

**El Paso Independent School District  
Citizens' Bond Advisory Committee  
Meeting Minutes  
October 17, 2019**

**Present:**

Alexandra R Annello  
Michael Apodaca  
Norma Chavez

Kelvin Joel Kroeker, P.E.  
Paul Masters  
Ross Moore

Debbie Trexler  
Miguel S. Venegas  
Russell Wiggs

**Not in Attendance:**

Ana Elena Allen  
Angelica Bharat  
Bob Burns

Yolanda Clay  
Dan Longoria  
Toni Lunsford

Samuel Morgan

**Special Guest:**

Bob Geske, Board President – District 2

**Presenters:**

Carmen Arrieta-Candelaria-EPISD Finance and Operations  
Mayra Martinez-EPISD Internal Audit  
Jacobs Program Management Team  
Lisa Chill, Jacobs Interior Solutions  
Irene Ramirez, EPISD Facilities and Construction  
Rose Lucero, Bond Outreach Coordinator

**1. Call to Order**

The meeting was called to order at 5:08 p.m. by Mr. Paul Masters, Chair. Mr. Paul Masters introduced the new members Ms. Alexandra Annello and Mr. Michael Apodaca and welcomed Board Member Mr. Bob Geske.

**2. Review of Meeting Minutes**

The August 29, 2019 minutes were not approved due to a lack of quorum. The minutes will carry over to the next scheduled meeting for approval.

**3. Internal Audit Update**

Ms. Mayra Martinez, Chief Internal Auditor, provided a status update on the recent Internal Audit related to the Bond.

- **Corrective Action Plan (CAP) Follow-up Review:** Bond Program Management Audit- A total of eighteen (18) correction activities were developed to address the findings in the original report with four (4) activities due at the end of September 2019, Five (5) due November 2019 and nine (9) due January 2020.

Status of the four (4) activities due September 2019:

Two (2) correction activities have been implemented. The first corrective action plan activity, which is Recommendation Six, recommended that Jacobs ensure meeting minutes be finalized on a timely basis after each Construction Team Meeting where critical activities are discussed. The second correction activity, Recommendation Seven, recommended that management establish and implement a consistent review and approval process for reports, provided by Jacobs, which are identified as important and/or critical for decision-making purposes. EPISD management provided evidence to show that they have implemented this activity and issued a memorandum to Jacobs outlining expectations in regards to the review and approval process for key reports and meeting minutes. Jacobs' Program Director and Deputy Director acknowledged and accepted these new procedures. As a result, these two CAP activities are now considered closed and implemented.

The next two (2) activities are related to first, Recommendation Eight, which recommended that Jacobs' Constructability Review Reports (CRR) provide a clear statement of their opinion for

District's management review and action. This is outlined in the contract with Jacobs as a requirement, and IA recommended that management go back on any previously submitted CRRs to determine if there was any added value to doing so, this activity is considered implemented. If so, then IA recommends that Jacobs resubmits the revised CRRs for District management's review and approval for each project. The second activity was related to Constructability Review Reports (CRR). It was recommended that Jacobs resubmit the revised CRRs for District management's review and approval, management responded that there is no need for resubmission as they followed the same process by meeting with Jacob's staff to discuss concerns and resolve issues during the design phase, this activity is considered not implemented. Three (3) out of the four (4) activities were implemented by management.

- **Bond Construction Audit:** Crockett Elementary School audit will be to determine whether construction costs paid for the project were accurate, allowable, and properly reviewed/approved with the audit field report completed by November with the report in December, if anything interferes with the audit to cause delays auditing will report it to the committee.

Mr. Miguel Venegas asked if the meetings between Jacobs with EPISD have minutes taken during the meetings where decisions are made. Ms. Martinez responded that minutes are taken and transmitted for approval by Ms. Carmen Arrieta-Candelaria, Deputy Superintendent for Finance and Operations.

#### 4. Periodic Financial Reports

Ms. Carmen Arrieta-Candelaria, Deputy Superintendent for Finance and Operations, provided financial reports on the fund balance, the financial recap to date, interest revenue and admin expenses.

- The Fund Balance Report as of September 30, 2019. By the end of September 2019 two bond issuance have been sold, with a number of expenditures indicated by project. As of September 30, 2019 the ending balance is \$326,953,468; the District has encumbered \$307,708,393 with a remaining balance of \$19,245,075. There has been discussion with Mr. Walt Byers, Treasurer, on issuing debt, and splitting the issuance and issuing half in January 2020 due to the favorable market, and ease the tax burden to tax payers' instead or waiting until 2021.

Ms. Anello asked what would be the impact to the taxpayers. Ms. Arrieta-Candelaria responded that the overall amount allowed to issue is 18.8 cents, the first year was 7 cents and this past year was 5 cents, and will stay below the 18.8 cents this next issuance.

