

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
September 23, 2008

Committee Members in Attendance

Willis Adams
Margarito Aranda
Staley Gray
Jackie Hawkins
Morris Hoover
Bobby Jenkins
Cindy Lara
Eliza May
Carolyn Merritt
Mary Ann Neely
Jim Recek
Steve Rogers
Peck Young

Staff Members in Attendance

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

Others in Attendance

Bob Deases
Chuck Deases
Dan Yates

Agenda

- I. Call to Order and Approval of Minutes
- II. Safety Report
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Survey Subcommittee Report
- VI. Discussion of Orientation & Training for New CBOC Members
- VII. Prevailing Wage Update
- VIII. Discussion of Draft Report to Board of Trustees
- IX. Agenda Items for Next Meeting

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

Bobby Jenkins called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The August 26, 2008, minutes were approved as written.

II. Safety Report

Dan Yates, Bob Deases and Chuck Deases, safety consultants, gave the safety activity summary update for January through July 2008.

- The consultants reviewed the number of active projects during the seven-month period and the number of safety violation warnings issued.
- There was one accident reported in June 2008. A worker dropped a piece of plywood on his foot.
- In a comparison with the most recent data from the Bureau of Labor Statistics “Nonresidential Building Construction,” 2004 Bond Program contractors are estimated to have had 1.3 accidents per 100 employees compared to nationwide contractors who had 5.4 accidents per 100 employees.
- Safety consultants complimented the project managers on their role in maintaining safe working conditions.
- The committee complimented both the consultants and the project managers on an excellent safety record.

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

Projects are going well. There are three areas of concern:

Oak Hill Elementary School

- The windows in the art room have not been replaced. The previous work was not acceptable.
- Meetings with architect and contractor are scheduled to determine completion date.

Menchaca Elementary School

- The project is behind schedule because the contractor is having difficulty in keeping up with the schedule.
- Work will continue after school hours and on weekends, but library work will occur during the day.

Pleasant Hill Elementary School

- The A/E has chosen not to enter into a final contract with the District because the work could not be completed during the summer.
- The District is entering into an agreement with the second-ranked design firm on the evaluation tabulation list.

Central

There are 46 projects, most of which are substantially complete. A couple of projects are going to bid.

Webb Middle School

- Texas Gas Service has not installed a new gas meter, and this has delayed firing up the new boilers and commissioning.

Baker Center

- Budget increase is due to additional ceiling work to install return-air ducts for the replacement of air-conditioning unit on third floor.

North

- There are 38 projects, many in close-out or warranty.

Burnet Middle School

- There was a recent safety incident: one of the machines that melts the tar for the roof was left on over night. It sealed itself and the next morning when a roofing employee attempted to use it, it exploded. No one was hurt, but several windows were blown out.

New North Central Elementary School

- The subcommittee expressed great concern that a site has not yet been determined for this school.
- Members feel more delays could seriously increase costs.
- Curt Shaw stated that staff had presented some “less than perfect” site options to the Board and that the Board asked for further analysis.
- He noted that delays in the schedule would have economic consequences.

Parking Lot Issues

- Members expressed concerns about security operations. Now that cameras and card readers have been installed, there was a question as to whether the law enforcement division had sufficient personnel to appropriately monitor things.

- Another member requested that staff conduct another cost impact analysis, as had been done after Hurricanes Katrina and Rita, to determine the effect of Hurricane Ike on the 2004 and 2008 bond projects. Curt Shaw commented that he believed the impact would be on building material costs and not on labor costs. He also noted that, fortunately, the 2008 Bond Program is front-loaded, with the majority of the projects in the first phase, which would not feel the negative effects of the hurricane devastation. Effects would be more likely to occur in future phases.

V. Survey Subcommittee Report

Mary Ann Neely, acting chair of the Survey Subcommittee, gave the report.

- Twenty-one schools will be surveyed in October, which include:
 - Alternative Learning Center
 - Akins HS
 - Anderson HS
 - Baranoff ES
 - Barrington ES
 - Blazier ES
 - Bowie HS
 - Bryker Woods ES
 - Casis ES
 - Cunningham ES
 - Garcia MS
 - Graham ES
 - Highland Park ES
 - Jordan ES
 - Joslin ES
 - Linder ES
 - Odom ES
 - Overton ES
 - Pease ES
 - Reilly ES
 - Rosedale School
- Staff will again ask the associate superintendents of the elementary schools to instruct principals to place the surveys in the students' folders that are taken home and encourage staff and community participation.
- Staff will sent emails to PTA and CAC members, when those addresses are available, and to campus faculty and staff requesting their participation.
- One member commented that despite the best efforts of staff, the number of responses of previous surveys does not justify the time and effort it takes to conduct the surveys. This member feels that until the administration fully supports the effort, it will never be successful.
- Another member noted that the CBOC's charge mandates that a survey be conducted and that there had been substantial improvement in the rate of response received last year. In addition, the survey is another mechanism by which the public becomes informed about the bond programs.

- The committee is continuing to think of other ways to disseminate the information about the surveys, such as asking the secondary principals to communicate with the booster club, band, and drill team parents.
- One suggestion was to have CBOC members call the principals, introduce themselves as community volunteers, and request their assistance in having the surveys completed.
- Members were enthusiastic about their personal outreach to campus principals.
- The survey subcommittee will meet before the October CBOC meeting and work with staff to develop a script for members to use when making these calls.
- Margarito Aranda volunteered to join the Survey Subcommittee.

VI. Discussion of Orientation & Training for New CBOC Members

- Bobby Jenkins informed the members that Steve Kraal had resigned and recognized Steve's contribution to the Committee.
- On Monday night, the Board of Trustees approved creating one CBOC for both the 2004 and 2008 bond programs.
- The Board also amended the charge, increasing the membership to 27 members and three co-chairs.
- Four new CBOC members were appointed: Roseanne Brazeal, Cari Clark, Nan Clayton, and Armando Ruiz. Both Nan Clayton and Armando Ruiz served on the 2008 Citizens' Bond Advisory Committee.
- Eleven appointments are still pending. Members expressed hope that the Board will move expeditiously to fill the 11 vacancies.
- The Committee decided to wait until December to have the orientation and retreat, pending appointment of the remaining new members.

VII. Prevailing Wage Update

- No new inquiries have been received.
- Five more surveys were completed since the last report.
- All appear to be in compliance.

VIII. Discussion of Draft Report to Board of Trustees

- The next report to the Board is scheduled for Monday, October 27, 2008.
- The format of the report was discussed. Members concurred that a short PowerPoint presentation be given along with a more in-depth written report.
- The chairs requested that the members attend the meeting that night in order to recognize the new members and to acknowledge everyone for their commitment and dedication to the oversight process.
- Staff will reserve seating for members.
- Members will receive drafts of the presentation and written report via email next week for their review.

IX. Agenda Items for Next Meeting

- Next meeting is October 28, 2008, in the Board Auditorium.
- Subcommittee Meetings
- Subcommittee Reports
- Sustainability Report
- Follow-Up of CBOC Report for Board of Trustees
- Survey Subcommittee 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.
 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.