

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
September 26, 2006

Committee Members in Attendance

Willis Adams
Margarito Aranda
Mark Boyden
Donetta Goodall
Staley Gray
Jackie Hawkins
Morris Hoover
Bobby Jenkins
Cindy Lara
Ana Martinez
Eliza May
Carolyn Merritt
Mary Ann Neely
Jim Recek
Steve Rogers
Gerard Washington
Horace Willis
Peck Young
Blanca Zamora Garcia

Staff Members in Attendance

Mario Alaniz
Norman Barker
Andrew Clements
Deborah James
Flo Rice
Pat Rossett
Scott Rouse
Curt Shaw
Tony Silva
Toni Thomasson
Paul Turner
Terry Wadsworth
Idella Wilson

Others in Attendance

Bob Deases
Chuck Deases
Deb Ebersole
Cloteal Haynes
Will Ponder
Patti Summerville

Agenda

- I. Call to Order and Approval of Minutes
 - II. Consultant Reports
 - HUB Report
 - Safety Report
 - Communications Report
 - Energy, Water and Sustainability Report
 - III. Subcommittee Meetings
 - IV. Subcommittee Reports
 - V. Review of Draft CBOC Report to Board of Trustees
 - VI. Agenda Items for Next Meeting
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- I. Call to Order and Approval of Minutes

Donetta Goodall called the meeting to order and invited questions and modifications of the agenda from other CBOC members. A new tri-chair, Eliza May, and three other new members, Margarito Aranda, Cindy Lara, and Blanca

Zamora Garcia were introduced. The minutes from the August meeting were approved as written.

II. 2004 Bond Program Consultant Reports

HUB Report: (Cloteal Haynes, HUB Consultant)

- Cloteal Haynes, CMPI, provided the HUB update.
- For the benefit of the new members, she briefly reviewed the District's strong commitment to hire HUB firms and the outreach work conducted by CMPI.
- Ms. Haynes also explained that unless an entity has conducted a disparity study, it is illegal for the entity to establish goals or quotas for the number of HUB firms it hires.
- Ms. Haynes then gave an overview of the HUB report based on data as of August 31, 2006. The report included the:
 - Value of total contracts awarded.
 - Total contracts awarded to HUB firms.
 - Breakdown of the total contracts awarded to Hispanic firms, African-American firms, Asian/Native American firms, and Non-Minority Female firms.
 - Total contracts awarded to Small/Local firms.
 - Value of professional services (architects, engineers, and consultants) contracts awarded.
 - Value of professional services contracts awarded to HUB firms.
 - Breakdown of the value of professional services contracts awarded to Hispanic firms, African-American firms, Asian/Native American firms, and Non-Minority Female firms.
 - Value of construction contracts awarded.
 - Value of construction contracts awarded to HUB firms.
- The report also included charts that listed the number of certified HUB firms and construction contractors in the City of Austin's HUB database, which is the most comprehensive one in the region.
- This information had been requested by members at the June 27, 2006, meeting in order to have a better context for the numbers provided in the HUB report.
- Ms. Haynes noted that not all minority firms go through the HUB certification process; so, those minority firms, who have been awarded contracts but are not HUB certified, cannot be counted as HUB firms.
- She stated that the data only reflected amounts obtained from disclosure statements currently received by CMPI.
- Ms. Haynes explained that in the Small/Local firm information, CMPI uses the Small Business Administration's definition of what qualifies as a "small" firm. This definition varies according to the particular trade.

- Five counties constitute what is considered local: Travis, Hays, Bastrop, Williamson, and Caldwell.
- A committee member asked why the number of certified non-minority female firms receiving contracts was listed at 36 when the number of non-minority female firms in the city's database chart is only 29. *Ms. Haynes responded that firms that receive certification from other entities such as the State of Texas are also included in this number and not reflected in the City's numbers.*
- Another member stated that Ms. Haynes' monthly meetings with the HUB/Survey Committee should be included in the CBOC Report to the Board.
- One member asked why the ethnic and racial categories (Hispanic, African American, Asian/Native American) were not divided by gender. *Ms. Haynes explained that a HUB firm that qualifies in both an ethnic or racial category and as female-owned chooses in which category to be counted. For example, she qualifies as both African-American and female, but has chosen to be listed as an African-American firm. A firm can only be counted in one category.*
- A committee member asked if there were numbers comparing the HUB firms who were awarded contracts versus the total number of HUB firms who placed bids. *Ms. Haynes noted that CMPI only receives information on firms that were successful. Gathering information on all bids submitted would be an enormous undertaking. This scope of work task is not included in the current CMPI contract. For example, for work on Garcia Middle School alone there were over 400 bids submitted. Curt Shaw noted that this breakdown would be easier to obtain for RFQ (architects, engineers, and consultants), but not for construction contracts.*