- Financial Recap to Date for EPISD managed projects to include Crockett which is close to completion and has some savings, and looking into adding staff bathrooms and the replacement of the library carpet with possible funds being returned to the program contingency. The bus replacement program is complete. The athletics improvements are in the last phases. Four small playgrounds have been identified and added to the outdoor learning project. Technology Improvements/Equipment balance of \$3,790,609 to complete.
- Interest Revenue/Admin Expenses to Date \$11,425,096 with total expenses of \$2,386,782 and a net revenue available of \$9,038,314.

Ms. Chavez asked how would the balance remaining at Crockett be expended, she added that she would not want them used outside the prevue of the bond. Ms. Arrieta-Candelaria responded that any savings for any of the projects would flow to the program contingency and only the Board can allocate those funds.

Mr. Masters stated that the administrative expenses to date in comparison to was reported on the last report (August 2019) was higher than what is being currently reported and asked if the report was accurate. Ms. Arrieta-Candelaria responded that there may have been some reclassifications and questioned Ms. Robbie Baca if this was accurate. Ms. Robbie Baca added that she would go back and research and follow up.

## 5. Projects Managed by Jacobs Update

Mr. Jason Colley, Program Manager for Jacobs, presented two (2) projects which are in the currently in the procurement phase. The Guaranteed Maximum Price (GMP) for Captain Navarrete Middle School and Hughey/Ross are in the procurement phase; all other projects are in construction and added that there are no changes to the Program Schedule.

Mr. Masters stated that Hughey/Ross schedule had moved one quarter and asked if it was due to the “pre-con.” Mr. Colley responded that a small change was due to the “pre-con” and are working with HB to finalize the GMP and schedule, he noted that this project will be presented to the Board in November to finalize GMP and schedule.

Mr. Kelvin Kroeker asked if there were any other significant shifts to the schedule. Mr. Colley responded that there were none. Jacobs is working with the contractors for Capt. Navarrete and Hughey/Ross to finalize schedules.

Ms. Chavez asked if the Jefferson ground breaking was being rescheduled. Ms. Rose Lucero, Bond Outreach Coordinator responded that it has been rescheduled for October 22, 2019 at 10:30 a.m.

Mr. Brian Calhoun, Project Controls Manager for Jacobs, presented the Program Budget through August 31, 2019. This presentation included, the Contingency Report which identified no changes to report, the negative remains at \$512,256.00.

Mr. Masters asked if the Morehead traffic lights included in this reported amount was part of the contingency report. Mr. Colley responded that it is included and the District is still pursuing the City of El Paso to share the cost.

Mr. Colley requested that the Jacobs team continue to work on Value Engineering projects to reducing the negative.

Mr. Kroeker asked if a history of the contingency hits could be provided to the new members. Ms. Arrieta-Candelaria responded that \$3 million out of the \$5 million indicated was for the Burges special education classrooms and that \$15 million was for the Capt. Navarrete. She added that currently these two projects the largest hits to the contingency.

### Jacobs Project Managers presented on their assigned projects:

The following projects are assigned to and were presented by:

Mr. Jose Carrera (Jacobs Project Manager)

*Bobby Joe Hill School—(no question/concerns)*

*Captain L. Navarrete* – Mr. Masters asked if it met the budget. Mr. Colley responded that it will need some value engineering and is working with the contractor and architect and will keep the committee posted.

*Irvin High School—(no question/concerns)*

The following projects are assigned to and were presented by:

Ms. Luz Favela (Jacobs Project Manager)

*Dr. Josefina Villamil Tinajero PK8 – (no question/ concerns)*

*General Douglas MacArthur PK-8 – (no question/concerns)*

*Charles Q. Murphree Pk-8– (no question/concerns)*

The following projects are assigned to and were presented by:

Ms. Norma Soto (Jacobs Project Manager)

*Don Haskins PK8 –(no questions/concerns)*

*Burges HS– (no questions/concerns)*

*El Paso High School –(no questions/concerns)*

The following projects are assigned to and were presented by:

*Mr. Mauricio Chavez (Jacobs Project Manager)*

*Dr. Joseph E. Torres ES–(no questions/concerns)*

*Coach Archie Duran ES– (no questions/concerns)*

*Andress High School —(no questions/concerns)*

The following projects are assigned to and were presented by:

*Mr. Rogelio Gonzalez (Jacobs Project Manager)*

*Coach Wally Hartley Pk8 – Ms. Chavez asked on the reason to the changes. Mr. Gonzalez responded that the contract amendment required changes requested by District legal counsel and the contractor did not provide by the board meeting deadline. Mr. Colley added that the contractor has committed to keep the same schedule.*

