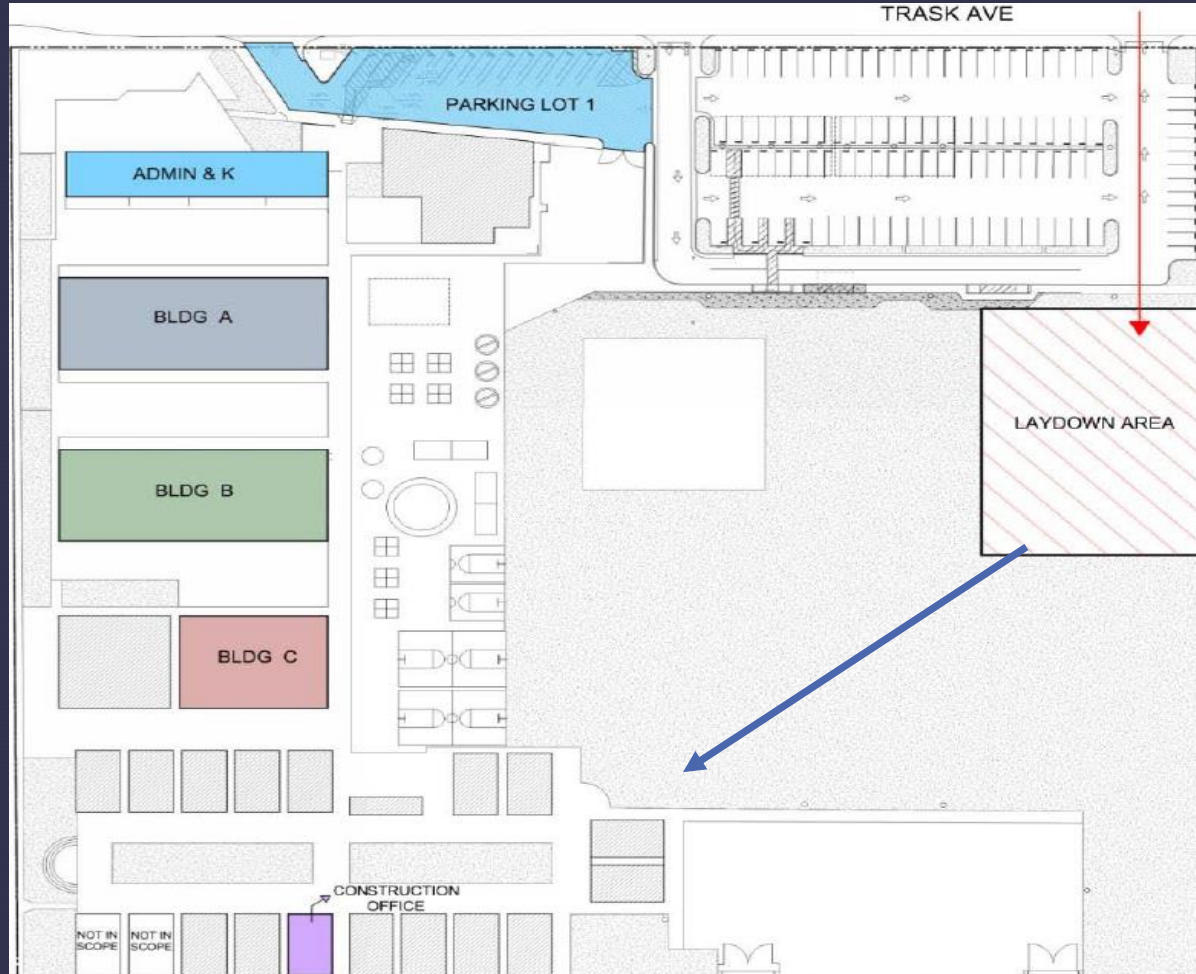
4 CLASSROOMS





SCHMITT ELEMENTARY SCHOOL

HVAC MODERNIZATION MASTER PLAN & SCHEDULE



	PHASE 1: 8 CLASSROOMS COMPLETED
	PHASE 2: 8 CLASSROOMS COMPLETED
	PHASE 3: ADMIN AND KINDER COMPLETED
	PHASE 4: 3 CLASSROOMS, LIBRARY COMPLETED

