

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
August 22, 2006

Committee Members in Attendance

Mark Boyden
Staley Gray
Morris Hoover
Bobby Jenkins
Steve Kraal
Ana Martinez
Mary Ann Neely
Leroy Nellis
Jim Recek
Steve Rogers
Gerard Washington
Horace Willis
Peck Young

Staff Members in Attendance

Mario Alaniz
Randy Baldwin
Norman Barker
Andrew Clements
Craig Estes
Mark Harris
Deborah James
Flo Rice
Pat Rossett
Scott Rouse
Farshad Shahsavary
Curt Shaw
Tony Silva
Toni Thomasson
Paul Turner
Terry Wadsworth
Idella Wilson

Others in Attendance

Allan Albers – RRISD
Tracy Hoke - RRISD

Agenda

- I. Call to Order and Approval of Minutes
- II. Start of School Update
- III. Review and Approval of Data for AISD Strategic Plan Annual Scorecard
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Follow-Up of Co-Chair Meeting with Board of Trustees Officers
- VII. Agenda Items for Next Meeting

I. **Call to Order and Approval of Minutes**

Bobby Jenkins called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The minutes from the June meeting were approved as written.

Two guests from the Round Rock Independent School District, Allan Albers, Executive Director of Operations and Facilities, and Tracy Hoke, CFO, attended the meeting. They are in the process of embarking on a bond program and were

interested in learning about utilizing a citizen group, like the CBOC, to oversee their program.

II. Start of School Update

Curt Shaw addressed some concerns he had regarding an article in the *Austin American Statesman* about Zilker Elementary School and other bond projects. He reported to the committee that he was misquoted in the article and never stated that: “the District had bitten off more than it could chew.” Given that there were over 30 schools with construction projects during the summer, some projects did come down to the 11th hour. At Zilker, the restrooms were finished the night before school started. Temporary toilet partitions were installed so that they would be available for student use.

Only seven projects were not completed:

- LBJ High School -theater
- Travis High School - Fine Arts addition
- McCallum High School -Theater/Fine Arts addition
- Lee Elementary School –elevator
- Highland Park - drainage project
- Kiker Elementary School – eight-classroom addition - Approval of AISD/Austin Land Development Standards Agreement by City of Austin and Board of Trustees did not occur until February 2006. The late approval of the agreement delayed the start of construction, which was originally scheduled to begin in October 2005.
- Pecan Springs Elementary School – Cafeteria renovation

A committee member asked about the situation at Winn Elementary School and the methane gas problem. Curt Shaw stated that the District was required to provide full disclosure, which is why letters were sent to parents. Winn was constructed in 1970 on a landfill that is now over 60 years old. The City conducts periodic testing, and the most recent tests on the soil outside of the school showed traces of methane gas. This gas is quickly diluted as soon as it reaches air but can collect in confined, poorly ventilated spaces. For this reason, the Austin Fire Department and AISD inspect the interior and exterior portions of the school buildings and continue to monitor the buildings, including the portables, on a regular basis. No methane gas has appeared in the interior of the school building or the portables. To date, no evidence of methane gas has been detected in the interior of the school or portable classrooms.

Another member asked if the start of school presented any surprises to principals and administrators. Curt Shaw responded that project managers maintain constant communication with principals in order to keep them apprised of what is happening on their campus. Only those principals, who were just recently assigned to their schools and who did not have any construction experience, may have been unprepared.

III. Review and Approval of Data for AISD Strategic Plan Annual Scorecard

The District's Strategic Plan requires an annual update of its Annual Balanced Scorecard. Paul Turner reviewed with the committee a handout containing the information that would be included in the Annual Balanced Scorecard regarding bond projects. The key performance indicators that were identified for the bond projects were the percentage of projects completed on time and the percentage of projects completed within the total budget. When key performance indicators were identified, the goal for construction management was 90% for on time completion and 100% for within the total program budget. In 2005, 23 of 23 projects (100%,) were completed on time and within the total program budget. In 2006, 44 of 50 projects (88%) were completed on time and all projects completed were within the total program budget.

Several CBOC members stated that they felt it was important to provide context for the 88% completion rate in 2006, and asked that a narrative note be added that stated the number of projects in 2006 was more than twice the number undertaken in 2005. They also requested that the total number of dollars for each year also be included in the narrative statement.

IV. Subcommittee Meetings

The committee met in geographical subcommittees (north, central and south) to review the status of the projects in their assigned areas. Members received updated information from AISD senior project managers and individual project managers in the following areas:

- Project schedule
- Project budget
- General project information
- Project environmental components

V. Subcommittee Reports

At the conclusion of the subcommittee meetings, the Committee reconvened for a large group project discussion. Highlights of the individual subcommittee reports include:

South

Clayton (Southwest) Elementary School

- The intermediate playscape will be completed by the end of August.
- The bike path has been quite successful; 80 students have used it.
- Dedication ceremonies will be planned for Clayton Elementary School and Perez Elementary School.

Travis High School

- The science addition opened on time.
- The theater is scheduled to be completed by January.
- Air-conditioning work is ongoing.

Burger Center

- The new turf will be ready for the first football game.
- The marching bands requested a larger staging area.
- Modifications to the field house are scheduled to be completed by the end of September.

Crockett High School

- Because of the magnitude of change in the scope of work, the budget will have to be increased.
- Some of the funds will come from the Construction Management Department's maintenance and operation budget and the remaining from project and program contingency.
- There are restrooms that have not been updated since 1968.
- The science rooms do not meet the educational specifications.

A member asked if these changes could be defined as to a substantive change in the scope of work. The south project subcommittee had discussed this issue and stated that in the opinion of the subcommittee, it did not meet the criteria for substantive change. The members requested that the definition of "substantive change" be provided.