Safety Report: (Bob and Chuck Deases, safety consultants)

- Bob and Chuck Deases gave the safety activity summary update.
- The consultants reviewed the number of projects active from April through June.
- They also reviewed the number of safety inspections conducted, meetings attended, and verbal warnings and recommendations given to contractors.
- They delineated the types of warnings issued each month: rebar caps missing, no ID badges, no personal protective equipment, roofer not tied off, and no warning lines, tapes, or fences.
- A committee member asked if they document the verbal warnings. *Chuck Deases responded that they document all the warnings and recommendations given.*
- He stated that they work diligently on educating contractors and expressed appreciation for the support they receive from project managers.
- Another committee member requested that they include comparison data to provide the committee with some measure for evaluation. *Chuck Deases noted that they include the number of reported accidents. He also*

noted that considering the number of projects and man-hours, there have been very few injuries and no catastrophic ones.

- A committee member asked if “near misses” were reported. *Chuck Deases responded that they ask contractors to report everything, but that in reality, everything probably does not get reported. This is why they make so many site visits.*
- Chuck Deases reminded the committee that if they believe there is imminent danger, they stop the project and notify the AISD project manager. The project does not resume until the problem has been rectified.
- They presented several slides demonstrating the problems that may occur at the sites and delineated what remedies were necessary. For example, if workers are not wearing ID badges, they call the construction manager and verify the identity of the worker and ask for a copy of the background check.
- The consultants also noted that they report any hazards they see, whether or not those hazards are related to bond projects. The non-bond related hazards are reported to AISD’s manager at risk.

Communications Report: (Patti Summerville, communications consultant)

- Patti Summerville, with Tate-Austin, delivered the communications update.
- She noted that the number of contacts in their database has increased from 1600 to 1800.
- Ms. Summerville stated that the “hits” on the website had increased by almost 100,000.
- A member asked if the number was actually the number of “hits” or the number of “page reads.” *Ms. Summerville said she would have to research this and would get back to the member with that information.*
- She commented that because of the low turnout at the roundtables, the community outreach effort was now focusing on attending activities that involve parents and community, such as PTA meetings.
- TateAustin attended The Council of PTAs meeting in September, where they provided the most recent bond project updates to approximately 80 PTA presidents.
- Six schools have been targeted for community outreach this fall: Fulmore MS, Kealing MS, Lee ES, Perez ES, Clayton ES, and Zilker ES. TateAustin will attend PTA and other meetings held at these schools.
- Ms. Summerville noted that the back-to-school media preview held at Perez Elementary School received news coverage from: Austin American-Statesman, KEYE-TV (CBS), KXAN-TV (NBC), KTBC-TV (Fox), KVUE-TV (ABC), KAKW-TV (Univision), News 8 Austin, KUT Radio.
- Ms. Summerville showed the committee a brief preview of the video documentary that is currently being developed. She stated that the video

would provide the District with a new outreach tool that will have many uses.

- A member suggested that the video could be shown on the monitors in the Board Auditorium before Board meetings.

Energy, Water and Sustainability Report: (Will Ponder and Deb Ebersole, sustainability consultants)

