



MEETING NOTES

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

LOCATION: Wharton K-8 Dual Language School
900 West Gray Street
Houston, TX 77019

DATE: May 7, 2019

TIME: 8:30 A.M.

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

Ms. Phoebe Tudor
Mr. Michael G. Davis
Mr. Craig Johnson
Mr. Robert M. Eury
Mr. Gusta Booker
Mr. D.V. "Sonny" Flores

Houston Independent School District (HISD)

Mr. Brian Busby, Chief Operating Officer
Mr. Derrick Sanders, Construction Services
Mr. Eugene Salazar, Business Operations
Mr. Dan Bankhead, Construction Services
Mr. Andreas Peeples, Construction Services
Ms. Yesenia Taylor, Business Solutions
Ms. Tonya Savoie, Business Solutions
Ms. Cheryl Smith, Business Solutions
Mr. James Moore, Capital Project Accounting
Ms. Jennifer Day, Wharton Principal
Ms. Holly Huffman, Strategic Engagement and Outreach
Ms. Mariauna Hernandez, Strategic Engagement and Outreach
Mr. Alejandro Banegas, Strategic Engagement and Outreach
Ms. Antonia Jones, Strategic Engagement and Outreach
Ms. Estefania Espinosa Vega, Strategic Engagement and Outreach
Ms. Erica Parker, Strategic Engagement and Outreach
Ms. Cytinya Bowers, Strategic Engagement and Outreach
Ms. Mary Rochon, Construction Services
Ms. Veronica Bush, Construction Services
Ms. Pricilla Rivera, Construction Services

ABSENT: Mr. David Quan



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

- Item 1 Welcome**
Bond Oversight Committee members and other guests met in the first-floor lobby of Wharton Dual Language Academy and were directed to the Community Room in preparation of the building tour. Senior Project Manager Meredith Smith and Wharton Dual Language Academy Principal Jennifer Day led the tour.

- Item 2 Wharton K-8 Dual Language Academy Tour**
Ms. Smith and Principal Day led the committee and other attendees on a tour of the school, which included stops in the art room, dining commons, gymnasium/weight room, and technology lab.

- Item 3 Minutes from February 12 Meeting**
Construction Services General Manager Andreas Peebles began the business portion of the meeting by asking Bond Oversight Committee members to approve the minutes from the February 12, 2019 meeting. They were approved unanimously.

- Item 4 Video Presentation**
Mr. Peebles reported on the academic impact of the 2012 Bond Program and introduced a video presentation featuring new campuses. The presentation showcased how campuses have improved academically through the eyes of staff and students.

- Item 5 First Quarter Construction Update**
Mr. Peebles reported that 85 percent of the bond campuses have been completed and only four campuses remain under active construction — Austin, Northside, Bellaire, and Lamar high schools.

Mr. Peebles also shared updates on realignment projects. Westbury High School’s Fine Arts wing is awaiting city permits and Pilgrim Academy’s classroom additions are on schedule. He stated that site work installation and driveways have been completed at the Harvey campuses — Scarborough, Kolter, Mitchell, and Braeburn elementary schools.

- Item 6 Supplier Diversity (M/WBE) Report and Community Outreach**
Business Solutions General Manager Yesenia Taylor told the committee about three M/WBE Workshop Wednesdays sessions held this past quarter — “How to Do Business with HISD,” “Project Management for Controlled Outcomes,” and “Crisis Communication Planning.” She stated that the department will continue to attend outreach events and expos that are coming up this fall.

Bond Oversight Committee Member Robert Eury asked about funds that are getting contracted out to subcontractors and how much volume of work is remaining. Ms. Taylor responded that

subcontractors have already been assigned and are in place. It will take the completion of the project to have all final numbers in.

Item 7 Financial Report

Senior Manager of Accounting James Moore reported that the encumbrance as of March 31 is approximately \$179,484,44 with actual expenditures at approximately \$1,660,905,576 and available funding at \$260,059,940.

Item 8 Strategic Engagement and Outreach

Strategic Engagement and Outreach Officer Holly Huffman reported that with the 2012 Bond Program wrapping up, the team is focused on school grand openings. Ms. Huffman said that Barbara Jordan Career Center's grand opening will be a unique celebration with welding students cutting a metal strip instead of a ribbon. She said that both Madison High School and Sam Houston MSTC's grand openings haven't been scheduled but should have a large turnout, which is the goal of these events. She said as the district goes out for another bond, the goal is for the community to see what has been done and provided in the schools. She noted that groundbreaking for the Harvey campuses will take place sometime in the upcoming fall.

Ms. Huffman stated the team is making steady outreach via the Twitter account with about 840 followers. She said that research shows that when people donate money or vote, you must thank them seven times before you ask them for another donation or supportive vote, which is why the team is in the planning phase of a "thank you" campaign to begin promoting the next bond.

Ms. Huffman also shared pictures of the team's most recent events, including Bellaire High School's groundbreaking — the last of the 2012 Bond Program — Kinder HSPVA's grand opening and Parker and Wilson Montessori's building dedication ceremonies.

