

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**August 26, 2008**

**Committee Members in Attendance**

Willis Adams  
Mark Boyden  
Morris Hoover  
Bobby Jenkins  
Cindy Lara  
Carolyn Merritt  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Horace Willis  
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  
Sivalingam Siva  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Others in Attendance**

Cloteal Haynes  
Laura Kunz

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Communications Report
- III. HUB Report
- IV. Overview of Projects
- V. Subcommittee Meetings
- VI. Subcommittee Reports
- VII. Discussion of 2008 Bond Implementation Schedule
- VIII. Transition Process for 2004 & 2008 Bond Program CBOC's
- IX. Follow-up of July Site Tour
- X. Agenda Items for Next Meeting

I. **Call to Order and Approval of Minutes**

Carolyn Merritt, who graciously consented to act as chair of the committee until Bobby Jenkins arrived, called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The June 24, 2008, minutes were approved with one revision. On page three of the minutes, a clarification was made stating that two soccer fields had been publicly advertised as part of the 2004 Bond Program.

## II. Communications Report

Laura Kunz of TateAustinHahn delivered the communications update.

### General Statistics:

- The contacts in the database have increased from 2013 to 2037.
- The number of web site inquiries was 179 as compared to 165 in the last report. The largest percentage of the web site inquiries, 34%, were related to new schools.
- The number of hotline inquiries was 109 as compared to 90 in the last report. The majority of the hotline inquiries were related to new school construction and boundary issues.
- The cumulative total number of “hits” on the website was 486,478. Of these, 470,821 were direct hits (people went directly to the *Apple at Work* site address and did not access it through a link on the AISD website).

### Publications and Materials:

- An August back-to-school e-blast will be sent out including information about summer construction progress and upcoming major projects related to the 2004 Bond Program.
- Footage of completed projects continues to be shot for individual vertical team videos.
- TateAustinHahn is updating the video that is currently shown on the *Apple at Work* site.

### New Schools:

- The groundbreaking ceremony for the new Southwest Middle School was held May 29, 2008.
- The dedication ceremony for Overton Elementary School will take place this fall.

One committee member noted that it was interesting how many more hits were made directly to the *Apple at Work* site versus through the link on the AISD website. He felt this indicated that the *Apple at Work* brand was working well.

## III. Discussion of 2008 Bond Implementation Schedule

Members had received a copy of the proposed 2008 Bond Implementation Schedule in the mail out. This schedule was presented to the Board on August 4, 2008, and at that time, the Board requested that the CBOC review the schedule and provide comment before the Board finalizes the schedule. Curt Shaw provided an overview.

- A member noted that the Linder Early Childhood Center was listed in Phase I, but not due to be completed until 2011. Curt Shaw explained that because it is taking longer than expected to find a suitable site and extensive studies must be performed once a site is under consideration, the completion schedule was impacted.

- A member noted that the schedule provided in the mail out was not as specific as the schedule they had received for the 2004 Bond Program. For example, no campus names were listed for the technology upgrades.
- During the discussion of the item, Randy Baldwin distributed another document that provided campus names for the construction projects to address the member's request for more specificity.
- Curt Shaw explained that Gray Salada, Executive Director of Technology, would have to provide the specifics for the technology upgrades. Mr. Shaw stated that the technology department is conducting a study to determine what the deficiencies for each campus are and how to proceed in remedying those deficiencies. The upgrades will most likely be done in a cyclical pattern to prevent having to replace all the equipment at the same time once it has reached the end of its life cycle.
- Mr. Shaw noted that the format used for the 2008 Bond Implementation Schedule was the same format that had been used for the 2004 Bond Implementation Schedule.
- A member asked if the availability of contractors had been considered when an August 2010 date was set as the completion date for most of the science classroom renovations and additions. He was concerned that the District may end up bidding against itself in this situation.
  - Mr. Shaw stated that construction management was always concerned about creating situations where the District might be bidding against itself. However, in this case, new legislation requires that, starting in 2011, all students graduating must have completed four years of science and four years of math.
  - Although the number of students is not increasing, the number of classrooms needed to meet the new requirements of four years of science has increased. In addition, new educational specifications for science labs increased the square footage of labs by about 200 square feet over previous education specifications.
- A member stated that he hoped a Broaddus type instrument would be applied to the 2008 Bond projects to help monitor the current economic situation. Curt Shaw said they were planning to use a similar instrument. He explained that since Broaddus & Associates already developed an instrument, the numbers from the 2008 Bond Program could be plugged-in.
- Curt Shaw told the committee that although the new south high school site was listed in Phase II, an unofficial survey for property in the south is currently taking place, and as a result, this item would be included in Phase I. The demographic update that is scheduled for this spring will help shape the search.

