

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**January 23, 2007**

**Committee Members in Attendance**

Willis Adams  
Mark Boyden  
Donetta Goodall  
Staley Gray  
Jackie Hawkins  
Morris Hoover  
Bobby Jenkins  
Ana Martinez  
Eliza May  
Carolyn Merritt  
Leroy Nellis  
Jim Recek  
Steve Rogers  
Gerard Washington  
Peck Young  
Blanca Zamora Garcia

**Staff Members in Attendance**

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

**Others in Attendance**

Bob Deases  
Chuck Deases  
Cloteal Haynes  
Will Ponder  
Patti Summerville  
Gail Vittori

**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. Site Tour Report
- VII. Agenda Items for Next Meeting

## 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 motion was made to approve the November minutes with corrections on page one and page five. The motion passed unanimously.

## II. 2004 Bond Program Consultant Reports

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

- Bob and Chuck Deases gave the safety activity summary update for the third (July through September) and fourth (October through December) quarters of 2006.
- The consultants briefly reviewed their mission and function for the new CBOC members.
- The consultants reviewed the number of projects active during both the third and fourth quarters of 2006.
- 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
  - improper use of ladders
  - loose cables
  - no warning lines, tapes, or fences.
- A committee member requested that future reports
  - list categories in a consistent order for the different months;
  - indicate which improprieties were dangerous for children and which were dangerous for workers; and
  - provide a point reference or context for the statistics provided.

*Bob and Chuck stated the future reports would include these revisions.*
- A committee member asked who provided the workers with the ID badges. *AISD requires that the badges include the employee's picture, name, and name of the employee's company. The contractors produce the actual badges.*

### HUB Report: (Cloteal Haynes, HUB Consultant)

- Cloteal Haynes, CMPI, provided the HUB update.
- Ms. Haynes noted that the information obtained from the City of Austin relating to the number of certified HUB firms had not changed. This information was collected in June 2006.
- Updated information regarding the number of firms that may be available by the next CBOC report.
- Ms. Haynes then gave an overview of the HUB report based on data as of Dec. 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.
- A member asked if it would be possible to compare certain periods, for example compare the September to December. *Ms. Haynes responded that the best measure would be the end of construction at one period to the end of construction of the next period, September 2006 to September 2007.*
- Another member asked when the Mentor-Protégé Initiative would begin. *Ms. Haynes explained that once the evaluation component has been completed, she would be ready to commence the project.*

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 1800 to 1916;
  - web site inquiries has increased from 48 to 55; and
  - hotline inquiries has increased from 29 to 44.
- Ms. Summerville stated that the total “hits” on the website had increased from 193,234 to 196,936.
- TateAustin is attending the second Council of PTAs meeting on January 25, 2007, where they will share the most recent bond project updates to approximately 80 PTA presidents.
- Twenty-two schools are targeted for community outreach this spring.
- The *Foundations* Newsletter will be distributed in late February.
- Surveys, relating to bond projects at certain schools, were sent out in October. Currently, there have been 194 responses to the renovation survey and 95 responses to the new school survey.
- TateAustin conducted a focus group for HUB firms. There were 11 participants.
- Steps are being developed in response to the information received from the focus group.

- Additional focus groups will be conducted in spring 2007 with:
  - Architects and engineers
  - General contractors
  - AISD Service Center personnel
- Ms. Summerville noted that TateAustin had updated its database and was sending E-blasts to contact people on a monthly basis.
- Ms. Summerville showed the committee the video documentary that has been developed. It will be shown on the AISD channel.
- A member asked when the video would be released for public consumption. *Ms. Summerville responded that AISD Communications Director, Andy Welch, would make that decision.*

Energy, Water and Sustainability Report: (Will Ponder and Gail Vittori, sustainability consultants)

