

PLANNING  
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PROGRAM MANAGEMENT

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<b>Project No.:</b>	170-10792-000		<b>Routing</b>
<b>Project:</b>	Goose Creek Consolidated ISD 2013 Bond Program Management		
<b>Client:</b>	Goose Creek Consolidated ISD (GCCISD)		
<b>Conference Time, Date:</b>	4:00 pm, October 23, 2014		
<b>Conference Location:</b>	Facilities Maintenance Complex Baytown, TX 77521		
<b>Attendees:</b>	<b>Committee Members</b>	<b>District</b>	<b>Out of District</b>
	Daryl Fontenot	Randal O'Brien	JP Grom / LAN
	Michael Beard	Margie Grimes	Erwin Enojado / LAN
	Tim Covington	Ray Brown	Bill Cabrera / LAN
	Dickie Woods	David Fluker	Olivia Hamel / LAN
	Chet Thiess	Bruce Riggs	Downen Sims / LAN
		Tom Ortman	Van Franks / LAN
		Kathy VanDerBeek	Matt Brown / JMB2
		Brenda Garcia	Anna Rich / JMB2
		Elizabeth Dombrowa	
		Rick Walterscheid	
		Matt Flood	
		Steve Koester	
	Suzanne Ferrell		

<b>Purpose:</b>	CBAC Meeting
<p><b><u>Welcome</u></b></p> <p>1. Mr. Daryl Fontenot began the meeting by stating there would be no official approval of last month's meeting minutes since there were not enough Committee members present for a quorum.</p> <p><b><u>Construction Progress</u></b></p> <p>1. Mr. Grom began by giving an update of items that are in construction progress. He stated the Fire and Life Safety project is presently being worked on at DeZavala Elementary and work will begin at Cedar Bayou Junior tomorrow.</p> <p>2. Next Mr. Grom stated the chiller for Hopper Primary has been ordered. He said delivery and installation is expected sometime around Christmas break.</p> <p>3. Mr. Grom said the Robert E. Lee bleachers are scheduled for demolition and construction around December 19th.</p> <p>4. Then Mr. Grom noted the Lamar playground equipment will arrive in 4 weeks and he expects about 5 days for demolition and installation. He also said work on DeZavala playground began today.</p> <p>5. Then, Mr. Grom went over the completed progress of the 3 elementary schools. He stated the Dr. Antonio Bañuelos Elementary punch list was 85% complete and Alamo Elementary and Dr. Johnny T. Clark Jr. Elementary punch lists were both 80% complete. Mr. Tim Covington asked if there was still retainage, to which Mr. Grom answered yes.</p> <p>6. Mr. Michael Beard asked what kind of items were left to be completed on the punch lists. Mr. Ray Brown answered mostly cosmetic. Mr. Randal O'Brien stated there were some security issues as well, for example, requests for more swipe cards. Mr. Beard asked for more specifics on cosmetic touch ups for the punch lists. Mr. Ray Brown specified paint, cracked tiles, tile smudges and</p>	

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calking. Mr. Brown confirmed Mr. O'Brien's question that there were not any major plumbing or mechanical problems within the 3 new elementary schools.

7. Mr. O'Brien asked if the super graphics were installed, to which Mr. Brown confirmed the Clark and Alamo graphics had been installed and Bañuelos will be installed tonight.
8. Mr. Beard asked if the schools would be completed by the end of the year. Mr. O'Brien stated punch lists usually take about 90 days. Mr. Bruce Riggs also noted that these items have to be worked on around school hours.

