

**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 July 2014 TIME: 8:30 A.M.

PRESENT: **Bond Oversight Committee (BOC)**  
Mr. Gary J. White  
Mr. Michael G. Davis  
Mr. D.V. "Sonny" Flores  
Mr. Robert M. Eury

**Houston Independent School District (HISD)**  
Mr. Leo Bobadilla, Business Operations  
Mr. Mark Miranda, Business Operations  
Mr. Robert Sands, CFS  
Ms. Sue Robertson, CFS  
Mr. Dan Bankhead, CFS  
Mr. Dillon Brady, CFS  
Mr. Derrick Sanders, CFS  
Mr. Chris Barnett, CFS  
Mr. Tony Castillo, CFS  
Ms. Christine Manrique, CFS  
Ms. Alexis Licata, Business Assistance  
Ms. Sherrie Robinson, Controller  
Ms. Tonya Savoie, Finance  
Ms. Sylvia Wood, Communications  
Ms. LaJuan Harris, CFS  
Mr. Clay Clayton, CFS  
Ms. Sandy Hellums, Legal Counsel  
Mr. Elvis Eaglin, Procurement

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 8:39 a.m. and welcomed everyone to the meeting. He introduced 3 short videos on 2012 Bond projects currently underway.

**Item 2 Videos**  
The first video reported on the design process for Milby High School. Mr. Dan Bankhead noted that portions of the video were recently used by the local ABC news affiliate.

The second video reviewed the design for Condit Elementary School which has as its focus the Learning Commons. Mr. Derrick Sanders noted that initial infrastructure construction has started on this project.

Ms. Sylvia Wood introduced the final video which described South Early College

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High School. She noted that she is pleased to see that each of the projects is different and reflects the needs of the school's programs as well as the values of the communities involved in the design.

Mr. Sands expressed his appreciation to Ms. Sue Robertson for successfully initiating the process to plan 21<sup>st</sup> century schools and to Mr. Bankhead for following through during the design. Mr. Sands stated he looks forward to Mr. Sanders and Mr. Dillon Brady successfully constructing the projects.

**Item 3      April 29, 2014 Oversight Committee Meeting Minutes**

The committee approved the minutes as presented.

**Item 4      Bond Program/Planning Update**

Mr. Sands updated the group on the remaining 2007 Bond projects. He noted that all major work will be completed by the end of 2014 with closeout to be finished early in 2015. Mr. White asked if any funds would be remaining. Mr. Sands noted that this would be reviewed during the financial portion of the presentation.

Mr. Sands noted that planning has been completed on Group 2 projects.

**Item 5      Bond Design Update**

Mr. Bankhead reported that a Safety and Security Symposium was held in May. The symposium included a national safety and security consultant, HISD police the City of Houston, and the 2012 Bond project architects. Mr. Bankhead noted that determining the right mix to make schools secure without making them a fortress is a difficult task. In addition to discussion of best security practices, the symposium included discussion with the City of Houston's planning permitting and code enforcement to review the City's process.

Mr. Bankhead noted that Group 1 projects are nearing the end of the Construction Documents phase. He reminded the committee that all schools are required to achieve LEED certification. A number of projects expect to reach Silver, five projects are on track for Gold and one may reach Platinum. Mr. Bankhead closed by reporting that there have been a number of high school and college interns working with the Bond program this summer.

**Item 6      Bond Construction Update**

Mr. Sanders reported on construction work at Waltrip and noted that there is a Community Meeting scheduled for August 21, 2014.

Mr. Sanders noted that Milby High School has been emptied and abatement is underway with demolition to follow. He noted that Milby's 9<sup>th</sup> grade will be at Attucks Middle School with 10<sup>th</sup>-12<sup>th</sup> grades at Jones High School along with Jones Futures Academy and South Early College. Mr. Gary White asked how separation of the schools will be maintained and Mr. Michael Davis asked if territoriality issues have been addressed. Mr. Bobadilla noted that combining schools is not unusual during construction and that signage, separate entrances, and designated areas are being used to provide a safe environment. Also, HISD Academics has worked to address concerns through separate bell schedules,

program coordination, etc.