- Will Ponder began the sustainability update reporting that the final design reviews for three AISD schools (Perez ES, Clayton ES, and Kiker ES) were complete and that these schools received the Austin Energy Green Building Program (AEGBP) two-star rating. Ratings are in progress for Garcia MS, Overton ES, Kealing MS and LBJ HS.
- Will Ponder reported that AISD had submitted an application to participate in the Greenbuild Conference in Los Angeles, which will be held November 7-9, 2007.
- Gail Vittori reported on a staff development meeting held for project managers and architects/engineers with Nancy Clanton, nationally renowned daylighting expert, held on January 12, 2007.
- A member asked for an explanation of daylighting and the techniques involved. *Gail Vittori explained that daylighting is the controlled admission of natural light into a space. Part of the science of daylighting is how to provide it without the undesirable effects of glare and heat. Some of the techniques used are skylights, orientation of the building, and window placement, size and shape.*
- Someone asked if these had been previously utilized in any schools. *Daylighting was used in the design of Pickle Elementary School. An article relating to this topic was provided to CBOC members.*
- Another member asked if any schools were using solar panels. *Davis ES and O.Henry MS are successfully using solar panels.*
- Will Ponder reviewed the total rebates paid to AISD under the Austin Energy Rebate Program and the Water Conservation Program.
- A member asked is there was a method to track the results from implementing these energy saving programs. *Will Ponder explained that a model is already in place. It is difficult to compare schools to each other because each has different operational hours, so the use is not always comparable.*

### 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:

#### South

##### Fulmore Middle School

- Speakers are being placed in the locker rooms.

##### Akins High School

- Care is being taken to ensure that bond funds are not used to pay for components of the New Tech High School, which is scheduled for the contract award in early February.

##### Linder Elementary School

- Bids received were over 70% over budget.
- Meetings are scheduled with architects to address this overage.

##### Baranoff Elementary School

- The civil consultant missed the site development permit deadline.
- As a result, the start of construction has been delayed.

#### Central

Things are going well. Fifteen projects are in closeout or substantially complete.

##### Zilker Elementary School

- The cafeteria expansion is under construction.

##### Maplewood Elementary School

- Neighborhood complaints, due to the noise from the construction work taking place early in the morning before school started, have been resolved.
- Construction will begin later in the morning.

#### New Bus Terminal

- Staff is still searching for possible sites and is exploring the possibility of a joint effort with Cap Metro.

#### North

Approximately 10 to 11 projects are in closeout or warranty.

#### LBJ High School

- The transformer for the theater was just delivered.
- The theater should be completed by mid-February.

#### Gullett Elementary School

- A new ventilation system that evenly distributes air has been installed.

#### Garcia Middle School

- The walls are up.
- Roof installation is underway.
- Construction is still ahead of schedule.

#### Overton and Jordan Elementary Schools

- Work has been delayed because the soil at these schools has retained much water from the recent heavy rains.

#### Murchison Middle School

- Over half of this project is HVAC work.
- It is approximately \$1 million over budget.
- The project manager and architect/engineer are reviewing ways to reduce the costs.

#### Bowie High School

- The current budget is at \$1.667 million.
- While the project is not over budget, some unforeseen conditions have developed that are not yet reflected in the budget.

#### 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, February 26th.
- Since the new format used in the last report was favorably received by the Board, it will be used again in this report.
- Revisions need to be sent to Pat Rossett by Friday, February 2<sup>nd</sup> via email.

- A summary of the changes will be sent to everyone via email for their review.
- Some corrections suggested by members were:
  - On page 33, correct the completion date for the addition at Baranoff ES.
  - On page 39, include information regarding the need to re-bid the project at Linder ES.
  - On page 35, make sure to note that the additional cost of the New Tech High is not shown as part of the bond expenditures for Akins HS.
  - On page 58, explain that a total of 27 points is required to achieve the two-star rating.
- A member noted that the report to the Board included information regarding the prevailing wage issue. He was uncomfortable with having information incorporated into the report that had not been presented to the CBOC.
- He requested that a report on prevailing wage be made to the CBOC in the same manner as the other consultant reports.
- A member requested that a slide be included stating that the CBOC is working with the Broaddus formula to review the status of the contingency fund.
- Someone else suggested that a slide be added about the field trip the members took and how impressed they were with what they saw.

VI. Site Tour Report

- The tour was a resounding success.
- Members are eager for another tour.
- LBJ HS, Kealing MS, Garcia MS, and McCallum HS were suggested as sites for the next tour.

VII. Agenda Items for Next Meeting

- Next meeting February 27<sup>th</sup>
- Program Contingency Update
- Review of EL-16 (areas pertinent to the CBOC charge 10a, 11)
- Subcommittee meetings
- Subcommittee reports
- Review of draft CBOC Report to Board of Trustees

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”.
  - 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.
- ***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.***
- ***Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee needs to be mindful of maintaining equity for all projects.***