

## FWISD CITIZENS' OVERSIGHT COMMITTEE MEETING

## Notes

<b>Date:</b>	April 14, 2008	<b>Location:</b>	FWISD Board Conference Room
<b>Prepared by:</b>	Tina Deal	<b>Project Name:</b>	FWISD Capital Improvement Program
<b>Purpose:</b>	Quarterly meeting of the Capital Improvement Program Citizens' Oversight Committee.	<b>Meeting Start:</b>	7:00 PM
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• Victor M. Garcia - Chair</li> <li>• Isaac H. Manning – Co-Chair</li> <li>• Dionne Bagsby</li> <li>• Paula Batts</li> <li>• Harold Hebson</li> <li>• MaryEllen Whitlock Hicks</li> <li>• Jack E. Larson, Esq.,</li> <li>• Lisa Savage</li> <li>• Larry Shaw</li> <li>• Dr. Dan Short</li> <li>• Willett R. Stallworth</li> <li>• Daniel C. Villegas</li> <li>• James DeMoss (absent)</li>   <li>• Chris Hatch – FWISD Board Member</li> </ul>	<b>Meeting End:</b>	8:00 PM
			<ul style="list-style-type: none"> <li>• Walter Dansby - FWISD</li> <li>• Jim Kram- FWISD</li> <li>• Ben Cruz - FWISD</li> <li>• Robert Palmer - FWISD</li> <li>• Barb von der Heydt - FWISD</li>   <li>• Kristabel Lopez DMJM</li> <li>• Danilo Lopez - DMJM</li> <li>• Gary Shuman - DMJM</li> <li>• Ray Castillo - DMJM</li> <li>• Tina Deal - DMJM</li> </ul>

The following items were discussed:

- **The meeting was called to order at 7:00 pm by Committee Chair Victor Garcia.**
- **Approval of the meeting minutes for the March 3, 2008 CIP Citizens Oversight Committee (COC).**
  - Motion by Mr. Villegas to approve minutes, second by Ms. Bagsby. Motion carried.
- **Discussion of COC Requests for Information (RFI).**

Questions were submitted by the Committee members regarding the CIP process and progress. A handout was distributed with the answers to each question (attached). Each RFI (question) was addressed by Mr. Dansby and Ms. Lopez.

**RFI-001 –25% Overage was budgeted for price increases, how are we doing?**

  - Proper measures of escalation for predictable inflationary changes were built into the Master Budget. Once construction begins, any effects of price increases will be evaluated and the appropriate action will be taken to minimize any cost overages.

**RFI-002 – Are we capitalizing on the economic downturn?**

  - Presently economic changes are not impacting the DFW area the same as other places in the country. We are in the Design Phase so rising construction costs have not impacted the Program as yet. We will start bid construction work by the end of the year.

**RFI-003 – Review the tracking system for payment cycles.**

- Procedures for payments for AE and GC have been approved by the CIP/District Finance Department and the Program Management team. These procedures are based on and have improved the Texas Prompt Payment Act to ensure all consultants and contractors are paid in a timely manner. The FWISD 2007 Bond Program Payment Procedure and Flow Chart were distributed to all Committee members.
- Mr. Hebson asked that a log be developed to show process flow and tracking of invoices. DMJM will get back with COC regarding the development of this log.
- Mr. Manning asked what the processing time for invoice payments is. The process time is fifteen working days (15) if the paperwork is correct when submitted.
- Mr. Hebson asked if all bills are due at the same time. AE and Contractors payments will be staggered.

**RFI-004 – Are we getting qualified minority contractors?**

- Yes, with regards to professional services, the Program has achieved approximately 35% certified HUB participation. The HUB Utilization Report is located on page 10 of the CIP Monthly Report for March 2008. There was a discussion of the levels of HUB participation. Within the PM Team, HUB participation was 35% during Pre-Bond Services. The AE sub-consultants will be tracked starting in April.
- All sub-consultants and subcontractors were HUB certified in order to consider their participation.
- FWISD will conduct certification training for subcontractors.
- Ms. Hicks stated it is important to make certain all contractors are qualified to do the work, not just the minority contractors.
- Mr. Dansby explained that the certification process is used to qualify contractors for minority status.
- All firms are evaluated based on their qualifications. A copy of the Professional Services Firm Evaluation template was reviewed.
- Ms. Bagsby asked that any firm claiming they could not find qualified minority firms to work with be referred to her.
- Mr. Hebson asked if there is an active list of qualified HUB firms. Yes, the District has one.
- Dr. Short asked what the average percentage of HUB participation is. Each project is assessed for HUB participation. The District expectation is 25% or better. Overall HUB participation will meet or exceed the expectation, as their contracts include formal commitments and do not allow them to change HUB firms without District approval.

**RFI-005 – 37% of the awards were done prior to the Committee's first meeting. Will Committee be allowed to review those awards?**

- Yes, the procurement records are available for review by COC members. Contact the District's Purchasing department.
- Committee members are welcome to attend the CIP Technical Meetings held every Thursday at 9:15 am and the Business Meeting at 10:30 am.
- Ms. Hicks asked if the District has an M/WBE Coordinator. Yes.
- Ms. Bagsby asked to be included when contractors are being selected.

