

2017 Citizens' Oversight Committee Meeting Minutes

Date:	August 27, 2018	Location:	FWISD Board Complex Conference Room
Prepared by:	Ana Perez	Project Name:	2017 FWISD Capital Improvement Program
Purpose:	2017 Capital Improvement Program Citizens' Oversight Committee – Quarterly Update	Meeting Start:	6:00 P.M.
		Meeting End:	7:27 P.M.
Attendees:	COC MEMBERS Benda, Robert (Bob) – Chair Gentry, Emily Harvey, Stephanie Hyry, Molly Johnson, Paul Miles, Jr, Roderick Poole, Steven Price, Scott Saucedo, Lisa Silverberg, Kal Spangler, Anthony Suarez, Mary Alice Bert Williams – Vice-Chair Willis, Libby ABSENT Cardenas, Josue Phillips, Quinton West Strawser, Laura	FWISD Aery, Danielle Burris, Vicki Garrett, Courtney George, Debra Griffith, Gary Perez, Ana Schiro, Elsie Scribner, Kent PROCEDEO Aanenson, Gary Brock, Barry Dethoudom, Noie Gomez, Marisol Grenier, Tara Johnson, Brian Schwan, Ericka Thompson, Robbie BOARD MEMBERS Anael Luebanos	

The following items were discussed:

1. CALL TO ORDER

Robert (Bob) Benda, Chair, called the meeting to order at 6:00 p.m.

2. DISCUSSION OF COMMITTEE APPROVALS AND ACKNOWLEDGEMENTS

Approval of the COC Meeting Minutes

Minutes of the May 21, 2018 COC Meeting are unanimously approved

Conflict of Interest Discussion

To prevent a possible conflict of interest, Mr. Bert Williams has informed the committee of his resignation from the 2017 Citizens' Oversight Committee (COC). He is requesting that the COC members consider Molly Hyry to serve as the Vice-Chair as he will be resigning. The Capital Improvement Program office will reach out to the appropriate Board trustee to nominate a new COC member. Lisa Saucedo has called the motion to appoint Molly Hyry as a Vice-Chair for this committee, second by Paul Johnson. All COC members in favor.

After further research on the COC Guidelines Ethics and Conflicts of Interest (Section 5), corrections have been suggested to avoid contradicting statements. Libby Willis has called a motion to amend the existing written language on the Ethics and Conflicts of Interest section that *"A sitting COC member or COC member's business or any organization which a COC member is an officer or director of those companies and businesses of any family member, such as a spouse, shall be prohibited from bidding and/or contracting with the District projects funded with CIP funds."* Second by Kal Silverberg for discussion, approved unanimously, motion adopted.

Libby Willis is proposing to amend a statement in the Outside Employment section. Current statement prohibits a member from employment with the District for a period of one year after COC resignation. Libby has called a motion to amend the existing written language to Outside Employment to state *"a former member and the companies and businesses which the former member is associated and those companies in business of any family member, such as a spouse, child, parent, sibling or family member by marriage shall be prohibited from contracting with the District for projects funded by the CIP-bond funds"*. Clarification on the type of funds that can be used and the definition of contracting. Second by Bob Benda, two (2) opposed, approved unanimously. Motion adopted.

All items discussed will be clarified with FWISD Legal counsel. Changes to the COC Guidelines and committee members will need to go to the Board for approval.

3. 2017 CAPITAL IMPROVEMENT PROGRAM UPDATES

Barry Brock, Program Director with PROCEDEO, presented an overall update thus far of the 2017 CIP. See attached presentation for detailed information. Below are highlights of the presentation.



Tara Grenier, Design Manager
Ericka Schwan, Website Manager
Marisol Gomez, HUB Outreach Coordinator
Robbie Thompson, Community Liaison
Brian Johnson, Project Manager
Gary Aanenson, Construction Manager
Noie Dethoudom, HUB Program Manager

OpEx – Operational Excellence

Gary Aanenson and Brian Johnson with PROCEDEO, presented an overall update thus far of the 2017 CIP. See attached presentation for detailed information. Below are highlights of the presentation.

OPEX is a program used by PROCEDEO to assist in managing projects. It oversees safety, quality, costs, schedule, sub-contractors, and client. OpEx does not serve as a safety measurement. However, it keeps track of all safety incidents. All incidents, if any, follow a protocol.

