

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
January 14, 2025**

Members Present: Dr. Michelle Cantú-Wilson, Salvador Serrano Jr., Dan Mims

Members Absent: John Moon, Jr.

Other Trustees Present: None

Others Present: Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, Deborah Paulson, Genie Scholes, Charles Smith, Bianca Torres, and Teri Zamora

- I. Dr. Michelle Cantú-Wilson called the meeting to order at 4:05 p.m.
- II. Roll call of the Committee members was taken by Dr. Michelle Cantú-Wilson:
  - Dr. Michelle Cantú-Wilson, Present
  - John Moon, Jr., Absent
  - Salvador Serrano Jr., Present
  - Dan Mims (Ex-officio member), Present
- III. Approval of Minutes from the August 27, 2024, Building Committee Meeting was completed. Motion was made by M. Cantú-Wilson to accept the minutes; minutes were not seconded because M. Cantú-Wilson was the only member present from the previous meeting.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Chuck Smith)
  - Bond Funds
    - Consideration of Approval of Additional Funds for Asphalt, Concrete, and Parking Lot Striping Services
      - This item requests approval for asphalt, concrete, and parking lot striping services from RMB Management DBA Corestone Construction Services (Corestone).
      - In August 2024, the Board approved an expenditure of \$300,000 for asphalt, concrete, and parking lot striping services with Corestone for the facilities services department. This request will increase the approved amount by \$400,000 to a total expenditure of \$700,000. The additional expenditure will be funded from the 2015 capital improvement program bond deferred maintenance allocation.
      - Approval of this request will allow College-wide deferred maintenance pavement preservation efforts to be conducted without depleting the facilities services department’s budget for general maintenance and repair needs.
        - Since there was a new Board member in attendance, B. Hellyer explained the purpose of the Building Committee meeting and that the

- write-ups for considerations of approval will be included in the January 27, 2025, Board book.
  - T. Zamora provided an overview of the previously approved preventive maintenance funding for pavement preservation.
  - D. Mims confirmed that the funding secured for pavement preservation will be allocated College-wide.
  - C. Smith replied that the Board approved the budget of \$2.2 million for pavement preservation throughout the College and therefore, he is asking for contract authority to spend the funds previously approved.
- Consideration of Approval of Additional Funds for Central Campus Music Building (C5) Envelope Repairs
  - This item requests approval for the expenditure of additional funds to complete roof and envelope repairs for Central Campus Music Building (C5) by Atlas Universal Roofing, Inc.
  - In August 2024, the Board approved an expenditure of \$700,000 for roof and structural upgrades to C5. This request will increase the authorized contract amount by \$119,917 to \$819,917 and will be funded from Bond Interest Earnings.
  - This action will increase the value of CSP 24-31 by 25 percent, allowing the roof to be coated prior to the contractor’s demobilization. Because of the small roof area involved, expansion of the current contract has been determined to be the most time and cost-effective path forward.
  - This report was presented with no comments.
- Consideration of Approval of Additional Funds for Architectural Services
  - This item requests approval for the expenditure of additional funds for architectural services from Huitt-Zollars, Inc. for capital projects.
  - In August 2024, the Board approved an expenditure of \$376,500 to Huitt-Zollars, Inc. for architectural services. This request will increase the approved amount by \$54,000 to a total expenditure of \$430,500. This expenditure will be funded from the 2015 Capital Improvement Program Bond Deferred Maintenance allocation.
  - Approval of this request will allow roofing condition assessments to be used to establish priorities of work and anticipated budgets for each project. This will enable mid-range planning and reduce the overall cost of roofing replacement and incidental repairs due to roof leaks.
  - This report was presented with no comments.
- Consideration of Approval to Contract for the Roof Replacement of North Campus Interactive Learning Center Building (N2)
- This item requests approval of a contract with Atlas Universal Roofing, Inc. for the roof replacement of the Interactive Learning Center Building (N2) North Campus.
  - In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or

renovation project. On November 15, 2024, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for roof replacement at N2. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation package required for the public solicitation of construction proposals.

- Approval of this request will allow for approximately 41,500 square feet of failed modified bitumen roofing on N2 to be demolished and replaced with new College standard roof assembly.
- Pending successful contract negotiations, the estimated expenditure for this project will not exceed the allocated amount of \$1,700,000 and will be funded from Bond Interest Earnings.