Mr. White asked for an update on the bidding process. Mr. Bobadilla noted that most projects are being delivered through the Construction Manager At Risk (CMAR) process. He stated that with the CMAR working with the Design teams the number of surprises once construction is underway will be reduced.

Mr. Eury expressed concern about the impact that permitting will have on the ambitious schedule. Mr. Bobadilla reported that HISD meets with the City on a regular basis and has agreed to pay overtime to expedite the permitting process. Mr. Bankhead noted that the projects that have been permitted to date have taken about 5 weeks, which is within the planned timeframe.

Mr. Sanders concluded with a short report on District-wide Upgrades. He stated that earthwork is underway for the new Delmar Field House. The design work for the Middle School restrooms has commenced. He confirmed that all middle school restrooms were assessed and will be addressed for ADA compliance as well as other factors. He also reported that Safety and Security assessment of all facilities is complete, and currently the Threat Assessment team is reviewing and prioritizing the improvements needed. Design work for Safety and Security will begin in 3<sup>rd</sup> quarter of 2014.

#### **Item 7 Business Assistance (M/WBE) Report and Community Outreach**

Ms. Alexis Licata reminded the Committee that the M/WBE participation professional services goal for the 2012 Bond program is 25% and reported participation is at 51%. She also stated that HISD's goal for construction services participation is 20% and that CMAR commitments currently range between 20-40%.

Ms. Licata reported that HISD received the 2013 Texas Excellence Award from the US Trade and Commerce Institute. She also noted that there were many outreach events in the last quarter including an A/E meet and greet for the Group 3 & 4 projects, Small Biz Today Radio Program, City of Houston workshops, etc.

Finally, Ms. Licata noted that the 35% collective participation for 2007 Bond program, is well over the goal for M/WBE participation.

#### **Item 8 Financial Report**

Ms. Sherrie Robinson reported that the total current commitment for the 2007 Program is \$1.06 billion. Total uncommitted and available funds are \$115,730,204. Mr. White inquired about the process to use remaining funds. Mr. Bobadilla noted that at the end of each project, remaining funds are moved to the Program Reserve. This budget (with Board of Trustee approval) is used to fund unexpected work. Mr. White asked if there is a report that notes the savings and how they are used. Ms. Savoie stated that such a report could be made available at the completion of the program. Mr. Flores asked what work was funded from the t-building budget. Mr. Brady reported the fund is used to lease and move t-buildings. Mr. Bobadilla noted that it is intended to minimize the use

of t-buildings due to their high costs which do not provide a long term benefit.

Ms. Robinson noted that for the 2012 program, bonds totaling \$340 million have been sold. Another bond sale is planned for September 2014 for \$350 million with a subsequent sale in late 2014 or early 2015.

**Item 9      Bond Communications**

Ms. Sylvia Wood reported that videos have been completed for all but one Group 1 project. She noted that her group's focus has been publicizing and preparing for Community Meetings. She stated that a bond program flyer will be mailed to all students the second week of August.

Mr. Johnson asked about outreach to communities that do not have home Internet. Ms. Robertson and Mr. Bankhead reported that flyers are distributed to surrounding neighbors, neighborhood stores and churches. Ms. Wood noted that Principals are requested to make three automated calls prior to each Community Meeting.

**Item 10      Looking Ahead**

Mr. Sands noted that by the end of the year, construction will be underway on all schools in Group 1. Mr. Bobadilla informed the committee that "underway" also includes underground utilities, site work, and foundations.

Mr. Sands also noted that Architects are currently being interviewed for the Group 3 and Group 4 schools and selections will be made during the 3<sup>rd</sup> quarter. Mr. Eury asked and Mr. Sands confirmed that the Architect selection process is similar to the process used for Group 1 and 2.

Mr. Bobadilla noted planning of Group 3 and 4 projects has started ahead of schedule. When asked by Mr. White whether the construction schedule is also being expedited, Mr. Bobadilla noted that once planning is complete whether to expedite design and/or construction based on up-to-date knowledge of the construction market will be determined.

There being no further questions or discussion, the committee entered Executive Session.

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 the author in writing promptly. These notes will be relied upon as the approved record of the meeting, unless a written notice to the contrary is sent to the author within seven (7) days of the submission of these meeting notes.

Prepared by Construction and Facility Services