*Austin HS-(no questions/concerns)*

The following projects are assigned to and were presented by:

*Ms. Rosa Fonder (Jacobs Project Manager)*

*Coronado –(no questions/concerns)*

*Jefferson/Silva – Ms. Chavez asked if the package under design development for the Washington Park. Ms. Fonder replied, “Yes, it is the lease agreement between EPISD and the City.” Ms. Chavez questioned if the City of El Paso would be picking up any expenditures? Ms. Arrieta-Candelaria responded that the City would not since it had provided the land.*

## **6. Furniture Fixture & Equipment Update**

Ms. Arrieta-Candelaria briefed the committee on the furniture, fixture and equipment selection process. She added that a bid went out for a furniture program manager to assist the district with the purchase of \$30 million in furniture for the bond projects and to develop a furniture catalog to be used for this purpose and any future furniture needs. Jacobs submitted the best value to the District and was awarded the project.

Ms. Lisa Chill, Jacobs Director Interior Solutions, presented the strategies, goals and planning to create a modern educationally engaging environment that promotes collaboration, interchangeable furniture and mindful of maintenance.

Ms. Chavez asked if the companies were local. Ms. Chill responded that the manufacturers are not but the installers and dealers are local companies and the furniture is made in the USA (i.e. Green Bay, Wisconsin, Tennessee) she added that the list had not been finalized. Ms. Arrieta-Candelaria chimed in stating that the furniture would be purchased through a Buy Board Cooperative Purchasing Contract that consist of local vendors, and explained that Buy Board is has been procured by another entity, Region XIX has cooperative purchasing contract that is utilized by the District or other Districts, which saves time on having to procure.

Ms. Chill continued with her presentation and stated that they are currently purchasing for Bradley and Irvin Building D, and will soon be delivered and installed during the Christmas break. She added that, Dowell/Schuster/Crosby projections are over budget but are working on bringing it down to targeted budget. As part of her presentation, Ms. Chill provided a list of schools that will have furniture purchased this fiscal year.

Mr. Kroeker asked if we were getting what we wanted or found that compromising is needed. Ms. Chill responded that they are able to furnish everything in the project scope.

Ms. Chavez and Mr. Masters asked if the furniture included warranties for replacements. Ms. Chill responded that the furniture has different warranty limits depending on the parts.

Mr. Alan Wiernicki, Chief Quality Officer, added that the Board had approved \$5million of capital improvement funds for the purchase of active learning furniture for schools that were not included in the 2016 Bond and appreciated Ms. Chill's assistance on helping him with this process although it was not part of the contract.

Mr. Wiggs asked who was consulted on the furniture selected and to input what was useful, he questioned if this included principals and teachers. Ms. Chill responded that their procedure is to present to the campus principal and Ms. Arrieta-Candelaria for review and approval.

Mr. Ross Moore asked if grass roots classroom teachers were involved in the furniture selection. Ms. Chill responded that some principals incorporated teacher input.

Mr. Master added that there is a committee already established at each school. Ms. Chill responded that they worked with the principals not the committees but the presentation is provided to the principal. Ms. Arrieta-Candelaria, added that she attended these meetings and in attendance was more than just the principal. Ms. Chills added that they have meeting minutes and can look into who was in attendance.

Mr. Wiggs asked if new tech classroom furniture would be used in non-new tech classrooms. Ms. Chill responded that all furniture can be used in both new tech and regular classrooms. Mr. Wiggs added if traditional classrooms would no longer have the individual desk/chair. Ms. Chill responded that they will have individual chairs and desks that can be set as a traditional classroom or can be reconfigured, in a very versatile set up.

Ms. Chavez asked if the special needs classrooms have special designed furniture. Ms. Chill responded yes it would have special designed furniture.

Mr. Masters asked if the budget projections were accurate since setups for special need classrooms have not been done. Ms. Chill responded that they are reasonably accurate since they have assessed all the classrooms scope.

Ms. Alexandra Anello stated that she would like to know if the School Project Advisory Committee (SPAC) was part of the furniture discussions. Ms. Arrieta-Candelaria responded that they worked primarily with the principal on Bradley and Irvin and will go back and find out what the process was on campus, but going forward will have the program managers coordinate with Lisa to engage the SPAC. Ms. Arrieta-Candelaria added that the goals are to standardize the furniture, to be versatile and have the ability to move from campus to campus if needed. She added that in response to the overages for Dowell/Schuster, they will work on bringing it down. Ms. Arrieta-Candelaria asked the Jacobs team if it would come from project contingency. Mr. Colley responded that the overage would come from the program contingency as indicated on the contingency report and as part of the current variance amount for the Dowell/Schuster project. Ms. Chill added that the plan is to bring the Dowell/Schuster costs down to the targeted budget.

