

## MINUTES

### **MEETING DATE: September 21, 2016**

The CBOC met at 5:00 p.m., September 21, 2016, at the Brazosport Independent School District Administration Building, 301 W. Brazoswood Drive, Clute, Texas, with the following members present:

Edward Garcia  
Pete Knodel  
Donald Lamont

Gerald Roznovsky  
Vinay Singhanian  
June Strambler

The following members were absent:

~~Kay Aplin - Resigned~~  
Donald Caldwell  
David Fritz  
Randy Dane  
Louis Guidry  
Carolyn Kirk  
Jim Martin

Jody McCollough  
Terry McCollough  
John O'Connor  
Christina Morales  
David Stephenson  
~~Johnathan Sublet - Resigned~~  
Kirk Willson

The following staff and Board of Trustee members were present:

Jerry Adkins  
Monty Burger  
Alec Journeay

David Mendoza  
Daniel Schaefer  
Steven West

The following staff and Board of Trustee members were absent:

Rachel Arthur  
Jennifer Edenfield  
Mason Howard  
Rebecca Kelley  
Danny Massey

Traci, Phillips  
Ron Redden  
Clara Sale-Davis  
Jay Whitehead

The following individuals signed the register as visitors:

Todd Lien

## AGENDA

### **Introduction and Welcome – Dan**

Mr. Schaefer began by welcoming everyone.

### **Review and Approval of Minutes of June 16, 2016**

Following a review of the minutes, a motion was made by Vinay Singhanian and seconded by Donald Lamont for approval of the minutes as presented. All those in attendance voted to approve the minutes. Subsequently an email was sent to the remaining committee members for approval. The motion passed unanimously.

### **Website Review/Comments/Recommendations**

Mr. Schaefer informed the committee that the District transitioned to a new website. During the transition, data was lost, so over the next month the missing information will be restored to the new site.

## **Review of Project Status**

### **2012 Bond**

Mr. Schaefer indicated that as of August 31, 2016, \$30,491,547 or 75.66% of the bond funds have been obligated for purchase, which is up from \$30,107,546 or 74.71% as of June 30, 2016. The primary purchases during the quarter were mobile computing devices, computer lab replacement and software. A complete list of purchases was reviewed in detail. Projects completed and paid as of September 30, 2016, totaled \$30,202,080 representing 74.94% of the bond program compared to \$29,531,183 representing 73.42% as of June 30, 2016.

### **2014 Bond**

Mr. Schaefer indicated that as of September 30, 2016, \$44,014,331 or 25.15% of the bond funds have been obligated for purchase, which is up from \$41,174,140 or 23.53% as of June 30, 2016. He emphasize that this is a significant portion of the 1<sup>st</sup> phase (\$45M) planned for the 1<sup>st</sup> two years of the bond program. A complete list of projects was reviewed in detail. Projects completed/progress billings and paid as of September 30, 2016, totaled \$22,218,055 representing 12.70% of the bond program compared to \$12,742,797 representing 7.28% as of June 30, 2016.

For a list of recently completed 2014 bond items, please review the presentation included under meeting documents on the Citizens' Bond Oversight Committee section of the website.

## **Review of Project Timelines**

No change in timelines from the previous meeting.

### **Reallocation of Project Funds – 2012 Bond**

- Report only (2)
  - 8/29/16 – Child Nutrition Walk in Freezer project slightly over budget...needed \$1,958 from contingency to complete
  - 8/31/16 – Tracks – Overall slightly over budget due to addition soil testing - \$6,570 between 2012 and 2014 bond - pulled from contingency (add \$49,694 – 2012 bond, deduct \$56,264 – 2014 bond).

### **Reallocation of Project Funds – 2014 Bond**

- Report only (3)
  - 9/21/16 – Various Polk/Griffith Classroom Gym Projects – pulled \$52,526 from Contingency for construction portion
  - 9/21/16 – Package A – Various Package A projects spanning 14 projects and 7 campuses – added to contingency \$90,048
  - 8/31/16 – Tracks – Overall slightly over budget due to addition soil testing - \$6,570 between 2012 and 2014 bond - pulled from contingency (add \$49,694 – 2012 bond, deduct \$56,264 – 2014 bond).

Mr. Schaefer initiated a discussion regarding the re-allocation of individual bond line items that were packaged together for a more efficient and cost effective construction process. Summer package "A" consisted of 14 projects spanning seven campuses and overall came in within budget. The initial budget to actual provided by the Sterling Structures (General Contractor) did not break out the individual projects; therefore an itemized analysis could not be performed prior to awarding the bid. Subsequently, applications for payment provided by Sterling included a line item detail, which allowed for a detailed analysis. This analysis resulted in significant variances on projects both over and under budget. Todd Lien with VLK Architects was in attendance and provided the committee with the Package A "Lessons Learned":

- Vagueness of the items identified in the bond
  - Not enough detail in the descriptions to clearly Identify the scope of work and true cost of construction
- Completed Scope
  - Some of the items identified in line items may have already been completed by the District due to earlier than anticipated equipment failure.

- Discovered Conditions
  - Unforeseen items that needed to be addressed due to Building or Energy codes requirements
- Repair vs Replace
  - Items identified to be repaired that required complete replacement due to age of assessment

Moving forward, Mr. Lien recommended the following:

- Grouping of line items to create a budget per campus or package to address budget inaccuracies but insure all scope is completed
- Allow time in schedule for bid/budget analysis
- Work closely with BISD Administration to verify/identify the scope of work
- Schedule multiple meetings with departments to clarify and identify HVAC scope and budgets

As the District is tracking every bond project line item in separate accounting codes, this prompted the need to re-allocate within the package. The question to the committee is whether it is the desire of the committee to approve re-allocations within a package **prior** to awarding the bid. Following input and feedback from the committee, the following was determined:

- Only items that result in a change in scope or intent of the bond item need to be approved prior to awarding the bids. Movement within packaged projects do not require pre-approval.

Mr. Schaefer thanked the committee for the feedback and indicated that he will report re-allocations within packaged project line items as soon as they are available in order to keep the committee up to date with the project costs comparisons.

#### **Question/Discussion/Suggestions of Items**

None.

#### **SCHEDULING AND UPCOMING MEETINGS**

Next scheduled meeting is December 14, 2016, from 5-6 pm at the Administration Building room D-7.

There being no further business, the meeting adjourned at 6:10 p.m.

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