

PLANNING  
ENGINEERING  
PROGRAM MANAGEMENT

Filing Data Code 1-04

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<b>Project No.:</b>	170-10792-000		
<b>Project:</b>	Goose Creek Consolidated ISD 2013 Bond Program Management		
<b>Client:</b>	Goose Creek Consolidated ISD (GCCISD)		
<b>Conference Time, Date:</b>	11:30 AM, July 17, 2014		
<b>Conference Location:</b>	Facilities Management Complex Baytown, TX 77521		
<b>Attendees:</b>	<b>Committee Members</b>	<b>District</b>	<b>Out of District</b>
	Pete Alfaro	Randal O'Brien	JP Grom / LAN
	Michael Beard	Dr. Melissa Duarte	Erwin Enojado / LAN
	Angela Chandler	Margie Grimes	Bill Cabrera/LAN
	Tony Krause	Ray Brown	Olivia Hamel / LAN
	Tim Covington	David Fluker	Downen Sims / LAN
	Brennon Marsh	Bruce Riggs	Tom Trial / Huckabee
	Dickie Woods	Shirley Mosley	Gary Blanton / Huckabee
	Daryl Fontenot	Margie Grimes	Matt Brown / JMB2
	Chet Thiess	Tom Ortman	
	Ron Zimmer	Kathy VanDerBeek	
		Brenda Garcia	
		Matt Flood	
		Rick Walterschied	

Routing	

<b>Purpose:</b>	CBAC Meeting
<p><b>Welcome</b></p> <p>1. Mr. Pete Alfaro opened the meeting by welcoming everyone and stating there were enough members for a quorum. With a quorum present, he asked for approval of last month's meeting minutes, to which the Committee approved. He then reminded the Committee that in the previous meeting, the Committee voted to continue to have meetings every month. Mr. Alfaro clarified to the Committee that this Committee would set and decide when to meet in the future. Mr. Alfaro then asked the Committee for a vote on whether they were in agreement, to which all were in favor.</p> <p><b>Construction Progress</b></p> <p>1. Mr. Alfaro then introduced Mr. JP Grom to go over the Construction Progress portion of the presentation. Mr. Grom began by showing photos from each elementary school; a before photo from the prior month and a current photo to show progress, just as he had done in the past. He said there were some site development variances between the 3 elementary schools, but overall the interior related construction is almost identical.</p> <p>2. For Dr. Antonio Bañuelos Elementary, Mr. Grom showed a slide of a corridor and pointed out progression by noting the acoustical wall panels and some architectural aspects with the tile work on the walls.</p> <p>3. The next set of pictures Mr. Grom went over was of the stage at Alamo Elementary. He noted that the stage area now had a ceiling grid and actual completed stage, as opposed to last month.</p> <p>4. Mr. Grom stated that August 1<sup>st</sup> still remains the substantial completion date for all three elementary schools. He then said July 28<sup>th</sup> still remains the furniture move in date and asked Mr. Bruce Riggs to elaborate. Mr. Riggs confirmed the arrival date of the furniture and he also</p>	

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- explained there is a 10 day window for the installation of the furniture.
5. The security vestibule space in Johnny T. Clark Elementary was the next set of pictures Mr. Grom went over. He noted the progress by pointing out a completed ceiling grid, painted walls and installed carpet.
  6. Next Mr. Grom discussed the Three Week Look Ahead. He again noted the substantial completion date of August 1<sup>st</sup> and furniture move in date of July 28<sup>th</sup>. Mr. Grom then explained that there will be some issues that will continue up until just a few days before school begins, however they are mostly site issues. To which he then stated that is normal and expected.
  7. Mr. Randal O'Brien went on to explain that some of the site issues were due to permits and that the City of Baytown was working well with the District in order to get these permits. He noted that the permits needed by the state, however, sometimes do take longer. For example, Mr. O'Brien spoke about how the procurement of the land for Clark Elementary included a roadway (Loop Road), that the District would build and then donate to the City of Baytown for maintenance and upkeep. He explained that the Loop Road would become Cedar Bluff Blvd. once it is donated to the City. He then discussed the removal of a light pole on Cedar Bluff Blvd (Loop Road). He said the District was told the process would take 90 days, however the District was able to push it through and the light pole should be moved next Friday, the 25<sup>th</sup>.
  8. Mr. Alfaro then asked where the furniture was coming from. He stated he wanted to make sure there were no possible delay issues, if it was not from a local company. Mr. Riggs stated School Specialty is the vendor and that it comes from various manufacturers.
  9. Next, Mr. Grom discussed the Fire and Life Safety Project. He explained FireTron will be the contractors and they will be working on fire alarms, smoke detectors, etc., throughout a number of facilities. Mr. Grom said meetings will be set up within the next few weeks and work will be done outside of school hours as much as possible to reduce interference with teachers and students. Mr. Grom stated there is another project similar to the Life Safety project which includes lighting upgrades. However, that project was split out and will be up for bid at a later date.

