



# Community Bond Oversight Committee

## Meeting Minutes

**Community Bond Oversight Committee, September 18, 2024, 6:00 p.m. to 8:00 p.m. at Marshall Middle School at 4401 Tilley St. Austin, TX 78723.**

The Community Bond Oversight Committee met on August 13, 2024 to consider, discuss and take action on the items of the agenda below. These meeting minutes are supplemented by meeting materials. More information can be found at the [2017 Bond Program Website](#) & [2002 Bond Program Website](#).

**Members in Attendance:** Cheryl Bradley, Mark Grayson, Lawrence Huang, Richard Kelly, April Clark, Kay Gooch, Ryan Pollock, Ann Phipps, Barbara Spears-Corbett, Monty Exter, Paula Ohlendorf Bookidis

**Staff & Consultants in Attendance:** Andre Andrews, Bianca Median-Leal, Christine Steenport, Dinita Caldwell, Jada Simpson, Melissa Laursen, Jaime Miller, John Kelly, Katrina Montgomery, Katy Fitzgold, Laura Browder, Michael Mann, Megan Neal, Omar Gomez, Ryan Marcum

### AGENDA

| AGENDA ITEM  | Presenter | Notes   |
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| Call to Order  | Co-Chairs | The meeting was called to order at 6:08pm by Cheryl Bradley.  |
| Public Comment -(2 mins per comment, max 10 mins)  | Jada      | Roxanne Evans, East Austin Coalition for Quality Education, submitted a public comment stating that she had recently heard comments about possible changes to approved Bond projects and funding changes. She requested additional Bond oversight from the CBOC in order to maintain public trust.  |
| Approval of Minutes <a href="#">August 13, 2024</a><br>(Prior Meetings)  | Co-Chairs | Motion by Mark Grayson to approve August minutes. Seconded by Ryan Pollock.   |
| <b>Finance</b> <ul style="list-style-type: none"> <li>● 2013 Financials</li> <li>● 2017 Financials</li> <li>● 2022 Financials</li> <li>● Dashboard Access</li> </ul> | Andre     | <p>Andre Andrews presented the bond financial reports and informed the committee that the numbers may change due to the audit. He reported that the 2013 Bond is finishing a few projects this fall and the rest are in closeout. Andre reported that the 2017 Bond numbers could still change.</p> <p>Andre Andrews reported the financial dashboard is working and currently being tested with a few CBOC members and will be offered to those members also on the budget ad hoc committee and additional members who specifically request access. April Clark asked if the dashboard is just for the bond. Andre reported it is and discussed how they are still working on how the dashboard is picking up from the project source. The goal is to have the dashboard fully live before December and that the public will eventually have access. Christine Steenport mentioned there are security rules with the district that will require each person to set up their own account individually. April Clark asked if they could use the dashboard to look at specific campuses. Andre said the dashboard allows them to drill down to each project at a campus.</p> <p>Mark Grayson noted for the minutes that more than a third of the 2017 Bond budget is still set aside for House Park Athletic Facility.</p> <p>Lawrence Huang asked if we are staying on top of the warranties. Jaime Miller said all general contractor warranties last one year and manufacturing warranties are managed by the facilities maintenance department. She will talk</p> |

