

**El Paso Independent School District  
Citizens' Bond Advisory Committee  
Meeting Minutes  
December 6, 2018**

**Present:**

Ana Elena Allen  
Bob Burns  
Ted Houghton, **Chair**  
Kelvin Joel Kroeker, P.E.  
Alejandro Limón

Toni Lunsford  
Paul Masters, **Secretary**  
Samuel Morgan  
Ross Moore

Miguel S. Venegas  
Max Villaronga

**Not in Attendance:**

Cimi Alvarado  
Cynthia Cano  
Yolanda Clay  
David Mark Herrera

Dan Longoria, **Vice-Chair**  
Cynthia Lopez  
Javier Olmos  
Debbie Trexler

Edmundo Rodríguez

**Special Guest:**

Al Velarde, Board of Trustee-District 2  
Juan Cabrera, Superintendent

**Presenters:**

Carmen Arrieta-Candelaria-EPISD Finance and Operations  
Mayra Martinez-EPISD Internal Audit  
Shelia Henderson-Jacobs Construction and Design Manager  
Margaux Dalbin, EPISD Bond Outreach Coordinator

**Call to Order**

The meeting was called to order at 5:09 p.m. by Mr. Ted Houghton, Chair.

**1. Welcoming**

Mr. Ted Houghton, Chair, Quorum not established at this time.

Ms. Arrieta-Candelaria introduced Mr. Jason Cooley as the new Program Director. Jacobs team proceeded to introducing themselves and provided a brief background to their education and experience.

**2. Market Study**

Ms. Shelia Henderson introduced Ms. Shannon Jasien and Mr. Fred Bennett who presented on the Market Study findings.

Mr. Kelvin Kroeker inquired if steps were being taken in regards to the number of bidders. Ms. Arrieta-Candelaria responded that the last couple of bids were averaging four bidders. Ms. Arrieta-Candelaria noted her concern in regards to the labor shortage and having to spread out projects, along with aggressive time lines and closing bids within days or weeks of each other and risking the contractor community from providing responsive bids. She also added that schedules were revisited and have made adjustments accordingly.

***Quorum established.***

**3. Review of Meeting Minutes**

It was moved by Mr. Kroeker and second by Mr. Alejandro Limon, the vote was carried unanimously, to approve the September 20, 2018 meetings as presented.

**4. Attendance Update**

Ms. Arrieta-Candelaria provided a copy of the member attendance roster and stated that regular attendance by members is expected, if a member misses more than three consecutive meetings, the CBAC committee can recommend the replacement of that individual.

Ms. Arrieta-Candelaria informed the committee that Mr. Edmundo Rodríguez appointed by Mr. Geske, David Mark Herrera appointed by Mr. Velarde and Ms. Cynthia Lopez appointed by the El Paso Hispanic

Chamber, had missed more than three consecutive meetings, and asked if the committee wanted their replacement.

Mr. Houghton made the motion that their replacement be presented to the Board. Mr. Ross Moore moved the motion that the three members be replaced, second by Mr. Paul Masters and carried unanimously.

## **5. Internal Audit**

Ms. Mayra Martinez, Chief Internal Auditor, provided an overview of the 2016 Bond Program audit plan to include Bond Sales Proceeds and Expenditures; Bond Program Management; Bond Athletic Program; and a Second Bond Expenditure audit.

She reported that the Bond Sales Proceeds and Expenditures audit was completed and a draft report was issued on 11/16/18, and expects to finalize by December 12, 2018. She added that once finalized the report would be provided to the Board and Superintendent and posted on the website five days later. Ms. Martinez also added that she will email the finalized report to the committee for review.

The Bond Program Management audit is under the planning phase and expected to be completed by March 2019.

The Bond Athletic Program and Second Expenditures audit is expected to begin spring 2019.

Ms. Martinez invited the committee members to reach out to her with any concerns or input for the next audit plan.

Mr. Max Villaronga, asked to the status of the the additional resources for internal audit requested by the committee at the September 2018 meeting. Ms. Martinez responded that the item was presented to the Board and Ms. Arrieta-Candelaria will be providing additional details as part of the next item.

## **6. Owner's Advocate Update**

Ms. Arrieta-Candelaria provided an update to the CBAC's request for additional resources, which was approved by the Board on October 4, 2018. The Board approved two strategies on hiring an owner's advocate. A Request for Proposals (RFP) and an EPISD Position have been advertised, which will be managed by the Superintendent office.

