

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
May 22, 2007

Committee Members in Attendance

Willis Adams
Mark Boyden
Donetta Goodall
Morris Hoover
Bobby Jenkins
Steve Kraal
Cindy Lara
Ana Martinez
Eliza May
Carolyn Merritt
Mary Ann Neely
Jim Recek
Steve Rogers
Gerard Washington
Horace Willis
Peck Young

Staff Members in Attendance

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

Agenda

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. Consultant Report: HUB Update
- V. Discussion of Self-Evaluation Results
- VI. Review 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 April minutes were approved as written. Ana Martinez was inadvertently left off the list of Members in Attendance in these minutes. The minutes have been corrected.

II. 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

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:

Central

Highland Park Elementary School

- Project is over budget by \$500,000.

Door Security and Card Access

- Some projects are deleting these devices from some doors to meet cost.
- Doors that are used infrequently are identified in conjunction with principals.
- CBOC members worry that although these doors are used infrequently, there is still the possibility of a security issue.
- Committee members suggested the installation of an alarm that sounds when a door is opened.

Mathews Elementary School and O. Henry Middle School

- This project has been delayed since the project manager has resigned and the A/E firm is dealing with the death of a partner.
- The covered play slab will be installed this summer.

North

There are 49 projects; eight are in closeout or warranty. Project managers have a lot of projects at different stages.

HVAC Improvements

- The work at Blanton ES still needs a few small items to be completed.
- The contractor has not been cooperating in the completion of the punchlist items.

Garcia Middle School

- Everything is on track.
- The work is anticipated to be completed in 55 days, in time for the CBOC site tour.

Technology Budget

- There are several projects within this one budget and it has allowed staff to streamline the process and lower costs by one-half.

Bowie High School

- The first bid came in extremely over budget, so the project is being reorganized.
- When a project has many different components, such as mechanical, electrical, CCTV, and plumbing, it is difficult to find one prime contractor that is willing to perform all of this work at a reasonable price.
- The strategy is to reorganize the project and split out the work into separate projects.
- This will lower the costs but will impact the schedule.
- The TateAustin report regarding the schedule for this project needs to be corrected.

A member asked for verification that the kitchen at Overton ES would not be ready in time for the start of school and if the food was going to be transported from Garcia Middle School.

- The kitchen will not be completed in time and food will be transported from L.B.J. High School.
- The Director of Food Services does not want to overload the new staff that would be working at Garcia Middle School.

South

Martin and Fulmore Middle Schools

- Summer work will cost \$300,000
- \$112,000 involves change orders due to the electrical fire at Martin Middle School last year.
- \$60,000 to \$80,000 will come from errors and omissions claim.

Baranoff Elementary School

- The site development permit has been obtained.
- The contractor is being asked to expedite the work.
- The addition may not be completed by December 2007 because of the permit delays.

Joslin and Sunset Valley Elementary Schools

- Only one bid was received for this project.
- It was \$1.2 million over budget.
- This project will be re-bid this summer.

Parking Lot Issues

Bus Terminal

- Land for the bus terminal has still not been purchased.

Southwest Middle School (SWMS)

- New SWMS is located on a very busy street that has a speed limit of 50 miles per hour.
- The school will have approximately 270 parking spaces.
- This number will not accommodate the need when there are special events held at the school and people will have to park on that busy street.
- The City of Austin has not been responsive regarding requests to create a school zone, add sidewalks, or put in a traffic light.
- Curt Shaw noted that this issue could be addressed at the Joint City Council/AISD meeting.

Performing Arts Center (PAC)

- The members would like a status report on the PAC.
- A feasibility and programming needs analysis is being developed.
- A committee of fine arts instructors is helping design the facility and program.
- The committee visited Hays and Round Rock facilities.
- The committee visited the Long Center to determine if that facility would meet the needs of the program.
- Currently, there are not sufficient funds available for the construction of the PAC.
- No matching funds have been obtained, but the District is actively seeking additional funding.
- An additional \$8 to \$10 million more is needed for the entire project.
- This additional funding may be part of a future bond program.

