



Austin Independent School District  
**COMMUNITY BOND OVERSIGHT COMMITTEE**  
**March 29, 2016 6:00 P.M.**  
Carruth Administration Center, Board Auditorium  
1111 West 6th Street, Austin, Texas

**MEETING SUMMARY**

**ATTENDANCE**

**COMMITTEE MEMBERS:**

\*Denotes Tri-Chair: Jennifer Carson, Nan Clayton, Robert Doggett\*, Karen Flanagan, Larry Huang, Lori Moya\*, Julian Rivera, Isabel Lopez-Aguilar, Stan Strickland, Dale Sump\*, Peck Young, Monica Guzmán, Sara Atkins, Burton Baldrige, Judy Cortez, Andrea Stover

**STAFF:**

Robert Hengst, Chaneel Daniels, Flo Rice, Craig Estes, Michael Mann, Rumman Zamir, Randall Sakai, Laura Gass, Marc Brewster, Christian Casarez Clarke

**VISITOR:**

Roger Mueller, Leo Castiglia, Bobbie Garza-Hernandez

**CALL TO ORDER – 6:08 PM**

**1. APPROVAL OF MINUTES**

The February 23, 2016 meeting minutes were approved.

**2. CITIZENS COMMUNICATIONS (10 Minutes)**

There were no speakers.

**3. NEW BUSINESS – BOND PROGRAMS REPORT (90 Minutes)**

**A. Status of Individual Projects**

Robert Hengst introduced the following AISD project managers who provided updates on selected projects to the CBOC. Highlights of their presentations and discussions with the committee are provided below:

Travis High School – Laura Gass, AISD Project Manager and Roger Mueller, architect informed the committee about improvements planned for Travis High School that have been initiated and will be carried out over the next few months, including:

- Increased size of the Nurse’s Area.
- Conversion of an old cosmetics lab to an art classroom.

- HVAC improvements to address indoor air quality (being managed by a different project manager).
- Roofing and HVAC improvements to the band hall.
- Career and Technical Education (CTE) renovations to existing spaces to accommodate a photography studio, 3D MakerSpace for and 3D fabrication.
- CBOC Tri-Chair Lori Moya noted that over the years, addition upon addition has reduced airflow to some spaces at the school and expressed concern regarding mold and air circulation.
- Ms. Gass indicated that AISD is seeking funds from the Federal Emergency Management Agency (FEMA) to remediate areas damaged by flooding, including areas outside the 300-wing and curbs around vents to existing crawl spaces.

Bedichek Middle School – Flo Rice, AISD Senior Project Manager, showed the committee photographs of the recently completed improvements at Bedichek Middle School, including:

- Family Consumer Science renovations to create accessible work stations.
- Creation of an accessible route through the courtyard.
- CTE construction technology classroom renovations.
- Library renovations, approved by the AISD Board of Trustees on March 29, 2016 are about to begin.
- Tri-Chair Moya explained that the CTE space renovations enable students to prepare for entry into the CTE programs at Crockett High School.
- A committee member asked if the district still has a commercial food preparation program at the school. Another member explained that these programs are housed at Austin and Bowie high schools.

Bowie High School – Flo Rice, presented improvements at Bowie High School, including:

- An athletic training room addition of approximately 1,400 square feet in size.
- The next phase of work is the construction of the Bowie High School Practice Fields on land donated to the district by Stratus Properties, Inc., in 2012.

Athletic Restrooms at Various Facilities – Michael Mann, AISD Project Manager, presented drawings, site location maps and photographs of work in progress to construct free-standing athletic restroom buildings at the following schools:

- Akins, Crockett, Eastside and Travis high schools (Project Number 140097-GROUP), and Austin, Lanier, LBJ and Reagan high schools (Project Number 140102-GROUP)
- The new restroom buildings will feature concrete block walls, vandal resistant fixtures and a small storage/concession area. There are two designs, a typical layout and an alternate layout. The layout selected for each school will be based on the site conditions. The projects will be completed before the start of school in August 2016.