## **7. Project Updates**

Ms. Henderson, provided a Flight Gauge Report on the projects with status at a glance indicators. She noted the colors indicated the following: Green= good, Yellow= concerns and Red= issues being addressed.

Mr. Ross Moore inquired if the quad would be included at Address, Ms. Henderson responded that it would include the quad work and hydronic lube work.

Ms. Henderson indicated that they are working through a kitchen issue at Dr. Joseph Torres Elementary. She is uncertain if the kitchen will be adequate for the consolidation. Ms. Arrieta-Candelaria added that the building is separate from the new construction, and the existing kitchen will need to be re-evaluated with the consultant to make sure the capacity of the kitchen is adequate for the consolidation. She also noted that there may be a need to come back to the committee for project contingency funds.

Ms. Toni Lunsford questioned if the complete kitchen would need to be redone, Ms. Henderson responded that not the whole kitchen would need to be redone, that it may only need an addition and additional serving lines. Ms. Arrieta-Candelaria also added that depending on the amount of work, this project may be programed during the summer to minimize the impact to students.

Mr. Miguel Venegas mentioned that the Burges Alumni was fundraising for a large mustang to be placed at the courtyard, Mr. Mason Colley responded that he was unaware but will reach out to the principal for details.

Ms. Henderson noted that the Coach Archie Duran project has a kitchen issue and is being revisited with the consultant. Ms. Arrieta-Candelaria asked how this would affect the timeline. Ms. Henderson responded that the timeline was pushed an additional 30 days for redesign.

Ms. Arrieta-Candelaria requested that the slides include the schematics/site plans for the next meeting.

Mr. Alejandro Limon requested that the project percentage completion information be included on the slides.

Ms. Lunsford asked if the City of El Paso was still looking at the Hughey/Ross location for the future Water Park. Ms. Henderson responded that they are working with the City and EPISD on the incorporation of the water park. Ms. Lunsford also asked if the Austin softball field was still projected. Ms. Arrieta-Candelaria responded that an interlocal agreement with the City is being finalized to allow the use the field adjacent to the rose garden as the Austin softball field.

Mr. Moore questioned to what student capacity Irvin is being built. Ms. Margaux Dalbin responded that Irvin is being built to 1500 student capacity.

Ms. Henderson noted that the MacArthur project has some life safety issues which is currently being worked on. Ms. Arrieta-Candelaria added that the life safety issues were not identified at the sprint start of the project and wanted the committee to be aware that it will need additional funding. Ms. Luz Favela clarified that the issues included code violations in the kitchen, and in the life skill classrooms. Mr. Limon inquired on the cost, Ms. Henderson responded by saying that this information was not available at this time.

Mr. Moore asked if the clock tower at Charles Q Murphree was part of the design. Ms. Henderson responded that it is, but it may be removed during value engineering.

Ms. Madeleine Sara reported that the Northeast Middle School lease application is in progress and the right of entry for a year was obtained, and that all documents would be acquired within 20 days for Ft. Bliss. Mr. Bob Burns stated that the two major items is the environmental study and the utility hookup. He also added that Ft. Bliss has privatized utility providers and does not recommend the District utilize such providers.

#### **8. Periodic Financial Reports**

Ms. Arrieta-Candelaria provided financial reports to the committee which included the Fund Balance Report, Total Costs to Date, Detail Accounting and Listing, for their review and comment. She also stated that the next bond issuing of \$250 million would occur during January-February 2019 and that the 2019 property tax rate will go up as planned.

#### **9. 2019 Meeting Schedule**

The meeting schedule was provided.

#### **10. Community Events Update**

Ms. Dalbin provide an update to the upcoming groundbreaking ceremonies.

#### **11. Election of New CBAC Officers**

Mr. Houghton nominated Mr. Paul Masters as Chair, Mr. Max Villaronga as Vice-Chair and Ms. Ana Elena Allen as Secretary.

Mr. Max Villaronga declined his nomination as Vice-Chair. Mr. Houghton then nominated Ms. Toni Lunsford.

The committee voted unanimously.

The following officers will serve a 2 year term: Mr. Paul Masters, Chair; Ms. Toni Lunsford, Vice-Chair; Ms. Ana Elena Allen, Secretary.

### **Adjournment**

The meeting adjourned at 6:34 p.m.

Date Approved by CBAC Secretary: January 9, 2019

Date Approved by Chair: January 17, 2019