

**BOARD BUILDING COMMITTEE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
May 20, 2025**

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

Members Absent: None

Other Trustees Present: None

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

- I. John Moon Jr. called the meeting to order at 4:01 p.m.
- II. Roll call of the Committee members was taken by John Moon Jr.:
  - Dr. Michelle Cantú-Wilson, Present
  - John Moon, Jr., Present
  - Salvador Serrano Jr., Present
  - Dan Mims (Ex-officio member), Present
- III. Approval of Minutes from the January 14, 2025, Building Committee meeting was completed. Motion was made by M. Cantú-Wilson to accept the minutes and seconded by S. Serrano Jr.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Chuck Smith)
  - Bond Funds
    - Consideration of Delegation of Authority to Contract for the Softball Outbuilding and Dugouts at the South Campus
      - This item requests approval for the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for the South Campus softball outbuilding and dugouts.
      - 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 April 29, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for the South Campus softball outbuilding and dugouts. Detailed project plans and specifications developed by Huitt-Zollars, Inc. were used as part of the documentation required for public solicitation of construction proposals.
      - Approval of this request will allow the Chancellor to award a contract for the replacement of two existing plywood dugouts and the proposed 1,400 square foot (SF) outbuilding.
  - M. Cantú-Wilson asked about the life expectancy of the dugouts.
  - C. Smith responded 40 to 60 years.

- Consideration of Delegation of Authority to Contract for Pavement Repairs at the South Campus
  - This item requests approval for the Chancellor or her designee to negotiate and approve a contract with the firm that provides the best value for pavement repairs at the South 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 May 7, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for pavement repair. Detailed project plans and specifications developed by Walter P. Moore & Associates, Inc. will be used as part of the documentation package required for public solicitation of construction proposals.
  - CSP #25-33 was issued on May 14, 2025, to solicit construction services for this project in accordance with the Texas Government Code §2269.151. Each response received will be evaluated by a team comprised of representatives from capital projects, facilities, and Walter P. Moore & Associates, Inc. The evaluation and ranking of the submittals will be based on criteria published in the solicitation.
  - Approval of this request will allow the Chancellor to award a contract to replace approximately 1,100 linear feet (LF) of asphalt paving on Rick Schneider Boulevard with concrete, and overlay parking lots P7 and P9a with asphalt to improve drainage conditions.
    - There were no questions on this delegation.
- 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.
  - The Board approved expenditures to Huitt-Zollars, Inc. for architectural services for the 2024-2025 fiscal year in August 2024 and January 2025, totaling \$430,500. This request will increase the approved amount by \$200,000 to a total expenditure of \$630,500 for the 2024-2025 fiscal year. This expenditure will be funded from the 2015 Capital Improvement Program Bond Deferred Maintenance line.
  - 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.
    - M. Cantú-Wilson asked what a roof upgrade involved.
    - C. Smith explained the different types of roof upgrades.
- Consideration of Approval of Allocation of Capital Project Funds
  - This item requests approval of an allocation from the 2015 Bond Contingency account to fund capital projects.
  - Approval of this budget allocation will allow College staff to execute the required repairs to the North Campus Welcome Center (N6), replacing the

original cork flooring with new porcelain tile and walk-off grates, and replacing the electrical distribution switchboards in three buildings at the South Campus. These projects are not expected to exceed \$560,000.

➤ There were no questions on allocation of Capital Project Funds.

V. Bond Funds (Reported by Charles Smith)

○ Safety Metrics

- Zero safety incidents were reported.

○ Progress Updates

1. Central Campus - Music Building (C5) Envelope Repair

- The roof has been coated with silicone sealant, extending its life by an additional 20 years.
- The entire building has been waterproofed, and a nonskid walkway and yellow warning lines have been added for the safety of employees working on the roof.
- The trees touching the upgraded roof will be topped or cut down and replaced with lower-level shrubs to protect the investment.

➤ M. Cantú-Wilson asked where the new skylight was located.

➤ C. Smith replied that it is in the Music Building, C5.

2. Central Campus - McCollum Administration Building (C3) Roof Upgrades

- The project is complete.
- 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.

➤ There were no questions on this item.

