

## MINUTES

### **MEETING DATE: June 17, 2015**

The CBOC met at 5:00 p.m., June 17, 2015, at the Brazosport Independent School District Administration Building, 301 W. Brazoswood Drive, Clute, Texas, with the following members present:

Donald Caldwell  
David Fritz  
Randy Dane  
Pete Knodel  
Donald Lamont  
Jim Martin  
Jody McCollough

Terry McCollough  
Christina Morales  
Gerald Roznovsky  
Vinay Singhanian  
David Stephenson  
Johnathan Sublet  
Kirk Willson

The following members were absent:

Kay Aplin  
Edward Garcia  
Louis Guidry

Carolyn Kirk  
John O'Connor  
June Strambler

The following staff and Board of Trustee members were present:

Monty Burger  
Alec Journeay

Daniel Schaefer  
Steve West

The following staff and Board of Trustee members were absent:

Jerry Adkins  
Rachel Arthur  
Jennifer Edenfield  
Mason Howard

Rebecca Kelley  
Danny Massey  
David Mendoza  
Jay Whitehead

The following individuals signed the register as visitors:

None

## AGENDA

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

Mr. Schaefer began by welcoming the new faces to the committee including Jim Martin, Jody McCollough, David Stephenson, Randy Dane, Pete Knodel and Christina Morales. With the passage of the 2014 bond, the District felt it was important to grow the committee so the District has been soliciting additional members. Jim, Jody and David served on the "Long Range Facilities Planning Committee" and actually developed the 2014 bond package. Pete and Christina were both nominated by the Board of Trustees and reside in Clute.

### **Review and Approval of Minutes of March 25, 2015**

Following a review of the minutes, a motion was made by Vinay Singhanian and seconded by Gerald Roznovsky for approval of the minutes as presented. Motion passed unanimously.

### **Review and Consider Amending Charter**

A copy of a draft-revised charter was presented as developed by the co-chairs Kirk Willson and Dan Schaefer. The change adds meeting attendance requirements. The following was recommended:

- *Meeting attendance is required. In the event a Member misses three (3) or more consecutive meetings, the co-chairs may, if deemed appropriate, ask for the resignation of that Member. If the Member does not resign upon request, then the co-chairs, may place on the agenda an item to remove the member. The removal becomes effective upon majority approval of the committee members. However, it shall also be the practice of the committee to attempt to accommodate the schedules of its Members who demonstrate continuing interest in the affairs of the committee.*

Mr. Schaefer explained that although email communication has been working, the co-chairs felt the members were "missing out" on the opportunity to openly discuss and provide community input on items before action is taken. Following some discussion, a motion by Donald Lamont and a second by Terry McCollough, to approve the revised charter as presented. Motion passed unanimously.

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

Mr. Schaefer asked for feedback and showed the changes made to the website since the last meeting. He did indicate some additional changes are coming as the District rolls out the 2014 bond.

### **Review of Project Status**

#### **2012 Bond**

Mr. Schaefer indicated that as of May 31, 2015, \$25,462,923 or 63.18% of the bond funds have been obligated for purchase, which is up from \$23,638,381 or 58.13% as of February 28, 2015. He further explained that some of these items are not complete but are ordered or the projects are in progress. A complete list of purchases was reviewed in detail. Projects completed and paid as of May 31, 2015 totaled \$23,463,860 representing 58.22% of the bond program compared to \$22,944,291 representing 56.9% as of February 28, 2015.

#### **2014 Bond**

This marks the first meeting we have some activity report regarding the 2014 bond. Clearly, it is early in the program and the majority of the costs are related to design/planning of projects. As of May 31, 2015, \$1,517,015 or .86% of the bond program is in progress. Actual payments made totaled \$247,315 as of May 31, 2015.

### **Review of Project Timelines**

Mr. Schaefer reviewed the project timelines posted to the District website highlighted some of the projects occurring over the summer.

Spring/Summer projects include:

- 2012 Bond
  - Welding and Agricultural Upgrades
  - Security Vestibules – Pending finalizing a few campuses...
  - Flooring Projects – Fleming (two classrooms), FIS (band hall, orchestra, 8 classrooms), Griffith (all), Lanier 5<sup>th</sup> grade wing
  - HVAC (Rasco chiller and cooling tower)
  - Grease Traps (B'Wood and SFA)
  - Swimming Pools and Ceilings
  - Vehicle Purchases
  - Band Instruments
- Tracks – Slade and Hopper (2012 Bond)
- Fields – Slade and Hopper (2014 Bond)
- Parking Lots
  - 2012 Bond
    - Bus
  - 2014 Bond
    - B'Wood (200 Spaces)
    - Slade

- Beutel Elementary (2014 Bond)
- Lanier Gym (2014 Bond)

#### **Reallocation of Project Funds**

Mr. Schaefer reviewed seven reallocations (5 for 2012 bond and 2 for 2014 bond) related to various projects. Two were small and were report only while the other 5 all required approval which was obtained via email correspondence throughout the last quarter. The following reallocations were reported:

- Pool Renovations 5/13/15 – \$13,057 pulled from contingency due to bids coming in slightly over budget.
- Pool Renovations 6/16/15 - \$582 reclassified from B'Wood to B'Port.

The five remaining were approved by the committee via email correspondence:

#### **2012 Bond**

- Track Resurface 5/5/15 – Reclassified \$332,214 from Slade to Hopper – no change in total.
- Bus Parking Lot 5/13/15 – As anticipated it was under-budgeted due to increase in concrete therefore \$287,290 was pulled from contingency.
- Flooring 5/13/15 – Re-allocate for Griffith project that came in \$38,386 over budget. Pulled from other completed projected along with \$12,270 of contingency.

#### **2014 Bond**

- Turf Project reallocations – No overall increase just a shift in the 4 line items that make up the projects.
- Parking lots – Slade parking lot came in under budget while B'Wood student parking came in over budget therefore reallocated between the two line items plus pulled \$11,000 from contingency.

Mr. Schaefer expressed his appreciation for responding promptly via email as these projects are time sensitive.

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

None.

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

Next scheduled meeting is September 16, 2015, from 5-6 pm at the Administration Building room D-7.

There being no further business, the meeting adjourned at 5:59 p.m.



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