

**El Paso Independent School District
Citizens' Bond Advisory Committee
Meeting Minutes
February 17, 2022**

Present:

Ana Elena Allen
Alexsandra R Anello
Michael Apodaca
Raul Arizpe
Norma Chavez
Yolanda Clay

Toni Lunsford
Miguel S. Venegas
Russell Wiggs

Not in Attendance:

Angelica Bharat
Roger Scott Brown
Bob Burns
Debbie Fetzer

Kelvin Joel Kroeker, P.E.
Dan Longoria
Christian Lopez
Ross Moore

Special Guest:

Ragen Garrett Chapell, Principal, Irvin High School
Mohamed Djebrane, Assistant Principal, Irvin High School

Presenters:

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

1. Call to Order

The meeting was called to order at 5:15 p.m. by Mr. Russell Wiggs, Chair.

Mr. Wiggs introduced Mr. Gerson Acosta, Jacobs Vice President, and Mr. Jim McLean, Jacobs.

Mr. Wiggs introduced the new CBAC member Mr. Raul Arizpe, President of Desert Imaging, who was recommended by Mr. Paul Masters.

2. Review of Meeting Minutes

Meeting minutes for April 15, 2021, June 10, 2021, August 19, 2021, and October 21, 2021 were not approved due to lack of quorum. The minutes will carry over to the next scheduled meeting for approval.

3. Projects Managed by EPISD Update

Ms. Irene Ramirez, Executive Director Facilities and Construction, presented updates to the following District managed projects.

- 2016 Bond Program Athletic Upgrades
 - Irvin, Bowie, Andress, Jefferson are 100% complete
 - Austin HS is 99% complete, pending final light testing.
- Coronado construction is 90% complete, pending surfacing, lighting connection, and cleanup.
- Burges is 80% complete, pending surfacing, lighting connection, and cleanup.

Ms. Ramirez added that these projects should be 100% complete by the April CBAC meeting.

- 2016 Bond Active Projects
 - Chapin HS Running Track Replacement - Construction award was approved by the Board on October 19, 2021. The construction mobilization will begin the week of February 14, 2022. The construction target date of completion date is July 29, 2022.

Ms. Ana Elena Allen stated that she had provided a list of complaints/concerns in regards to the field at Burges High School. She also inquired if the field was a softball or baseball field. Ms. Ramirez responded that it is a softball field and the concerns would be looked at. Ms. Allen added that the softball field pitchers' mound is not accurate for a softball field.

4. Projects Managed by Jacobs Update

Mr. Gerson Acosta, Vice-President Jacobs, informed the committee of changes to leadership in the program and reiterate how important this program is to them. He added that they will be bringing in additional resources to assure the trust placed in Jacobs continues throughout the program.

Ms. Ramirez added that Facilities & Construction has already assigned internal staff to the projects that will not be completed by the end of Jacobs's extension, to assure that EPISD would have the knowledge and contacts at these projects for a smoother transition.

Mr. Wiggs asked about the loss of project managers. Mr. Acosta responded that there was a loss of project managers, but as part of the one-year extension there was to be a reduction of staff down to nine members, their strategy is to provide additional support to the core project managers.

Mr. Wiggs asked if there would be additional EPISD staff assigned. Ms. Ramirez responded yes, there were three EPISD project managers assigned, but Jacobs's team will remain the primary contact.

Ms. Alexandra Anello asked if there was anyone previous to the project managers leaving, for continuity to the project. Mr. Acosta responded yes and as part of the one-year extension, their strategy is to provide support to the core project managers, which have been with the program from the beginning. Mr. Jim McLean added that a senior team was brought in from their Dallas schools program to visit the five schools coming up for delivery to EPISD. They reviewed the work to be completed and the schedule, to identify any potential roadblocks to achieving the delivery of these five schools to EPISD.

Mr. Alonzo Parra, Jacobs Project Controls Manager, presented the following:

- Bond Program Status Schedule
 - Six projects have been turned over and are fully occupied by EPISD which includes Address, Dr. Joseph Torres, Burges, Coach Archie Duran, Don Haskins PK-8, and General Douglas MacArthur. All of these projects except for Dr. Joseph Torres are currently in the close-out process. Dr. Joseph Torres completed the close-out process and retainage has been paid to the general contractor.
 - Three schools nearing completion are Austin, El Paso High, and Irvin.
 - Coach Archie Duran phase one of the new building/school is complete and has been turned over to the District and is fully occupied. Phase two will proceed, which consists of the demolition of the old school as well as building the parking lot.
- Bond Program Status – Budget
 - The total allocation of the Bond managed by Jacobs is \$642,715,169 million the portion EPISD team is managing is \$79,494,039 million for a total of \$722,209,208 million for the Bond Program. 94% of this value has been committed to date, with an additional 6% forecasted to be committed by the end of the Bond Program.