3. Central Campus - Interactive Learning Center (C1) Envelope Upgrade

- The College is in the process of comparing the life-cycle cost implications of the different alternatives for roof upgrade construction. This will provide information to make a recommendation on the best path forward for the remainder of the roof.
- Recurring water filtration issues in the rotunda and in the clerestory windows on either end of the building have been identified.

➤ M. Cantú-Wilson asked if the rotunda design was not sustainable would the College try to preserve the identity through a similar design.

➤ C. Smith replied that the College will always try to honor the building and campus architectural identity.

4. Central Campus - Allied Health Sciences (C11) Roof Repair

- Numerous roof leaks were identified and will be repaired by the

manufacturer at the manufacturer's expense. These will carry a five-year warranty agreement.

- M. Cantú-Wilson asked how long it took the manufacturers to agree to fix the roof.
- C. Smith responded five years and explained how the College was doing its part in reporting roof issues. He referenced the issuance of a legal notice, and then the manufacturer responded.

5. North Campus Electrical Upgrade

- The project is complete.
  - Overhead powerlines have been removed.
  - The natural gas entry to the central plant was reconstructed.
  - The transformers and low voltage panel boards at both the Student Center and the Early College High School were replaced.
  - These upgrades have a projected lifespan of 40 years.
- There were no questions on the allocation of Capital Project Funds.

6. North Campus - Burlison Classroom Building (N7) Foundation Repair

- In January, the Board approved \$550,000 in repair funds to level the floor and replace the underground plumbing.
  - This project will begin the first two phases of work starting June 2, 2025.
  - Raising the floor to access the plumbing will likely cause new damage, which will need to be repaired as part of the repair process.
- B. Hellyer asked if this work can be done before the fall semester starts.
- C. Smith replied yes, if the remaining repairs do not exceed the budget, Construction will have it complete by the fall semester.
- S. Serrano asked if we have been communicating this information to Dr. Moore, the superintendent of Galena Park ISD.
- B. Hellyer replied yes, and she also notified a Galena Park ISD Board member during a conversation at a community event.

7. North Campus - Welcome Center (N6)

- The cork floor has been damaged from years of wear and tear and ultraviolet light and by the contractors who recently renovated the admission suite and lobby. The original product is no longer manufactured, and repair attempts were unsuccessful. The contractors have given the College a credit of \$32,000 in lieu of attempting to repair.
  - The best life cycle option would be to replace the existing cork floor with a tile floor. The tile floor is projected to cost \$110,000 more than the repair of the cork, but it will be a 40-year solution.
- B. Hellyer asked if the proposed floor replacement cost was approved earlier.
- C. Smith stated that it was one of the two projects the College asked the Board to approve.

8. North Campus - Walkway
  - A walk-through of the site along Uvalde with Harris County took place on January 6, 2025.
  - Administration submitted a letter of support for Harris County Precinct One's application to Texas Department of Transportation to extend public sidewalks along Wallisville Road.
  - Texas Department of Transportation funding announcements are expected in October 2025.
  - This walkway extension would connect the College with an existing, but currently stalled, Uvalde Road walkway project. No clear updates from Precinct Two or Commissioner Garcia's office have been received, and the County is reportedly still negotiating with the engineering firm.
  - B. Hellyer asked if the communication is from Commissioner Garcia's office.
  - M. Cantú-Wilson replied yes, its Precinct 2.
  - C. Smith stated he has been in contact with them, and the County is negotiating with the engineering firm.
9. North Campus - Interactive Learning Center (N2) Re-Roof
  - The contract was approved in January 2025; work commenced immediately with the removal of the old roof.
  - Installation included fastening insulation layers, applying cover boards which protect against hail providing a flat base, and installing roofing membrane.
  - Roof drainage redesign was limited due to structural constraints. Instead of reversing the slope, drains are now redirected externally to reduce the risk of hidden water damage.
10. South Campus - Academic Wing - North (S7), Academic Wing - South (S9), Jones Classroom Building (S13) Solar Photovoltaics
  - This project was delayed by internal team adjustments and a key vendor ceasing operations due to its founder's death.
  - Strategic demand management during the Four Coincidental-Peaks Demand periods is helping to lower peak demand charges, reducing long-term utility costs.
  - A new instrumentation consultant is now on site; final submission to CenterPoint Energy is expected in June 2025.
  - Energy usage comparison graphs were shared, highlighting reduced consumption from solar implementation conducted at the Central Campus.
  - B. Hellyer asked if the College is using the same technology plan at both campuses.
  - C. Smith stated the College is using the exact same technology plan.
  - M. Cantú-Wilson asked if the Center Point demands are only from summer and early fall.

