

**Tustin Unified School District  
Measure G Citizens' Oversight Committee  
And  
Measure L Citizens' Oversight Committee  
Joint Meeting**

**MINUTES**

**July 23, 2013**

Bruce Junor, Chairperson, called the regular meeting of the Citizens' Oversight Committee to order at 6:03 p.m., in the C.E. Utt Middle School Activity Center, 13601 Browning Avenue, Tustin, CA 92780

**Members Present**

Bruce Junor - Chairperson  
William Teter - Vice Chairperson  
David Albus  
Nancy Gran  
Simon Russek  
Margaret Sepulveda

**Staff Present**

Tony Soria, Chief Financial Officer  
Pete Burns, Senior Director, Maintenance, Operations, and Facilities  
David Miranda, Assistant Director, Facilities, Planning & Operations

**Guests**

None.

Bruce Junor led the Pledge of Allegiance to the Flag of the United States of America.

**Public Comments**

None.

**Adoption of the Agenda**

It was moved by Simon Russek, seconded by Nancy Gran, and carried unanimously to adopt the agenda.

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**Staff Presentation and Information**

- a. Staff Response to Public Comments.  
None.

**General Functions Consent Item:**

It was moved by Simon Russek, seconded by William Teter, and carried unanimously, to adopt the amended Minutes of April 10, 2013.

**Discussion/Action Item:**

1. Annual Reports (2011-12) for Measure G and Measure L:

Tony Soria provided a summary of the Measure G and Measure L 2011-12 Annual Reports (includes financial and performance audit reports) to the Committee. Mr. Soria shared information relative to the audit process, required documentation, scope and procedures, standard reporting, and posting of activities and reports on the web. COC Member, David Albus, inquired if the auditors felt they had sufficient information for the audit and if certain details could be incorporated into the report. COC Vice Chairperson, Bill Teter, shared that he had a conference call with the auditors regarding the audit and they seemed to be thorough and felt satisfied that the required audit requirements were performed. Mr. Soria shared that certain standards must be performed according to the State Accounting Board and that the auditors can be invited to attend a COC meeting to discuss the auditing process if necessary.

A question was raised by the COC regarding the performance audit section for Measure G where it states “*we verified that the District did not exceed change order limitations in excess of 10% pursuant to Public Contract Code Section for projects without Lease-Leaseback agreements.*” They inquired what Lease-Leaseback refers to and staff shared that Lease-Leaseback is a construction project delivery method in which the District and Board select and approve a Contractor to develop and construct a new building/project for the District. The District executes a lease of the property to the contractor, who then develops the property and constructs/modernizes the facility. The District pays for the improvements via construction pay applications – deemed lease payments. At the end of the lease, the District owns the project with said improvements. The District selects/approves the contractor who in turn is still required to pursue a minimum of three sub-contractor bids for each respective trade package. This method affords the District flexibility in contracting based on price, qualifications, and experience, rather than simply accepting the lowest bidder. In terms of change orders, the same 10 % maximum still applies to change orders as it is with traditional contracting methods.

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A vote was taken to approve the Annual Reports for Measure G and Measure L:

- It was moved by David Albus, seconded by Margie Sepulveda, and carried unanimously to adopt the 2011-12 Annual Report (Measure G).
- It was moved by David Albus, seconded by Margie Sepulveda, and carried unanimously to adopt the 2011-12 Annual Report (Measure L).

**Informational Items/Presentations:**

1. Bond Project Update (Measure L)

David Miranda shared the following Measure L Budget Summary Report information:

**Recently Completed Projects**

- Middle School Activities Centers – The project is 99.95% complete with closeouts fees still pending. The budget increased \$300,000 due to IT recommended changes for technology add-ons/modifications, landscaping upgrades, and architecture changes due to a change in firm. The COC commented that they are very pleased with the construction of the Activity Centers.
- District Stadium Upgrades/THS Track – As of July 1, 2013, the payout for these projects is 82% complete and what remains is the installation of the visitor side bleachers and sod on the practice field area off of San Juan Street. The concession stand, lighting, scoreboard, synthetic surfaces and all other components were complete. An increase to the budget was due to soils issues (liquefaction), the placement of sod rather than hydroseed, and the installation of a small shade structure near the pool area. COC Member, Margie Sepulveda inquired about vehicles being allowed on the fields for Tustin area rivalry games and how that is being handled. Staff replied that vehicles will be allowed to enter onto specified areas of the grass fields only as identified by staff on heavily attended game nights.

**Projects in Construction**

FHS Track – The project is 61% complete and progressing very well; however, the project did come in approximately 20% over the estimated amount due to the current bid climate. The topography at Foothill High School has been a big expense due to need to create retaining walls. The project is scheduled for completion in one month and the District does not anticipate any construction issues at this point.

**Projects in Planning/Design**

Tustin High School Cafeteria:

During the construction/modernization of the cafeteria, Room 808 has been modified to serve as an interim serving area for the school. Food is

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temporarily being brought in from Beckman High School and other local establishments until construction is complete. Nutrition Services has a well-planned set up and rolling carts will be brought into the quad area to expedite service for the students.

The modernization of the cafeteria is still in the planning stage and Measure L funds of \$4.9 million and Nutrition Services contribution of \$500,000 will be used to enhance the program and update equipment, with a completion date slated for December 31, 2013. Temporary fencing has been installed and actual demolition work will begin next week. COC Member, David Albus, shared that this is a good timing and budget decision to modernize the cafeteria before the bid climate increases any further.

Tustin High School Construction/Modernization will be implemented in Phases A, B, C, and D:

- A. New two story classroom addition to be constructed where old science building was located consisting of 12 classrooms, and the modernization of 5 classrooms in the 300 building. NTD Architecture is currently working on the design and construction is slated to begin during the summer of 2014.
- B. Reconfiguration of Administration building, demolition of current custodial garage, and doubling the size of the trellis structure to truly identify the entry to Tustin High. Custodial garage area to be converted to new culinary arts room, modeled after Santa Ana Valley and Laguna Hills High schools – the proposed location is a good fit as its adjacent to the cafeteria. Construction to begin the summer of 2015.
- C. Portable buildings at Sycamore to be demolished adding space a new weight training/plyometrics/wrestling/restroom building. The District's EL Center to be relocated to another location with construction beginning the summer of 2015.
- D. As part of School Facilities Needs Assessment field equity recommendations, the District is proposing upgrading fields at Lambert School for Tustin High athletics use. Tustin High lost field space due to the recent stadium upgrades and lacks sufficient acreage to accommodate its needs. The preliminary plan calls for two new softball fields and one practice field for soccer/lacrosse. Construction to begin the summer of 2015.

2. COC Meeting Dates and Site Visits for 2013-14 (Measure G and Measure L)

The following meeting dates/locations were approved for 2013-14:

- September 17, 2013 – Foothill High School (Event Center)
- November 19, 2013 – District Office (Board Conference Room)
- January 21, 2014 – Tustin High School (Cafeteria)
- March 18, 2014 - District Office (Board Conference Room)

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- May 20, 2014 – Hewes Middle School (Activity Center)

3. New Business

The next meeting will be held at the Foothill High School Event Center on September 17, 2013, at 6 p.m.

**Adjourn**

It was moved by Simon Russek, seconded by Nancy Gran, and carried unanimously, to adjourn the meeting at 7:07 p.m.