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|  |                            | with the department to further discuss extended warranties. Jamie reported that they have a meeting next week to work with Asset Essentials to discuss how they can leverage work order software to help manage those as well.  |
| <b>Economic Opportunity Office</b>   | Dinita                     | Dinita Caldwell showed a snapshot of what has been paid out to HUBs. She briefed that the HUB goals have been met and all the metrics are trending in the right direction. EOO is currently working to invite more HUBs. Dinita discussed the outreach highlights from August.  |
| <b>CMD 2022 Modernization/Comprehensive Projects</b> <ul style="list-style-type: none"> <li>High School Turf &amp; Field and Central Athletic Facilities CATs</li> </ul> | Michael & Program Managers | <p>Laura Browder provided a quarterly update on Prop B. She discussed that they did a staff device refresh for all eligible staff. She shared that they transitioned to ChromeBooks for all student devices and reviewed data analysis to identify ways to reduce loss and breakage costs. Laura shared that they are finalizing the usage of 2017 Bond funds that are still available due to supply chain issues. They have decided to upgrade their systems to streamline operating systems which allow improved ticketing and asset processes as well as data analysis to resolve issues like the loss and breakage costs. Laura walked through the timeline for the technology programs.</p> <p>April Clark brought up a concern that charging trees for the Chromebooks may have caused a fire at Kealing Middle School. Christine Steenport clarified that the charging trees were not the reason for the fire. April asked how they are managing the equity for students who are not allowed to bring their Chromebooks home to do homework. Laura Browder confirmed that they are aware of campuses who have made the decision to not allow students to take computers home. Laura recognizes that keeping them in the classroom is also a challenge because the room does not provide infrastructure to allow all of the Chromebooks to be charged overnight which will require them to review the budget to resolve this issue. There is a pilot in pre-k through 2nd grade classrooms where students do not take home their Chromebooks and leave them at school to charge. Those classrooms received small carts that allow them to store and charge the Chromebooks overnight. They plan to survey the community and staff to see what works and provide feedback for policy changes. To address equity, Laura mentioned that Chromebooks are not needed to do homework but understand that it may be difficult for some students to find information on the internet if they don't have access at home. April reported that they do need the Chromebooks for the homework. Laura responded that it was good information to take back to the principal and check in.</p> <p>Cheryl Bradley requested that future Prop B updates be called out in the agenda.</p> <p>Richard Kelly reported that it was great to have this information and from his awareness the rollout went great. Kay Gooch also mentioned that she's heard the teaching staff is impressed.</p> <p>Barbara Spears-Corbett stated that the PA systems for the gyms were supposed to fall under Prop B, but were ultimately eliminated. She asked how we are addressing the schools that need those PA systems in their school gyms. Michael Mann clarified that the PA systems for the schools that got eliminated were the full campus announcement speakers which are separate from the gym speaker system. Michael clarified that gym speakers were included as A/V systems as part of Prop A modernization projects.</p> <p>Michael Mann briefed GMP execution dates. Jaime Miller reported on the contingency and escalation use report. She discussed that this slide was created in an effort to be transparent and present the CBOC members with additional</p> |

information. This slide highlights what's been transferred to date and then what has been transferred since the last meeting so once they get the final report they understand where the difference in numbers come from. Mark Grayson asked for "escalation" to be defined since that has not been briefed before. Michael explained escalation accounts for the increase in cost between the time the bond passed in 2022 and costs now that materials and labor are being purchased. Escalation is usually built into the budget with the future in mind. He clarified that even though the 2022 Bond accounted for escalation, it was an estimate and we are seeing that the best guess was still not enough. Jamie clarified that contingency is saved for unforeseen conditions in the site or change of scope for a project. The definition for escalation will be added to the glossary.

Mark Grayson asked where on the financial report does escalation and contingency show. Jamie Miller discussed that it is not currently separated out in the financial report, which is why you see all of the changes in the report. She shared that it should be in the dashboard under program management.

Richard Kelly asked to what extent is the escalation offset by interest earned in the bank. Michael Mann said that we do earn interest on the bonds we've sold and money we're holding. We don't roll it in, but it is one thing that can help. Richard asked what impacts can we anticipate with the federal change in interest rates. Katrina Montgomery responded that there will be an impact as the interest we are making will drop but nationally materials and inflation will go down. Michael mentioned that Austin is a competitive labor market for both the public and private sector so we don't anticipate estimated costs to drop significantly.

Lawrence Huang asked how we ensure that those who need the contingency the most will have access to it. Michael Mann clarified that we carry both program-wide contingency and project-specific contingency. We carry program-wide because some projects will go over their project-specific contingency. Jamie Miller reported that we are getting closer to balancing the two and plan to bring a forecast of what all the projects are going to need and how they plan to apply contingency. Jamie and Michael plan to present their proposal to the superintendent to discuss the contingency plan with equity being a significant part of the conversation. Once they have the superintendent's approval, they will share the plan with the CBOC members.