Mr. Wiggs asked if a walk-through was done at the schools turned over to the District and items need repairs/fixes were addressed. Mr. Parra responded yes, they have undergone the walk-through process with the contractor and are in the one-year warranty phase. Mr. Parra added that the general contractor is responsible for replacing/fixing items during this one year, afterward repairs/fixes would be done by the District's Maintenance Department.

- Bond Program Status – Program Contingency
 - \$29 million was allocated from program contingency to the projects to be used for identified needs.
 - In January, the Board of Trustees approved a \$400,000 budget transfer from program contingency to support the project budget at Bobby Joe Hill.
 - Jacobs' projections (Column "B") identify the anticipated use of program contingency funds

in the amount of \$1,832,889 to the indicated projects.

- Anticipated savings (Column “C”) of \$967,703 is reported to go back into the program contingency.

Mr. Raul Arizpe asked if the savings reported (Column “C”) reported money that was previously allocated but was not used. Mr. Parra responded yes, they are project savings from the original project budget being brought back.

Mr. Wiggs stated that Mr. David Martinez will provide the program contingency and the project contingency detail for each project at a later time. Mr. Wiggs added that there is a difference between program and project contingency. Mr. Parra commented that the project contingency can be moved within the project where needed, without Board approval, with an internal budget transfer and the program contingency would require Board action to allocate funds to the project budget.

- Bond Program Status – Milestones

- Six construction projects are complete and two athletic fields.
 - Jefferson High School Package II (Washington Park baseball field) is fully complete, final acceptance has been approved by the Board and the general contractor has been paid retainage. The ribbon cutting will be forthcoming at Washington Park.
 - Dr. Joseph Torres is complete, final acceptance was approved by the Board and the general contractors have been paid retainage.
 - Burges is complete and fully occupied by the District. The close-out is in process.
 - Coach Wally Hartley, General Douglass MacArthur, Don Haskins and Andress High School are complete and fully occupied by the District. The close-out is in process.
- Four projects nearing completion
 - Coach Archie Duran new school building is fully occupied by the District. Pending completion is phase 2 which consists of the demolition of the old school and construction of the parking lot.
 - Austin High School is pending a small area to be completed.
 - El Paso High School Performance Arts Center is pending completion.
 - Irvin High School
- Seven projects under construction
 - Coronado
 - Dr. Villamil Tinajero
 - Jefferson Package 1
 - Charles Murphree
 - Bobby Joe Hill
 - Capt. Gabriel Navarrete
 - Coach Wally Hartley

Ms. Norma Chavez asked if the Wally Hartley Package 2 baseball field at Memorial Park was completed. Mr. Parra responded that it is a softball field at Memorial and complete. The baseball field is at Washington Park.

Ms. Chavez asked when Wally Hartley PK-8 school be occupied. Ms. Ramirez responded that Wally Hartley would be one of the last projects to be completed. Ms. Rose Lucero added that the consolidation would be in Fall 2023.

Mr. Miguel Venegas asked what was the estimated time frame of the parking lot and removal of the existing Dowell School building. Mr. Mauricio Chavez responded that the demolition would be completed within the next couple of weeks and would be phasing in the parking lot, then the clearing of the fields to be completed by Summer 2022.

- Bond Program Status Updates.

Mr. Alonzo Parra (Jacobs Project Controls Manager) presented on the following. Mr. Gerardo Valenzuela Mendoza will be presenting at the next CBAC meeting.

Bobby Joe Hill School– Ms. Chavez asked since the project contingency used indicates zero, is it because the \$400k allocation to the project contingency has not been expended. Mr. Parra responded that it has been allocated but at the time the presentation was submitted there was a delay

in updating this information, but it will be updated for the next meeting. Ms. Ramirez added they are making use of the \$400k allocation, but have not used it all.

Mr. Venegas asked what the \$400k was being used for. Mr. Parra responded, it is being used for the owner's construction contingency to the general contractor's contract.

Mr. Anthony Mariscal (Jacobs Project Manager) presented on the following.