- Installation of air conditioning in every classroom (except in MPR & existing relocatable classrooms)
- New roofing
- Fire Alarm
- Parking upgrades to meet new codes
- New paint interior and exterior
- High efficiency windows
- New LED lights



SCOPE OF WORK

EXTERIOR IMPROVEMENTS:

- New aluminum window system with dark bronze ½ inch thick safety glass
- New metal doors & hardware
- New paint
- Upgraded exterior lighting
- New roofing





SCOPE OF WORK

INTERIOR IMPROVEMENTS:

- New HVAC units & ducting
- New ceiling & fire alarm
- New paint & flooring
- Updated LED lighting
- New wall tack panels
- New dry erase boards





PHASE I AND II COMPLETION

8 CLASSROOMS



BEFORE



AFTER





PHASE III COMPLETION



KINDERGARTEN ROOMS



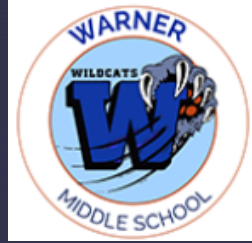
ADMINISTRATION OFFICES



PHASE IV COMPLETION

3 CLASSROOMS, LIBRARY





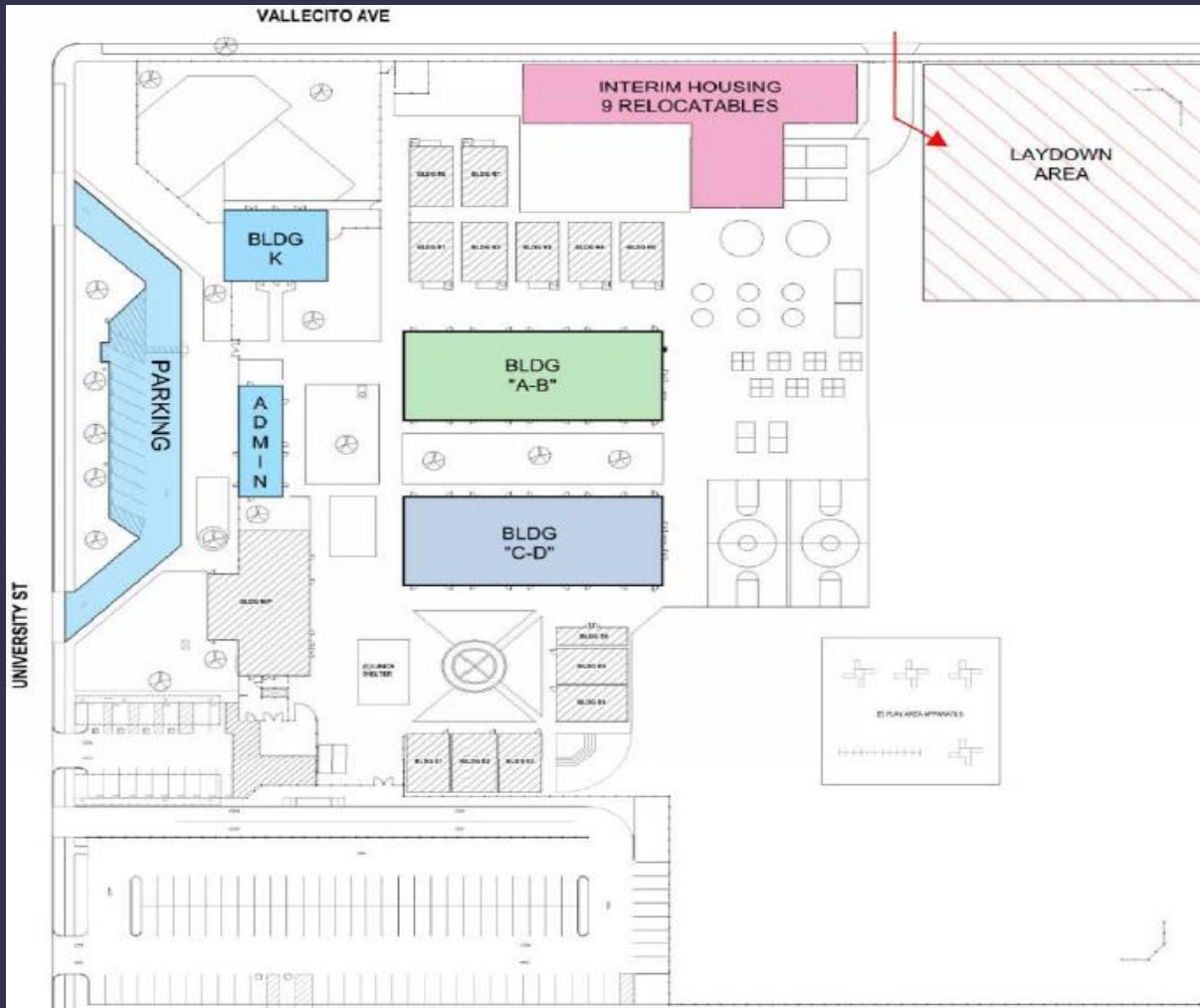
GROUP 2 - PROJECT UPDATES

- Eastwood ES HVAC & Modernization - (DSAA# 04-121964)
- Sequoia ES HVAC & Modernization - (DSAA#04-121963)
- Warner MS HVAC & Modernization - (DSAA#04-121968)
 - Interim Housing Completed: November 2023
 - **Board Approved Bid (March 7, 2024): \$23,897,863**