- Mr. Villegas asked when the Selection Committee meets. The meetings are open to the COC members as observers. Upcoming meeting information will be provided to Chair Garcia for distribution to committee members.

**RFI-006 – Times for future COC meetings.**

- Annual meeting is scheduled to be held in July. Committee needs to determine the date and time.
- Mr. Hebson made a motion to change meeting time to 6 pm. Second by Ms. Hicks. Motion carried.
- Mr. Shaw made a motion for meeting to be held July 14. Second by Ms. Hicks. Motion carried.
- The CIP Monthly Report will be issued the 3<sup>rd</sup> week of the following month, so the June report may not be available until after the July 14<sup>th</sup> meeting. However, the April and May reports will have been issued and available for review. Once finalized, the Monthly Report will be posted on the District website.
- Subcommittee participation is encouraged and welcomed. COC will be provided a list of subcommittees.
- Since the meetings will be held at 6 pm., meals will be provided. Please send all suggestions to Jim Kram.

**RFI-007 – Bond Money Expenditures for office equipment, office furniture, office space and personnel. Jim Kram** went over written responses as follows:

- Board approved \$9.1 M for CIP Administration and Operations. Personnel costs include eleven (11) professional and three (3) support positions.
- CIP Administrative expenses for 2008-09 are estimated at \$1.3M in personnel costs and \$150,000 operating costs.
- The District purchased a building at 2821 Cullen Street that will house the CIP and Program Management team, as well as the Technology Department. The purchase was funded by the general fund. Additional remodeling and furnishings will be funded by Bond funds of approximately \$280,000.

**Progress Update - Krista Lopez.**

• **Master Budget**

- A Summary version of the Master Budget is located in the March Monthly Report (Exhibit VII-1).
- Mr. Villegas asked for more detail in report, such as what's been paid. It was explained that no expenditures have been paid to date. Payments will begin to show up in the April report.
- Mr. Hebson asked if the Monthly report could be organized with tabs and a Table of Contents. This suggestion was accepted.
- Mr. Shaw questioned the budget regarding:
  - Minority hiring.
  - Quality of work.
  - Projects completed on time.
  - How much money is being spent?
  - Will subcontractors be paid on time? Mr. Shaw and Committee members were directed to the appropriate sections of the report.

- Jim Kram has audit experience with the “landmines” associated with Bond programs and budget concerns. No contingency funds beyond those approved in the contracts can be spent in this program unless it is approved by the Board.
- Master Budget was approved by the FWISD Board on December 11, 2007.
- Dr. Short asked if the budget will hold up to Headline tests. Committee members are asked to work with subcommittees in their areas of expertise.
  
- **Budget Advisory Report**
  - There are two (2) changes to the Master Budget:
    - **Technology Purchases** (Exhibit I-1., CIP Technology Implementation Time Line, pg.7- March Monthly Report) for Digital classrooms. Separating some Bond funds for technology purchases and upgrades.
    - **Tracks Projects for Middle Schools** – Construction of athletic tracks at sixteen (16) schools will begin this summer. Funds have been separated to allow this work to proceed ahead of the bulk of the CIP construction. Committee members wanting to provide input on the Construction contracts for the Tracks need to do so now as the contracts will go to the Board for approval in May.
  
- **Fingerprinting, Background Checks, Drug Testing -Ray Castillo, DMJM Controls Manager**, reported on the progress of this item.
  - Three firms were approved by the Board to provide the fingerprinting, background checks, drug testing and badging. Senate Bill 9 now requires all persons working in close proximity to school children must be fingerprinted and those fingerprints checked against federal and state databases. L-1 Identity Solutions is the sole source provider for SB 9 fingerprinting and background checks. The three approved firms will subcontract with L-1 Identity Solutions for the fingerprinting portion of the background checks, and provide the drug testing, local background checks and badging services.
  - Everyone on the program must undergo this process. There is an interim process in place to accommodate those needing access to schools. They are escorted by MOC directors or custodial supervisors.
  
- **Training Plan**
  - QUOIN will set up meeting to discuss job fair for primes and subcontractors. Areas that will be covered are insurance, RFP process and response, funding and developing joint ventures.
  - Training will be three (3) to four (4) evenings in a row.
  - The District HUB department is coordinating this effort.

#### Future Meetings

- Monday, July 14, 2008 at 6 pm.


#### Comments

- Ms. Lopez polled the Committee to see who would be interested in receiving electronic documents. It was decided that paper documents would continue for now. Committee members who wish to receive electronic copies should submit an email to Mr. Garcia and he will forward that information to Ms. Lopez.
- Mr. Dansby will have the subcommittee information sent out to the COC members.
- Ms. Bagsby commended the CIP/DMJM team on the Running Tracks progress, and suggested the community will benefit greatly from this approach.

**Dionne Bagsby made a motion to adjourn the meeting.**

**Meeting adjourned at 8:00 pm.**

**APPROVED**

 7/14/08

**Victor Garcia, Chair**

**Date**

Cc: All attendees  
DMJM Document Controls

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