**Technology Progress**

1. Next Mr. Grom introduced Mr. Matt Flood to discuss Technology Progress. Mr. Flood noted he was seeking endorsement from the Committee on the items from his hand out. The hand out laid out two goals. Mr. Flood first went over Goal #12 (Computer Labs) at \$2,543,400.00. Then the second goal he went over was Goal #13 (Library) at \$739,448.24.
2. Mr. O'Brien asked Mr. Flood if he was seeking endorsement from the Committee so the Goals can go to the next Board meeting, to which Mr. Flood confirmed. Mr. Alfaro asked if the cost was consistent with what was expected, to which Mr. Flood replied yes.
3. Mr. Michael Beard asked if that was the completed balance for the technology Bond, to which Mr. Flood replied no. Mr. Flood stated the District was about mid-way through the technology budget. Mr. Beard asked what items were left, to which Mr. Flood answered network infrastructure, wireless upgrades and re-wiring. Mr. Beard asked when the wiring upgrades would begin, to which Mr. O'Brien stated 2016. Mr. Flood also stated the wiring upgrades got moved to Non-Bond. Mr. Beard was concerned that the District was buying technology for which the supporting infrastructure was not in place.
4. Mr. Beard also noted his concern that the wiring upgrade change from Bond to Non-Bond was another example of an issue that was completed without the Committee's knowledge. He stated the wiring upgrade was something that was thoroughly discussed within the Committee. Mr. Alfaro agreed and stated that the lack of communication with the Committee needs to be communicated to the Board.
5. Mr. Flood stated he was trying to maximize the life of the equipment before it would need to be replaced.
6. Mr. Beard made a motion to approve Goal #12 and #13 because the items are needed. A vote was taken by Mr. Alfaro and all were in favor.