- Will Ponder began the sustainability update reporting that five AISD schools, scheduled for classroom additions, were in the final stages of receiving the Austin Energy Green Building Program (AEGBP) two-star rating: Norman ES, Jordan ES, Graham ES, Baranoff ES, and Akins HS.
- Deb Ebersole reviewed the eight requirements that are used to qualify for a rating by AEGBP:
 - Building Systems Commissioning
 - Storm Water Run-Off & Water Quality Control
 - Roofing to Reduce Heat Island
 - Exceed Building Envelope & Lighting Energy Code
 - Building Water Use Reduction
 - Low VOC Interior Paints, Primers and Coating
 - Storage and Collection of Recyclables
 - Construction Waste Management
- A member asked if other school districts had similar sustainability programs. *Will Ponder replied that Austin ISD is leading the way in Texas. No other district in Texas has a program, but there are some in California.*
- Another member noted that the impact on global warming should be included in the reports.
- Mr. Ponder explained that the AEGBP ratings only apply to new construction. It is too difficult to determine an AEGBP rating for an existing building.
- All new schools will have a two-star rating.
- Most new classroom additions, with the exception of Kiker, are on track for a two-star rating. *The design phase for the Houston, Rodriguez and Palm additions was too far along for EWaS consultants to consider them for AEGBP ratings.*
- A member asked if the report could include the number of projects rated versus the number of projects available for rating.
- Someone asked how the amount of recycled construction waste was determined. *Will Ponder responded that it is determined by weight and noted that it is cheaper to recycle the waste than it is to have it hauled to a landfill. He also commented on the fine job that Adrian Neely with Triad is doing on recycling the construction waste.*
- Deb Ebersole explained that major renovations, such as the theater at McCallum, do not qualify for AEGBP ratings, but that they do implement

many of the “green” tools in the renovations. The recycling of construction waste is a good example.

III. Project Managers Reports

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

IV. 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:

Central

Zilker Elementary School

- An acute rodent problem has been exacerbated by the construction.
 - Staff has met with the Zilker community to apprise them of the steps being taken to remedy the problem.
 - Bobby Jenkins attended the last meeting at Zilker, and the District has implemented his suggestions.
- A building permit has not been obtained due to delays caused by the following:
 - The City’s Department of Health insists that the construction is an expansion of the food establishment, not just the serving area, and is requiring a complete rebuild.
 - Curt Shaw will meet with city and county officials to try and resolve the issue.

Reagan High School

- On Monday, September 11th, a canopy on the north side of the campus failed and fell.
 - Fortunately, students were in class and no one was injured.
 - The canopy was held up by bolts that sheared off.
 - An independent structural engineer has been contracted to investigate and determine the cause of the failure.
 - Thirteen other areas with similar construction were identified and these areas have been reinforced with roof jacks as a safety precaution.

- Two other schools, Lanier and Crockett high schools, were built about the same time and with a similar design, but do not have the same construction detail, which is the issue.
- The canopy that failed was originally constructed as part of the construction of the New Mall in 1968.
- In 2005, roof work was performed at Reagan and this summer, mechanical work was completed.

North

LBJ High School

- The theater should be completed by the end of the year and available for use at the start of the spring semester.

McCallum High School

- The theater arts addition should be ready by the winter break.

Garcia Middle School

- The erection of prefabricated walls has begun.
- Roof installation starts next week.
- Construction is 35 days ahead of schedule.

South

Soccer Fields

- The original scope placed the soccer fields at Paredes Middle School, but this site was unsuitable because of a lack of restrooms in close proximity to the fields.
- The Athletic Department is considering a plan that involves the Austin Capital Soccer Club fields near Crockett High School.
- Because the Austin Capital Soccer Club is a private entity, AISD must own the land in order to make modifications.

V. Review of Draft CBOC Report to Board of Trustees

- Co-chair, Donetta Goodall, reminded the committee that this report was being presented to the Board on Monday, October 23rd.
- Revisions need to be sent to Pat Rossett by Friday, October 6th via email.
- Members noted that this is the fourth presentation to the Board and that they are comfortable with this process. In addition, the reports have been well received by the Board.
- A summary of the changes will be sent to everyone via email for their review.

- A suggestion was made that the report should include a special section on Zilker Elementary School, outlining the issues and the steps taken to remedy the recent problems.
- One member expressed concern that the committee has not done enough in the way of surveys or public relations to inform the public of what the Bond Program has accomplished.
- A member stated that it is important for the public to hear from a third party, such as the CBOC, on how the 2004 Bond Program is progressing, particularly since the Superintendent spoke to the committee about a future bond program.
- The member reminded the committee that under Texas law school district employees are prohibited from promoting the passage of a bond or using public funds for this purpose. However, they can demonstrate that bond money is being used as promised.
- A member requested that a discussion regarding marketing strategies be placed on the agenda for the next meeting.
- Another member asked if the committee would have the opportunity to visit the schools. *Paul Turner stated that in lieu of one of their meetings, the committee could visit some schools.*

VI. Agenda Items for Next Meeting

- Review of CBOC Report to Board of Trustees
- Next meeting October 24th
- School visits
- Marketing strategies discussion

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 specification 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.