

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
November 28, 2006

Committee Members in Attendance

Margarito Aranda
Mark Boyden
Donetta Goodall
Staley Gray
Morris Hoover
Jackie Hawkins
Bobby Jenkins
Cindy Lara
Ana Martinez
Eliza May
Carolyn Merritt
Mary Ann Neely
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
Velupillai Sivalingam
Toni Thomasson
Paul Turner
Terry Wadsworth
Idella Wilson

Agenda

- I. Call to Order and Approval of Minutes
- II. Program Contingency Update
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Status of Requests for Agenda Items
- VI. Site Tour Planning
- VII. Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Curt Shaw began the meeting. The minutes from the October meeting were approved as written

II. Program Contingency Update

Curt Shaw provided an update on the status of the program contingency. The update focused on the following:

- The report now includes Phase II projects.
- Seven million dollars remained from Phase I and has been distributed among all the remaining phases.

- Broaddus & Associates will update their report after the first of the year, once the latest round of bidding has been completed. The Broaddus group is investigating possible funding from the Faulkner Foundation for this update.
- Bidding for several Phase II projects has been substantially over budget due to increased cost for mechanical renovations, a saturated market and overall increase in materials.
- The budget and the contingency fund are being carefully monitored.
- Construction Management is developing strategies to deal with overages:
 - Taking a more conservative approach in interpreting the scope of the “Blue Book;” and
 - Hiring a consultant to assist architects and engineers with more precise cost estimates and to identify budget issues early in the project.
- A member asked if the budget would be readjusted. Curt Shaw explained that it’s not the budget that changes, but rather the contingency. Any increase in the cost of a project comes out of the contingency, so the change is seen in the contingency.

At the conclusion of his report, Curt Shaw introduced a new staff member, Velupillai (Siva) Sivalingam. Siva is the new mechanical engineer and will be taking over for Farshad Shahsavary, who is now the District’s energy manager.

III. 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

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:

North

This month’s report is consistent with what has previously been reported:

McCallum and LBJ High Schools

- The theater additions should be completed in time for use at the start of the spring semester.

Overton Elementary School

- Overton’s budget is approximately \$4 million over.

Central

- Some schools are overcrowded.
- Projects are substantially complete or in the closeout phase.
- Change orders were issued for roofing projects to add new equipment pipe supports and change roofing cap sheet to an energy-star-rated cap sheet that qualifies for energy rebates from Austin Energy.

Austin, Bowie, McCallum and Reagan High Schools

- Science classroom renovations and casework in close out phase.

Ridgetop Elementary School

- The contractor is waiting for the delivery of sound absorption panels that will be installed in a corridor to complete the final punch list.

Zilker Elementary School

- The building permit from City of Austin was issued November 10, 2006.
- A member asked how much the delay for the permit cost the project. Norman Barker stated that he is waiting for the invoice from the consultant to determine the cost.

Lee Elementary School

- The elevator installation is complete; final inspection is pending.

Oak Springs and Sanchez Elementary Schools

- Cost of change order for HVAC work in the library will come from M & O funds.

Pecan Springs Elementary School

- Kitchen is complete and service from the new kitchen starts next week.

Maplewood Elementary School

- The neighborhood complained because of the noise from the construction work that was taking place early in the morning before school started.
- This issue was resolved and construction will start later in the morning.

Barton Hills Elementary School

- Permit issues were resolved.
- Change order was issued because a transformer must be moved.

Norman Elementary School

- A playslab cover is still planned for Norman. Playslab cover installations were combined in one project for cost effectiveness.
- Early site construction is underway.

Casis Elementary School

- There has been a delay in this project because many items, including window replacement, are still under discussion by the CTF.

Bus Terminal

- The site search has been narrowed from 40 sites to four. Other possibilities are also being explored, such as a cooperative effort with CapMetro.

Traffic Engineering Studies

- Parsons Binckerhoff is studying the traffic issues facing Menchaca Elementary School and Cowan Elementary School.

South

Kiker Elementary School

- A temporary certificate of occupancy has been issued. Moving will begin before the Winter Break to enable the District to relocate the portable classroom buildings.
- The new addition should be fully occupied by January 2007.

Travis High School

- Due to errors in building code issues, completion of the Fine Arts addition has been delayed to April 15th.
- HVAC work has had complications.

Burger Center

- Final completion of detention pond is scheduled for mid-December.

Parking Lot Issues

- There was concern with the state of the contingency funds due to the overages in bids being received:
 - A member suggested that the committee begin thinking of strategies to address budget overages.
 - Staff reiterated that the intent of the update was to provide the committee with a realistic status of the contingency and that the Broaddus report will provide additional information.
 - A member noted that 3DI has been contracted to contact District wide facility assessment.
 - This assessment will provide the District information regarding what future replacement costs will be and allow the District to develop a master plan for facilities.

V. Status of Requests for Agenda Items

- At the last meeting there was a request for an update on the state of the contingency, which was provided earlier in the meeting by Curt Shaw.
- An updated Broaddus report will be provided in February.
- Someone requested a review of the “lessons learned.” These are provided at the end of each meeting summary, which members receive in the mail outs.
- A new lesson learned was suggested by a member of the south group:
 - When timeframes are discussed, a distinction needs to be made between completion of construction and when a building can be occupied. The general public believes the completion of construction date is the same as the date a building can be occupied.
- At the last meeting regarding strategies to publicize bond projects, there was some confusion as to the CBOC’s goal.
- The tri-chairs provided clarification on this issue:
 - The CBOC’s one goal regarding publicity is to communicate to the public that the 2004 Bond monies are being spent appropriately and in accordance with the “Blue Book.”
 - It is not within the charge of the CBOC to promote a future bond program. That is something a CBAC should deal with.
 - It may benefit a future bond program if the public is satisfied with what is being accomplished under the 2004 Bond Program, but any future bond program is outside the purview of this committee.
- The Mentor-Protégé Initiative Program evaluation component was not presented tonight because it needs further refinement. Cloteal Haynes will present it at the January meeting.
- Information requested about impervious cover at Burger Center cannot be provided until the Saegert Bus Terminal improvements are completed.

VI. Site Tour Planning

- Staff has prepared a tour for CBOC and CBAC members on Tuesday, December 12th, at 6:00 p.m.
- A copy of the agenda for the tour was sent in the mail outs. There was a mistake in the date on that agenda. **The correct date is December 12th.**
- This is an optional activity.
- Members will have an opportunity to see a new school, an addition, and a major renovation.
- December is a busy time of year. Because of time constraints and traffic, this tour was limited to one section of town, the southeast.
- The transportation department is providing buses.
- Box dinners will also be provided.

- Future site tours will be planned.
- Members need to let Pat Rossett know by Friday, December 1st, if they plan to participate in the tour. This information will facilitate the planning for the transportation and refreshments.

VII. Agenda Items for Next Meeting for January 23rd CBOC Meeting

- Subcommittee meetings
- Subcommittee reports
- Consultant Reports:
 - HUB – This report will include follow up of the Mentor Protégé Initiative Proposal evaluation component
 - Safety
 - Communication
 - Sustainability
- Review of draft CBOC Report to Board of Trustees
- Review of site tour.

Lessons Learned: (Recent additions are in bold and italics.)

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”.
 - 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.
 - 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.

- *Differentiate between the dates for the completion of construction and when a building can be occupied. The general public believes the “completion of construction” date is the same as the date a building can be occupied.*
- *Establish a process with well delineated criteria for determining the use of contingency funds.*