



COMMUNITY BOND OVERSIGHT COMMITTEE

August 14, 2018, 6:00 P.M.

**Construction Management Department Conference Room A
812 San Antonio Street, Austin, TX 78701**

MEETING SUMMARY

The Board of Trustees appoints volunteer citizens to the Community Bond Oversight Committee (CBOC) to ensure that the projects remain faithful to the voter-approved bond program scope of work and to monitor and ensure the bond projects are completed on time, with quality and within budget. More information can be found at the [2017 Bond Program Website](#)

ATTENDANCE

Members:

Dale Sump, Lori Moya, Dr. T. Jaime Chahin, Mark Grayson, Lawrence Huang, Hatem Natsheh, Julian Rivera, Anna Valdez, Rocio Villalobos, Alex Winslow

Staff:

Nicole Conley Johnson, Matias Segura, Bob Cervi, Zack Pearce, Debra Boone, Christian Casarez-Clarke, Frank Fuller, Scott Morrison, Cheryl Johnson, Deanna Mercer

Visitors:

Debbie Townsend (R. L. Townsend & Associates LLC), Eradio Gomez (Adisa Communications), Chelsea Burkett (AECOM), Drew Johnson (AECOM), Carlos Mederes (AECOM), Mark Rahe (StanTec), Josh Sawyer (StanTec)

CALL TO ORDER – 6:07 P.M.

1. APPROVAL OF MINUTES

The June 12, 2018 CBOC meeting were approved.

Frank Fuller, Communications and Administrative Services Supervisor, introduced Christopher Culpepper, an Austin Community College intern.

Co-Chair Dale Sump reminded the members that Chromebooks will be used during the CBOC meetings in an effort to go paperless.

2. PUBLIC COMMENT

There were no public comments.

3. PRESENTATIONS AND DISCUSSIONS

A. Project Updates

Zack Pearce, Director of Project Management, shared highlights of several bond projects and a list of the projects that are currently on schedule, along with their percentages of completion.



The committee discussed the tight summer construction timeframe and the challenges that it presented.

Members asked about the progress of Bowie High School. Staff shared that renovations at Bowie HS are 95% complete.

Staff highlighted the construction status for Joslin, Pecan Springs, and Zavala elementary schools, all of which were nearly completed with the exception of Pecan Springs Elementary School. Renovations at that school will be completed in November and timed not to interfere with instruction.

Members asked about the status of air conditioning systems prior to the opening of school. Staff responded that they are communicating daily with the district's Service Center to address HVAC needs as they arise. Nicole Conley Johnson, Chief of Business and Operations, expressed the need for a comprehensive strategy around air conditioning controls, and the district is looking at developing a HVAC strategy.

B. HUB Update

Debra Boone, Director for Historically Underutilized Business (HUB) Program, shared the following highlights of the HUB Program:

- The HUB Program staff is continuing training on the B2Gnow software and efforts are being made by the Office of Management Systems (IT) to integrate the B2Gnow software reporting system with the BOLT financial system. Debra Boone will give an update at the next CBOC meeting about another module of B2Gnow that was purchased.
- On June 18, 2018, the Board of Trustees approved HUB Program and Procurement projects over \$50,000, effective September 1, 2018.
- An Outreach Event will be held on August 22, 2018, at Austin High School, to inform the community stakeholders of the new Districtwide HUB Program procurement expansion and that in-house trainings will be scheduled twice monthly.
- The 2013 Bond Program Participation Report – For Architect/Engineering, over 95% of aspirational goals have been reached except the African Americans (Architect/Engineering). Aspirational goals for Construction exceeded or met except the Asians.

Members asked if goals are being met and what the numbers are for each category.

Debra responded by stating that the numbers for the [Disparity Studies](#) are on the HUB webpage.

- The 2017 Bond Program Participation Report - For Architect/Engineering, aspirational goals have been reached except for the Asian category (Architect/Engineering). Aspirational goals for Construction exceeded or met except the African Americans and Asians.

She shared that the aspirational goals will not be lowered for the next Disparity Studies. The study will be different from that of the City of Austin, but data can be used from other cities' Disparity Studies.