IV. Consultant Report: HUB Update

Cloteal Haynes, CMPI, gave the HUB update, focusing on the Mentor-Protégé Initiative. A handout was distributed that reviewed program application and selection process. She also discussed the program benefits to both the mentors and protégés. Both the mentor and protégé participants will have to sign an agreement outlining the terms of participation. The program will be managed by CMPI under the supervision of Paul Turner, Executive Director of Facilities.

A lunch meeting was held on May 10th with a group of minority contractor association representatives and representatives from the major contractor associations to preview the program. Participants were enthusiastic about the program. A launch-off meeting is scheduled for Wednesday, May 23, at the Delco Center. June 15th will be the deadline for applications. CMPI will conduct interviews. AISD Construction Management personnel will make the final selection.

A lengthy discussion ensued regarding the incentives for both mentors and protégés.

V. Discussion of Self-Evaluation Results

All CBOC members were asked to complete a self-evaluation instrument that was organized by:

- Individual Participation
- Committee Participation
- Process and Conduct of Meetings

Fifteen out of 20 members responded (75% completion rate). Members received a compilation of the results prior to the meeting, and tri-chair, Donetta Goodall reviewed the results with the committee.

Based on the results the committee is doing well in the following areas:

- Regarding individual participation, most respondents felt they are doing “great” in most areas.
- Process and conduct of meetings was the best overall area.

Areas needing more focus were identified as:

- Protocols for dealing with the citizens and media, and adhering to those protocols.
- Political implications and ramifications
- Member input into agendas and sufficient background information to adequately prepare for meetings

The committee stated the CBOC Report to the Board should mention a self-evaluation was conducted. The CBOC will continue to consider the self-evaluation results to determine if it should make any changes.

VI. Review of Draft CBOC Report to Board of Trustees

- The CBOC Report to the Board is scheduled for June 21st.
- This report will emphasize projects scheduled for completion in the fall 2007, an update on the Broaddus Report, and a budget update.
- Members requested that certain corrections be made:
 - On the Overton slide, indicate the components (kitchen, COA recreation portion) that will not be completed for the start of school.
 - Provide additional information on the Broaddus report slide.
 - If there is a concern with a project, indicate the concern on the slide.
- The report will be provided via e-mail to members for final revisions.

VII. Agenda Items for Next Meeting

- Next meeting June 26th
- Subcommittee meetings
- Subcommittee reports
- Survey Subcommittee Update
- Subconsultant Report: Communications
- Demographic Report
- Update of CBOC Report to Board of Trustees

Members requested that the following topics be placed on future agendas:

- Update on the Performing Arts Center
- Report on the Technology Budget and How it Works

Lessons Learned

- A. Pre-Election Activities/Bond Program Planning:
1. Identify new schools using the description of schools to be relieved, rather than geographic designations.
 2. For larger, more complex projects, enlist paid services of architects, engineers, and appropriate construction professionals to conduct extensive and comprehensive site analysis to determine the scope and budget for the project.
- B. CBOC— Establishment and Procedures:
1. Appoint CBOC members immediately after the bond initiative is passed.
 2. A thorough discussion of committee processes, procedures and charge is needed when the CBOC is first appointed.
 3. A simple English statement of what the charge is would help future committees.
 4. Responsible stewardship involves providing adequate resources to maintain and operate new schools and new construction properly.
 5. The process used by the CBOC to establish its structure and working committees was very successful.
 6. Schedule a retreat immediately after the CBOC is appointed and completes the self-evaluation tool at least twice annually.
 7. The Survey Committee should develop its own list of “lessons learned”.
 - a. 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.
 - b. One person should have central responsibility for collection and distribution of surveys.
- C. Program Management:
1. An additional 15% of square footage should be added to the educational specifications to allow for circulation. (Barton Hills)
 2. Front load the implementation of the bond construction program. Spending funds earlier helps reduce the impact of inflation on available bond funds.
 3. 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.
 4. Establish a process with well-delineated criteria for determining the use of contingency funds.

5. Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee and staff need to be mindful of maintaining equity for all projects.
6. 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.
7. ***Projects should be broken down into smaller packages to allow smaller contractors to bid these projects. The benefits of this approach are that bids would be at or below the project budget, and the District would be less dependent on the large contractors.***