Monty Exter asked if we could sell more of the bond earlier. Katrina Montgomery responded that we still have money from the initial \$600 million which limits our ability to sell more bonds due to arbitrage and rules that do not allow us to make a profit from bond dollars. Monty asked for an idea of what the breakdown is between materials and labor. Jamie Miller said that inflation might come down, but that does not mean costs will go down, just the rate of escalation will reduce.

Ryan Pollock reported there are massive construction projects going on all over the nation and with the high cost of living in Austin, workers are not attracted to working here. He expects labor costs to continue to increase. They are working with the Texas Workforce Commission, Austin Community College, and the City of Austin to provide better programs, but it won't make a significant difference in the near future. Jamie Miller included that there is more than a year lead-time for many mechanical requirements and there's also labor shortages in manufacturing.

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|   |                  | <p>April Clark mentioned that if interest rates do cause construction to speed up, are we concerned about how we project? Jamie Miller responded that the swing spaces needed a lot more money than expected which will be part of the forecast contingency plan that will be briefed in future CBOC meetings.</p> <p>Jamie Miller briefed program-wide challenges and strategies and how the superintendent met with the contractors to discuss this in more detail. CMD is looking to spread the work by providing sub-contractors with the general contractors information to try to maximize their network to be able to push things forward.</p> <p>Lawrence Huang asked if we've reached out to surrounding school districts who might be having similar construction issues. Michael Mann briefed that he has talked to several school districts, but Austin continues to have significantly higher dollars to cost. Those school districts have not been able to provide any helpful insight at this point but he'll continue communicating with them.</p> <p>John Kelly presented that Dobie Middle School is on budget. Richard Kelly asked what year Dobie was built. Jamie Miller clarified it was built in 1973. Cheryl Bradley asked if they are keeping their auditorium. Michael Mann clarified that the cafeteria will have a stage and the auditorium will become the empowerment center.</p> <p>John Kelly presented that Northeast ECHS and International HS are on track for construction but showing slightly over budget. John is working with the architect and program manager to adapt where possible. He briefed that it's a large campus since two schools occupy it and they're trying to address immediate needs in phase 1 to include adding a competition gym and classrooms. Richard Kelly asked about the current gym being further south. John confirmed it is where the current practice fields are. Mark Grayson asked if there will be a main entrance to direct people due to security concerns. John briefed that there is fencing around the school and that visitors are directed to an entrance near Nelson Field to sign in while teachers can badge in other areas to access the building. April Clark asked if there is appropriate signage to help support the high number of languages spoken there. John Kelly replied that the new building will have signage to accommodate people who speak different languages.</p> <p>Jaime Miller presented the central athletic facility CAT updates and how they have proven to be helpful in providing equitable opportunities. The CAT agreed each facility is unique and will not need all the same features, which now allows us to move forward with House Park Athletic Facility. However, we will also make sure some items will be standardized. Barabara Spears- Corbett shared that she felt that was important.</p> <p>Jaime Miller presented the high school athletic turf and field CAT update and that all designs have been standardized. The CAT wanted to prioritize equality over equity so all high schools will have the same access to turf fields and track.</p> |
| <p><b>CMD 2022 <u>Targeted</u> Projects</b></p> | <p>CMD Staff</p> | <p>Michael Mann and Omar Gomez presented on Secure Entry Vestibules (SEVs) and additional safety projects. Micahel reported that the SEVs should be 100% by early October and that the lock and keys have started. Ann asked whether the updated lock and keys program meant everyone will have full access to the whole campus or if there will be different locks for rooms that hold special equipment. Michael reported that the goal of this bond is to ensure that each</p>   |