- C. Smith explained how Center Point looks at retroactively the highest usage 15 minutes from the months of June through September.

11. South Campus - Deferred Maintenance Electrical

- The replacement of 42-year-old electrical panels (S9 & S7) at South Campus was initiated due to aging infrastructure and long lead times.
- The request was approved for \$350,000.

12. South Campus - HVAC Technology Building (S14) Roof Replacement

- Roof replacement for the S14 building roof is underway with standing seam metal type offering a 40-year life.

13. South Campus - Marie Flickinger Building (S15) Roof Coating

- Roof coating was paused due to flashing-related leaks. Building envelope consultants are reviewing non-invasive alternatives.

14. Generation Park - Center for Biotechnology (G9)

- Exterior construction is nearly complete, and signage installation is planned for this week.
- Interior finishes are mostly complete with a few punch list items remaining.
- Clean room and supergraphics are ongoing.
- The College will take possession of the building this week, but it will not be turned over to the BioTech program until next month due to flooring and locker delays.

15. Maritime - Training Pool (M2) Pool Heater and Chiller

- This project is ongoing.
- Intumescent coating is being removed and replaced with urethane-based fireproofing and completion expected in June 2025.
- The repair of faulty fireproofing insulation is progressing, with no cost to the College due to warranty responsibility.

- B. Hellyer asked if Tellepsen is paying for the fireproofing repairs.

- C. Smith said Tellepsen and their fireproofing subcontractor are completing the work.

○ Additional Comments and Questions

- B. Hellyer asked about the elevator warranty issues at C16 Anderson-Ball Classroom Building.

- C. Smith stated that Tellepsen hired ETS to repair the elevator and gave the College a one-year warranty. There have been no new issues recently reported.

- B. Hellyer asked if the current purchase request for the outbuildings and dugouts will complete the sports renovations.

- C. Smith replied yes for softball but not for baseball. There are still some scope items for baseball such as the conversion of the former outdoor

batting cage to covered storage that need to be procured.

○ Financial Updates

- 2015 Bond Funds: \$12M remains in contingency.
- Center for Biotechnology project is over in the construction budget by \$41,000, but the equipment budget remains healthy.
- Bond Interest Earnings Strategy:
  - Due to higher interest rates (up to 4%) on unspent bond funds, the team anticipates potential arbitrage liability.
  - Previously, Bond Interest Earnings were treated as "found money" and used to fund deferred maintenance while preserving principal.
  - Interest Earnings will now be held in reserve to cover any potential liability from arbitrage when the official calculations are completed in February 2026 and 2027.
- Future Capital Projects - Report was presented without questions.
- SECO LoanSTAR - Report was presented without questions.
  - B. Hellyer stated Carin has arbitrage calculations that a consultant provided to the College, and she will present those at the next Finance Committee Meeting.
  - C. Hutchins responded the College will recalculate the liability closer to the year-end so the most current number will be available for the financial statements and external auditors.

○ 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.
- Progress Updates
  - 50 minor projects have been recorded to date.
  - Scaling back on housekeeping staffing during summer has saved the College an estimated \$121,000.
  - Scaling back on contractors due to certifications held by our new Life Safety Fire Systems Manager has saved the College a projected \$142,000 by assisting with inspections, plumbing, and various regulatory tasks.
  - Facilities Services has teamed up with San Jacinto College's Construction Department on multiple capital projects to complete work that would otherwise require outside contractors.
- Financial Updates
  - Repair and Renovation Report was presented with no further comments or questions.
  - B. Hellyer asked about retirements in Facilities.
  - B. Jones replied he spoke with C. Hutchins about working on succession

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planning and business continuity.

- VI. Status of Delegation of Authority
  - Reviewed status of delegated purchases.
- VII. Adjournment – The meeting adjourned at 5:01 p.m.