Solar Arrays – Rumman Zamir, AISD Project Manager, informed the committee that solar arrays will be installed on the roof at various AISD schools and explained the factors that were considered to identify schools to receive the solar arrays, including:

- Relatively new roof with adequate structural support.
- Adequate clear unobstructed roof space.
- Facing south.
- Members asked how the size of the solar array was determined. It was explained that the amount of space on the roof and the amount of power used by the school were the limiting factors.

- This is the first phase of solar array installations (with an estimated cost of \$1 million). Other phases will follow.

HVAC, Electrical and Plumbing Renovations at Casey, Pillow, Barrington, Walnut Creek and Ridgetop Elementary Schools (Project Number 150055-GROUP) – Randall Sakai, AISD Project Manager, informed the committee of enhanced efforts to encourage participation by Historically Underutilized Businesses (HUBs) in the project.

- In addition to the outreach performed on AISD’s behalf by the district’s HUB consultant, the Construction Manager at-Risk (CMR) for this project has a HUB outreach coordinator on staff who made multiple contacts with HUBs via telephone and email to encourage participation. The CMR also hosted a HUB mixer at its offices.
- Members noted that increasing HUB participation requires building relationships which takes time and commended the district and the project manager for the additional effort.
- Robert Hengst, Executive Director of Construction management indicated that despite the additional effort, HUB participation was not as high as the district and the CMR had expected. Members indicated that the HUB participation level of 36.38% achieved by the project was considerable.

Running Tracks at Various High Schools – Marc Brewster, AISD Project Manager, gave an update on the resurfacing of tracks at various high schools:

- Not all high schools receive running tracks in the 2013 Bond. A total of 10 tracks have been completed.
- There is a higher quality track surface that could be installed that would cost twice times as much and last three times as long.

Facility Condition and Suitability Assessment – Marc Brewster provided the following update on the status of the district’s new facility condition assessment effort:

- The AISD Board of Trustees approved the selection of a consultant to conduct the Facility Condition and Suitability Assessment (FCSA). The district has conducted facility condition assessments in the past when planning for a comprehensive bond program. The concept of educational suitability is new.
- Teams will conduct assessments June – August, 2016. Pilot assessments will be conducted at a small number of schools in May.
- A committee member stated that the district should re-consider requirements for all campuses, such as lockers.

Anderson High School, Applied Technology Center – Craig Estes, AISD Project Manager, provided the following updates on projects at Anderson High School:

- A Ribbon-cutting ceremony for the Applied Technology Center (ATC) at Anderson High School was held on February 23, 2016. The ATC is a state-of-the-art Career and Technical Education (CTE) facility funded through a private donation, not bonds. The project is open for use and is in the close-out phase.
- Bond funded work at Anderson High School includes toilet renovations, ceilings, lighting, a cooler/freezer addition to the kitchen, athletic toilets, roof ladders and other improvements.
- The replacement of selected HVAC units and cooling tower work is scheduled to be completed in Summer 2017.

## B. Construction Audit Update

Robert Hengst informed the committee that the auditor plans to make recommendations regarding the following areas:

- Close-out process
- Construction Manager at-Risk (CMR) self-performance of work (must ensure competition)
- Tracking cost savings during the close-out process
- Process used to obtain change order pricing
- Billing based work completed instead of percent of completion
- Higher HUB subcontracting

A member asked if the recommendation would conflict with the new goals-based HUB program. Mr. Hengst explained that there would not be a conflict since the district currently employs many strategies and process used in goals-based programs. A big change with the advent of the goals-based program would be the requirement for prime contractors to conduct a Good Faith Effort and there would be penalties. Another member stated that it is not unusual for a contractor to select a subcontractor that was not the lowest cost proposer. Factors other than price can be considered when the Competitive Sealed Proposal construction delivery method is used.

## C. CBOC Development (15 Minutes)

### i. Board Report Debrief

CBOC Tri-Chair Robert Doggett debriefed the committee on the CBOC Tri-chairs' presentation of the CBOC Board Report to the AISD Board of Trustees on March 21, 2016. Highlights ensuring discussion are provided below:

- Robert Hengst handled Trustees' question on the selection criteria workgroup effectively. The presenters were well prepared.
- Trustees appreciate the CBOC members' review of agenda items.
- Trustees requested that the CBOC provide recommendations to inform the district's future bond planning.
- A Trustee questioned the district's use of performance contracting and asked if performance contracting was connected to the district's recent sustainability study funded by Google Fiber. Committee members requested copies of the study.

