

**MEETING NOTES**

MEETING: **Bond Oversight Committee Meeting**  
2012 HISD Facilities Capital (Bond) Program

LOCATION: Hattie Mae White Educational Support Center  
Conference Room 2E02  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092

DATE: 29 April 2014

TIME: 8:30 A.M.

PRESENT: **Bond Oversight Committee (BOC)**

Mr. Martin Debrovner  
Ms. Jessica Diaz  
Mr. Robert M. Eury  
Mr. D.V. "Sonny" Flores  
Mr. Craig Johnson  
Mr. David Quan  
Ms. Phoebe Tudor  
Mr. Gary J. White

**Team Members and Guests**

Ms. Charlene Anthony, ACG

**Houston Independent School District (HISD)**

Mr. Leo Bobadilla, Business Operations  
Mr. Mark Miranda, Business Operations  
Mr. Robert Sands, Construction & Facility Services  
Mr. Dan Bankhead, Construction & Facility Services  
Mr. Brian Busby, Construction & Facility Services  
Mr. Dillon Brady, Construction & Facility Services  
Mr. Derrick Sanders, Construction & Facility Services  
Mr. Tony Castillo, Construction & Facilities Services  
Ms. Christine Manrique, Construction & Facilities Services  
Ms. Alexis Licata, Business Assistance  
Ms. Sherrie Robinson, Controller  
Ms. Tonya Savoie, Finance  
Ms. Sylvia Wood, Communications  
Mr. Clay Clayton, Construction & Facilities Services  
Ms. Gloria Barrera, Construction & Facilities Services  
Ms. Vanessa McGinnis, Business Development & Assistance  
Ms. Iva Martinov, Business Development & Assistance  
Ms. Sara Butler, Communications  
Mr. John Gerwin, Internal Auditing  
Ms. Pat Collins, Technology  
Ms. Patrice Humphries, Construction & Facilities Services  
Ms. Princess Jenkins, Construction & Facilities Services

The general purpose of this meeting was to brief the Bond Oversight Committee members on the current status of the new construction and renovation projects funded through the 2012 Facilities Capital Program and the 2007 Facilities Capital Program. Related issues, questions and activities were also discussed:

**Item 1 Welcome**

Mr. Robert Sands called the meeting to order at 8:38 a.m.

**Item 2 Video**

Mr. Sands introduced a video describing Sterling High School's design process. Ms. Sylvia Wood noted that Bond Communications expects to have a video recording each 2012 Bond Project's evolution. These videos are intended to engage each school's community as well as document them for historical purposes. She invited the Committee to review other videos on the website at <http://hisdtv.org/category/hisd-bond-projects/>.

Mr. Leo Bobadilla noted that Sterling is one example of the exciting educational facilities being designed which include as their focus the CTE programs being offered at the school.

**Item 3 January 28, 2014 Oversight Committee Meeting Minutes**

The committee approved the minutes as presented.

**Item 4 Bond Program/Planning Update**

Mr. Sands noted that there are twenty-two 2007 bond projects under construction and that all will be completed by the end of the year with close-out being finished early in 2015. The group discussed 2012 bond projects that are funded by 2007 funds and determined that future reports will highlight these projects and clearly note their funding source. It was noted that there were a number of 2012 projects that are planned to be funded from surplus bond funds, realty sale proceeds, etc. Ms. Tonya Savoie confirmed to the Committee that no funds are being co-mingled.

Mr. Sands noted that planning for all Group 1 projects is complete and those projects are in the design phase. The third round of Community meetings will be held before the end of the year. He informed the Committee that planning for Group 2 projects is well underway and that design charrettes are being scheduled, as well. The group discussed the development of the capacities for which each school is being designed. The Committee expressed concern that in some cases the new projects were being designed for a capacity less than the current population. Mr. Bobadilla stated that the student capacity was not necessarily the maximum capacity of a facility. Rather it represents the functional capacity based on a common set of parameters.

Mr. Dan Bankhead reported that the second Community Meetings are complete at all Group 1 projects and that the first meetings for Group 2 projects are being planned. He informed the group that Group 1 projects were moving from the

Schematic Design phase into the Design Development phase and that all projects will be under construction by the end of the year.

Mr. Bankhead noted that HISD’s commitment to sustainability has resulted in Berry Elementary School receiving its LEED Silver certification. He reviewed the anticipated certification levels for the Group 1 projects and in response to a question regarding HISD’s certifications compared to other districts, noted that he believes that it is rare and difficult for a school to be certified Platinum. He stated that HISD has a relatively high number of Gold certifications and more Silver certifications than other districts of similar size.

