

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**May 28, 2008**

**Committee Members in Attendance**

Donetta Goodall  
Jackie Hawkins  
Morris Hoover  
Cindy Lara  
Ana Martinez  
Eliza May  
Jim Recek  
Steve Rogers  
Horace Willis  
Peck Young

**Staff Members in Attendance**

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

**Agenda**

- I. Call to Order and Approval of Minutes
- II. HUB Update
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Transition Process for 2004 & 2008 CBOC Committees
- VI. Review of Self-Evaluation Instrument
- VII. Review of CBOC Draft Report Format
- VIII. 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. The April 22, 2008, minutes were not approved at this time because a quorum was not available.

II. HUB Update

- Cloteal Haynes, HUB consultant, was out of town so Pat Rossett presented the HUB update.
- Members received a copy of the report at the meeting.
- The update reflected data from December 2007 through April 2008 and will be included in the June report to the Board of Trustees.

- A slight decrease in the aggregate percentage change was realized by Asian/Native American-owned companies as the result of the District re-classifying the source of some contract awards which were previously reported as 2004 Bond projects that are now shown as funded by the 2002 Bond.
- Staff will send Cloteal Haynes any questions presented and then responses will be provided to members.
- Committee members had no additional questions.

### 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. The committee recognized the project managers for all their hard work. Highlights of the individual subcommittee reports include:

#### North

- There are 44 projects.
- Ten projects are substantially complete or in warranty.
- Many projects are under construction and many are being bid.

#### Overton/Recreation Center

- The city anticipates having the recreation center open for use this summer.
- A walk-through of the recreation center has been conducted.

#### North Central Elementary School

- This is the one very large project remaining in the north.
- A site has not yet been determined.

#### Central

Projects are going well.

#### Allison and Brooke

- The lowest bid received was substantially over budget.
- Project manager and architect/engineer are looking at value engineering opportunities.
- This project will have to be re-bid.

### House Park

- This project has begun with the turf replacement.
- The project is currently on schedule with excavation, storm drainage and utilities.
- The existing natural turf has been removed.

### New Bus Terminal

- There was a contract pending on property off Caven Road.
- On Tuesday night, the Board of Trustees asked staff to search for another site.
- The Board had concerns regarding some environmental issues related to the Caven Road property.
- Curt Shaw explained there were many factors that have to be considered in finding a suitable site for the bus terminal:
  - Preferably, the site would be in the southern part of the District to accommodate the growth in this section of the District and to form a triangle pattern with the two other bus terminals.
  - The site should have easy access to a main north-south arterial.
  - It needs to be approximately 15 acres in size.
  - It should be near a public bus route because many of the school bus drivers take the city bus to work.
- A member asked if there were implications because of the delay. Curt Shaw responded that a delay will probably increase the costs of the site and the construction of the facility.

### South

Phases I and II are in close-out or warranty.

### Baranoff Elementary School

- Project is scheduled to be completed mid-July.
- Interior finish work is underway.

### Southwest Middle School

- The groundbreaking ceremony takes place on May 29th at 6:30 p.m.
- A public hearing relating to the establishment of attendance boundaries for the new middle school was held at Bailey Middle School last week.
- Comments made at the public hearing were favorable.

### Southwest Elementary School

- The Board of Trustees is scheduled to discuss site options at the next Board meeting.
- This discussion has been postponed until August to allow staff more time to gather more information regarding the impact of the allowable impervious cover on the design for the school.

### Parking Lot Issues

- A member asked if the Performing Arts Center (PAC) was off the table as a 2004 Bond Program project because of the passage of the 2008 Bond Program.
- The 2008 Bond Program provides a total of \$40 million for a PAC, \$4 million for a site and \$36 million for construction.
- Curt Shaw explained that should the District receive \$8 million (in funds, site donation, or a combination of both) from a donor or a combination of donors, then the \$8 million allocated for a PAC under the 2004 Bond Program could be used.
- If \$8 million in donations are received, then the \$8 million from the 2004 Bond Program will be used. This would reduce the amount of bonds needed to be sold from the 2008 Bond Program for a PAC by approximately \$16 million.

#### V Transition Process for 2004 & 2008 CBOC Committees

With the approval of the 2008 Bond Program by Austin voters on May 10, 2008, staff has developed a proposal that would create an oversight committee that is comprised of the current 2004 Community Bond Oversight Committee and newly appointed members that would eventually become the 2008 CBOC upon the completion of all 2004 Bond Program projects. This proposal would capitalize on the expertise that 2004 CBOC members have developed during their tenure, while providing a solid foundation for the expert oversight of the current and any future bond programs.

The new membership would be achieved through the augmentation of the sitting committee with new appointments that would fill current and future vacancies. The new appointees' term would extend to the end of the 2008 Bond Program (2012). Currently, there are 19 members on the CBOC and four vacancies. The CBOC charge permits up to 25 members, so the Board could possibly appoint up to six new members.

The Board of Trustees has received this proposal, and it is currently under consideration.

A copy of this proposal was provided to CBOC members at the meeting and from their discussion, emerged the following recommendations.

- All new members should be appointed at the same time.
- The Board should appoint new members no later than September 2008.
- Current CBOC members should decide now if they can continue to serve through 2010, which marks the end of the 2004 Bond Program.
- If current CBOC members choose not to continue serving on the committee, they should submit their resignations in time for the Board to fill their vacancies at the same time that the current vacancies are filled.
- The current CBOC has worked very diligently to develop a smooth and time efficient process. Members expressed concern that if vacancies were filled sporadically, it would disrupt and encumber the meetings and hinder the learning curve of new appointees.

- New appointees must understand that their commitment is through the end of the 2008 Bond Program, which is 2012.
- Expectations for CBOC members should be clearly defined.
- A retreat should be held for both current and new members at one of the facilities that has been constructed or renovated under the 2004 Bond Program to allow new members the opportunity to see an example of the work product of the bond program.
- This retreat would provide members with an opportunity to become acquainted with each other and with the procedures under which the CBOC operates.
- The agenda for the first CBOC meeting, following the retreat, should only include subcommittee meetings to allow new members time to learn how to read the project manager reports and ask any questions they may have.

VI. Review of Self-Evaluation Instrument

- A member suggested that question #8 be modified with a qualifier relating to attendance. After some discussion, the members decided the question should read as follows: "I attend committee meetings 70% of the time."
- Staff will provide members with an attendance chart.
- Another member suggested that a question be added regarding how well the committee considers public input and that public input be allowed at the start of the meetings. A discussion ensued; however no decision was made regarding this recommendation.

VII. Review of CBOC Draft Report Format

- Members reviewed the draft and approved the format.
- A member asked if the next report would also be written. Pat Rossett explained that the next report will follow the usual format with a presentation to the Board by the tri-chairs.
- Members will receive a copy of the final report via email.

VIII. Agenda Items for Next Meeting

- Next meeting June 24, 2008 in the Board Auditorium.
- Subcommittee Meetings
- Subcommittee Reports
- Review of Self-Evaluation Results
- Discussion of Site Tour in July
- Follow-Up of CBOC Report to Board of Trustees

Before the meeting adjourned, the April 22, 2008 minutes were approved.

**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.

3. ***As the AISD gears up for the next bond program, it should utilize the oversight model established in the 2004 Bond Program.***

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.