

**El Paso Independent School District
Citizens' Bond Advisory Committee
Meeting Minutes
February 19, 2020**

Present:

Ana Elena Allen
Michael Apodaca
Angelica Bharat
Bob Burns

Norma Chavez
Dan Longoria
Paul Masters

Debbie Trexler
Miguel S. Venegas
Russell Wiggs

Not in Attendance:

Alexsandra R Annello
Yolanda Clay

Kelvin Joel Kroeker, P.E.
Toni Lunsford

Ross Moore

Special Guest:

Alan Wiernicki, EPISD Office of Quality Management

Presenters:

Carmen Arrieta-Candelaria-EPISD Finance and Operations
Mayra Martinez-EPISD Internal Audit
Alice Ramos-EPISD Technology
Rose Lucero, Bond Outreach Coordinator
Jacobs Program Management Team

1. Call to Order

The meeting was called to order at 5:11 p.m. by Mr. Paul Masters, Chair.

2. Review of Meeting Minutes

Meeting minutes for December 11, 2019. No motion was passed by the committee due to lack of quorum.

3. Committee Attendance Update

Ms. Carmen Arrieta-Candelaria, Deputy Superintendent for Finance and Operations, informed the committee that Trustee Khlayel-Avalos's recommendation, Mr. Morris Brown, will be presented to the March 24, 2020 Board of Trustees Meeting for approval. Ms. Arrieta-Candelaria stated that she continues to reach out to the board members on their pending replacements through Ms. Elizabeth Carrasco, Operations Manager.

4. Periodic Financial Reports

Ms. Arrieta-Candelaria provided financial reports on the fund status balance; the financial recap to date; interest revenue and admin expenses as of December 31, 2019. As part of her report, she provided an update to the following:

- Debt was issued in January 2020, with a favorable outcome.
- Interest net revenue available in the amount of \$10,291,051, which may be utilized for any project within the bond program. Ms. Arrieta-Candelaria reminded the committee that the Athletic Upgrades Project will require additional funding, approximately \$4 million, the estimate is being finalized and will be presented to the committee and will be withdrawn from interest revenue. In addition, staff is considering \$1 million for Energy Control Upgrades to extend the system coverage to buildings that were not touched during project construction. The final cost will be presented at the April CBAC meeting and with the committee's concurrence the item will be presented to the Board of Trustees in April.

5. Projects Managed by Jacobs Update

Ms. Madeleine Sara, Deputy Program Director for Jacobs, reported on the Bond Program Status and Bond Program Status Schedule.

- Two projects are in the procurement phase while the other projects are under construction.
- Dr. Joseph Torres has been extended 66 days, which was approved by the Board of Trustees at the January 21, 2020 Board Meeting.

Mr. Alonzo Parra, Project Controls Assistant for Jacobs, presented the Program Budget through January 17, 2020. This presentation included the Contingency Report which identified the approved contingency allocation and current contingency balance.

Mr. Russel Wiggs asked if the forecasted additional commitments have been identified. Ms. Sara responded that yes, the commitments have been identified and would provide the list. Ms. Sara added that the monthly report is published on the Dashboard website which provides a breakdown of commitments under column "E" of the report.

Jacobs Project Managers presented on their assigned projects:

The following projects are assigned to and presented by:

Mr. Jose Carrera (Jacobs Project Manager)

Bobby Joe Hill School– (no question/concerns)

Captain L. Navarrete – Mr. Masters asked as to the status of this project and when the value engineering would be complete. Mr. Carrera responded that he expects the drawings for project to be completed by the end of March. At that time, these drawings would be provided to the contractor. Ms. Arrieta-Candelaria expressed her concern of the amount of value engineering that can be done and provide a functional school. She noted that with all the amenities and staying within the project budget and even with the additional \$15 million allocated, if the recommendation is made to the Board, this project may still require additional funding from the interest revenue and therefore, the committee's support would be essential.

Mr. Bob Burns commented that no other project was at this level with a number of unknowns, and believes that the value engineering was effectively addressed. He added, that the detail is described on what was de-scoped and that any more work of on this is harmful to the project, and believed requesting additional funding would be a reasonable request. Mr. Masters agreed.

