

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
February 26, 2008

Committee Members in Attendance

Willis Adams
Donetta Goodall
Staley Gray
Jackie Hawkins
Morris Hoover
Bobby Jenkins
Steve Kraal
Cindy Lara
Eliza May
Carolyn Merritt
Mary Ann Neely
Steve Rogers
Peck Young

Staff Members in Attendance

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

Board of Trustee Officers in Attendance

Mark Williams, President
Vincent Torres, Vice President
Johna Edwards, Secretary

Others in Attendance

Bob Deases
Chuck Deases
Cloteal Haynes
Dan Yeats

Agenda

- I. Call to Order and Approval of Minutes
- II. CBOC Discussion with Board of Trustees Officers
- III. Consultant Reports:
 - HUB Report
 - Safety Report
 - Prevailing Wage Update
 - Survey Update
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Discussion of CBOC Report to Board of Trustees
- VII. Discussion of Future of Survey Subcommittee
- 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 January 29, 2008 minutes were approved as written.

II. CBOC Discussion with Board of Trustees Officers

Board of Trustees Officers, Mark Williams, Vincent Torres, and Johna Edwards were in attendance.

- Mark Williams thanked members for their time and complimented them on the outstanding job they have done regarding the oversight of the 2004 Bond Program.
- He stated that the Board had called for a new bond election to be held May 10, 2008.
- President Williams reviewed the scope of work for the 2008 bond proposal, which totals \$343.7 million.
- He also noted that Dr. Forgione had submitted his resignation, which would take effect in June 2009. The Board will begin the selection process for his replacement.
- A member of the committee asked if climate protection was a part of the 2008 bond proposal.
 - Vincent Torres explained that there will be a continued focus on energy efficiency, as there has been in the 2004 Bond Program.
 - Mark Williams commented that while Board members are committed to sustainability efforts, they must always look at the fiscal implications of these efforts and maintain a balance between sustainability concerns and fiscal responsibility.
- Another member asked whether the 2008 Bond Program will continue the use of in-house project managers. Mark Williams responded that the Board has been concerned with the work load facing the Office of Facilities and was open to input on this issue from the CBOC.
- A member asked if the District had developed a master facility plan, and if not, noted it may be difficult to have another bond program approved by voters.
 - Vincent Torres stated that the District did not have a master facility plan and stated that he was disappointed that District had not made any significant progress towards developing one.
 - He noted that the facility database that is being compiled is just a component of a plan, and that a well-developed vision is necessary to address long-range facility planning at every AISD facility.
 - Another CBOC member commented that a master facility plan would be useful in determining when reinvesting in old schools is not a good return and that he viewed the current bond plans as short-term solutions.
 - Mark Williams stated that the facility database should be completed by the end of the year and that this would then help a 2010 CBAC prepare a comprehensive scope of work for a 2010

- bond proposal. He also noted that while there is a need for a master facility plan, at this time, the Office of Facilities does not have the resources to develop one.
- A member commented that there is a political element to bond elections and to closing old schools, which cannot be ignored.
 - A lengthy discussion ensued regarding demographic data and who should oversee the demographic data and its use.
 - Mark Williams asked how this related to the CBOC's remaining work, since the Board has designated the sites for the two remaining elementary schools in the 2004 Bond Program and the Facility Use and Boundary Task Force is charged with changing boundary attendance areas and with looking at capacity and utilization.
 - Another discussion took place relating to the CBOC's charge.
 - One member noted that he believed a committee's charge should not be changed after the committee has begun its work because members have agreed to serve under a certain set of expectations.
 - A tri-chair asked the Board members if the CBOC was doing what it should be doing. Mark Williams stated that the Board relied on the CBOC to provide close oversight of the projects under the 2004 Bond Program and to function as a "second set of eyes" for the Board on how projects were faring under the 2004 Bond Program.
 - Mr. Torres invited members to communicate any comments or concerns directly to him.
 - Board members also noted that CBOC members, as individuals outside their CBOC role, are always welcome to contact Board members with any concerns they may have.
 - Another tri-chair clarified a comment made when the Board officers were introduced. The role of the CBOC is one of oversight, not advisory.
 - A member asked if the Performing Arts Center (PAC) was still part of the 2004 Bond Program. Mark Williams stated that because of rising construction costs that the funds earmarked in the 2004 Bond Program for a PAC would be insufficient. To construct a PAC as part of the 2004 Bond Program would require donations amounting to \$32 million. He noted that a stand-alone PAC for \$40 million, which includes funds for a site, are part of the 2008 bond proposal.

