

**El Paso Independent School District
Citizens' Bond Advisory Committee
Virtual Zoom Meeting Minutes
August 20, 2020**

Present:

Ana Elena Allen
Alexsandra R Anello
Angelica Bharat
Bob Burns
Norma Chavez
Yolanda Clay
Kelvin Joel Kroeker, P.E.

Dan Longoria
Toni Lunsford
Paul Masters
Debbie Trexler
Miguel S. Venegas
Russell Wiggs

Not in Attendance:

Michael Apodaca
Roger Scott Brown
Ross Moore

Special Guest:

Juan Cabrera, EPISD Superintendent

Presenters:

Alan Wiernicki, Chief Quality Officer
Irene Ramirez, Executive Director Facilities & Construction
Jacobs Program Management Team
Rose Lucero, Bond Outreach Coordinator
David Martinez, Compliance and Job Cost Accounting Manager
Mayra Martinez, Chief Internal Audit

1. Call to Order

The video conference meeting was called to order at 5:05 p.m. by Mr. Paul Masters, Chair.

Mr. Masters opened the meeting by recognizing the efforts made by Mr. Jason Colley, in saving the City/District over \$16 million and for keeping the projects on schedule. Mr. Masters also recognized Ms. Carmen Arrieta-Candelaria.

Mr. Alan Wiernicki, Chief Quality Officer, welcomed Ms. Arrieta-Candelaria, Deputy Superintendent Finance and Operations, Mr. Masters, CBAC President, Mr. Herschel Acosta, and Jim McClain, Jacobs Executive Leadership Team, and Mr. Juan Cabrera, Superintendent.

2. Review of Meeting Minutes

Meeting minutes for June 25, 2020, was approved at 5:45 p.m when quorum was met. Mr. Kelvin Kroeker made the motion, Mr. Russell Wiggs second, all in favor.

3. Projects Managed by EPISD Update

Ms. Irene Ramirez, Executive Director Facilities and Construction, presented an update on the District managed projects. A recap of the following projects along with some photos of the completed football turfs, tracks, baseball fields, tennis courts, playgrounds and Crockett renovations.

Projects Completed:

- Crockett Renovations.
- Replacement of 81 buses
- Replacement of football turfs at 10 high schools.
- Replacement/resurfacing of running tracks at 9 high schools.
- Baseball field lighting/fencing upgrades at 7 high schools.
- Replacement of tennis courts with lighting at 2 high schools.
- Installation of 32 playgrounds at 27 schools.

Active Projects:

- Tennis court replacements with lighting at Andress, Austin, Bowie, Burges, Coronado and Jefferson, and Irvin tennis court resurfacing and lighting. This group is anticipated to begin and be completed by 2022. The project will be phased to prevent the courts from being out of commission at the same time.
- Chapin running track replacement is under design and with construction to begin mid-year 2021.
- Crockett Phase II Fire Rated Corridors construction to begin at the end of August 2020.

Mr. Masters requested more information on the Crockett Phase II project. Ms. Ramirez responded that the City has taken the position that when an entity has work done and there are components of the facility that are not up to the current code the entity is committed to bringing those items to code. Ms. Ramirez also added that this work is for the remaining portion of the building and not for the historic area which has already been done.

Mr. Kelvin Kroeker asked how the EPISD managed projects procured/contracted (traditional bid, contracted services). Ms. Ramirez responded that the playgrounds were contracted utilizing Region 19 bids and found that it would be most cost effective and help stay on schedule, and the design and testing services contracted with local engineering and geotechnical firms. Ms. Ramirez added that the Chapin running track is being designed by a local firm and the construction would go out to bid. Mr. Kroeker added as a representative of the Greater El Paso Chamber of Commerce on CBAC he reports back to inquiries from Chamber members.

Mr. Russell Wiggs asked if running track lanes would be added to the Chapin track. Ms. Ramirez responded that the track will be relocated outside of the stadium area and lanes would be added to the track. Mr. Wiernicki added that the long term vision is to place a UIL compliant track with the requisite number of lanes by moving the track to the upper west side of school property and in the future expanding the stadium seating and press box.

At this point in the meeting, Mr. Masters excused himself due to an unforeseen emergency and asked Ms. Toni Lunsford or Ms. Ana Elena Allen to lead the meeting.

Mr. Miguel Venegas asked what funds would be used for the Crockett Phase II. Ms. Ramirez responded that the funds would come from the project's original budget.