 - Amendment #1 (June 13, 2024): \$106,667 (0.5%)
 - Amendment #2 (September 12, 2024): \$340,256 (1.4%)
 - Amendment #3 (October 17, 2024): \$214,712 (0.9%)
 - Amendment #4 (December 19, 2024): \$322,403 (1.3 %)
 - **Amended contract = 4.1% or \$24,881,901**



EASTWOOD ELEMENTARY SCHOOL

HVAC MODERNIZATION AND INTERIM HOUSING MASTER PLAN & SCHEDULE



PHASE 1: INTERIM HOUSING
COMPLETED

PHASE 2: 8 CLASSROOMS
COMPLETED

PHASE 3: ADMIN & KINDER
COMPLETED

PHASE 4: SEP 2024 – JAN 2025
COMPLETED

- Installation of air conditioning in every classroom (except in MPR & existing relocatable classrooms)
- New roofing
- Fire Alarm
- Parking upgrades to meet new codes
- New paint interior and exterior
- High efficiency windows
- New LED lights



SCOPE OF WORK

EXTERIOR IMPROVEMENTS:

- New aluminum window system with dark bronze ½ inch thick safety glass
- New metal doors & hardware
- New paint
- Upgraded exterior lighting
- New roofing





SCOPE OF WORK

INTERIOR IMPROVEMENTS:

- New HVAC units & ducting
- New ceiling & fire alarm
- New paint & flooring
- Updated LED lighting
- New wall tack panels
- New dry erase boards





PHASE II COMPLETION

8 CLASSROOMS



BEFORE



FIRST DAY OF SCHOOL!