Captain Gabriel L. Navarrete Middle School – Mr. Wiggs asked what would be done with the old Beaumont building. Mr. Mariscal responded the Beaumont nursing building will be kept as is. Ms. Ramirez added that the nursing building was part of EPISD's lease agreement and is currently working on options on what the building may be used for.

Ms. Chavez asked how long this lease was for and commented that these buildings are historic. Ms. Ramirez responded that there are some historic components (signage) and the term of the lease would need to get back to Ms. Chavez with that information. Ms. Chavez requested a site map of the area in conjunction with the campus, along with the term and dollar amount.

Ms. Chavez asked if the number of windows to the campus was intended for weatherization, to lower heating, utility costs, or an engineering design. Mr. Mariscal responded that he will look into it and report back.

Ms. Clay asked if any of the windows could be opened. Mr. Mariscal responded that they do not open.

Mr. David Martinez stated that the lease term is 45 years. Ms. Ramirez added that the lease provides options for renewal.

Mr. Alonzo Parra (Jacobs Project Controls Manager) presented on the following.

Irvin High School – Mr. Wiggs asked if the color of the older bricks be changed. Mr. Parra responded that they would look into that and report back.

Ms. Luz Favela (Jacobs Project Manager) presented on the following.

Dr. Josefina Villamil Tinajero PK-8 – (no question/concerns)

Charles Q. Murphree PK-8 – Mr. Wiggs asked what will happen to Morehead. Ms. Ramirez responded that Morehead would be surplus.

Ms. Chavez commented that the distance seemed long between building G and D. Ms. Favela responded that building G is the new gym, the drop-off areas throughout the area for middle and elementary students.

Austin High School – Mr. Michael Apodaca asked if the area by the old theater was completed or in construction. Ms. Favela responded that it is under construction and about three weeks from completion.

Mr. Wiggs introduced Ms. Ragen Garrett Chapell, Principal, and Mr. Mohamed Djebrane, Assistant Principal. Ms. Chapell expressed how excited she is to see the changes to northeast plus the parents and students are extremely happy about the bond project and all the opportunities it will bring to the students. She also commented that the school would also be introducing pathways to technology for early college medical program.

Mr. Anthony Mariscal (Jacobs Project Manager) presented on the following.

El Paso High School – (no question/concerns)

Jefferson/Silva (P1) – Mr. Venegas commented that the phases in blue indicate TBD (to be determined) and followed with asking if the softball team could play on their own field this year. Mr. Mariscal responded that the contractor has moved Jefferson at a faster pace than anticipated.

Ms. Chavez asked if there has been an issue with caliche or ground in the area. Mr. Mariscal responded that they have not encountered any issues.

Mr. Mauricio Chavez (Jacobs Project Manager) presented on the following.

Coronado – (no question/concerns)

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

5. Periodic Financial Reports

Mr. David Martinez, Compliance and Job Cost Accounting Manager, presented the periodic reports as of January 31, 2022.

- Fund Report Managed by the District

Mr. Wiggs asked if EPISD was going to proceed with the exterior project of El Paso High. Ms. Ramirez responded yes and added that it is a project being managed internally but not a Bond funded project

- Fund Status Report
- Interest Revenue/Admin Expenses to Date

Mr. Venegas asked if it was possible when a project is complete that it be reported as to what funds were used and include a financial breakdown demonstrating that the project was within budget, especially those projects completed over a year ago (i.e. Athletic Projects). Mr. Martinez responded that he will work with Ms. Ramirez on putting something together.

Mr. Wiggs added that Mr. Alan Wiernicki had mentioned that they would be preparing something similar to what Mr. Venegas is requesting to be used if the District goes out for another bond.

Ms. Chavez asked what the statement “Remove Fund” meant on the Status Report (slide 103). Mr. Martinez responded that this is an accounting process in which he removes the 2007 Bond allocation added to the specified projects in order to tie back to the 2017 Bond Program.

Ms. Chavez asked what happens to the unexpended 2017 bond funds. Mr. Martinez responded that all the funds would go back into the Construction Contingency at which point, the administration would have a meeting to discuss what would be done with these funds.

Ms. Chavez commented that there was a previous discussion of projects that the community wanted that were not done, and asked if this list would be looked at first. Ms. Ramirez responded that a list is being prepared by priority of projects that could be done, but the decision on how the remaining contingency funds are to be used would be made by the Board. Mr. Wiggs added that there is a list of items for each project of items wanted by the campus.

Ms. Chavez asked if CBAC would be provided the list, but with no say other than to guard the community.