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**Design**

1. Next Mr. Grom began to discuss the Design slide and all the components under that category. He stated there would be presentations from Huckabee Architects and JMB2 to follow.
  - a. However, Mr. Grom first went down a list of other design projects. He started by stating that Stage 2 projects for the Security Vestibules project with KAH Architects had been approved by the Board on July 14<sup>th</sup>. He said Stage 1 was approved already and currently in the design development phase.
  - b. Next Mr. Grom noted that Matrix is currently working on schematic drawings for the handrails at Stallworth Stadium.
  - c. He then said Pfluger Architects were contracted on July 14<sup>th</sup> for the Window Replacement project and are beginning to identify their scope of work.
  - d. Mr. Grom said the Elevators were currently the same status as the Windows Replacement project, and they are also contracted with Pfluger Architects.
  - e. Next Mr. Grom stated that Lamar Roofing is being completed by Matrix and design is underway.
  - f. He then discussed the Lamar and DeZavala playgrounds, saying the District is working on purchase orders in order to get them ordered and installed.
  - g. Mr. Grom then said the Robert E. Bleachers are being done by Shackelford and design is currently under way.
2. Next Mr. Grom introduced Mr. Gary Blanton to discuss the CTE addition to Goose Creek Memorial High School.
  - a. Mr. Blanton went over two options for the expansion, options "A" and "B". He first went over option "A", which would add 45,074 square feet (accommodating CTE and additional student population growth). Mr. Blanton noted that option "A" included the construction of shell space which would not initially contain any classrooms. At a later date, when need arose, the District would construct interior features to build out the shell space. Option "B" would add 31,735 square feet (accommodating student population growth).
  - b. Mr. O'Brien then explained the sequence of events that brought this presentation to the Committee. He explained he and Mr. David Fluker are given a budget and a program name. Mr. O'Brien stated that from that, he and Mr. Fluker try to develop a scope and then get an architect to present professional options back to the District. Once the District has the professional options, they are then presented to the Committee in order to get feedback.
  - c. Mr. O'Brien also noted the expansion was labeled CTE expansion in the Bond, not just classroom expansion. He explained that option "B", the option with the lesser amount of square footage, hits the budget on target.
  - d. Mr. Fluker then pointed out that zoning and permitting is already being looked at in order to expand housing around Memorial High School. He explained it was in early stages, so nothing was definite, but suggested the area would eventually expand, and that was something to keep in mind when looking at Huckabee's options.
  - e. Mr. Brennon Marsh asked what the price difference was between option "A" and "B" and Mr. O'Brien confirmed \$2 million.
  - f. Mr. Alfaro agreed that there would be continued growth in the area with students in general, but he had some questions about CTE and how the District would keep up with it. Mr. Alfaro stated construction cost only continues to rise and if it was possible, he would be in favor of option "A". Mr. Beard made a comment that he thought the District would have difficulty getting another Bond passed in 5 years for an additional expansion, so he suggested that if the District is in need of option "A", he was in favor.
  - g. Mr. O'Brien then clarified that the District was not currently seeking endorsement on the expansion, just getting the thoughts and opinions of the Committee.
  - h. Mr. Beard pointed out two issues, stating the first to be that this expansion was in the Bond. He stated the second issue was that he was concerned that another expansion would not pass in a Bond in another 5 years. Mr. O'Brien stated the scope proposed in

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the Bond could be completed for \$7.3 million, but that would limit the options for future expansion on that part of the building. He then reiterated that this was all just for discussion as of today.

- i. Mr. Daryl Fontenot then stated something else to consider were the 6-8 portables currently on the Goose Creek Memorial Campus. He also noted that when the school was constructed, it was built with plans for an addition in the future. However, it was also built around the "4 x 4" curriculum (four years of any fundamental course). Mr. Fontenot said only in the last couple of years has the discussion of CTE come to the table. He stated that is where the District is figuring out how much the addition size will be for CTE.
  - j. Ms. Angela Chandler asked which of the CTE programs puts a student into a viable job directly after graduation and if there was enough value within the CTE programs in general, to be worthy of investment. Dr. Melissa Duarte answered by stating that Stuart Career Center would also be expected to grow, which would allow more students to take basic courses at the traditional high schools and then expand their CTE courses further if they chose. Then Ms. Renea Dillon stated that 100% of the CTE programs will put students into jobs directly after high school.
  - k. Mr. Fontenot stated he would be in favor of any option that would expand student capacity.
  - l. Mr. Alfaro re-emphasized that the job of the Committee is to make sure what the voters voted on is completed by the District, and if there are any changes, the Committee needed to be informed as to why.
3. Next Mr. Grom introduced Mr. Matt Brown from JMB2 to discuss the Transportation Center Project.
- a. Mr. Brown stated he knew the Transportation Center had been an issue for the District for many years and he was very happy to present a solution.
  - b. He stated he began with a budget he was given and started working with District employees. He said they toured different facilities and started brainstorming to come up with a design. Mr. Brown showed several slides of the schematic design. Mr. Grom pointed out that this building is currently at about 46,419 square feet.
  - c. Mr. Brown stated that the design image came from Mr. Riggs who stated it should be utilitarian and it needed to look like a transportation facility.
  - d. Mr. Fontenot asked what percentage of the busses fleet the facility would hold, to which Mr. O'Brien replied 100%.
  - e. Mr. Alfaro asked for confirmation that the site plan on Mr. Brown's presentation is not consistent with the Lee College site plan. Mr. O'Brien stated that the Lee College property could be modified if that was the chosen site for the Transportation Center.
  - f. Mr. Beard asked for an updated on the land purchase for the Transportation Center. Mr. O'Brien stated it will be on the agenda for the July 28<sup>th</sup> Board meeting.