4. Projects Managed by Jacobs Update

Ms. Madeleine Sara, Deputy Program Director for Jacobs, presented on the 2016 Bond Program Major Milestones to date which included all 2016 bond projects under construction with some areas and buildings completed at eight (8) campus and Dr. Josephine Torres substantially complete.

Ms. Sara reported that two delay claims were received for Andress and El Paso High due to covid-19 pandemic. Jacobs has performed a scheduled analysis for Andress and has submitted their recommendation to EPISD administration for review. Jacobs is in the process of reviewing the El Paso High School claim. Both delay claim recommendations will be presented to the Board of Trustees for review and approval. Ms. Sara added that Burges is ahead of schedule and MacArthur was able to recover from a previous delay.

Mr. Alonzo Parra, Project Controls Specialist for Jacobs, presented the Program Budget through August 20, 2020 to include the Program Contingency and Owner Contingency.

Ms. Sara presented on Jacobs Program Savings on the 2016 Bond.

Jacobs Project Managers presented updates 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. Venegas asked if the highlighted \$11 million in savings before or after the allocated \$4 million. Mr. Carrera responded that with value engineering the project cost was brought down by \$11 million but the \$4 million was still needed and added to the budget.

Irvin High School –Ms. Toni Lunsford asked if the difference between the existing and new building exterior be visible. Mr. Carrera responded that the exterior of the existing and new buildings would be closely matched and indistinguishable.

The following projects are assigned to and presented by:

Ms. Luz Favela (Jacobs Project Manager)

Dr. Josefina Villamil Tinajero PK-8 – (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 presented by:

Mr. Kyle Csorba (Jacobs Project Manager)

Don Haskins PK-8 – (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 — Mr. Wiernicki commented that the Covid-19 delay claim presented before by Ms. Sara for Andress would impact the Fine Arts building but the overall impact to the school would be minimal.

Coronado – (no questions/concerns)

The following projects are assigned to and presented by:

Mr. Rogelio Gonzalez (Jacobs Assistant Project Manager)

Coach Wally Hartley PK-8 (P1) – (no questions/concerns)

Coach Wally Hartley PK-8 (P2) Softball Field at Memorial Park – (no questions/concerns)

Austin HS- (no questions/concerns)

Jefferson/Silva (P1) – (no questions/concerns)

Jefferson/Silva (P2) – (no questions/concerns)

5. Community Engagement Update

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

- EPISD 2016 Bond Newsletter featuring Ms. Irene Ramirez.
- Ms. Lucero stated that the following social media platforms:
 - Facebook page: Official El Paso Independent School District
 - Instagram page: episdschools
 - Tweeter page: elpaso_isd@elpaso_isd. Ms. Lucero added that an average of impression for a single project in tweeter ranges from 10,000-14,000.
- School Tours
 - Burges High School Tour photos presented. (Mr. Dan Longoria, Mr. Scott Brown, Ms. Norma Chavez, Mr. Russell Wiggs, and Mr. Kelvin Kroeker were in attendance).
 - Dr. Joseph E. Torres Ribbon Cutting photos presented. (Mr. Wiggs and Mr. Venegas were in attendance)
 - Irvin High School Tour photos presented. (Mr. Wiggs, Ms. Lunsford and Ms. Diane Dye, Board of Trustees, were in attendance)
 - Upcoming Tour Austin High School scheduled for Friday, September 11, 2020 at 11 a.m.

Mr. Kroeker asked if consideration was given to the engineering/ technology magnet programs or related program students on attending the job sites. Ms. Lucero responded that around January/ February the Chapin engineering program students attended the Burges tour coordinated by Mr. Eddie Castle. Ms. Lucero added that they will look into scheduling a Burges tour for the students to return and see the completed project, once students return.

- Ms. Lucero informed committee that the Bond website (episd.org/bond) is updated weekly.

Mr. Kroeker commented that he would appreciate it if the technical vocational students be considered for the opportunity to see steel/mechanical work on the job sites.

6. Residual Project (Contingency) Funds Allocation

Ms. Ramirez, presented on the use of any residual project funds requested by the committee at the June 25, 2020 meeting. The following topics were presented:

- Voters Compact - The use of proceeds of bonds.
- How the funds would be disbursed - Any savings realized after construction is completed would be returned to the bond program contingency for future allocation by the Board of Trustees.
- What would the funds be used for and who would determine the use of these funds - Staff's recommendation is that project alternates that were not previously awarded or bid be reviewed, prioritized and presented to the Board of Trustees for approval to use residual funds.
- An overview chart of the use of 2016 Bond Program Contingency.

