



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Askew Elementary School

REPORT DATE: 2/6/17

MEETING #: 1

LOCATION: Askew Elementary School- Library

MEETING DATE / TIME: January 19, 2017 4:00pm

ATTENDEES: (those marked with a check were present)

X	Karen Calhoun	School Faculty
X	Jane Farley	School Faculty
X	Beverly Fisher	School Faculty
X	Bianca Garrick	Interim Principal
X	Kathleen Geer	School Faculty
X	Jorge Huerta	HISD Sr Project Mgr

X	Jennifer Major	Community Member
X	Veronica Pina	School Faculty
X	Rick Sperandio	Community Member/ Parent
X	David Vu	Drymalla Construction
X	Spencer Wingate	HISD/ RGCI Deputy Director

PURPOSE: The purpose of this meeting was to share project construction progress and pending project status information.

AGENDA:

- Introductions
- Current project status
- Construction contract status
- Construction Schedule
- Review of PAT Guidelines
- Items of concern
- What to expect at the next PAT Meeting

DISCUSSION:

- **Introductions**
 1. Discussion opened with team introduction of PAT members
 2. Mr. Huerta introduced himself as the new project manager overseeing Askew Elementary day-to-day construction operations for the District.
 3. Drymalla Construction was introduced as the new general contractor



- **Current Project Status**

1. Project is currently transitioning from Division One to Drymalla Construction who will be tasked with completing phases 2, 3, and 4.
2. Phase-1 construction is done, and certified substantially complete; Division One is addressing punch list with cre8 architects for close out

- **Construction Contract Status**

1. Drymalla's CSP contract has been reviewed, approved and executed by both HISD and Drymalla Construction
2. Notice to Proceed will be issued next

- **Construction Schedule**

1. Drymalla will provide preliminary schedule in a couple of weeks (2-3 weeks)
2. Schedule to include critical path items and major milestone timelines
3. PAT members expressed concern about project delays, inquired how the construction schedule was impacted; Mr. Huerta stated that HISD's target completion date was 4th quarter of 2018 and was therefore not impacted. PAT members disagreed, stated that completion date per previous contract had an earlier completion date. The committee stated that previous project timelines on the bond website showed the project the target opening in the 3rd quarter of 2018. Mr. Wingate acknowledged schedule was impacted and delayed by transition of project team, but along with Mr. Huerta pledged to keep project on track for HISD's target opening of 4th quarter of 2018.
4. PAT members expressed concern about lack of communication with team, asked to be provided with quarterly construction updates
5. David Vu noted that monthly updates to schedules would be shared with the committee via email to keep them informed of major milestone activities.

- **Review of PAT Guidelines**

1. PAT guidelines were revisited, specifically the rules by which the project advisory team must abide; agreement set forth on page 14 of the PAT handbook
2. Interim Principal, Ms. Garrick, asked all members in attendance to sign page 14 of the PAT handbook

- **Items of Concern**

1. PAT members asked to reset expectations for team members, HISD and the community, and how each could fulfill their respective roll



2. PAT members expressed concern about not knowing status of the project, in particular construction; they requested more frequent communication with the team and faculty
3. PAT members requested construction updates, in particular activities that could impact community ordinances such as noise; Mr. David Vu acknowledged the request and agreed to comply
4. Mr. Spencer Wingate assured PAT members that progress updates and 3 month look ahead notices would go out to team moving forward
5. Per Mr. David Vu, and at the request of the PAT, construction hours will be from 6:30 am to 3:30 pm, Monday through Friday; there may be periods where construction extends over to weekends to make-up lost days to adverse weather.
6. PAT expressed concerns about construction activities overwhelming school faculty, making their jobs more difficult. Examples cited included (a) longer trash trips for plant operator to dumpsters due to construction barricades, (b) construction gates on Wood Lodge, difficult for school faculty to open, (c) construction truck traffic conflicting with food service deliveries
7. Principal Garrick advised PAT members that conditions on campus were improving; gates were installed by service yard granting plant operator direct access to dumpsters, plant operator would be responsible for opening construction gate on Wood Lodge every morning, and food service deliveries would be changed to later arrival to ease traffic congestion for student morning arrival
8. PAT expressed concerns about parking; said there was not enough spaces for school faculty. Principal Garrick said parking was no longer an issue because additional surface parking was provided on both sides of temporary buildings
9. Ms. Jane Farley, Askew Teacher, asked if added parking spaces was sufficient to meet code requirements; she was advised that the question would be deferred to the architect and a follow up response would be provided.
10. Shuttle service for faculty off-site parking will be discontinued at the end of January 2017; Ms. Pam and Mr Bowers, only riders on the shuttle, will park on campus as the rest of the faculty
11. PAT expressed concern about contractor parking; said potential areas to consider included HCC Northwest Campus, Centerpoint Easement and Tennis courts by Westside Club
12. PAT members expressed discontent over playground equipment being demolished; said it was part of Sparks Park and that donating equipment should have been considered; they noted that the only remaining part of the playground was an orange ball left behind in the middle of the play yard.



13. PAT members noted that community kids were playing in construction area, site was being entered through Hayes Road; PAT recommended posting construction signage informing community to stay off
14. PAT members offered to help with community issues, vendors and local businesses should the need arise; Mr. Wingate acknowledged the offer, explained that it was not in the real norm of construction, and that it would be unlikely that he contact PAT members on these type issues.
15. PAT members expressed concern over budget lines and potential losses due to transitioning of contractors; they requested information regarding construction contracts. Mr. Wingate said we could give detailed or specific contract information, and offered instead to give more general budget information per HISD's public knowledge website. He offered to make this available for the next PAT meeting.
16. PAT members requested to have another community meeting; it was agreed that Ms. Garrick would contact Sylvia Wood with the district to coordinate date

END OF MINUTES

Sincerely,

A handwritten signature in blue ink that reads "Huerta".

Jorge Huerta
Sr. Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9221 direct
Email: jorge.huerta@houstonisd.org