Bond Oversight Committee Member Phoebe Tudor asked when Lamar High School's grand opening was scheduled. Mr. Peeples responded that the project should finish up in mid-July and open in the fall. Ms. Tudor then asked if Bellaire would be the last school to open. Mr. Peeples confirmed that it would be. Construction Services Officer Derrick Sanders noted that Austin High School will be finished this time next year.

Item 9 Looking Ahead

Mr. Eury asked about the status of Bellaire's construction project, including permits. Mr. Sanders responded that they are moving along with the project and they have the permits for both Bellaire High School and Condit Elementary.

Ms. Tudor asked if any of the projects had unspent funds and what the plan was for the additional funding. Senior Manager of Quality Assurance Tonya Savoie stated that all unspent money will go to safety and security. Chief Operating Officer Brian Busby shared that the team is going back to review some districtwide updates that had items reengineered out to ensure all campus needs have been met before going out for a new bond. Mr. Busby said Mr. Sanders are working to identify the schools and made mention of Attucks and Jane Long middle schools. Ms. Tudor asked for clarification that the team would be revisiting all campuses that had items reengineered out at the beginning. Mr. Busby confirmed, and Ms. Tudor reiterated that people



remember things they don't get and commended the team on revisiting these projects. Ms. Savoie stated that once those needs are met, the remaining funds will be used for safety and security.

Ms. Tudor asked if the funds would be used as needed or for special projects. Mr. Busby said that the team will revisit projects first and share with the committee the items they are looking to include in safety and security, such as keyless entry. Mr. Busby also mentioned that planning is underway for bond interest. Bond Oversight Committee Member D.V. "Sonny" Flores asked if the funds would need to be board approved. Mr. Busby said that Mr. Sanders has the authority to realign the remaining funds within the existing line items.

Mr. Eury asked if there will be a certain period where the capital will be overturned in dollars for projects. Mr. Busby stated that the needs are from a capital deferred perspective. He said there is a facilities conditions index that indicates when the life cycle on large systems such as roofs, kitchen units, campus systems, electrical systems, and plumbing systems need to be replaced. He said through this process, the team determines the worst functioning equipment to replace until a larger replacement can be done via a new bond.

Ms. Tudor asked if the \$99 million was surplus funds. Mr. Sanders explained that the first offer was to give the money back to the board and they requested it be reinvested in other schools. It is not going towards building new schools, but instead going into existing schools. To ensure each project scope was met, there were certain items that couldn't be included at some of the school campuses. Now that funds are available, items that were initially taken out can be added, such as a pool for Milby High School.

Mr. Sanders thanked everyone for trusting the process and mentioned that the heavy amount of community input was a learning process. Mr. Sanders stated that the right people have to be at the table assisting in making the decisions.

Mr. Eury commented that the process for the 2012 Bond was amazing and asked about other school districts' designs. Ms. Tudor asked if the difference in the cost was due to each buildings' unique design. Mr. Busby said that the district is going to responsibly give the community a product that they can be proud of because the goal is to put as many dollars back into the building or classroom as possible.

Mr. Busby stated that to have a successful project you must have standards and the right people involved on the committee. He shared that Ms. Huffman is going to lead a committee that will comprise of community. The members are going to be invited to meet with Bond Oversight Committee members for discussions. Mr. Busby stated that he is seeking a 20-year capital plan that will include four needed bonds.

Bond Oversight Committee Member Craig Johnson asked if the progress of the 2012 Bond Program has made the community feel more trusting of the program. Mr. Sanders stated that it has swayed more people in a positive manner.

Mr. Johnson asked about a campus that had a special education classroom on the second floor. Mr. Busby stated that they received community input for that particular floor plan. He



stressed that moving forward it would be important to have a committee in place to that will have standards like this for future projects.

Mr. Busby stated that he is going to have Facilities Services and Design General Manager Dan Bankhead provide this information to the committee for discussions and recommendations that will then go to the board.

Mr. Busby shared that there will be a planning committee for the next bond. Applications will be reviewed by current 2012 Bond Oversight Committee members.

Mr. Johnson asked how the new buildings will be maintained with a staff shortage. Mr. Busby said that buildings could be maintained by asking the Board for a \$3 million increase to the Facilities department that will address issues with older buildings. He said that Business Operations Officer Eugene Salazar will work with Facilities Services and Fleet Operations Officer Alisha Jolivette to outline how to obtain additional staff.

Ms. Tudor asked what the team's assessment was on the technology aspect of the bond program. Mr. Busby responded that focus needs to be put on the cables in the walls, which was not a something that was originally considered. He mentioned that work orders will be going digital to assist with convenience and efficiency.

Principal Day offered some words to the committee from her perspective of the bond program. She said that initially the community was skeptical of the project, but transparency throughout the process proved successful. She said she, her staff, and students love their new building.

Mr. Busby shared once again that Ms. Huffman will be working to develop the long-range planning committee with the goal to lead them into next year's bond. Mr. Busby said that the department has \$4.3 million of deferred maintenance and a list of schools that need to be assessed.

Item 10 Executive Session

Mr. Sanders thanked the attendees participating in the meeting. BOC members said there wasn't a need for Executive Session.

The information outlined above reflects the author's understanding of the key discussions and decisions reached during this meeting. Should there be 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 Business Operations Strategic Engagement and Outreach