

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**October 24, 2006**

**Committee Members in Attendance**

Margarito Aranda  
Mark Boyden  
Donetta Goodall  
Morris Hoover  
Steve Kraal  
Cindy Lara  
Eliza May  
Carolyn Merritt  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Gerard Washington  
Peck Young  
Blanca Zamora-Garcia

**Staff Members in Attendance**

Mario Alaniz  
Randy Baldwin  
Norman Barker  
Andrew Clements  
Craig Estes  
Mark Harris  
Deborah James  
Flo Rice  
Pat Rossett  
Scott Rouse  
Farshad Shahsavary  
Curt Shaw  
Tony Silva  
Toni Thomasson  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. HUB Committee Update
- V. Survey Committee Update
- VI. Follow-Up of CBOC Report to Board of Trustees
- VII. Marketing Strategies Discussion
- VIII. Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Donetta Goodall called the meeting to order and invited questions and modifications of the agenda from other CBOC members.

II. Subcommittee Meetings

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

### III. 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

##### Kiker Elementary School

- Change orders have delayed the completion of the addition to mid-November.

##### Travis High School

- Change orders, mechanical issues, and TAKS testing have delayed the completion of the Fine Arts addition to February.

##### Crockett High School

- The construction budget is approximately \$1 million over the allocated budget.

##### Cunningham Elementary School

- Bids received were over budget by approximately \$1 million.
- Revisions to the project are being considered to bring the cost closer to budget.

##### Baseball Fields

- The District met with the City of Austin to identify renovations.
- The city is requiring a full site plan.

##### Baranoff Elementary School

- This project is approximately \$400,000 over budget because of the increased scope.

##### Oak Hill Elementary School

- The preliminary budget is significantly over the projected amount of \$2 million.

#### Central

- Main issue in the central region is budget overages.
- Material costs are escalating.

Norman Elementary School

- The lowest cost proposal was 39% over budget.
- A value engineering process will be pursued in an attempt to lower the cost.

Becker, Metz and Williams Elementary Schools

- The lowest competitive sealed proposal was 45% over budget.
- A value engineering process will be pursued in an attempt to lower the cost.

Zilker Elementary School

- This project is back on track.
- The rodent problem appears to have been resolved.

Pecan Springs Elementary School

- Cafeteria expansion should be completed by mid-November.

Blanton Elementary School

- Substantial completion date has been extended to early November due to request for skylight interior trim boxes.

Oak Springs Elementary School

- Additional HVAC change order work has extended completion date by 30 days.

North

McCallum and LBJ High Schools

- The theater additions should be completed by January

Garcia Middle School

- Project is 35 days ahead of schedule.

Overton Elementary School

- The Board of Trustees approved the final GMP and the interlocal agreement on October 23, 2006.

Farshad Shahsavary, the mechanical engineer, told the North subcommittee that a great amount of HVAC work is currently being done in the Austin area. Because there is so much work being done in the area, the District is receiving fewer bids on the mechanical projects. This may cause some projects to be delayed, since almost all projects have some mechanical component.

#### IV. HUB Committee Update

Steve Rogers gave the HUB Committee report:

- The HUB Committee met on Monday, October 16<sup>th</sup>.
- The committee has been working to improve HUB firm participation.
- Cloteal Haynes, the District's HUB consultant, has been working with the committee to help identify more aggressive steps to enhance HUB participation.
- She prepared a draft of a program, the Mentor-Protégé Initiative, which was a successful model used in the 1996 Bond Program.
- A draft of the initiative was provided to all members.

Cloteal Haynes, CMPI, then reviewed the Mentor-Protégé Initiative Program.

- The concept behind the program is to assist minority firms in developing relationships with firms that have been successful in obtaining AISD contracts.
- Ninety percent of being successful in work is having successful relationships.
- Contractors typically subcontract with firms that they know and have worked with before.
- The idea behind this program is to build both capacity and relationships.
- The program would start with five mentors and five protégés.
- There would be an application process, which would include an interview.
- Both parties would have to commit for two years.
- Participation would be strictly voluntary with no guarantee of receiving AISD contracts.
- Both parties would have a written agreement that will delineate expectations.
- CMPI would monitor the progress and provide routine oversight.
- The goal is to increase the number of minority firms participating in the 2004 Bond Program.

CBOC members provided the following comments regarding this presentation:

- A CBOC member suggested that an evaluation component be added to the proposal.
- Another member suggested contacting the Austin Clean Water Program, which also had problems in receiving sufficient bids, and see what steps that program took to encourage more bids.

A motion was made that the CBOC recommend that the Board of Trustees adopt the Mentor-Protégé Initiative Program with an added evaluation component and work with staff to implement it. The motion was passed unanimously.