AFTER



PHASE III COMPLETION



KINDERGARTEN ROOMS



ADMINISTRATION OFFICES



PHASE IV COMPLETION

8 CLASSROOMS

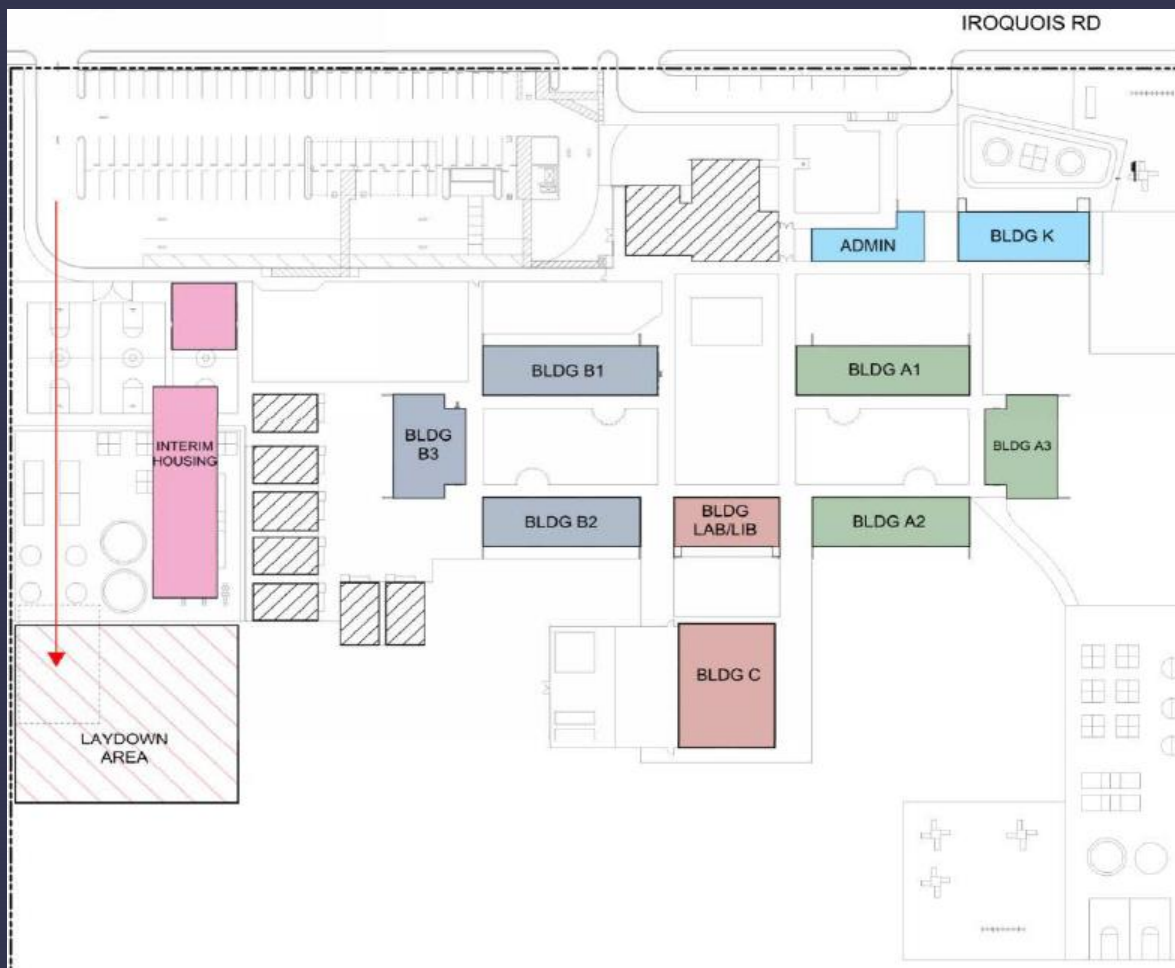




SEQUOIA ELEMENTARY SCHOOL

HVAC MODERNIZATION AND INTERIM HOUSING

MASTER PLAN & SCHEDULE



	PHASE 1: INTERIM HOUSING
	COMPLETED
	PHASE 2: 8 CLASSROOMS
	COMPLETED
	PHASE 3: ADMIN & KINDER
	COMPLETED
	PHASE 4: 8 CLASSROOMS
	COMPLETED
	PHASE 5: 5 CLASSROOMS, LIBRARY
	COMPLETED

- Installation of air conditioning in every classroom (except in MPR & existing relocatable classrooms)
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SCOPE OF WORK

EXTERIOR IMPROVEMENTS:

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SCOPE OF WORK

INTERIOR IMPROVEMENTS:

- New HVAC units & ducting
- New ceiling & fire alarm
- New paint & flooring
- Updated LED lighting
- New wall tack panels
- New dry erase boards