○ Consideration of Delegation of Authority to Contract for CL 442 LoanSTAR College-Wide LED Upgrades

- This item requests approval for the Board of Trustees to authorize the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the CL 442 LoanSTAR College-wide light-emitting diode (LED) upgrades project.
- In February 2021, the Board delegated authority to approve the method of procurement best suited for each construction or renovation project. On December 6, 2024, the Chancellor’s designee approved the competitive sealed proposals (CSP) method for this project. Detailed plans and specifications developed by ESA Energy Systems Associates, Inc. were used as part of the documentation package in accordance with Texas Government Code §2269.151.
- CSP #25-18 was issued on December 17, 2024, to procure construction services for this project. Each response received will be evaluated by a team comprised of representatives from capital projects and facilities services. Evaluation and ranking of the submittals will be based on criteria published in the solicitation.
- Approval of this action will allow the timely selection of a contractor to replace all remaining incandescent and fluorescent lamps that are feasible to replace within the College with new, energy-efficient, maintenance-saving, LED lamps and fixtures.
  - The estimated expenditure for this project is \$1,100,000, including contingency funds, and will be funded from the LoanSTAR CL 442 loan. Loan repayments will be from operational savings. B. Hellyer explained the reason for the delegation of authority.
  - T. Zamora clarified that the request to the Board is to approve the Chancellor or her designee to select a vendor based upon the scoring from the solicitation.
  - B. Hellyer added that if the College has the authority to contract with the highest scoring vendor, then construction would not have to wait until March 2025 to begin work.

V. Bond Funds (Reported by Charles Smith)

- Safety Metrics

- Zero safety incidents were reported.
  - S. Serrano asked if the safety scenarios shown in the presentation, are real examples.
  - C. Smith replied that they are real examples.
  - S. Serrano stated that he appreciates that the College is taking the initiative to monitor project safety.
- Progress Updates
  - 1. Central Campus Anderson - Ball Classroom Building (C16)
    - Solar panels were energized on December 21, 2024. Since that day, the College has reduced the electric bill by approximately \$4,000 during this short operational period.
    - The agreement with CenterPoint allows the College to apply to operate the solar panels at S13, S7, and S9 under the same system being utilized at Central Campus. This will require adding engineering documentation which should be completed by the end of January.
      - B. Hellyer expressed her gratitude for those who worked on the solar system project.
      - M. Cantú-Wilson asked C. Smith to share additional efforts by the College to lower energy cost.
      - C. Smith provided the following list of energy saving initiatives: solar panels, LoanSTAR loans, LED lightings replacements and retrofits, retrofit commissioning, chiller replacements, window replacements, optimization software, water recovery projects such as the North Campus baseball irrigation project, and summertime usage curtailment.
      - S. Serrano asked if the College plans to add solar to all the campuses.
      - B. Hellyer explained that the College will use the current projects for the next two years as a pilot program to understand the impact and long-term needs and opportunities of the College. The goal is to continue to reduce usage and sustainability.
    - As previously discussed, C16 continues to experience ongoing elevator warranty issues on which the building contractor is actively working to convert to a non-proprietary controls system and accept warranty responsibilities.
  - 2. Central Campus - McCollum Administration Building (C3) Roof Upgrades
    - The project is nearing completion.
    - The interior roof drains on sections of the roof with exterior downspouts were replaced to protect the foundation.
    - The College also added metal panel trim, fascia panels, insulation, and a new 30-year roof.
  - 3. Central Campus - Music Building (C5) Envelope Repair
    - Masonry was removed, leaking waterproofing and flashing were replaced, and new siding and skylights were installed.
      - M. Cantú-Wilson asked if the leaking issues in the Music Building

- interrupted school operations.
  - C. Smith replied that it had not interrupted operations and provided detail on the original design of the building and why it was leaking. He explained the process for resolving the issue.
  - M. Cantú-Wilson mentioned that humidity is not good for the music instruments.
  - C. Smith replied that the humidity was a separate issue with the HVAC and was also resolved.
4. Central Campus - C12 Slocomb Auditorium
    - This project is substantially complete.
    - Replacement of three air units were installed.
  5. Central Campus - C26 Automotive and Career Center
    - Installation of the transformer upgrade has been completed.
  6. North Campus Electrical Upgrade
    - The natural gas meter was relocated over winter break.
    - Due to delayed delivery of the main switchgear, the project has been pushed back to spring break with completion projected for May or June of 2025.
  7. North Campus - Burluson Classroom Building (N7) foundation
    - Foundation investigation identified the immediate cause of the distress as a failed storm drain that was washing soil from under the slab.
    - The storm drain has been repaired.
    - The College commissioned a differential floor elevation survey, and it determined that the floor settlement had been caused by tree roots scouring moisture from under the building. Trees have since been removed.
    - Correction to the floor will require replacement of the entire sanitary sewer system.
    - The College anticipates the total cost of restoration to be approximately \$542,000 budget authority will be submitted to the Board at the January Board Workshop.
      - B. Hellyer asked if the work could be completed in one week.
      - C. Smith replied that he believes with the right contractor that we can.
      - M. Cantú-Wilson asked if the affected area was only one restroom or a bank of restrooms.
      - C Smith explained how the sanitary sewers are all tied together.
      - B. Hellyer confirmed that the project is scheduled to be completed by the time the Early College High School (ECHS) students return after spring break.
      - B. Hellyer asked if both the restrooms and foundation issues can be addressed the same week.
      - C. Smith replied that the foundation and the sewer repair will occur in the same week.