II. Consultant Reports

HUB Report:

- Cloteal Hayes, HUB consultant, provided the latest HUB contract awards data.
- The numbers were up in all categories.
- Over 22% of the construction contracts, as of December 31, 2007, were awarded to HUB firms.

- Over 57% of total contracts, as of December 31, 2007, were awarded to small firms and over 82% of total contracts, as of December 31, 2007, were awarded to local firms.
- Almost 26% of professional services contracts, as of December 31, 2007, were awarded to HUB firms.
- Ms. Haynes also provided the latest certified HUB contractors list from the City of Austin's database.

Safety Report:

- Bob Deases, Chuck Deases, and Dan Yeats, safety consultants, presented the safety report.
- No school employee or student injuries have occurred during the 2004 Bond Program.
- In a comparison with the most recent data from the Bureau of Labor Statistics "Nonresidential Building Construction," Bond Issue Contractors are estimated to have had 2.2 accidents per 100 employees compared to nationwide contractors who had 5.4 accidents per 100 employees.

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:

North

There are 45 projects. Many projects are in close out and others are in the bid process.

Overton Elementary School

- The City of Austin anticipates completing the construction of the recreation center by the end of the first week of March.
- Students should have access to the recreation center after spring break.

Central

The report was positive. Projects are on schedule.

House Park

- Partition panels for the restrooms are being delivered. Restroom renovations should be complete by the start of March.

Zilker Elementary School

- Vandals continue to poke holes in the playscape cover.
- A camera has been installed to monitor that area.

South

Saegert Bus Terminal

- This project is behind schedule. There was a delay in the delivery of the structural steel.
- The roof decking is not up.

Clifton Center/Johnston High School

- Fire alarm systems bids were over budget.
- The Clifton Center system is being repackaged with other projects.
- The Johnston High School system will be installed in-house, which will reduce the costs.

Bowie High School

- The restrooms are complete.

Parking Lot Issues

- Members requested a report on the effectiveness of the security systems that have been installed under the 2004 Bond Program.
- They would like some metric on the effectiveness of the systems and how widely these systems are being used.

V. CBOC Report to Board of Trustees

- The tri-chairs will be presenting the report to the Board on March 24th.
- A member requested that slides be added listing challenges facing certain projects, similar to what was done for the last report.
- Another member requested that Table #6 from the Safety Report be included.
- A request was made to include a slide in the HUB report on the mentor-protégé program.
- Someone else asked that information relating to the survey results be included.
- Updates will be provided to members via e-mail on March 7th.

VI. Future of Survey Subcommittee

- A member noted that the Survey/HUB subcommittees have not met since the summer.
- A discussion ensued regarding whether survey results and HUB updates should be vetted by a subcommittee before being presented to the committee as a whole.
- A motion to disband the Survey/HUB subcommittees was made. There was no second.
- Eliza May will represent the tri-chairs in the Survey/HUB subcommittees.
- Gerard Washington has resigned as chair of the Survey Subcommittee but remains a member.
- Mary Ann Neely agreed to serve as interim Survey Subcommittee chair.
- A meeting of the Survey Subcommittee will be scheduled to review the result of the survey.

Agenda Items for Next Meeting

- Next meeting February 26, 2008
- Subcommittee meetings
- Subcommittee reports
- Communications Report
- Sustainability Report
- Follow-Up of CBOC Report to the Board of Trustees
- Broaddus Report

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:
 - o Research the city requirements before establishing a budget for renovations.
 - o 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.
 - o Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.