



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Lee High School**

**MEETING #:** 35  
**LOCATION:** Lee High School  
**DATE / TIME:** January 21, 2016, 1:30 PM  
**ATTENDEES:** **Joseph Mata**, Lee HS AP; **Melanie Hauser**, Alumni – Community Member; **Debbie Lee**, Alumni – Community Member; **Travis Kirby**, Satterfield & Pontikes; **Daniel Calcote**, Satterfield & Pontikes; **LaJuan Harris**, HISD – Planning; **Meredith Smith**, HISD – Construction; **Steven Redmond**, HISD – Program Manager (URS)

**PURPOSE:** To present project status and updates.

**AGENDA:**

- Introductions
- Discussions with the Construction Manager (CMAR)
- Discussions with the Program Manager (PM)
- What to expect at the next Project Advisory Team Meeting

**DISCUSSION:**

1. The Construction Manager updated the PAT on the status of construction activities.
  - a. The building pad is now complete. Recent rains over the past two months have slowed construction progress, yet the construction contractor has found ways to progress with the completion of the building.
  - b. Steel has been erected in the dining services and dining commons areas, the administration zone, and the performing arts neighborhood. Steel for the auditorium will arrive tomorrow. Concrete slab placement in the next weeks will include the auditorium and east neighborhood. The balance of the west neighborhood will follow shortly thereafter.
  - c. Underground utilities continue in the athletics zone.
  - d. Temporary street disruptions on Skyline and Unity were discussed. Parking will have to be suspended on the north side of Skyline and the east side of Unity near Skyline to allow the placement of storm drainage, tree removal, curb cuts, and sidewalks along the street frontage. Total disruption duration may only be three weeks. AP Mata offered to provide contact information for the apartment complex on the south side of Skyline for the contractor to send an early notice to residents who regularly park on the street. The contractor will also place flyers on the windshields of cars parked on the street a few days before construction starts.
2. Program Manager updated the PAT on the status of the Project.



- a. The Board of Education acted on a proposal at their last meeting that will add another \$211M to the Bond Program. The approval gives the administration authorization to incur the added debt, but no specific plan was approved on how to disburse the funds. Projects will apply to the Board on a case-by-case basis as the need dictates.
- b. The programmed spaces for 4 learning centers as well as the Construction Technology CTE spaces have been reinstated in the construction contract. The project budget has been reconciled to provide funding from within the project budget to pay for the construction.
3. We discussed the soccer practice field layouts and how the fields could be superimposed on the ball fields, while still accommodating the backstops and fencing for baseball. No meeting has been scheduled with the Athletic Director to discuss.
  - a. Closure of Unity Drive was discussed, as community members stated that with a new city councilman recently elected, they may have a voice with the city to pursue the closure. Unity must be closed in order to accommodate a 400 meter track and field event venues.
4. We discussed the topping out ceremony with the final beam to be placed signed by students, faculty, and alumni. The current time frame appears to be late March – early April for the event. The PAT will continue the discussion and planning at the next meeting. There are some coordination issues due to continuing construction. One option is to temporarily relocate fencing to give public access to part of the building concrete slab for a short period. This would give access for signing a beam, but keep the public out of the construction zone.
5. The meeting schedule for PAT's has been revised. Projects in construction will have PAT meetings once a quarter, rather than monthly. Lee HS next PAT will be April 21, 2016.

**ACTION ITEMS:**

- 32.01 The Program Manager will report back to the Principal regarding the state of the project budget and how much of the program can be reinstated without the additional funding from the Board. He will then take appropriate action within the Academic side to work for restoration of program to the project. (Program Manager) **PROGRESS**
- 32.02 Develop an informal presentation for the community meeting/Food Bank Distribution for a Saturday after the first of the year. (Program Manager & PAT) **PROGRESS**
- 33.01 Develop an agenda and planning for the "Topping-Out Ceremony" (PAT) **PROGRESS**

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Project status and updates on construction progress.

**NEXT PAT MEETING:**

**HOUSTON INDEPENDENT SCHOOL DISTRICT**

Construction and Facility Services • 3200 Center Street • Houston, Texas 77007-5909  
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The next meeting will be on April 21, 2016 @ 1:30 PM.

Please review these meeting minutes and submit any changes or corrections to Steven Redmond. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Steven Redmond, R.A., Program Manager (URS)  
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