Mr. Venegas asked if members from the school committees would be a part of the discussions on how to use the remaining program contingency. Ms. Ramirez responded that the District has the list of items from the original school committee meetings which will be presented along with what has arisen since construction began.

6. Internal Audit Update

Ms. Mayra Martinez, Chief Internal Auditor, presented an update on the internal audit plan for

FY2022, related to the 2016 Bond program:

- 22-16 Prevailing Wage Monitoring and Investigation Process Audit – Complete
- 22-16.F Corrective Action Plan (CAP) Follow-up Review of Prevailing Wage Monitoring and Investigation Process Audit – Complete. The objective and scope of the follow-up review were to determine whether management implemented the six (6) Corrective Action Plan (CAP) activities or took other actions to address the four (4) findings, one (1) observation, and seven (7) recommendations outlined in the Prevailing Wage Monitoring and Investigation Processes Audit Report. The CAP activities included:
 - The development of procedures for follow-up on PWR complaints and potential violations.
 - Developing training for PWR investigations for the individuals who are assigned.
 - Determining whether overtime rates should be reviewed as part of the PWR investigation process
 - Determining the level of apprenticeship monitoring required as part of the PWR investigation process.
 - Defining the process for Jacobs to document completion of monitoring controls and setting timelines for submitting certified payroll (CP) reviews.
 - Investigating the potential PWR violations identified during the audit.The follow-up review and the report was distributed to the Superintendent and Board of Trustees in February 2022. In summary, management implemented the activities in the CAP.
 - Part of activities 1, 3, and 4 included for management to determine whether to evaluate instances outlined in the audit report to confirm compliance with the PWR Statute. Management rated the instances as low risk and determined they would not re-evaluate these instances. This decision was documented on a Risk Acceptance Form signed by the process owner and approved by the respective Executive Cabinet member, based on the time frame the work was performed it was determined a low risk. The report has not been posted on the website but will be up by next Wednesday (2/23/22).
- 22-10 Audit of Bond Projects Closeout - plan to begin before the end of February 2022.
- 22-11 To Be Determined: This audit is planned for later in the year, based on the outcome of Project 2210, if risks are not significant, it may be moved to the following year. If risks are significant, it will be discussed with the Board on making sure that this audit is followed through.

Ms. Anello asked if the found violations of overtime wages were contractors and subcontractors. Ms. Martinez responded on some instances overtime had not been considered during the monitoring by Jacobs's review of the certified payroll. The audit tested and found that in some instances the contractor did not pay overtime, but Ms. Ramirez and her team did follow up on those. Ms. Anello added that on the report administration decided not to make changes to these instances. Ms. Martinez responded those were different instances that were not related to overtime but about other instances. Ms. Ramirez added that one of those instances had to do with how payroll was being submitted, for example, a 1099 form was provided for an employee instead of the standard certified payroll documentation therefore we will no longer be accepted anything other than the certified payroll documentation.

Ms. Anello asked if the overtime situation had been resolved. Ms. Ramirez responded yes. Ms. Martinez added that Ms. Ramirez and her team have also developed a process where they will review overtime as part of the certified payroll review.

7. Bond Community Outreach Update

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

- Social Media 2021 Mediums Twitter, Instagram, Facebook and TickTok reaches:
 - Facebook 526,476
 - Instagram 185,000
 - Twitter 90,000
- Ribbon Cutting Recap
 - Andress High School
 - Don Haskins PK-8
- Teacher Testimonials

- Mrs. Daniels, Coach Archie Duran
- Ms. Villagran, General MacArthur PK-8
- Ms. Crye, Andress High School
- Bond Bulletin – Emailed Newsletters sent to employee and parents.
 - Began in March 2021
 - 28 issues
 - 119 different captions and photos
- Coming Up
 - Ribbon Cutting Ceremonies- Jefferson Baseball Field and Irvin High School
 - Milestone Videos – Coronado Building “A” and Andress PAC

Ms. Lucero stated that Ms. Ramirez and she would be presenting at the five City Council Representatives Community Meetings that EPISD encompasses and extended the invitation to the CBAC members.

8. 2022 Meeting Schedule

Mr. Wiggs presented the meeting schedule to be held on the third Thursday of every other month, unless there is a scheduling conflict. He also added that the meetings will be held at the new campuses.

Mr. Wiggs adjourned the meeting.

Adjournment

The meeting adjourned at 6:46 p.m.

Date Approved by CBAC Secretary: March 25, 2022

Date Approved by Vice Chair: March 28, 2022