**Technology Progress**

1. Next, Mr. Matt Flood began his discussion on technology by asking attendees to refer to a handout packet. He stated he is asking for endorsement for library upgrades worth \$510 thousand. He said this money would fund iPad cards for elementary schools, electrical and cabling upgrades for the junior schools and high schools, and accessories for iPads for both elementary and high school campuses.
2. Mr. Flood then pointed out the balance amount of \$1 million still allocated to the above goal. There was a question by a Committee member asking if the \$1 million was a surplus. Mr. Flood answered no, just a balance. Mr. Flood noted the District will come back with additional library upgrades that will continue to lower that balance. However, at this time, this is what the District is ready to move forward with.
3. Mr. Flood stated he is seeking endorsement. There was some question among the Committee if an endorsement could take place without a complete quorum present.
4. Mr. Beard asked Mr. Flood how the budget was looking for the rest of the Bond, and were there any specific areas Mr. Flood was concerned about not completing. Mr. Flood answered he would like to convert all non-core content classrooms to core content classrooms. Mr. Flood said he is projecting an overage to get that goal accomplished, however he stated he did not think it would be a large overage.
  - a. Mr. Beard asked what the percentage of classrooms currently was without promethean boards, to which Mr. Flood said the District plans to take a count and report back to the Committee.
  - b. Mr. Beard then asked what the average cost per classroom would be to install the promethean boards. Mr. Steve Koester answered about \$11 thousand per classroom.
5. Mr. Beard asked if the overall plan has been to have all classrooms have equal opportunity and access to supplies. Mr. O'Brien answered if possible. Mr. Beard asked for Mr. Flood to bring a list of classes without technology next meeting. Mr. Flood said he would.
6. Mr. O'Brien stated that group e-mail decisions made by the Board was sufficient, so he believes the same process would work with CBAC. Mr. Fontenot stated he would send out an e-mail to the Committee after this meeting seeking Mr. Flood's technology endorsement. Mr. Fontenot noted he will make the motion to endorse and said that Mr. Chet Thiess will second the motion. He also noted he will reference the packet attachment that was sent in the original agenda e-mail.
7. Next, Mr. Flood went over some other technology goals. The first goal he discussed was Wireless Network. Network Infrastructure was the next goal Mr. Flood mentioned, stating the wiring with this goal would be non-Bond funded. Mr. Beard stated his concern for not installing current wiring for the current technology upgrades. Mr. O'Brien stated the money for that wiring is identified in future receipt funds. Mr. O'Brien explained the money cannot be used until the District receives it. Mr. O'Brien explained that the receivable stretches over 10 years.
8. Mr. Fontenot asked how the District would prioritize the technology wiring issue, to which Mr. O'Brien stated it would be marked as critical.
9. Mr. Flood then went on to list other technology goals such as administrative staff computers, communication phone systems, security cameras and video distribution. Mr. Beard asked if the communications phone systems only applied to old schools, to which Mr. Flood confirmed. Mr. Beard asked if the contract has been approved for the camera installation to which Mr. Flood answered yes, stating Pfeiffer & Son will be working the job.

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10. Mr. Flood then discussed the goal of purchasing 465 junior high and high school teacher computers. He explained this goal also includes buying 1,007 interactive whiteboards, presentation stations, student computers and student response systems. Mr. Flood noted this goal would not be met until after the computer labs were finished, possibly December or January of this year.
11. Mr. Flood next discussed other goals: non-core content classrooms, mobile devices, and libraries.
12. Mr. Beard asked how curriculum was affected for the small percentage of students that elected not to take an iPad. Dr. Melissa Duarte responded stating the teacher would need to find other ways to adjust, possibly pairing students or switching over to the classroom responders. Mr. Koester stated the students can also use their phones.
13. Mr. Flood explained there was still a budget for technology for the 3 new elementary schools. He said the District has yet to buy lap top cards.
14. Mr. Beard asked if technology was mostly on budget with Bond items and if there might be any savings. Mr. Flood stated there may be significant savings with E-Rate. Mr. Flood explained E-Rate as money refunded from the government. He explained it is mostly from priority 1 internet and cell phone usage.
15. Mr. Beard stated his approval of Mr. Flood's work with technology.

**Design**

1. Next Mr. Grom introduced Ms. Brenda Garcia to discuss some design items. Ms. Garcia began discussing the Goose Creek Memorial addition by showing a rendering and materials slide. She explained how this rendering of the addition how it would match the existing building. She then went over a slide that detailed the first and second floor plans. She noted that these plans have been approved by the Board as Design Development.
2. Mr. O'Brien clarified that the District did decide to go with the built out design, rather than a shell design. He explained this would save the District money now, since it would cost more to build out in the future.
3. Next, Ms. Garcia went on to talk about the Data & Technology Center. She stated the District is currently working on finalizing the scope of work. She then presented a schematic drawing of the first floor. Ms. Garcia noted the technology training areas, warehouse, workstations and other spaces that will utilize the first floor.
4. Ms. Garcia stated the Board did not specify a particular scope, just a budget for the Data & Technology Center. She noted Mr. Flood and his team had also been participating in the project in order to contribute ideas for current and future District needs.
5. Ms. Garcia also pointed out that curriculum specialist would be moved from their current location at the Service Center, to the new Data and Technology Center.
6. Mr. Fontenot asked if the "Data & Technology Center" is the same as the "Data, Technology & Emergency Operations Center" that was listed in the Bond. Mr. O'Brien confirmed and stated the District is working with the City to work out the details.
7. Mr. Beard asked if the cost of moving the equipment is in the Bond. Mr. Flood stated the District is still working out those details, but he would personally feel better if the District moved the equipment, rather than hiring an outside company. However, Mr. Flood said there is money in the Bond to move new equipment.
8. Ms. Garcia noted the Data and Technology Center space is open for future expansion, if needed. She then discussed the second floor of the Data & Technology Center, stating the second floor will be completely dedicated to TMS. She pointed out the NOC area on the design, noted it is being designed to a higher structural stability.
9. Then, Ms. Garcia discussed the Security Vestibules, beginning with the Sterling entrance. She explained the slide being shown had been approved by the Board. Mr. O'Brien also noted that the teachers of Sterling voted on the design. Ms. Garcia stated the CM@R had just been approved.
10. Next, Ms. Garcia showed a slide for the Robert E. Lee High School elevation ramp. She noted this was also part of the Security Vestibules project. Ms. Garcia stated the design slides were submitted in a letter to the Texas Historical Commission and the District has already received a

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response approval letter to proceed.

