

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**September 25, 2007**

**Committee Members in Attendance**

Mark Boyden  
Donetta Goodall  
Staley Gray  
Jackie Hawkins  
Morris Hoover  
Bobby Jenkins  
Steve Kraal  
Cindy Lara  
Ana Martinez  
Eliza May  
Carolyn Merritt  
Jim Recek  
Steve Rogers  
Gerard Washington  
Horace Willis  
Peck Young

**Staff Members in Attendance**

Randy Baldwin  
Norman Barker  
Andrew Clements  
Maria Guerra  
Flo Rice  
Pat Rossett  
Scott Rouse  
Curt Shaw  
Tony Silva  
Velupillai Sivalingam  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Others in Attendance**

Brad Shaver  
Cloteal Haynes  
Lori Moya  
Will Ponder  
Deb Ebersole  
Gail Vittori  
Amanda Berens  
Dylan Siegler  
Ricardo Troncoso

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Survey/HUB Subcommittee Update
- III. Energy, Water and Sustainability Report
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Prevailing Wage Status Report
- VII. Review of CBOC Report to the Board of Trustees
- VIII. Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Eliza May called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The August minutes were approved as written.

II. Survey/HUB Subcommittee Report

Steve Rogers introduced Cloteal Haynes, HUB consultant, who presented the HUB status report, which had been provided earlier to members in the mail out. Ms. Haynes was pleased to announce that there had been an increase in HUB participation since the last report that had data from December 31, 2006..

Value of Total Contracts as of August 31, 2007

- Total contracts awarded: \$212,753,068 (871 firms)
- Total contracts awarded to HUB firms: \$53,548,119 (25.17%) (210 firms)

Total Contracts Awarded to Small/Local Firms as of August 31, 2007

- Total contracts awarded to small firms: \$137,064,444 (64.42%) (612 firms)
- Total contracts awarded to local firms: \$197,241,822 (92.71%) (673 firms)

Value of Professional Services Contracts as of August 31, 2007

- Total value of professional contracts awarded: \$32,503,652 (259 firms)
- Total value of professional contracts awarded to HUB firms: \$8,904,905 (27.40%) (95 firms)

Value of Construction Contracts as of August 31, 2007

- Total value of construction contracts awarded: \$180,250,416 (612 firms)
- Total value of construction contracts awarded to HUB firms: \$44,643,214 (24.77%) (115 firms)
- The utilization of bar charts to convey the information was well received.
- A member asked that in the future, another chart, relating to the dollar amounts, be included in the report.
- Another member stated that although he was very pleased with the improvement in HUB participation, he felt there needed to be a continued commitment to increasing HUB participation.

III. Energy, Water and Sustainability Report

The Energy, Water and Sustainability Report was presented by Will Ponder, Deb Ebersole, Amanda Berens, Gail Vittori, Dylan Siegler, and Ricardo Troncoso.

- Mr. Ponder reviewed AISD's definition of sustainability and the ten basic requirements under the Austin Energy Green Building Program (AEGBP).

- Twenty-seven points are required for a two-star rating, which is the goal AISD set for its new schools and classroom additions, and 37 points are required by a three-star rating.

#### AEGB Reviews and Results:

- Clayton and Perez elementary schools have received a two-star rating.
- The LBJ High School Theater received a three-star rating.
- A member asked why the District standard was not attempting to obtain three-star ratings for all the schools.
- Another member advised that it was important to see how the new schools perform before considering raising the District's goals relating to sustainability because of the higher costs associated with an increased standard.
- Schools in the final review for a two-star rating are Overton, Blazier, Norman, and Kiker elementary schools, and Garcia and Kealing middle schools.
- Jordan, Graham, and Baranoff elementary schools and Akins High School are in construction and on track for a two-star rating.
- The new Southwest Middle School is under design review and on track for a two-star rating.
- Four case studies were presented: Clayton Elementary School, LBJ High School Theater, Garcia Middle School, and Norman Elementary School.

#### Austin Energy Rebates:

- The total amount of rebates paid to the District is \$223,163
- The total amount of rebates in process to be paid to the District is \$577,572.
- Recent changes in the efficiency rating numbers will make it more difficult to qualify for rebates in the future.
- A member asked what is done with the rebate money. The rebate money goes into the Bond Program contingency fund.

#### Green Housekeeping:

- Brad Shaver, Assistant Director of Maintenance, spoke about the District's Green Housekeeping Pilot Program.
- The Green Housekeeping Pilot Program is being implemented in the 2008 school year in 15 schools and facilities: Clayton, Overton, Blazier, Perez, Pecan Springs, Kiker, Jordan, Sanchez, and Winn elementary schools, Garcia Middle School, LBJ High School, Ann Richards School for Young Women Leaders, Professional Development Center, Carruth Administration Building, and the Service Center.
- Green Housekeeping is the use of cleaning and maintenance products that minimize adverse impacts on human health and the environment but still clean effectively.
- The products are safe, highly effective, widely available, and affordable.
- New schools were the first group identified for the pilot program because of the ease in introducing new practices when working with a new staff.

- Following a presentation on the pilot program at the Ann Richards School for Young Women Leaders, other schools asked to participate.

Construction Waste Management:

- Construction waste management is where metals, cardboard, paper, concrete, stone, and brush are sorted on site and sent to appropriate recycling centers.
- The number of pounds diverted from city landfills for Phase One projects was 3,617,205.

Commissioning:

- Commissioning is the process of verifying and documenting that a facility and all of its systems are designed, installed, tested, operated and maintained to meet the owner’s project requirements.
- Lessons learned, such as having the construction managers keep HVAC materials covered so that they do not become filled with construction debris, have helped the process improve.
- Mr. Troncoso noted that he was pleased to see the work done by AISD relating to sustainability being implemented by construction managers when they worked on projects outside of the District.