*Mr. Hengst provided the following documents to CBOC members via email on March 30, 2016:*

*Advancing Energy Management at Austin Independent School District  
A New Way to Approach Energy at Austin ISD (Powerpoint presentation)*

### ii. Survey Update

Chaneel Daniels, Assistant Director, reviewed a list of potential schools to be surveyed in 2016 with the committee. The committee approved surveying the following facilities:

- New Facilities
  - Performing Arts Center (2008 Bond) – Construction of the Facility
  - South Soccer Field (2004 Bond) – Construction of the Facility
- District-wide Facilities
  - Burger Center (2008 Bond Contingency Funds and 2013 Bond) – Replacement of Artificial Turf

- Rosedale (2008 Bond Contingency Funds and 2013 Bond) – Installation of Ceiling Hoist and Replacement of Walkway Covering
- Secondary Schools
  - Austin High School – Renovations to Support Career and Technical Education and Other Improvements
  - Eastside Memorial High School – Renovation of Classrooms and Support Spaces into an A/V Studio
  - Garza Independence High School – Replacement of Original Exterior Windows
  - Reagan High School – Renovation of CTE Labs/Shops and Other Improvements
- Elementary Schools
  - Andrews Elementary School – Expansion/Renovation of Administrative Offices for Health Services and Other Improvements
  - Barton Hills Elementary School – Renovations to Administrative Area
  - Cook Elementary School – Expansion/Renovation to Student Health Services Area
  - Graham Elementary School – Parking Lot Improvements, Site Drainage Improvements, General Interior and Exterior Renovations
  - Menchaca Elementary School – Construction of Multipurpose Classroom
  - Metz Elementary School – Expansion/Renovation of Administrative Offices for Health Services

Christian Casarez-Clarke, Strategic Communications Lead, was introduced to the committee. She provided an overview of strategies and resources that could be used to ensure the survey reached a wide audience and was administered effectively. Members expressed enthusiasm for her leadership of the survey effort. In the past the survey had been carried through a consultant. Ms. Clarke indicated that the survey instruments would be included in the committee’s meeting materials at the next meeting.

A CBOC member strongly recommended that booster club parents be surveyed regarding the district-wide facilities.

A member suggested that CBOC warranty “walk-throughs” of completed sites be discussed considered for future follow-up.

iii. Future Bond Planning Input per CBOC Charge

CBOC Tri-Chair Lori Moya explained to the committee that the previous CBOC compiled Lessons Learned and asked the current CBOC members to review them. Ms. Moya informed the committee that these Lessons Learned were included in the previous CBOC Board Reports.

CBOC Tri-Chair Robert Doggett explained that the 2013 Bond Program got off to a late start due to a law suit that was filed upon passage of the bond. Since the 2013 CBOC was new and it was early in the bond program, it could not compile Lessons Learned as yet.

The committee reached consensus to develop its own Lessons Learned starting with the information from the previous CBOC and asked staff to update that document and provide it at the next meeting.

A member who has served on the CBOC since the first committee was formed indicated that the Lessons Learned document was compiled to prevent the district from repeating mistakes.

**D. Bond Program Status (10 Minutes)**

- i. Selection Criteria Work Group Update

Robert Hengst indicated that the Selection Criteria Work Group, comprised of CBOC members, private vendors (contractor/architect/engineer) and staff held its first meeting. The group reviewed the district's Competitive Sealed Proposal selection criteria in depth. The group is working to make the process transparent, less subjective and repeatable. New draft criteria will be developed based on the group's input and provided to the group for feedback. A regression analysis will be conducted to determine the impact the proposed criteria would have had on prior selections.

CBOC members stressed the need to make it clear to proposers how they are being evaluated. .

ii. Status/Use of Contingency Funds

Robert Hengst explained that the amount of unmet facilities needs is approximately \$1.6 billion.