**Planning**

- 1. Mr. Grom then went to the Planning slide in the presentation where he stated the Data & Technology Center had request for qualifications submitted on July 15<sup>th</sup>. He said the District will evaluate the many submissions this afternoon.
- 2. Next Mr. Grom stated that the Alamo Stuart Career Center is seeking request for qualifications.
- 3. Then Mr. Grom said the Hopper chiller and Lamar carpet are in the contracting phase and are currently working through some purchasing agreements.

**Master Schedule**

- 1. Mr. Grom next discussed the Master Schedule slide in the presentation. He pointed out more bars have been changed to green (active), as opposed to last month. He stated the District is continuing to develop and plan for the blue bar projects. Mr. Grom asked for questions, there were none.

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**Financial Recap**

1. Mr. Grom proceeded to the Financial Recap portion of the presentation. Due to time, Mr. Grom went directly to the Major Contracts slide that displayed the Percentage of Completion for the three elementary schools. He noted Bañuelos and Alamo both have a Balance to Finish of 10%, while Clark has a Balance to Finish of 11%. Then Mr. Grom moved to the last financial slide where he pointed out \$185 million that has been sold and \$96 million left in the remaining budget.
2. Mr. Beard asked how close the District was to budget on the elementary schools. Mr. Fluker stated there was about \$400,000.00 in change order funds that would be returned to the District.
3. Next, Mr. Fontenot, on behalf of Judge Don Coffey, inquired about three pick-up trucks that had been allegedly purchased with Bond funds. Mr. Fontenot explained that Judge Coffey's concern was about a rule stating that Bonds cannot be issued for items with a longer life than the issue of those Bonds. Mr. O'Brien gave examples of exceptions to the rule; cost for Furniture, fixtures and Equipment, program management, Facilities Management. Ms. Margie Grimes concurred that there were always exceptions, such as start-up costs. Mr. Fontenot stated the examples given were for intangible items and that there were funds in the Bond for busses but no other vehicles. Ms. Grimes clarified that the busses were removed from the Bond and being paid for by general funds. Mr. Fontenot stated he did not see the purchase of the trucks as a start-up cost. Ms. Grimes stated she used the start-up cost as an analogy. The District agreed to research the issue further and bring information for the next meeting. Mr. Beard also noted the concern was the perception that will be given to the community. Mr. Alfaro suggested that Ms. Grimes check with the Bond Council on the issue. Mr. O'Brien clarified those cost are called soft cost and that the District wants to ensure soft cost do not take away anything that was originally planned for the Bond.

**Follow Up**

1. Next Mr. Alfaro asked about the status of the Eastpoint Road Extension. Mr. O'Brien stated he has been to the site and the road extension is looking good. He stated he put in many calls to the City of Baytown, but could not get anyone to speak today. Mr. O'Brien went on to discuss the field behind Bañuelos. He stated once the grass is filled in, it will be a great area that the community can utilize.
2. Mr. Alfaro then confirmed that the Committee was given copies of safety reports.
3. Mr. Alfaro then read his own resignation letter and stepped down as Chairman of the Committee. He stated it was due to his wife's health. He also said he had enjoyed working with this great group of volunteers.
4. Mr. Pete Alfaro then called for a motion for Mr. Daryl Fontenot to succeed him as Chairman. All were in favor.
5. Mr. Beard then nominated Mr. Brennon Marsh as Vice Chairman. Mr. Daryl Fontenot then called for a motion to have Mr. Brennon Marsh as Vice Chairman. All were in favor.

**Critique/Evaluate Meeting**

1. Mr. Beard stated that he thought the architecture presentations were a bit too detailed. He stated his main concerns were budget, square footage and location. He said he trusted the judgment of the architect.
2. Mr. Fontenot suggested moving the meetings to a different time. The next meeting will be August 21<sup>st</sup> at 4pm meeting.