PHASE II COMPLETION





PHASE III COMPLETION



KINDERGARTEN ROOMS



ADMINISTRATION OFFICES



PHASE IV COMPLETION

8 CLASSROOMS

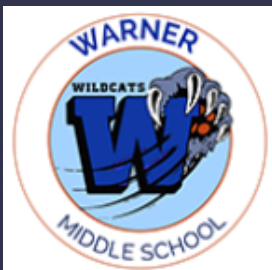




PHASE V COMPLETION

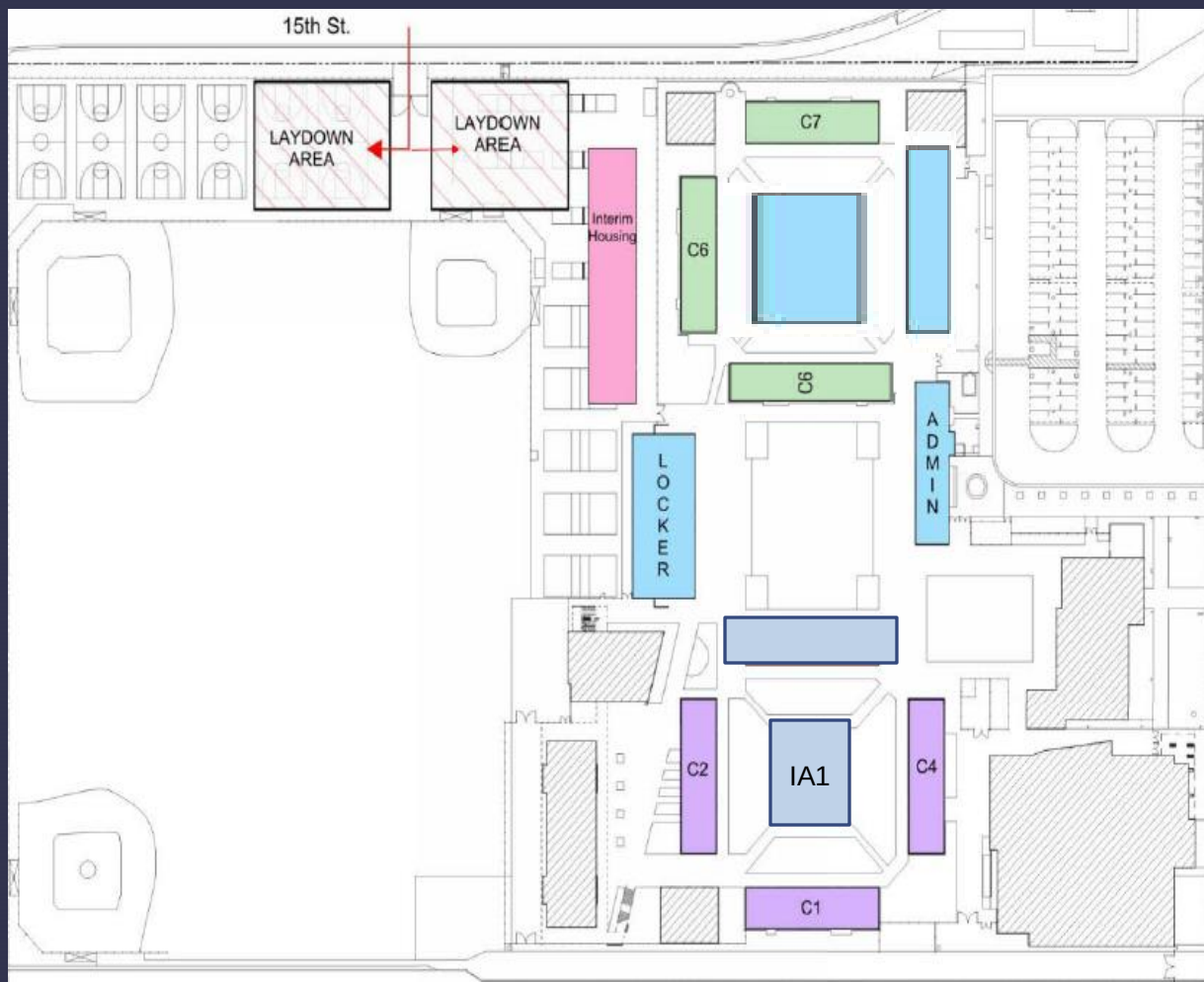
5 CLASSROOMS, LIBRARY

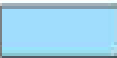




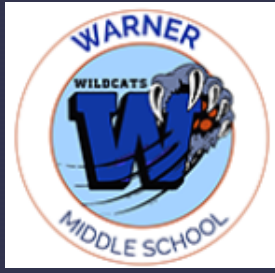
WARNER MIDDLE SCHOOL

HVAC MODERNIZATION AND INTERIM HOUSING MASTER PLAN & SCHEDULE



	PHASE 1: INTERIM HOUSING COMPLETED
	PHASE 2: 9 CLASSROOMS COMPLETED
	PHASE 3: ADMIN & LOCKEROOM 3 CLASSROOMS COMPLETED
	PHASE 4: 9 CLASSROOMS COMPLETED
	PHASE 5: FEB – APRIL 2025