Chaneel Daniels presented updated contingency fund balances for the 2004, 2008 and 2013 bond programs developed by staff. The new balances reflect the financial closeout of several older projects. Members expressed a desire to receive the updated balances for all three bond programs until all funds have been spent.

Members requested copies of the 2004, 2008 and 2013 bond books so they could see what the voters approved. *Staff is working to scan the bond books, provide them electronically to the CBOC, and place them on the website.*

A CBOC member explained with experience serving on the CBOC since its inception explained that contingency funds remain in the bond program until all projects are done. There are projects funded by the 2004 and 2008 bonds that are not closed out. If there were needs that could not be included in the bond program, these needs would be considered if surplus bond contingency funds became available.

Another CBOC member asked if the CBOC provided guidance to staff on potential projects to be considered by the CBOC for funding through surplus bond contingency. Tri-Chair Robert Doggett explained that staff does make recommendations in accordance with the CBOC's historical focus on safety and security but that the CBOC could change direction.

CBOC members requested that contingency fund balances be updated immediately prior to each CBOC Board Report. This would enable to AISD Board of Trustees to receive the most up to date information.

Another member stated that it should be noted that surplus bond contingency funds cannot be spent on facilities that did not exist when the voters approved the bond. CBOC Tri-Chair Lori Moya explained 2004 surplus bond contingency must be used within the scope of the 2004 bond intent. This is why bond counsel reviews the proposed use of surplus contingency funds.

CBOC Tri-Chair Dale Sump requested that staff share communications regarding the updated 2004 contingency fund balance with the CBOC Tri-Chairs so that they are able to respond to any questions from Trustees.

**E. Bond Project Agenda Review Subcommittee Update**

Matt Gonzales, Bond Project Agenda Review Subcommittee chair, was unable to attend the meeting. CBOC Tri-Chair Dale Sump attended the subcommittee meeting and provided an update to the CBOC. Mr. Sump indicated that the subcommittee reviewed the items and recommended the Board take action. He also indicated that one project the subcommittee reviewed was not recommended due to the fact that the administration was able to fund the project in its entirety from the Maintenance and Operations budget. Not bond funds were used.

**F. HUB Subcommittee Update**

Peck Young, HUB Subcommittee chair, presented a report on HUB participation in the architecture/engineering and construction contracts in Phase 1 and Phase 2 of the 2013 Bond Program. He indicated that new reporting enables the subcommittee to monitor individual contracts where the amount paid to HUBs lags significantly behind the amount paid to the prime contractor.

A CBOC member indicated that contractors' HUB payment record should be part of the report card. Mr. Hengst indicated that it is.

The City of Austin and Travis County HUB goals were distributed to the committee along with information on Houston Independent School District and Dallas Independent School District HUB program operating costs. He indicated that this information would inform subcommittee's discussions of the Disparity Study recommendations and that the CBOC should make a recommendation to the Board on the formal HUB program.

Peck Young expressed concern regarding the public input process, stating that each group needs time to come in and give its concerns and there are about 10 groups. The process needs to be as inclusive as possible and not rushed.

Another CBOC member asked how the district would provide the bandwidth to allow the contractors and the organizations to feel heard and give input. He suggested that at least two major contractor associations and chambers of commerce be involved and stated that when several groups are expected to attend the same meeting, some feel intimidated and left out.

Bobbie Garza-Hernandez, a member of the district's HUB consultant team, stated that the Urban Rail Project faced similar challenges and used one-on-one meetings with groups and held day-long coffees to gather feedback and these methods were effective.

CBOC Tri-Chair Dale Sump stated that the Nicole Conley, the district's Chief Financial Officer, needs to be involved in the discussions. Robert Hengst conveyed Ms. Conley's apologies as she usually attends CBOC meetings but was unable to attend this particular meeting due to a scheduling conflict. Mr. Hengst explained that the administration has been charged with conducting four meetings.

#### **4. FUTURE AGENDA ITEMS**

Lessons Learned.

**ADJOURN – 8:35 PM**