Definition of substantive change:

• Any material change that would alter the intent or scope of work specified in the 2004 Bond Program "Blue Book".

And

• A financial change > 10% of the total project (\$50,000 minimum change) that is not due to increases/decreases in materials costs or scheduling changes.

Oak Hill Elementary School

- There is an increase of \$500,000 because of the additional scope related to roofing.
- The roofing project, which is included in the "Blue Book", had been separated from project (HVAC and other renovations), but has now been added back.
- The funds for work on the fire lanes and the fire hydrants will come from the 2002 Health & Safety Bond Program and from the Construction Management Department's maintenance and operations fund.
- The projects were combined for cost effectiveness.

Soccer Fields

- The project manager, along with the Athletics Department staff, is trying to identify a suitable site.

Central

- There are no major changes in the budget or schedule.

Reagan High School

- Science classrooms will be completed during the week of August 28th.

St. Elmo Elementary School

- The delivery of HVAC equipment is pending.
- This work will be completed after hours or on weekends.

Maplewood Elementary School

- Stucco and foundation repairs are scheduled for August completion.
- Shop drawings and submittals are underway for long-lead items.

Highland Park Elementary School

- Kindergarten courtyard area is complete, and the remainder of work is ongoing.

Blanton Elementary School

- Roof and HVAC problems have been resolved, and the project is substantially complete.

House Park

- The restrooms will be renovated after football season.
- The existing sanitary sewer line is inadequate and will have to be replaced with a larger one.

North

LBJ High School

- The project is progressing
- Great progress has been made with the theater.

McCallum High School

- Theater work is progressing.

Dobie Middle School

- Bathroom repairs will require the installation of new walls because of the deterioration of the existing walls.

Garcia Middle School

- Project is 30 days ahead of schedule.

- Retaining walls are complete.
- Pre-cast panels are ready to be erected next week.

Walnut Creek Elementary School

- Construction work was completed, but a crane was still parked in front of the school when classes started.
- The crane has been removed.

Reagan High School

- HVAC project, which had been moved up, was completed before the start of school.
- The company that performed the work was top-notch.

Porter Middle School

- A construction company, working on another project, ordered the wrong cooling tower for its project.
- The district is purchasing the cooling tower, at a reduced price, from the construction company for use at Porter.
- The construction company bore the cost of the mistake.

Parking Lot Issues

- Members asked that the PM reports consistently list the original budget from “Blue Book” to facilitate the monitoring of budgetary changes. They requested that the reports list the original “Blue Book” budgets and indicate any changes to the budgets by strikethroughs.

VI. Follow-Up of Co-Chair Meeting with Board of Trustees Officers

Bobby Jenkins reported CBOC co-chair meeting with Board officers. They discussed three items with the Board officers:

- The need for the Board to fill the committee’s vacancies. The Board officers assured the co-chairs that the appointment of these members would be a priority.
- The CBOC request to augment the TateAustin’s contract by \$30,000 to support the work of the Survey Committee. The Board of Trustees approved the augmentation at its August 7th meeting.
- CBOC member request to consider the potential use of contingency funds to increase the capacity for elementary school cafeterias throughout the District. The Board officers felt that it was premature at this juncture to consider the use of contingency funds and that it would be more appropriate at a later date.

A discussion ensued regarding the committee member’s request. The member commented that his real concern is the equity issue in the community. The Chair

stated that the exercise of gathering such extensive information and performing the analysis requested should wait until it is determined that there are funds available.

During the preceding discussion, Dr. Forgione joined the committee.

- He welcomed the CBOC back and thanked them for their hard work and dedication.
- He stated that the input and guidance the District receives from them is invaluable.
- He also noted that 2,000 more students than projected were in attendance at the start of this school year.
- He commented on the value of the two new schools.
- He stated there was a need:
 - For a southeast middle school;
 - To design another bond program; and
 - To determine sites for the two undesignated elementary schools.
- He said that the new laws passed in the recent legislative session were very beneficial to the District and would be very helpful financially.

VII. Agenda Items for Next Meeting for September 26, 2006 CBOC Meeting

- Consultant Reports
- Subcommittee meetings
- Subcommittee reports

Member Requests for Information

- Definition of substantive change
- Breakdown of Crockett budget
- Details of funds spent for repurposing facilities (Lucy Read Pre-Kindergarten Demonstration School and Porter Middle School)
- Provide meeting schedule via email
- Agenda Item Request Form
- Inclusion of percentage of HUB contractors for each project in the project manager reports.

Lessons Learned:

Please find below a cumulative record of “lessons learned”:

- Identify new schools using the description of schools to be relieved, rather than geographic designations.
- For larger, more complex projects, enlist paid services of architects and engineers to determine the scope and budget for the project.
- Appoint CBOC members immediately after the bond initiative is passed.
- An additional 15% of square footage should be added to the educational specifications to allow for circulation. (Barton Hills)
- Schedule a retreat immediately after the CBOC is appointed and complete the self-evaluation tool at least twice annually.

- The Survey Committee should develop its own list of “lessons learned”.
 - o There should NOT be surveys for each campus due to the need to compile data. Therefore, one survey will be created with all campuses listed and the first question will ask them to select their campus. Note: There will still be personalized emails, with individual project descriptions, sent to each campus.
 - o One person should have central responsibility for collection and distribution of surveys.
- A thorough discussion of committee processes, procedures and charge is needed when the CBOC is first appointed.
- A simple English statement of what the charge is would help future committees.
- Front load the implementation of the bond construction program. Spending funds earlier helps reduce the impact of inflation on available bond funds.
- Responsible stewardship involves providing adequate resources to maintain and operate new schools and new construction properly.