C. Report on July Site Visit to Original L.C. Anderson Campus



Several members visited the original L.C. Anderson campus on July 24, 2018. Members shared the following highlights:

- There is a lot of work that needs to be done.
- Regarding future tours, going to just one location is more effective than trying to visit several campuses in one day.
- The Campus Architectural Team (CAT) is excited about the plans for the L.C. Anderson campus.
- Austin ISD staff and architects did a great job of answering questions from the group.
- The campus has a beautiful view.
- Austin Community College is nearby.
- The history of the original L.C. Anderson campus will be maintained through historic preservation of certain elements.
- Eastside Early College High School is the future location of the Liberal Arts and Science Academy (LASA).
- L.C. Anderson will have a capacity of approximately 800 students.
- A timeline needs to be put on the project to ensure that there will be enough money to fund the prolonged project.
- A member commented that the original Johnston campus should be preserved in the same way as the original L. C. Anderson campus.
- A member shared that the history of the Johnston campus will be maintained in an area of honor.

D. Audit of the 2017 Bond Program

Debbie Townsend, President of R. L. Townsend & Associates, LLC, the district's external construction auditor, provided an overview of the role of an external audit and the coordination of her efforts with AISD's internal audit team. She shared that her firm's focus is on construction contract compliance for owners. She explained that they perform independent reviews of large financial expenditures in hopes of securing hard dollar recoveries and improve controls for future projects. Her firm does not investigate fraud, but if potential fraud is uncovered, it is referred to AISD internal auditors. Townsend & Associates will audit Design/Build and Construction Manager at Risk contracts.

Members inquired about the frequency of audit reporting to the committee. Matias suggested that the CBOC should receive briefings on a quarterly basis.

A member asked how Townsend & Associates will audit if they are not based in Austin. Ms. Townsend explained that she is auditing construction documents (contracts, payment requests, etc.) and that can be done at distance. Follow-up can be done during review through meetings, emails, phone calls, and occasional visits to Austin.

Max Marchlewski, Austin ISD's Director of Internal Audit, discussed the functions of AISD internal audit department related to construction. He explained they will perform audits of Competitive Sealed Proposals (CSP) and other documents (Job Order Contracts, Purchase Orders, etc.).

Christian Casarez-Clarke spoke of the need to ensure that audit recommendations help with the district's cost-saving initiative.

E. Murchison Masterplan



Drew Johnson (AECOM) introduced Mark Rahe (StanTec) and Josh Sawyer (StanTec). They discussed the current draft of the Master Plan for Murchison Middle School. The school reported an enrollment of 1,500 students in 2018 and the future capacity is expected to be 1,700 by the year 2025.

A member asked what is being used to determine 1700 students in the year 2025. Matias responded that a demographic study was used make the projections.

StanTec's representatives discussed the phases of the Murchison MS draft, noting challenges with the new entrance and security of the administrative office. They explained that the cost to save the annex portion of the school is prohibitive per the provided budget. It will remain in place for the time being, until funds are allocated out of a future bond proposal for its replacement.

The use and number of portables was discussed, along with the local traffic conditions and classroom assignments. It was noted that the project is scheduled to be completed by 2020.

F. Practices and Policies Regarding Use of Bond Contingency Funds

Nicole explained the use of contingency funds and how they are allocated.

A member suggested the creation of a simple one-page flowchart presenting the different stages of projects, types of projects and their priority.

A member commented about the uncertainty of emergency projects going through the CBOC.

Nicole stated that the district needs to continue to address overcrowded campuses.

A member expressed concern over the possibility of not having enough contingency funds to address emergency projects or other contingencies, as happened with the 1996 Bond Program.

A member suggested the development and use of a rubric or criteria to determine which projects need contingency funds.

G. Practices and Policies Regarding Use of Bond Contingency Funds

Due to time constraints, upcoming groundbreakings/site dedications were not discussed.

4. Future Agenda

No agenda items were discussed.

ADJOURN – 9:10 p.m.

*All regular meetings of AISD advisory bodies are open to the public. If you would like to speak before a district advisory body during a regular meeting, please consult the Citizens Communications and Visitor Guidelines, which can be found on the AISD website under [Advisory Bodies](#). Citizens Communication is limited to 10 minutes.