- Installation of air conditioning in every classroom (except in MPR & existing relocatable classrooms)
- New roofing
- Fire Alarm
- Parking upgrades to meet new codes
- New paint interior and exterior
- High efficiency windows
- New LED lights

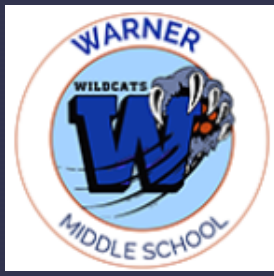


SCOPE OF WORK

EXTERIOR IMPROVEMENTS:

- New aluminum window system with dark bronze ½ inch thick safety glass
- New metal doors & hardware
- New paint
- Upgraded exterior lighting
- New roofing





SCOPE OF WORK

INTERIOR IMPROVEMENTS:

- New HVAC units & ducting
- New ceiling & fire alarm
- New paint & flooring
- Updated LED lighting
- New wall tack panels
- New dry erase boards





PHASE II COMPLETION

16 CLASSROOMS



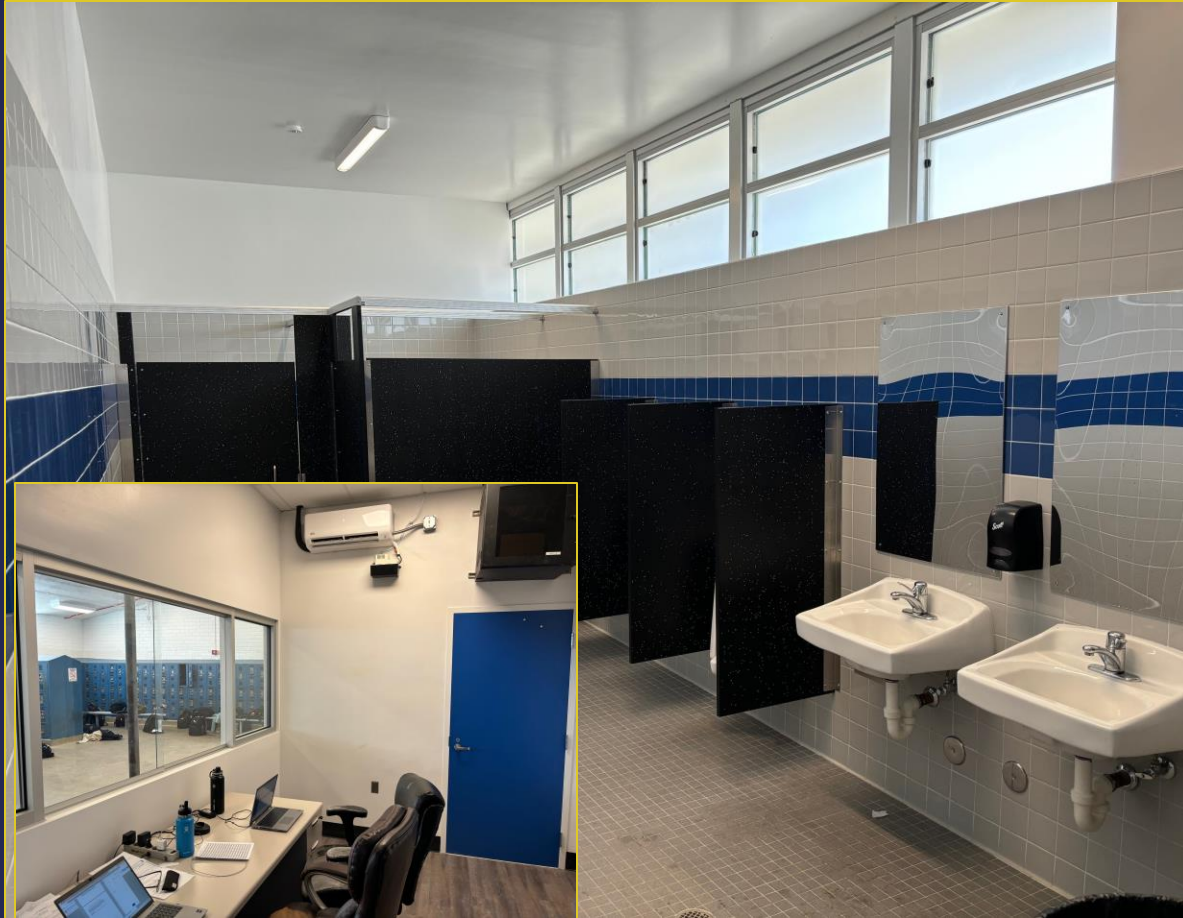
BEFORE



AFTER



PHASE III COMPLETION

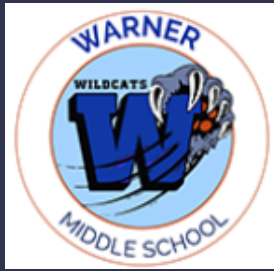


LOCKER ROOMS



ADMINISTRATION OFFICES

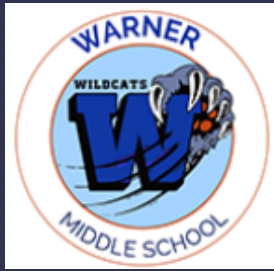




PHASE IV COMPLETION

9 CLASSROOMS





PHASE V PROGRESS

6 CLASSROOMS (ESTIMATED COMPLETION 4/30/25)



MEASURE T FUNDS

➤ 1 st Issuance (January 2017)	\$18,000,000	<i>Community commitment of all voter approved Measure T General Obligation Bond funds totaling \$76,000,000</i>
➤ 2 nd Issuance (October 2018)	\$14,000,000	
➤ 3 rd Issuance (February 2021)	\$15,000,000	
➤ 4 th Issuance (May 2022)	\$15,000,000	
➤ 5 th Issuance (March 2023)	\$14,000,000	
➤ Cost of Issuances	(\$896,432)	
➤ State Funding Received (2018/19)	\$725,603	