#### V. Survey Committee Update

Peck Young gave the Survey Committee report:

- The Survey Committee met on Monday, October 16<sup>th</sup>.
- Surveys are being distributed to the 24 participating facilities this month.
- This includes the two new schools, Clayton and Perez elementary schools, which will be surveyed in November.
- The other schools being surveyed are:
  - Reagan and Travis high schools (2)
  - Dobie, Fulmore, Kealing, Martin, and Murchison middle schools (5)
  - Blanton, Brentwood, Davis, Houston, Kiker, Lee, Oak Springs, Palm, Pecan Springs, Ridgetop, Rodriguez, Sanchez, Walnut Creek, Winn, and Zilker elementary schools (15)
- The schools were chosen based on the amount of work that has been completed and the type of project.
- An experiment is being conducted at Davis Elementary School to see if the rate of return can be improved. A survey is being sent home in each student's folder.
- TateAustin is targeting six schools for community outreach:
  - Fulmore MS
  - Kealing MS
  - Lee ES
  - Perez ES
  - Clayton ES
  - Zilker ES
- TateAustin is also going to provide hard copies of the survey for each school to handout to interested parties.
- The survey can be viewed at the following website address <http://www.surveymonkey.com/s.asp?u=334221933246>.
- The survey is available in both English and Spanish.
- TateAustin will conduct focus groups in November for:
  - HUB Firms
  - Architects and Engineers (November 16 – tentative date)
  - General Contractors
  - AISD Service Center Personnel

## VI. Follow-Up of CBOC Report to Board of Trustees

Donetta Goodall reported on the Board of Trustees' response to the CBOC's report given Monday night:

- The new format was well received.
- The Board acknowledged the outstanding effort of the CBOC and staff.
- The design and construction industry has been very complimentary about the 2004 Bond Program.
- The people at the schools are happy with the work that has been done.
- Outgoing Board member, Rudy Montoya, stated that he felt the CBOC has done a wonderful job.

- A Board member had a question regarding the protocol of monitoring the indoor air quality. *Regular maintenance of HVAC systems is conducted. Staff is also currently researching methods successfully used by the New York Department of Health to monitor indoor air quality.*
- Another question was asked about the tennis courts at Anderson HS. *The is not work under the 2004 Bond Program. This falls under M & O work. Staff was asked to determine the number of tennis courts at other schools.*
- The Board asked that future CBOC reports include a section on prevailing wages.
- There was a discussion by the Board about receiving input from the CBOC regarding use of remaining funds from the 2004 Bond Program.

A CBOC member asked if there had been any decision regarding the sites for the two undesignated elementary schools. *The Board is waiting until the early spring when it will receive the latest numbers from the demographer to make any decisions regarding the sites for the two undesignated elementary schools.*

#### VI. Marketing Strategies Discussion

At the last CBOC meeting, members requested that a discussion regarding marketing strategies be placed on the agenda. This issue was discussed at the tri-chairs meeting.

- The tri-chairs are asking TateAustin to provide a list of the marketing strategies currently being employed and to think of other possible strategies.
- A CBOC member questioned whether the purpose of the marketing strategies is to inform the public about the 2004 Bond Program or to promote the next bond program.
- A discussion ensued regarding this issue.
- The tri-chairs were asked to speak to the Board of Trustees' officers to clarify the role of the CBOC with regard to this issue.

#### VII. Agenda Items for Next Meeting for September 26, 2006 CBOC Meeting

The minutes from the September meeting were approved as written.

- Subcommittee meetings
- Subcommittee reports
- Update on the state of the 2004 Bond Program contingency
- Update of Lessons Learned

#### Lessons Learned:

Please find below a cumulative record of “lessons learned”:

- Identify new schools using the description of schools to be relieved, rather than geographic designations.
- For larger, more complex projects, enlist paid services of architects and engineers to determine the scope and budget for the project.
- Appoint CBOC members immediately after the bond initiative is passed.
- An additional 15% of square footage should be added to the educational specifications to allow for circulation. (Barton Hills)
- Schedule a retreat immediately after the CBOC is appointed and complete the self-evaluation tool at least twice annually.
- The Survey Committee should develop its own list of “lessons learned”.
  - o There should NOT be 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.
  - o One person should have central responsibility for collection and distribution of surveys.
- A thorough discussion of committee processes, procedures and charge is needed when the CBOC is first appointed.
- A simple English statement of what the charge is would help future committees.
- Front load the implementation of the bond construction program. Spending funds earlier helps reduce the impact of inflation on available bond funds.
- Responsible stewardship involves providing adequate resources to maintain and operate new schools and new construction properly.