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|  |           | <p>campus has only one set of master keys held with the appropriate person. All other staff will only have access to what they need and will not have access to restricted areas that are unnecessary for them to access. April Clark asked if campus portables will have different keys. Michael responded that the portables are unique and can have a different key set, but they are working with each campus to manage those.</p> <p>Jaime Miller presented the design review process overview for targeted projects. Lawrence Huang asked what is the feedback loop during this process to ensure there are no major changes once they get to step 5 and stakeholders don't like the idea. Jamie responded that this process is for smaller projects so the focus is more on the technical answers so there's less subjective response. She shared that she is looking for feedback and if there are any specific targeted projects they would like to know more about. Omar Gomez also included that between steps 3 and 4, the school principal and campus stakeholders are always involved and in the room to discuss final changes.</p> <p>Monty Exter brought up his concern on how we're capturing information during this process to ensure it's archived and available for some of the bigger projects that may not be fully complete until another bond is passed. Jamie Miller briefed that they are working on formalizing an archive process so they don't lose the information from each step so that feedback is also considered in future projects. It is their goal to list all needs for each school so that when another bond is discussed they can go back to the list and start where they left off on this bond. Jamie also discussed how they are working with a software company to use digital tools to improve this process while also better managing work orders to maintain these updates.</p> |
| <b>CMD Previous Bond Projects updates (2013 &amp; 2017)</b>  | CMD Staff | Michael Mann briefed the 2013 Bond projects and shared that all of the original 2013 projects are complete. He reported that there are 4 "bonus projects" that were added based on interest earned by the bond that are finishing up and need to go through the final closeout.  |
| <b>Communications</b> <ul style="list-style-type: none"> <li>• Social Media / News Events</li> <li>• CAT &amp; Community Meetings</li> </ul> | Katy      | <p>Katy Fitzgerald reported on social media and media highlights, groundbreaking events, upcoming community meetings, and September CAT meetings. She highlighted that AISD just completed two groundbreakings in the last 48 hours and were included in a KVUE news story.</p> <p>April Clark reported that the Winn Montessori community would like to have better communication on when targeted project construction has started, paused, or finished on the campus. Katy Fitzgerald reported that they currently provide those updates to the principal because it could be confusing to send each update to the entire community. Omar Gomez included that there is a campus liaison who is responsible for providing those updates to the principal. He also reported that they are working on improving the communication process with targeted projects. April requested that the liaison reach out to the Winn Montessori principal to ensure they have all of the information they need. Katy responded that they will follow up with the Winn principal. Cheryl Bradley asked how does the team know that the liaison is actually updating the principal. Omar reported that there is a tracker to ensure there is accurate reporting and the appropriate people are being held accountable to reach out for their specific project. Based on this tracker, the team knows if an email has been sent to the principal to provide the updated information.</p>  |
| <b>CBOC Committee Operations</b> <ul style="list-style-type: none"> <li>• Sub-Committee topics</li> </ul>                                    | Co-Chairs | Mark Grayson discussed how the 2017 Bond survey is live and has been sent out to the community. The committee discussed that they will decide whether this will be a yearly survey and if it should focus on the 2017 or 2022 Bond. Barbara  |

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| <ul style="list-style-type: none"> <li>District Ad Hoc Joint Community Budget Committee Report</li> </ul> |                  | <p>Spears-Corbett agreed that the survey should be sent yearly, but agreed that further internal CBOC discussion will need to occur to make a decision. Richard Kelly commented that there should be an option for surveyors to select more than one role in the survey.</p> <p>Katrina Montgomery provided an ad hoc joint community budget committee update and informed the CBOC that they are starting over and revamping the committee due to challenges with the charge they were given and the group's understanding of that charge. The current committee will meet on Tuesdays through October 29th, and will need to reschedule the October 8th CBOC meeting due to scheduling conflicts. They plan to present their suggestions to the board on November 7th which will include how they plan to proceed along with a budget list.</p> <p>Cheryl Bradley briefed that there were only 3 recommendations for sub-committees. April Clark asked to clarify what the 3 recommendations were. Cheryl responded that she will look it up. Jamie Miller commented that previous conversations were focused on possibly creating an athletic sub-committee, but the creation of the central athletic facilities and high school athletic turf and fields CATS were created to resolve those concerns. Previous comment cards will be reviewed and sent to the co-chairs to clarify what the committee previously recommended.</p> <p>Cheryl Bradley discussed that they will determine a new date for the next CBOC meeting and coordinate with Katrina Montgomery. Jada Simpson confirmed that she will work with Eastside to coordinate for the new date once it is determined.</p> |
| <p><b>Future Items for Discussion</b></p>   | <p>Co-Chairs</p> |   |
| <p><b>Adjourn</b></p>   | <p>Co-Chairs</p> | <p>Mark Grayson motioned to adjourn at 8:07 pm, seconded by Cheryl Bradley.</p>   |