Mr. Miguel Venegas asked if the bond school classrooms not being renovated would receive new furniture. Ms. Arrieta-Candelaria responded that Irvin would receive new furniture for the entire school and there may be some other cases. Ms. Madeleine Sara added that the marquees will also be purchased with the furniture budget, except for El Paso High which will not require a new marquee.

Mr. Michael Apodaca asked if Austin would get furniture for other areas, since Building "B" is primarily for speech classes. Ms. Chill responded that Austin may have available funds after purchasing what is required, she added if that is the case, then they will look into furnishing for other areas. Mr. Gonzalez added that the new fine arts building will receive new furniture and the areas of renovation will use the existing furniture.

Mr. Wiggs asked what will be done with the old furniture. Ms. Arrieta-Candelaria responded that the furniture would be auctioned.

Mr. Moore asked for clarification on the furniture PowerPoint presentation. He asked if the chairs on the 3<sup>rd</sup> photo of the presentation are at a set height or adjustable and for what grade level would these accommodate. Ms. Chill responded that the photo is of a set height chair at high school level classroom.

## **7. Projects Managed by EPISD Update**

Ms. Irene Ramirez, Executive Director of Facilities, presented an update District managed projects. This presentation included Crockett Renovations, Athletic Upgrades and Outdoor Learning Playgrounds.

- Crockett Renovations. Construction is complete and in the punch list phase, the furniture is scheduled to begin delivery on November 7<sup>th</sup> and anticipate that when students return from winter break students will move into the new classrooms.

Mr. Masters asked what the punch-list items were and if anything was substantial. Mr. Ramirez responded that the items consist of painting, landscaping and one cutout that is being requested as a contractor redo, due to a trip hazard.

- Athletic Upgrades Tracks, Turf Phase 4 . Turf replacements are complete and the running tracks except for Irvin are complete. Irvin's track is approximately 90% complete with an anticipated completion date of October 30, 2019. The final phase of the athletic upgrades is the installation of tennis courts at Coronado, Burges, Irvin, Andress, Austin, Bowie, Jefferson and the resurfacing of Irvin tennis courts to begin construction in April 2020.
- Outdoor Learning Playgrounds Phase 3. School installations are complete except for the canopy at Powell to be completed by November 1, 2019. Phase 4 playgrounds are being manufactured for Aoy, Tom Lea and Whitaker and will be completed February/March 2020.

Mr. Masters asked if these were new on the list. Ms. Ramirez responded that these were on the master list but had not been programmed due to the availability of funds.

Mr. Wiggs asked if there was a slide on the power point on the tennis courts. Ms. Ramirez responded that she had not included a slide since the project will not begin until April 2020, but will provide a slide at the next meeting.

Mr. Wiggs asked if anyone had spoken to the coaches regarding the tracks and turfs on any problems they may have. Ms. Ramirez responded that they had started gathering feedback on the first group completed since the warranty review is coming up, she has received some damage reporting due to vandalism but no issues with the fields themselves.

## **8. Community Engagement Update**

Ms. Rose Lucero, Bond Outreach Coordinator, presented her update to the committee on the following:

- Bond Project Ground Breakings. Jefferson was rescheduled to October 22, 2019 at 10:30 am, Ms. Veronica Campbell will send out the invite to the committee. Macarthur PK-8 in being scheduled for October, currently confirming the date. Do not have dates for Captain Navarrete or Coach Wally Hartley
- Ribbon cutting ceremonies. These are coming in the new year for Crockett and El Paso High Tennis Courts
- Highlighting Milestones. Ms. Lucero is working with Jacobs's team on captioning via pictures the demolition of buildings, laying foundation, topping of ceremonies to showcase on our different social mediums.
- Special interest stories. Ms. Lucero is working on the steel beam signing ceremony, student and general contractor engagement. Community Engagement will be working on a story of Jacobs working with the engineering class at Chapin touring Burges High School on the November 15, 2019. The committee will be invited to the tours.

- School signage. This is needed at the bond project sites to navigate, the signage will include Spanish translation. Signage is needed at Archie Duran (caution), Crockett (main office), El Paso High (handicap ramp to gym), MacArthur (drop off zone), Irvin (main office), Austin (parking), Address (main office), Burges (main office).
- Working on updates. Ms. Lucero is working on the Bond website to show all the projects that are 100% complete to include snap shots.
- Community meetings. Communication on upcoming events at the campuses.

Mr. Masters asked if Ms. Lucero was familiar with SPAC at the schools. Ms. Lucero responded that she has not visited with them but is familiar.

Mr. Master adjourned meeting (no quorum)

**Adjournment**

The meeting adjourned at 6:26 p.m.

Date Approved by CBAC Secretary: November 4, 2019

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Revised 12/17/19 as per 12/11/19 meeting action.