➤ State Funding Received (2023/24)	\$595,086	
➤ Interest Earned through Feb. 2025	<u>\$2,625,645</u>	
➤ Total Available Funds:	\$79,049,902	



MEASURE T PROJECTS SUMMARY

Total Measure T Available Funds:					\$79,049,902
Project	Completed	Current Expense*	Future Costs (estimates)	Total Projects	Estimated Balance**
Stacey MS Gym	\$14,737,378			\$14,737,378	\$64,312,524
Heat Study	\$3,206			\$3,206	\$64,309,318
Admin/Planning Costs, Fire Alarm	\$876,850			\$876,850	\$63,432,468
Fryberger ES HVAC	\$6,674,496			\$6,674,496	\$56,757,972
Hayden ES HVAC	\$6,565,899			\$6,565,899	\$50,192,073
Meairs ES HVAC	\$6,068,352			\$6,068,352	\$44,123,721
Anderson ES HVAC***	\$8,771,399			\$8,771,399	\$35,352,323
DeMille ES HVAC***	\$7,233,015			\$7,233,015	\$28,119,308
Finley ES HVAC***		\$4,052,584	\$1,011,636	\$5,064,220	\$23,055,087
Schmitt ES HVAC***		\$3,938,564	\$892,560	\$4,831,123	\$18,223,964
Webber ES HVAC***		\$3,160,697	\$1,009,075	\$4,169,772	\$14,054,192
Sequoia ES HVAC***		\$5,610,302	\$2,003,196	\$7,613,497	\$6,440,694
Eastwood ES HVAC***		\$5,479,873	\$1,466,383	\$6,946,256	(\$505,562)
Warner ES HVAC***		\$5,404,245	\$4,116,546	\$9,520,790	(\$10,026,352)
Totals:	\$50,930,594	\$27,646,265	\$10,499,395	\$89,076,254	

*As of 3/31/2025

**Additional ESSER III, General Fund COP, and State-matching dollars to cover projects pending final bids

***Eligible expenditures transferred to ESSER III



THANK YOU!



QUESTIONS?