Mr. Alan Wiernicki, Chief Quality Officer, stated the \$15 million from the program contingency allocated to Captain L. Navarrete project, was for a larger school than originally scoped. The District's initiative was to bring a New Women's Academy, which could not have been done without the additional \$15 million. The school will primarily serve children from Ft. Bliss and students from Armendariz and Bassett Middle Schools.

Mr. Wiggs asked if there are any federal funds EPISD can receive, as it did for Logan Elementary School. Mr. Burns responded "No", Logan was selected a bottom 10% school on a military installation and had to demonstrate on what Logan lacked, which was a different type of program. Mr. Burns added that the District's benefit for Captain Navarrete was the land which was sold below market value. Ms. Arrieta-Candelaria added that the District is pursuing a grant opportunity.

Irvin High School – Mr. Wiggs commented that building "J" was scheduled to be completed earlier and is now scheduled for the end of February. Mr. Wiggs asked if it would be done by February. Mr. Carrera responded that they are currently moving furniture and have completed the 1st floor and have begun furniture installation on the 2nd floor. Mr. Wiggs asked if the east and west exterior brick façade would be replaced. Mr. Carrera responded "Yes". Mr. Jason Colley added that the project is being constructed in multiple phases. Mr. Wiggs asked if building "A" and "B" would be done prior to school starting. Mr. Carrera responded that the project will be completed by July prior to the start of the school year. Mr. Colley added that the detail/baseline schedule is monitored closely to keep the project on schedule.

Ms. Arrieta-Candelaria was asked by a constituent on how the solar house is being utilized and when it would be transitioned back to the campus. Mr. Carrera responded that the general contractor is using the solar house as their construction trailer and will be providing improvements to the building before returning it to the campus.

Ms. Arrieta-Candelaria added that the campus will also see renovations to the multipurpose center at Crosby for the relocation of the Planetarium through a grant from the City of El Paso (COEP), which will be another amenity to Irvin.

Mr. Miguel Venegas asked if the schedule to transition into the new building in July includes the days needed for the walkthrough and programming or will it extend the transition past July. Mr. Carrera responded that those days are included.

Mr. Colley stated that in order to obtain Substantial Completion all sub-contractors, contractors, staff and EPISD departments attend a punch list walkthrough and that a Temporary Certificate of Occupancy (TCO) or a Certificate of Occupancy (CO) from the COEP confirming that everything has been constructed as per specifications that must be achieved before transitioning. Mr. Colley added that Jacobs follows a detailed formal process which can be provided to the committee.

The following projects are assigned to and 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—Mr. Masters asked if Ms. Favela could explain the program contingency of \$1.1 million used. Ms. Favela responded that the program contingency of \$1.1 million is included in the construction cost. Ms. Arrieta-Candelaria clarified that \$400k of the contingency was for the traffic light cost and was happy to inform the committee of efforts that have transpired to resolve this situation. She added, that Ms. Ramirez and she met with the COEP and the COEP has agreed to pay 100% of the cost for the new traffic light. Ms. Ramirez and Ms. Arrieta-Candelaria have discussed with the Board Facilities Committee on retaining the \$400k to construct a new exit point to the school.

Ms. Arrieta-Candelaria stated that she was thankful to Ms. Alexandra Annello for her help on this.

The following projects are assigned to and presented by:
Mr. Kyle Csorba (Jacobs Project Manager)

Don Haskins PK8 – (no questions/concerns)

Burges HS— Mr. Wiggs asked what the \$5.3 million of the program contingency used for. Ms. Arrieta-Candelaria responded that \$3 million of the program contingency was used for the special education classrooms. Mr. Colley stated that he was pleased to report that Burges is two months ahead of schedule.

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 presented by:
Mr. Rogelio Gonzalez (Jacobs Assistant Project Manager)

Coach Wally Hartley Pk8 – (no questions/concerns)

Austin HS- (no questions/concerns)

The following projects are assigned to and presented by:
Ms. Rosa Fonder (Jacobs Project Manager)

Coronado – (no questions/concerns)

Due to time constraints, the Internal Audit Update was placed ahead on the agenda as Item 6 and not Item 10.

