

CAPITAL IMPROVEMENT PROGRAM

Citizens' Oversight Committee Meeting Notes

Date: January 22, 2018
Location: FWISD Board Complex Conference Room
Prepared by: Ana Perez
Project Name: 2013 FWISD Capital Improvement Program
Purpose: 2013 Capital Improvement Program Citizens' Oversight Committee – Quarterly Update
Meeting Start: 6:00 P.M.
Meeting End: 7:01 P.M.

Attendees:

COC Members

- Bob Benda
- Jennifer Frank
- Jason Brown
- Tammi Cauthen
- Molly Hyry
- Paul Johnson
- Isaac Manning – Chair
- Tim McKinney
- Jonathan Morrison
- Veronica Villegas
- Bert Williams

FWISD

- Vicki Burris – FWISD
- Art Cavazos – FWISD
- Dick Clardy – FWISD
- Kyle Davie – FWISD
- Debra George – FWISD
- William Giron – FWISD
- Gary Griffith – FWISD
- Mike Naughton – FWISD
- Elsie Schiro – FWISD
- Dr. Kent P. Scribner – FWISD
- Aaron Stone - FWISD
- Christina Walk - FWISD

Absent:

- Rosalinda Martinez
- Travis Parmer
- Steven Poole
- Mike Schroeder

AECOM / Staff

- Luis Delgado
- Donnie Pham



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The following items were discussed:

1. CALL TO ORDER

COC member Isaac Manning called the meeting to order at 6:00 p.m.

Approval of the Meeting Minutes

The October 16, 2017 Meeting Minutes were approved by the committee
8 Yes and 1 Abstain

2. DISCUSSION OF COMMITTEE REQUESTS FOR INFORMATION AND DISTRIBUTION OF WRITTEN RESPONSES

No written requests from the COC members.

3. 2013 CAPITAL IMPROVEMENT PROGRAM UPDATES

CIP Update (Dashboard)

Luis Delgado provided handouts on the status of 2013 CIP. See Program-At-A-Glance handout for detailed information. Below are highlights of the report from December 31, 2017:

Overview

- Substantial completion has been achieved for classroom additions at Luella Merrett ES, Ridglea Hills ES, and Western Hills ES
- Substantial completion at Carter Park ES is scheduled for January 2018.
- Twenty-six Job Order Contracting (JOC) projects also achieved substantial completion during the 4th quarter of 2017.
- The final CSP project for the 2013 CIP has been procured.
- The Board of Education approved an extension for AECOM Program Management Services for the 2013 CIP on the December 12, 2017 Board meeting, to complete the remaining 24 projects in the 2013 CIP. The extension was approved through August 31, 2018.
 - FWISD staff will complete the remaining closeouts after AECOM's extension ends.

Scope

- Scope Variance for the 2013 Capital Improvement Program are located on page 12 of 18.
- A total number of projects remains the same, 166 projects combined in Phase 1 and 2.



Safety and Risk Management

- No incidents to date since the last meeting. No lost time injuries reported to date. No claims or legal issues have been filed against FWISD.

Schedule

South Hills HS – Unforeseen Conditions

Rosemont 6th – Unforeseen structural issues found

Progress

- Four (4) additional projects have been added to the 2013 CIP, all between \$25,000 and \$40,000
- Phase 1 has been completed
- Phase 2
 - 79 out of 146 projects are in close-out stage

Procurement

The following Bid Packages have pending contracts, all are kitchen projects:

- BP 028 (re-bid)
- BP 061
- BP 067

Budget Update

The Program budget reported remains at \$362.1 M.

- Commitments to date are 90.3%
 - \$326,833,551
- Amount paid is 68.73%
- Cost to date \$248,884,461
- Available budget \$35,277,125

Project Budgets

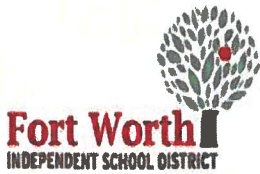
See pages 15-18 for detailed information.

Note: There are *some* projects that show percentages of 90% and above determine that there are funds left and can be transferred to contingency.

