

## **Bond Oversight Committee Meeting July 26, 2016 Minutes**

On the 26th of July 2016, the Bond Oversight Committee (BOC) of the Ysleta Independent School District met at 6:00 p.m. at Central Office, 9600 Sims, El Paso, Texas. Attached is a list of the sign in sheets for this meeting. Also present was Dr. Xavier De La Torre, Superintendent of Schools; Ms. Ana Dueñez, Board member from the Riverside area; Mrs. Patricia McLean, Board member from the Del Valle area; Mr. Pat O'Neill, Associate Superintendent of Operations; Mrs. Lynly Leeper, Chief Financial Officer; and Ms. Abigail Tarango, Special Projects and Strategic Initiatives Director. Members of the VLK Architects (Bond Program Manager) present were: John Klein, Chad Davis, Rene Aguilar and Edgar Goytia, Program Managers. Representatives of many of the architecture firms working on the YISD Bond Projects were also present, with project plan design boards set up for viewing.

BOC Co-Chair Luis Villalobos welcomed the group, noting as there was lack of a quorum present, the February 18 and April 26, 2016 minutes would be approved at a later meeting. Mr. Villalobos introduced Superintendent of Schools, Dr. De La Torre, who welcomed the group.

### III. Bond Update Reporting:

VLK Reports -- John Klein provided a review of Bond Projects. Chad Davis reviewed the Charrette process and work with the architects for each project.

Financial Report -- Ms. Lynly Leeper, Chief Financial Officer, reported the Athletic Enhancements and district-wide Security Bond Projects are on-time and on-budget, with both projects to be completed prior to the start of school. Local vendors are being used whenever possible. Solicitation awards reflect best value for each project. The external auditor, Townsend & Associates, LLC, has begun working with the district internal auditor, and will be onsite in August. At the Board's August 8 workshop, representatives from the Texas Association of School Business Officials (TASBO) and educational attorney experts from Rogers, Morris, & Grover, LLP, will provide a presentation and training for the Board on best practices in bond program management and oversight. Beginning with that August workshop, the Board will receive detailed monthly reports on the financial status of the Bond Projects.

BOC member questions following the report included a request for a work chart with cost performance and schedule performance. A lengthy discussion followed about flood areas and soil conditions. VLK project managers assured the BOC that complete and appropriate soil testing was a part of every project.

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Website Tease -- Sloan Harris and Abigail Tarango updated the group on the new district website. The Bond 2015 link will be used to deliver reports, provided Bond Project updates, and respond to questions from the members. Ms. Tarango asked the members to let her know if there were questions about the website.

Q&A -- During the Q&A section, responses were provided to questions about the district security program (secure entrances); field projects; and the quality of lettering on football fields. BOC members commented their questions were for a better understanding to prepare members to respond to questions from the public. There was discussion about the interaction with the neighborhood citizens during Charrettes, and their role being advisory only. In response to a question about the status of the RFK sale, Mrs. Leeper responded there were no offers made in response to a solicitation so a broker may be hired to sell the property on behalf of the district. Further discussion included there being more financial info available in August as progress continues on the Bond Projects; only BOC committee members should sit at the table provided for them, with others attending to sit in the audience section; and that the project managers were available to answer questions about the projects: Edgar Goytia for the Athletic Fields; Brenda Fierro for all projects; and Rene Aguilar for the Safety Enhancements. In house project managers from the Division of Operations, Liliana Sepulveda and Charlie Mais, were also available for the BOC members.

The next meeting of the BOC will be at 6:00 p.m. on Tuesday, October 25 in the Ysleta Room.

The July 26<sup>th</sup> meeting adjourned at 7:45 p.m.

SUBMITTED FOR APPROVAL

October 25, 2016