- B. Hellyer confirmed with T. Zamora that Galena Park has been notified of the upcoming repairs to the building.
- M. Cantú-Wilson asked how many students are attending class in that building.
- B. Hellyer replied approximately 400.
- D. Mims asked if we have a contingency plan.
- C. Smith replied that the students will be sent to Building N8 if the bathrooms are not functioning.
- M. Cantú-Wilson asked how old the building is.
- C. Smith replied that the building was built between 1978 and 1980 and was remodeled in 2018 with an added sprinkler system.
- S. Serrano asked if this has happened at any of the College's other locations.
- C. Smith said yes, North and South campuses are built on clay material, and the ground moves in response to rainfall and drought.

8. North Campus – N6 Welcome Center

- In November staff were relocated, and demolition began.
- The project is currently in reconstruction phase with completion projected to be after Spring Break 2025.

9. North Campus - Walkway

- Walk through the site along Uvalde with Harris County took place on January 6, 2025.

10. North & South Campus - Thermal Energy Storage Tanks

- The tanks were painted in December 2024, but logos were smaller than anticipated.
- The College is scheduled to upgrade the Raven logos to a larger size on January 17, 2025.

11. College-Wide - Pavement Preservation

- The Board approved funding for this project in September 2024.
- Included in this project are Rick Schneider Road and Parking lots P7 and P9 at South Campus.
- The South Campus pavement improvements are projected to be done in March 2025.

12. South Campus – S11 Student Center/ Bookstore

- The existing roof was repaired with a silicone primer and silicone top coating.
- The steel standing seam roof was prepped and painted, and the old skylight system was replaced with a better alternative.

13. Generation Park - Center for Biotechnology (G9)

- Rain and low temperatures have prevented the completion of liquid waterproofing and masonry installation on the exterior of the building.

- The window installation and roof have been completed, and there is significant work occurring on the interior of the building.
- 14. Maritime - M1 Heating Coil Upgrade
  - This project was completed over the 2024 winter break.
    - M. Cantú-Wilson asked if there was any interruption in the use of the pool for instruction.
    - C. Smith explained the reason for the heating coil upgrade and that they are still able to use the pool.
- Financial Updates
  - 2015 Bond Allocations to be Requested at Board Workshop
    - Deferred Maintenance (DM) South Campus (SC) Solar Commissioning \$200,000
    - DM Roof Condition Assessment \$100,000
    - DM N7 Foundation Repairs \$550,000
  - Generation Park
    - B. Hellyer shared that the College has received donated equipment for the Biotechnology Program which has been a nice cost savings for the College.
    - T. Zamora added that the College typically does not accept or purchase used equipment, but is able to do so for training purposes. This is equipment at a good cost and extended useful life.
  - Future Capital Projects
    - B. Hellyer asked about the baseball updates.
    - C. Smith responded that the new bleachers and sunshades have been installed at the North campus baseball fields.
    - B. Hellyer explained the different funding sources.
    - C. Hutchins explained the process of designating funding for Future Capital Projects each year by setting aside cash.
    - T. Zamora noted that the College keeps 4-6 months of budgeted funding on hand for operations, so any amounts in excess are available to set aside for Future Capital Projects.
    - B. Hellyer reported that by keeping a reserve of funds for Future Capital Projects on hand, the College can avoid issuing another bond or incurring debt in addressing deferred maintenance needs.
- Operating Funds (Reported by Bryan Jones)
  - Safety Metrics
    - Zero safety accidents or incidents were reported.
  - Schedule Updates
    - An overview of the current minor projects was presented without questions.
    - B. Hellyer explained the need for the N1 Fine Arts stage replacement.
    - B. Jones provided additional information about the project.
  - Progress Updates
    - 42 Minor projects have been recorded to date.

January 14, 2025, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

- There are nine in the queue.
- The turnover rate for Facilities Services employees is low at only one percent.
- Overview of the Facilities Services Department responsibilities was shared with the new Committee member.
- Financial Updates
  - Repair and Renovation Report was presented with no further comments or questions.

VI. Status of Delegation of Authority

- Request for approval to purchase Biotechnology Equipment for Generation Park.
  - B. Hellyer explained the purpose of the delegation of authority.

VII. Adjournment – The meeting adjourned at 5:19 p.m.