A motion was made to recommend that the Board approve the 2008 Bond Implementation Schedule. The motion was seconded and passed unanimously.

#### IV. HUB Report:

Cloteal Hayes, HUB consultant, provided the latest HUB contract awards data.

- Over 22% of total contracts, as of August 11, 2008, were awarded to HUB firms.
- Over 56% of total contracts, as of August 11, 2008, were awarded to small firms and over 84% of total contracts, as of August 11, 2008, were awarded to local firms.
- Over 36% of professional services contracts, as of August 11, 2008, were awarded to HUB firms.
- Over 21% of total construction contracts, as of August 11, 2008, were awarded to HUB firms.
- Ms. Haynes also provided the latest certified HUB contractors list from the City of Austin's database.
- In addition, she gave an update on the contracts awarded to participants in the Mentor/Protégé Program. Protégés have received almost \$800,000 in contract awards.

One member commented that it would be more meaningful if the percentages of the current reporting period could be compared with the percentages of the previous reporting period. Staff and CMPI will develop this data for the September meeting.

#### V. 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

#### VI. 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 37 projects: 15 are in closeout; 10 are under construction; and 12 are in the bid process.
- One challenge that is affecting many projects is the difficulty in obtaining permits from the City of Austin.

##### Burnet Middle School

- The City of Austin's new permitting system revealed that there were over 100 expired permits relating to Burnet.

- There has been difficulty in finding a portable dressing room with shower capacity for the school to use while the locker room addition is constructed. However, two were located and will be provided to the school during the first two weeks of school.

#### Garcia Tennis Center

- The tennis center is scheduled to open next month.

#### Central

- There are 56 projects: 25 are in close out or substantially complete; 17 are under construction; and 14 are in the bid process or in construction documents.

#### House Park

- The renovations have been completed.

#### Mathews Elementary School

- There was a delay in the delivery of the elevator, so this project was not completed before school started.

#### Langford Elementary School

- The library has been temporarily placed in a portable while renovations are completed.

#### Wooldridge Elementary School

- This project is running 50% over budget due to unexpected issues such as a mechanical system that is no longer appropriate.
- The project team is reviewing options for reducing costs.

#### Casis Elementary School

- The replacement of the aging sewer lines has been postponed until 2009.

#### South

Projects are going well.

#### Oak Hill Elementary School

- New windows in the art room have been installed.
- The security system is still not functioning.

#### Menchaca Elementary School

- Contractor has fallen behind schedule.
- Corridors, teacher workrooms, and conference room have just been completed.
- The main classroom building will be equipped with temporary HVAC.
- Work is expected to be completed over the next 60 days.

#### Sunset Valley Elementary School

- Contractor overextended himself.
- Roofing work will not be completed until mid-September.

#### Lamar Middle School

- The completion date for the PE lockers was missed.
- Lockers will be installed the weekend following the start of school.

#### Pleasant Hill Elementary School & Pleasant Hill Annex

- This project includes work under both the 2004 Bond Program and the 2008 Bond Program.
- This project is behind schedule because a full site development plan is required by the City of Austin.

#### New Southwest Elementary School

- The Board approved the site for this school.

Curt Shaw noted that although there were no new schools completed this summer, the completion of projects went down to the wire. The work needed to be finished in time for classes was completed. The remaining work will be completed in the next few months. Arrangements have been made at campuses to complete the work with a minimal interruption to the instructional process.

### VII. Transition Process for 2004 & 2008 CBOC's

Bobby Jenkins reported that the tri-chairs had met with the Board Officers and discussed the CBOC's recommendations regarding the transition process for the 2004 and 2008 CBOC's.

- The Board was appreciative of the CBOC's input and was considering establishing a CBOC that could continue without interruption through current and future bond programs.
- A member expressed concern that the Board has not moved to fill the several vacancies on the CBOC, this should be a priority.
- Another member noted that the Board has been occupied finalizing the budget, which is the Board's highest priority at this time of the year.

### VIII. Follow-Up of July Site Tour

- There was another successful site tour in July.
- Members toured Linder Elementary School and Akins High School.
- Members agreed that they would like to continue taking these tours.
- A member stated that the tours should be limited to visiting two campuses and not three. The committee agreed.
- Staff will look for dates in early December for the next tour.

### IX. Agenda Items for Next Meeting

- Next meeting is September 23<sup>rd</sup> **AT THE DELCO CENTER**.
- Subcommittee Meetings
- Subcommittee Reports
- Safety Report
- Sustainability Report
- Discussion of Draft Report for Board of Trustees
- Survey Subcommittee Report
- Orientation and Training for New CBOC Members

## **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.