The following projects discussed can be found on our District website with updated information.
<http://fwisd2017bond.com/projects/>

Paschal HS - Athletics

Budget: \$2.8 M

Architect: Hahnfeld Hoffer Stanford Architects

General Contractor: Northridge Construction Group

Owner Representative: John Horton

Status: Under-Construction

This is the only project in construction, Phase 3 of 4. This project was completely designed by Hahnfeld Hoffer Stanford Architects. Inspection has been passed and final inspection will be completed last week of August and will be issued a Certificate of Occupancy.

North Side HS – Mariachi Band Addition

Budget: \$2.5 M

Architect: WRA Architects

General Contractor: To be determined

Owner Representative: Qamar Haque

Status: 50% Construction Documents

This project is a Rehearsal Hall a new addition that will include repurpose practice rooms, library equipment, instrument storage, and practice rooms.

O.D. Wyatt HS - Athletics

Budget: \$3.3 M

Architect: Harrison Kornberg

General Contractor: To be determined

Owner Representative: Brian Johnson and Stoney Crump

Status: Pre-Design Scope to Budget Phase

This facility will include a new athletic facility addition and renovation, restrooms, coaches offices, locker rooms, laundry, weight room, and wrestling room.

A modified report will be accessible to COC members as requested.

Financial Overview

Elsie Schiro, Chief Financial Officer, provided an overview of Bond proceeds and Check and Balances for the 2017 CIP.

- Recently the District went to the Board and adopted \$749 M budget.
- To date the CIP has *committed \$76M (about 10% committed)
- In this program \$67M has been built in to the budget for escalation, in case inflation rises in the next two-three years.

*Committed (actually paid-out to vendor, or encumbered (services to be performed)

Schedule - Six (6) Month Look-Ahead Schedule

Every bond package is divided in 4 categories to track projects status and items that need to be approved by the Board of Education.

- Design Process - Yellow
- Procurement - Orange
- Construction - Blue
- Material Turnover - Green

Bid Schedule

There are 14 projects that are less than \$10M bidding between October 2018 – March 2019. Below are the campuses that will available for bidding.

- | | |
|-----------------------------------|--------------------------------------|
| • Amon Carter-Riverside Athletics | • North Side Mariachi Band |
| • Arlington Heights Athletics | • OD Wyatt Athletics |
| • Benbrook Athletics | • Poly Athletics |
| • Benbrook Baseball-Softball | • South Hills Athletics |
| • Dunbar Athletics | • Southwest Athletics |
| • Eastern Hills Athletics | • Waverly Park Elementary Renovation |
| • North Side Athletics | • Western Hills Athletics |

Communications / Website

Ericka Schwan, Website Manager with PROCEDEO, presented an overall update thus far of the 2017 CIP. See attached presentation for detailed information. Below are highlights of the presentation.

All projects for the 2017 bond are now live

- Option to filter by project, status, or completion
- Design and Construction Progress bar shows the current completion status of the phase

An In Progress page will be available with the following information, also web analytics will be monitored to improve website

- FAQ Page
- E-Newsletter
- Social Media
 - This format will be used to inform the public by posting updates using hashtags and handles.
 - Working alongside with FWISD Communications Department to make this successful

Upcoming Event

2017 FWISD Bond Bid Preview on September 26, 2018 from 3:30pm – 5:30pm at Wilkerson-Greines Activity Center

- Information will be shared through social media, newspaper, local networks

Historically Underutilized Business (HUB) Outreach

Marisol Gomez, HUB Outreach Coordinator has been in contact with contractors to inform them of upcoming projects in the 2017 CIP, gathering interest to bid projects.

The goal for the District is 25% which PROCEDEO has exceeded that goal up to date. PROCEDEO is committed to reaching out to minority vendors. Being in the Design Phase, PROCEDEO has reached 52.49% commitment in HUB contracts to date. This includes HUB Primes, Sub-Contractors, Third Party vendors, and Owner Representatives.

4. GENERAL DISCUSSION / ANNOUNCEMENTS

COC member Molly Hyry has requested to inform the committee of upcoming Board agenda items involving Scope Changes in the 2017 CIP.

5. FUTURE MEETING CONFIRMATION

The next meeting will be held on November 26, 2018.

*Meetings are audio recorded for District records

6. ADJOURNMENT

The meeting adjourned at 7:27 p.m.

Approval

Robert Benda, Chairman

Date

Cc: All attendees
PROCEDEO Document Control