

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**March 27, 2007**

**Committee Members in Attendance**

Willis Adams  
Donetta Goodall  
Stacey Gray  
Jackie Hawkins  
Morris Hoover  
Bobby Jenkins  
Steve Kraal  
Eliza May  
Mary Ann Neely  
Leroy Nellis  
Jim Recek  
Steve Rogers  
Gerard Washington  
Peck Young

**Staff Members in Attendance**

Mario Alaniz  
Randy Baldwin  
Norman Barker  
Andrew Clements  
Deborah James  
Mark Harris  
Flo Rice  
Scott Rouse  
Curt Shaw  
Tony Silva  
Velupillai Sivalingam  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Others in Attendance**

Ed Lee

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Neighborly Conversation with CBOC (KOOP Radio)
- III. Broaddus Report Update
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Follow-up of Draft CBOC Report to Board of Trustees
- VII. 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. The February minutes were approved as written.

II. Broaddus Report Update

Ed Lee provided the updated Broaddus report.

- The report projects \$5,529,400 to remain in Bond Program contingency.
- This closely mirrors the District's projection.

- Construction Management employed a good strategy by pushing projects forward.
- This strategy offset the long-term effects of the increases in labor and materials.
- A member asked if any adjustments were made now that the 2006 numbers are more definite. Mr. Lee said that no adjustments were made since the projections were within 2% of what actually happened.
- Members were provided a summary of the calculations and a member asked if copies of the spreadsheets showing all the calculations could be provided to members. *Staff will provide these spreadsheets to members.*
- Another member was concerned about that the amount of the contingency could affect the quality of the remaining projects and asked if this had been a consideration in calculating the amount remaining in the contingency fund. Mr. Lee responded that no adjustments were made to either the scope or quality of work for any project.
- The Broaddus Report update will be shared with the Board of Trustees.

### 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:

#### North

Eight projects are in closeout or warranty, and several third-phase projects are in design.

#### Garcia Middle School

- Construction is progressing nicely and is on schedule.

#### Overton Elementary School

- Members continue to be concerned that this project is behind schedule.
- The construction team is doing all it can, but the heavy rains this month have hampered progress.
- Presently, it appears that the cafeteria will be completed and usable by the first day of school, but the kitchen will not, and food will have to be prepared at LBJ High School and transported to Overton.

- The City's recreation center gym will not be available for use until December 2007.

## South

Approximately seven projects are closed out or in warranty.

### Travis High School

- There have been \$1 million in change orders.
- None of these change orders are pending and are included in the cost projections.

### Baranoff Elementary School

- Staff met with Baranoff CAC to discuss delay in completion of addition.
- The addition is scheduled for completion in December 2007.

### Oak Hill Elementary School

- Schematic design is being presented to the Board for approval on April 9, 2007, with approval scheduled for April 23, 2007.

### Southwest Middle School

- Schematic design is being submitted to the Board for approval on April 23, 2007.

### Nelson Field

- The artificial turf that will replace the natural turf is considered additional impervious cover and the City of Austin is requiring the inclusion of a storm water detention facility in the project.
- The City of Austin may allow the District to pay a fee for off-site storm water detention in lieu of constructing an on-site facility.

## Central

Nine projects are completed.

### House Park Restrooms

- City of Austin has waived the need for a variance for construction in the flood plain.
- The water supply lines to the restrooms have to be replaced.

### Webb Middle School

- The project work on this school is being divided up into phases since the future of the school is pending a decision by TEA.

## Parking Lot Issues

- Members would like more information on:
  - How the new security enhancements (card access) are working at the schools and if they are being used.
  - How are the playscape covers functioning.

## V. Neighborhood Conversation with CBOC (KOOP Radio)

- Peck Young and Curt Shaw spoke on this radio show along with a woman representing neighborhood and community interests.
- Things went very smoothly and a broad range of topics (HUB, environmental, prevailing wages) was covered.
- This was a welcomed opportunity to communicate with citizens on the oversight functions of the CBOC and how successful they have been.
- They also provided the website address that can be accessed for information on bond projects.

## VI. Update of CBOC Report to Board of Trustees

- The Tri-Chairs presented the CBOC Report to the Board on March 26<sup>th</sup>.
- The committee was commended by the Board on the “crispness” of the presentation, which was delivered in 20 minutes.
- The Board indicated it was pleased with the way the projects are going and the way the committee is working.
- The Board expressed the same concerns the CBOC has regarding HUB participation and wants the CBOC to continue to work on improving the participation.
- Mark Williams requested that more information be provided regarding what is required for a two-star AEGBP rating.
- A trustee asked if there had been any safety issues relating to Spanish speakers, and staff responded that the Program’s safety consultants had bilingual abilities and that simplified pictorial safety communication cards were being developed for use with limited English speakers.
- Trustees requested that the next report focus more on the budget.
- The Board also expressed its appreciation for the fine work the CBOC is doing.

A member commended the construction management staff on the good work its project managers are doing and how vested they are in their projects. He also noted that no amount of contingency would help if a natural disaster, such as a hurricane, were to occur.

## VII. Agenda Items for Next Meeting

- Next meeting April 24<sup>th</sup>
- Subcommittee meetings
- Subcommittee reports
- Discussion of the Mentor-Protégé Initiative
- Site Tour in July: Garcia MS and Overton ES

- Self-Evaluation
- Lessons Learned review

A member also requested that information on member terms of service be provided at the next meeting.

Lessons Learned: (Recent additions are in bold and italics.)

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.
- ***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.***
- ***Establish a process with well-delineated criteria for determining the use of contingency funds.***
- ***Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee needs to be mindful of maintaining equity for all projects.***
- ***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.***

- *The process used by the CBOC to establish its structure and working committees was very successful.*