Next Steps:

- AISD and the sustainability consultants have initiated metering changes that will enable meaningful energy use comparisons among new and existing schools.
- This will allow AISD staff to track and document energy use more effectively.

IV. 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

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

#### Baranoff Elementary School

- The foundation was poured on September 16, 2007.
- The project is behind schedule. The expected substantial completion date is February 2008.

#### Cunningham Elementary School

- The roofing work is behind schedule and will now be completed in November.

#### Akins High School

- Classroom addition and renovations are behind schedule because of a delay in steel delivery.

#### Bedichek Middle School

- The original plans had to be redesigned so the deadline to review the construction documents has been delayed.

#### North

- There are 52 projects: Twenty-six are in closeout, substantially completed, or pending some punch list items.
- The other half are going to bid or are in design.
- Many of these are playslab covers, card access, or closed-circuit television projects.
- There has been an adjustment period for changeover from the use of key access to card access. Staff is receiving training on the use and benefits of card access.

#### Central

There are 54 projects. Overall, projects are going well. Many are in closeout or pending punch list items.

#### Pearce Middle School

- Card access and door repair are substantially complete, but the systems are not fully functional.
- Security cameras are being installed but there is a problem with the Sony PTZ cameras. Manufacturer is working to resolve this.

#### Ann Richards School for Young Women Leaders

- Bathroom tile installation has to be redone.
- Work will be done when school is not in session.

#### Lee Elementary School

- The neighborhood had complained that the new chiller unit is producing a high pitched whine. To address this issue, the District is building a 12-foot masonry wall around the chiller.
- An audit of the old HVAC system indicated it was out of balance. This will be remedied in order for the old system to work well with the new chiller.

#### Casis Elementary School

- Delivery of Kalwall window system has delayed completion of window installation.

#### House Park

- The restroom renovations have been delayed because a subcontractor was not qualified to install the flooring and unanticipated issues with the plumbing lines.
- The restroom renovations will not be completed until after the end of football season.
- Temporary plywood partitions have been installed in the restrooms.

#### Bryker Woods

- Asbestos and lead abatement have caused delays.

#### Highland Park

- Window replacement will be completed in late March.

#### Bus Terminal

- Site has been selected.
- Design team and AISD construction management are scheduled to meet later this month to begin the design.

#### Pease Elementary School

- A variance request from the City of Austin regarding restroom fixtures has been submitted.

## VI. Prevailing Wage Status Report

Curt Shaw gave the prevailing wage status report:

- Due to the heavy work load this summer, project managers were unable to conduct a sufficient number of random worker surveys.
- Two random worker surveys have been performed. The results of both surveys indicated compliance to the specified wage rate.
- Additional surveys should be completed before the CBOC Report to the Board of Trustees in October.
- To date, six wage rate compliance inquiries have been received:
  - Four were determined to be in compliance.
  - Two were determined to be out of compliance. The contractors were fined and restitution was made to the workers.

## VII. Review of CBOC Report to the Board of Trustees

- One tri-chair noted that previous reports had been well received by the Board and that the report should be kept brief and concise.
- A survey subcommittee member emphasized the need for the report to include a request for substantial administrative support for the bond surveys.
- One member suggested providing overall numbers and special mention of the projects facing challenges rather than pictures of many projects.
- Another member commented that the report should also make note of successful projects.
- A request was made that committee members receive an e-mail reminder of the date the report will be presented to the Board.

## VIII. Agenda Items for Next Meeting

- Next meeting October 23, 2007
- Subcommittee meetings
- Subcommittee reports
- Safety and Security Enhancements Report
- Follow-up of CBOC Report to Board of Trustees

## **Lessons Learned**

### A. Pre-Election Activities/Bond Program Planning:

1. Identify new schools using the description of schools to be relieved, rather than geographic designations.
2. For larger, more complex projects, enlist paid services of architects, engineers, and appropriate construction professionals to conduct extensive and comprehensive site analysis to determine the scope and budget for the project.

### B. CBOC— Establishment and Procedures:

1. Appoint CBOC members immediately after the bond initiative is passed.
2. A thorough discussion of committee processes, procedures and charge is needed when the CBOC is first appointed.
3. A simple English statement of what the charge is would help future committees.
4. Responsible stewardship involves providing adequate resources to maintain and operate new schools and new construction properly.
5. The process used by the CBOC to establish its structure and working committees was very successful.
6. Schedule a retreat immediately after the CBOC is appointed and completes the self-evaluation tool at least twice annually.
7. The Survey Committee should develop its own list of “lessons learned”.
  - a. There should NOT be different 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.

- b. One person should have central responsibility for collection and distribution of surveys.

C. Program Management:

1. An additional 15% of square footage should be added to the educational specifications to allow for circulation. (Barton Hills)
2. Front load the implementation of the bond construction program. Spending funds earlier helps reduce the impact of inflation on available bond funds.
3. 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.
4. Establish a process with well-delineated criteria for determining the use of contingency funds.
5. Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee and staff need to be mindful of maintaining equity for all projects.
6. Because principals are key participants in the success of a construction project, a training workshop by construction management staff should be provided to new principals who have no experience with construction projects.
7. ***Projects should be broken down into smaller packages to allow smaller contractors to bid these projects. The benefits of this approach are that bids would be at or below the project budget, and the District would be less dependent on the large contractors.***
8. ***In order to better deal with problems related to obtaining permits from the City of Austin, which have caused numerous delays and have increased the number of change orders, CBOC members recommended that staff:***
  - ***Research the city requirements before establishing a budget for renovations.***
  - ***Have the Construction Management staff and City Health Department conduct a survey of the kitchens to determine in advance what an architect should include in the design.***
  - ***Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.***