Ms. Lunsford inquired about the bond interest reporting. Ms. Ramirez responded that there was a recap presented previously by Jacobs and will also be presented in the financial presentation. Ms. Arrieta-Candelaria confirmed that the interest would be presented in the next item (periodic financial reports).

Mr. Venegas asked if the schools would have input on how the remaining project contingency be used or would it be determined by the Board of Trustees. Ms. Ramirez responded that any remaining project funds at the project completion would be returned to the program contingency. She also added that there are alternates/components that were not bid or awarded in which those considerations would be reviewed and recommended to the Board for approval.

Mr. Wiggs asked where the \$16 million of savings were realized (program contingency). Mr. Wiernicki responded that about a year ago the program contingency was in the deficit of \$7 million, with the help of Jacobs's value engineering of projects, these savings overcame that deficit. Other savings were from value engineering various projects.

7. Periodic Financial Reports

Mr. David Martinez, Compliance and Job Cost Accounting Manager, presented the periodic reports as of May 31, 2020.

- Fund Status Report - Mr. Martinez explained that the reporting as of May 31, 2020, was due to the closing of EPISD 2020 fiscal year, but that the reporting for October will coincide with Jacobs's financial report.
- Fund Balance Report by Fiscal Year
- Fund Report Managed by the District
- Interest Revenue/Admin Expense as of 3/31/2020

Mr. Wiggs asked if Dr. Josephine Torres's remaining balance (for example) could be used for new air conditioning to the existing building. Ms. Ramirez responded that the reporting is a few months behind and probably doesn't have that much available at this point. Mr. Wiernicki added that the numbers reported are as of May 31, 2020, but a good example of what we could do when the building (as designed) is complete is to use the remaining funds for an HVAC project.

8. Internal Audit Update

Ms. Mayra Martinez, Chief Internal Auditor, presented an update to the internal audit plan related to the 2016 Bond projects.

- Corrective Action Plan (CAP) Follow-up Phase- Internal audit monitors the actions taken by management to address any findings identified in the audit through a CAP which is submitted by the administration to address audit findings to include the individual(s) whom will implement the activities and due dates on when those activities are to be completed.
 - Bond Construction Costs Audit Change Orders resulted in a CAP of two (2) findings and two (2) recommendations that are due at the end of August 2020. The audit was to determine whether changes in work for 2016 Bond projects were accurate, allowable, and approved as required in Board policy for construction projects managed by Jacobs that were more than 40% completed. The audit is completed, posted online, and was shared with CBAC.
 - Bond Construction Costs Audit Crockett ES Renovations resulted in a CAP of twelve (12) activities, four (4) have been implemented, and eight (8) are pending which are due at the end of August 2020.
- Bond Expenditures Audit Planning Phase- The audit will test non-construction bond expenditures for the period of August 1, 2018, through June 30, 2020. As of August 17, 2020, the audit has moved to the fieldwork phase.

Ms. Lunsford moved to adjourn meeting, Mr. Kelvin Kroeker move to approve Mr. Longoria second, all in favor.

Adjournment

The meeting adjourned at 6:23 p.m.

Date Approved by CBAC Secretary: September 2, 2020

Date Approved by Chair: September 8, 2020

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Ana Elena Allen	CBAC Member
Alexsandra Rose Annello	CBAC Member
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Dan Longoria	CBAC Member
Toni Lunsford	CBAC Member
Paul Masters	CBAC Member
Debbie Trexler	CBAC Member
Miguel S. Venegas	CBAC Member
Russell Wiggs	CBAC Member
Juan Cabrera	Superintendent
Carmen Arrieta-Candelaria	Deputy Superintendent Finance and Operations
David Martinez	Compliance and Job Cost Accounting Manager
Walt Byers	Treasurer
Veronica Campbell	Coordinator Office of the Deputy Supt. Finance & Operations
Areli Carrillo	Audit Manager
Luis De Santiago Alvarado	Internal Auditor
Irene Ramirez	Executive Director Facilities & Construction
Rose Lucero	Coordinator Bond Outreach
Mayra Martinez	Chief Internal Auditor
Liliana Fierro	Director Facilities & Construction

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Name	Title
Erika Siciliano	Coordinator Facilities & Construction
Alan Wiernicki	Chief Quality Officer