11. Ms. Garcia next discussed the Windows project. She stated the Texas Historical Commission approved this design as well. Mr. Beard asked if there were any projected numbers on energy savings, to which Ms. Garcia stated they were not available at this time.
12. Next, Mr. Matt Brown from JMB2 discussed the Transportation Center. Mr. Brown said the project was set to present Design Development designs to the Board on November 10<sup>th</sup>. Mr. Brown stated that he and the District revisited the design spaces in order to scale down the over-budgeted project. Mr. Brown did note that parking for busses were added.
13. Mr. Brown pointed out the project was moved down 10-20 feet in order to maintain the track at Gentry Junior School. He also said that there will be a berm created to separate the Transportation Center from the adjacent neighborhood.
14. Mr. Brown stated the fueling stations were reconfigured to allow smoother access. Mr. Beard questioned how many busses could be fueled at once, to which Mr. Brown answered 6.
15. Mr. O'Brien asked if we were following EPA guidelines, to which Mr. Brown answered absolutely.
16. Mr. Beard expressed concerned about the one entry and exit for the busses. Mr. Rick Walterscheid stated this design will give more stacking off the road than the District currently has. Mr. Beard questioned if Archer Rd. could handle the buss traffic, to which Mr. Walterscheid stated the traffic would mostly remain the same, since busses currently park at the Stadium on Archer.
17. Mr. Beard asked how many repair bays there would be, to which Mr. Brown responded 8, as opposed to 3 the District has now.
18. Next, Mr. Grom stated the Stallworth Stadium handrail design was approved by the Board and the next step will be preparing the project to be sent out to bid.
19. Mr. Grom then said the Elevators project is currently in design phase.
20. Next Mr. Grom noted the design phase for the Lamar roofing project has been completed and the bidding should begin in few weeks.
21. Mr. Grom explained there are still some pending items on the Lamar carpet project.
22. Mr. Grom next said MEP packages 1, 2 and 3 are also currently in the design phase.
23. Then, Mr. Grom then showed a slide that clarified the scope of work for the Elevators project. He noted that not all elevators were not being replaced District wide. Mr. Grom explained some would only need repairs and modification.
24. Next, Mr. Grom discussed some items that were still in the planning stages. He stated the Alamo Stuart Career Center currently has an RFQ for architectural services that will be due on October 27<sup>th</sup>.
25. Mr. Grom then noted the Ross S. Sterling Library/Cafeteria Expansion project is being worked on internally in order to identify a scope of work.
26. Mr. Grom stated the District is working directly with Dr. Duarte to establish the program of requirements for the S.T.E.M. labs. Mr. Beard noted he thought the Committee should have plenty of time to discuss the S.T.E.M. labs, when more information is made available.

**Project Grouping**

1. Mr. Grom next went over the Project Groupings slides. He explained that the slides showed the project groupings and the monetary funds involved. He noted this was similar to what has been presented in past months, except for the new, additional column of the "Projected Remaining Budget". Mr. Grom explained that the monetary items in the project grouping slides did not include technology, only infrastructure and building construction.
2. Mr. Beard noted almost \$2 million left for the 3 elementary schools, to which Mr. O'Brien stated there would be additional money deducted from that amount and will be used to purchase larger playgrounds for the 3 news elementary schools.
3. Mr. Grom then went over the rest of the grouping slides in the presentation and handout.

**Master Schedule**

1. Mr. Grom briefly pointed out the master schedule in the handout.

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**Financial Recap**

1. Due to being over time, Mr. Grom also briefly pointed out the financial slides within the handout from Ms. Margie Grimes and her team.

**Follow Up**

1. Mr. Fontenot stated the next meeting will be November 20<sup>th</sup> and the December meeting will be held on the 18th. Mr. Fontenot noted that after the holidays, the meetings will be moved back to the fourth Thursday of the month.

**Critique/Evaluate Meeting**

1. Mr. Fontenot asked the Committee to look for his e-mail regarding Mr. Flood's endorsement and asked for a response as quick as possible.