**Item 5 Bond Construction Update**

Mr. Derrick Sanders reviewed the status of the work underway at 2007 and 2012 Bond projects. Additionally, he noted that the abatement and demolition of Delmar Field House is complete and that site work is underway. Mr. Sanders further stated that the district-wide Middle School Restroom assessments are complete and design is underway. Similarly, assessment for the district-wide Safety and Security projects is complete with Priority 1 work underway. He noted that the Threat Assessment team was involved in determining the prioritization.

**Item 6 Business Assistance (M/WBE) Report and Community Outreach**

Ms. Alexis Licata highlighted outreach efforts that are ongoing and continue to yield good results. Activities this past quarter include “Meet the Contractor” events, Procurement Orientations, and CMAR conducted workshops. She noted that the first of the CMAR workshops was held at Worthing High School to inform and involve the community in the project.

Ms. Licata reported that the M/WBE participation this quarter approaches 35%-23% minority owned business and 11.5% woman owned enterprises for the 2007 bond program.

Ms. Licata reported that the M/WBE participation goal for the 2012 Bond program professional services is 25%. Currently, professional services participation is just over 51%. Of this, 36.11% participation is from firms owned by minorities and 14.9% is from women owned firms. Construction services participation goal is 20%. Construction Managers At Risk have not finalized their participation yet but the commitments from them range from 20-40%.

Ms. Licata reported that the District has been nominated for a national award from the National Minority Council.

**Item 7 Financial Report**

Ms. Sherrie Robinson provided a financial status report for the 2007 & 2012 Facilities Capital (Bond) Programs. The total current commitment for the 2007 Program is \$1.044 billion. To date, HISD has spent slightly more than \$1 billion. Total uncommitted and available funds are \$131.5 million. For the 2012 bond program \$75.4 million has been encumbered and \$40.1 million has been spent.

There is a total of \$1.774 billion available.

The Committee questioned where the High School for Law Enforcement and Criminal Justice (HSLECJ) was reported. Ms. Tonya Savoie noted that once the sale of the existing building closes and the funds are available, it will be reported. Ms. Robinson informed the Committee that the funds for HSLECJ will be tracked separately “below the line” along with other similar projects whose funding is not from 2012 bonds.

**Item 8 Bond Communications**

Ms. Sylvia Wood reviewed the Communications efforts since the first of the year. She noted that the 16 community meetings had been the focus. These meetings inform and engage the community about their school project. Additionally, the monthly newsletter and social media efforts continue with 33 blog stories/photo galleries and 5 videos about the various projects.

**Item 8 Looking Ahead**

Mr. Sands reported that the final Community meeting for Group 1 projects will be scheduled to take place just prior to the start of construction. This meeting will share information from the Contractor about the construction and provide the community with an opportunity to learn about any impacts construction may have on their neighborhood.

The first Community meeting for Group 2 projects will be held just after the start of school.

The Committee questioned HISD’s approach to construction cost inflation. Mr. Sands stated that there are a number of mechanisms for this issue. Estimates are prepared at each phase of the design and the project must remain in budget to move forward to the next phase. To date, no program elements have been reduced in order to keep a project within budget. Mr. Bobadilla noted that the Architects, Program Managers and Construction Managers At Risk are being held responsible to keep their project on budget. He stated that the Bond program budgets address inflation but will not allow for scope creep. The primary concern is to assure that there is funding for all the projects.

Mr. Bobadilla informed the Committee that his staff is developing phasing or transition plans for the projects and their communities. The goal is to always develop the best solution to serve the students. Generally speaking, the goal is to minimize the use of T-buildings as well as moving students off campus. He noted there are at least two schools in Group 1 that will require offsite moves. Using nearby empty schools is the preferred option followed by moving students to underutilized nearby schools. It was noted that the students are still associated with their home school; they will not be transferred to the temporary location of the project school. YMCPA is going to use Crawford School and options are being considered for Milby. The Committee questioned the quality of the Crawford building. Mr. Bankhead noted that some upgrades will be required

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to bring it up to high school standards, but it is in good shape. Mr. Bobadilla

informed the group that it is likely that the solution reached for Milby will be also serve a Group 4 High School.

Mr. Bobadilla stated that staff will work with the school principals to minimize the disruption to the learning taking place whether they stay on site or swing to another location.

**Item 9      Executive Session**

Mr. Leo Bobadilla and Mr. Robert Sands .....

The information outlined above reflects the author's understanding of the key discussions and decisions reached during this meeting. Should you have any additions and/or clarifications to these meeting notes, please notify Mr. Robert Sands promptly. These notes will be relied upon as the approved record of the meeting, once approved at the subsequent Oversight Committee meeting.

Prepared by Construction and Facility Services