6. Internal Audit Update

Ms. Mayra Martinez, Chief Internal Auditor, provided a status update on engagements in progress relevant to the Bond.

- Corrective Action Plan (CAP) Follow-up to Bond Program Management Audit of the eighteen corrective action activities. Management provided evidence for seventeen activities by 1/31/2020, with one activity not implemented. Internal audit has reviewed the evidence and have questions regarding three activities. A meeting with management will be scheduled in the next couple of weeks to resolve.
- Bond Construction Cost Audit- Crockett Elementary School Construction audit draft report included ten findings, one observation and eight related recommendations to management. The report was approved right before CBAC meeting on February 19, 2020, by the Superintendent. The report will be emailed to the committee tonight, and will present the findings and the corrective action plan at the next CBAC meeting in April.
- Change Orders Audit

7. Construction Change Order Report

Ms. Madeleine Sara, Deputy Program Director for Jacobs, reported on the Construction Change Order Report which was requested by Mr. Masters. The report is posted monthly to the Bond Dashboard website and presented quarterly to the Board Facilities Committee. This report will be added to the CBAC presentation moving forward.

8. Technology Update

Ms. Alice Ramos, Chief Information Officer, presented a brief update on non-construction related project. Technology has expended 78% of the allocation and is presenting on the 22% remaining.

- Teacher Laptop Refresh- To date a total of 4,143 laptops have been distributed districtwide to teachers and librarians, including training.
- Neighborhood Wireless Project- The initial plan was to focus on one major zip code for providing wireless access to the community. The District was awarded a Sprint \$1 million project grant whereby, Sprint provides hotspots to students. In addition, 2,800 devices have been issued to high school students and have found the program to be successful. The existing program will be expanded to middle school students with an initial 1,000 units. Devices are issued to students in the 9th grade and students can keep these devices until the 12th grade. With the money allocated for this program, the program can be sustained for four (4) years at which time can be evaluated and determined if the program is feasible on continuing by adding it to the annual budget or future bonds.
- A COPS grant for \$375k was awarded to the District which will expand the bond access control project of \$125k.
- A Campus Integration System Board was presented to show the equipment being installed at every campus. The demonstration included; on how the emergency is initiated, the different types of messages that will be programmed, and who would have access to remove the lockdown.

9. Projects Managed by EPISD Update

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

- Crockett Renovations. Construction is complete and the final payment to Dantex Contractors was approved by Board on December 17, 2019. The ribbon cutting ceremony and open house was conducted in February 2020.
- Replacement of Buses- the replacement of 81 buses is complete.
- Athletic Upgrades – Completed to date and pending
Complete to date:

- Football turf replacements at ten high schools
- Running tracks replaced at eight high schools, and resurfaced at Burges
- Baseball fields lighting/fencing upgrades at seven high schools
- Tennis court replacement at two high schools.

Projects pending to be completed:

- Tennis court replacements with lighting at six high schools
 - Irvin tennis court resurfacing and lighting
 - Chapin running track replacement.
- Outdoor Learning Playgrounds: There are 32 age-appropriate playgrounds which have been installed at 27 campuses to include shade structures, with the possibility of one more playground installation with the remaining funds.

10. Community Engagement Update

Ms. Rose Lucero, Bond Outreach Coordinator, presented an update on the following:

- Coronado High School Field House Hand Print Event
- Irvin High School Building "T" Beam Signing Event
- Ribbon Cutting at El Paso HS Tennis Courts, and Crockett ES Renovation
- Community Meetings Parent Outreach
- Social Media Reach- Twitter, Instagram, and Facebook, information requested by Mr. Ross Moore at the previous meeting.
- Coming Events- Address HS Field House Ribbon Cutting and Bradley Special Interest Story

Adjournment

The meeting adjourned at 6:32 p.m.

Date Approved by CBAC Secretary: March 6, 2020

Date Approved by Chair: March 13, 2020