HUB Utilization

The combined utilization is at 40.21%. See Program-at-a-Glance page 14 for detailed information. The percentage is above the 25% that was established by the district.

- Prime HUB Contracts 10.76%
- Sub HUB Contracts 29.45%



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Look Ahead

- 100% completion of Universal Pre-K construction projects expected by January 2018.
- Closeout of multiple bid packages are expected in Spring 2018.
- Construction at I.M. Terrell Academy for STEM and VPA is ongoing and the school is scheduled to open in Summer 2018.
- Remaining kitchen projects (5) are currently scheduled for completion by Summer of 2018.
 - Morningside ES
 - Como Montessori
 - Daggett ES
 - Nash ES
 - Versia Williams ES

Contingency Report

***Amounts are not exact, please see attached Contingency Report for accurate numbers. The amounts listed are based on the meeting discussion.*

- Total Contingency Balance \$4.9 M (Prop 1 and 2)
- Prop 1 balance is \$2.8M
- Prop 2 balance is \$2.1 M

Division of Technology

Kyle Davie provided an update on the status of Technology with regards to the 2013 CIP. See Technology handout for additional information. Below are the highlights:

Encumbrance Report

This report includes all the project budgets. See page 1 of report for details.

- The current Technology Program Encumbrance is \$75,067,404.01
- Balance is \$19,630,607.82

Dig iN

For detailed information. See page 2 on the Technology handout.

- As of January 17, 2018 Student Laptop distribution.
- Currently at 87% deployment.
- The laptops that are not being used are currently in the Professional Development Center and available if any of the devices may break.

Action: Kyle Davie

A report of the total of devices that were returned, lost, stolen within the program.

Supporting Network Cabling

- Ahead of schedule in the wireless access points.
- All high school and Middle School cabling in support of wireless access points has been completed.
- 56 Elementary Schools have cabling completed, 21 currently pending.

Printer Refresh

- The District is replacing Individual and Direct Connect Classroom Printing with Network Printing which employs the use of Print Quotas, to reduce overall consumables cost.
- Total of 446 printers have been installed throughout the District.
- 73 additional installations are being scheduled.

Laptop Refresh

Laptops: DoT has completed the installation of 8,702 for 2013 CIP.

Chromebook Laptops: Completed installation of 3,620 for 2013 CIP.

Desktop Refresh

- As of 1/19/2017, DoT is in the process of procuring 3,959 Desktop Computers to be installed.

Voice (Telephone) System Upgrades

- The remaining, non-campus satellite locations are scheduled to be migrated to VOIP systems by this year.

Virtual Desktop Infrastructure (VDI)

- All core VDI upgrades have been completed.

Maintenance and Operations

Art Cavazos, Chief of Maintenance and Operations, provided an update on the status of Prop 3 with regards to the 2013 CIP. See the handout for additional information. Below are the highlights:

- 22 buses will be used for the remaining funds allocated for yellow fleet.
- Cafeteria tables for 14 campuses with upcoming food service renovations/additions.
- Prop 3 is on schedule and remains on budget.
- Commitments to date have reached 91%.



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Instrumental Music

Dick Clardy, Instrument Music Director, provided an update on the status of Instrumental Music with regards to the 2013 CIP. See the handout for additional information. Below are the highlights:

Uniform Rotation – Year Four

- The remainder of the funds for this year will be used for marching band uniforms, the following campuses are scheduled for rotation:
 - Paschal HS
 - Arlington Heights HS
 - Western Hills HS
- Marching band uniform bid/purchase estimates of \$260,595
- Estimate for 574 band uniforms
- The balance is anticipated to be \$20,000

Financial Overview

Elsie Schiro, Chief Financial Officer, provided an overview on the status of 2013 CIP Financial Services

4. GENERAL DISCUSSION / ANNOUNCEMENTS

Members of the committee will confirm the last meeting date in the April 16, 2018 COC meeting, possibly scheduling for the first week of September 2018.

5. FUTURE MEETING CONFIRMATION

The next meeting will be held on April 16, 2018.

6. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Bert C. Hill on behalf of *Isaac Manning*
Isaac Manning, Chairman Date

Cc: All attendees

AECOM Document Control