

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**March 25, 2008**

**Committee Members in Attendance**

Margarito Aranda  
Donetta Goodall  
Staley Gray  
Morris Hoover  
Bobby Jenkins  
Steve Kraal  
Cindy Lara  
Eliza May  
Mary Ann Neely  
Jim Recek  
Steve Rogers  
Horace Willis  
Peck Young

**Staff Members in Attendance**

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

**Others in Attendance**

Ed Lee  
Will Ponder  
Dylan Siegler  
Patti Summerville

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Broaddus Report
- III. Consultant Reports:
  - Communications Report
  - Sustainability Report
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Follow-Up of CBOC Report to Board of Trustees
- VII. Agenda Items for Next Meeting

I. **Call to Order and Approval of Minutes**

Eliza May called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The February 26, 2008, minutes were approved as written.

## II. Communications Consultant Report

Patti Summerville of TateAustinHahn delivered the communications update.

### General Statistics:

- The contacts in the database have increased from 1961 to 2013.
- The number of web site inquiries was 165 as compared to 90 in the last report. The largest percentage of the web site inquiries, 34%, were related to new schools.
- The number of hotline inquiries was 90 as compared to 80 in the last report. The majority of the hotline inquiries were related to new school construction and boundary issues.
- The cumulative total number of “hits” on the website was 420,512. Of these, 407,097 were direct hits (people went directly to the *Apple at Work* site address and did not access it through a link on AISD website).

### Community Outreach:

- In December 2007-February 2008, a survey relating to bond project issues was conducted at 31 schools.
- Five were new schools and 26 were renovation projects.
- This survey averaged 25 responses per campus as compared to an average of 13 responses per campus for the previous survey.
- This improvement is a direct result of the assistance of the associate superintendents.
- In an effort to increase parent participation, AISD Facilities staff worked with each campus and provided written surveys that were sent home in every elementary school student’s take-home folder and returned to the teacher the following week.
- A copy of the executive summary and all campus comments was provided to members in the mailout.
- Overall, the findings are positive and the surveys further engaged the public in a review of work that has been accomplished under the 2004 Bond Program.
- Curt Shaw is working with the project managers to address issues that were raised in the surveys. The project managers will communicate with the principals regarding the follow-up that is being done on their campus in response to the issues raised in the surveys.
- Other communication outreach methods utilized by TateAustinHahn include:
  - Sending E-blasts to distribute regular email communications related to the 2004 Bond Program on items such as renovations, new construction, groundbreaking and dedication ceremonies, and school openings;
  - Publishing the *InSiDer*, which provides bond program updates and highlights, including construction photos; and
  - Preparing the Annual Report, which will be distributed in the *Austin American-Statesman* later this spring.

### Interactive Map:

- It is anticipated that the interactive Google map will be launched mid-2008

### III. Broaddus Report

Ed Lee provided the updated Broaddus report.

- The report projects \$5,172,726 to remain in Bond Program contingency based on projected construction costs.
- Construction Management employed a good strategy by pushing projects forward.
- This projection is following fairly closely with the two previous projections provided by Broaddus and Associates.
- A member asked if Katrina had significantly affected construction costs. Mr. Lee said that the impact to date has been negligible relative to the local market.
- A member asked Mr. Shaw if the rising construction costs were negatively impacting the scope or quality of the remaining projects. Mr. Shaw said no, as thus far project needs and intent are being met.
- The Broaddus Report update will be shared with the Board of Trustees.
- A tri-chair suggested that the Broaddus Contingency Report would be a good practice to carry forward to the 2008 Bond Program.

### IV. Consultant Reports

Sustainability Report:

- Will Ponder and Dylan Siegler presented the sustainability report.
- Members received a copy of the report in the mail out.
- To date the District has received \$327,157 in rebates and has applied for an additional \$484,684 in rebates.
- Under the direction of Brad Shaver, Assistant Director of Maintenance, the District has launched a Green Housekeeping Pilot Program in 17 facilities.
- A member asked if any cost analysis had been conducted before the start of the pilot program to compare the cost of “green” products with the cost of the regular cleaning products. Dylan Siegler responded that this had been a consideration and that the “green” products being used did not cost more than the regular cleaning products.
- She also noted that there were other cost and health benefits to green housekeeping. Automatic cleaning dispensers help control the amount of product being used. There is no mixing, measuring, guesswork, or waste. The “green” products minimize adverse impacts on human health and the environment, while still cleaning effectively.

### V. 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

## VI. 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

- There are 44 projects.
- Approximately 12 projects are in close out or warranty.
- Nine projects are under construction and others are in the bid process.

### Mendez Middle School

- The closed-circuit TV cameras caught a vandal breaking windows. The first time it occurred, it was too dark to see the perpetrator, so additional lights were strategically placed. The next time the vandal broke windows, he was apprehended.

### Graham Elementary School

- Thieves dug up and stole some copper piping that had been installed.
- The contractor's insurance will pay, but the incident has delayed the project.

### Doss Elementary School

- The bids for this project have come in under budget.

### Gullett Elementary School

- The first round of bids came in over budget.
- A change in the strategic design of the project was made, which resulted in new bids that are under budget.

### Central

- Twenty-four projects are in warranty or close-out.
- Five projects are in construction.
- Nine are in the bid phase.
- Sixteen are in some stage of planning.

### Pease Elementary School

- Originally, only the first-floor restroom toilets were going to be replaced. After conducting a thorough assessment, a decision was made to also replace the toilets in the third-floor restroom.
- This creates a substantial change to the costs for the project, so the additional funds will be provided from M&O funds.
- A member asked why contingency funds were not being used. He was concerned that tapping into M&O funds would prevent regular maintenance projects from being completed. He also suggested that this project be delayed to a later date to determine if contingency funds would be available to address the additional costs resulting from the change in scope.

#### Bryker Woods Elementary School

In preparation for the window repair at Bryker Woods Elementary School, abatement activities to remove asbestos-containing sealant and lead-based paint were performed during Spring Break. However, abatement contractors did not perform a thorough cleaning of the affected areas and debris was present when students and staff returned from vacation. A concerned community member contacted the media and the Health Department. Subsequently, both visited the school, resulting in additional sample testing by the Health Department and a news feature on KVUE television.

District contractors and personnel have done subsequent testing and clean-up. None of the test samples indicates the presence of asbestos and the lead samples are well below the acceptable threshold established by federal Housing and Urban Development (HUD) guidelines for young children. Additionally, all affected windows will be covered with plastic to seal windows in an effort to eliminate exposure to any materials that might be released incidentally through inadvertent disturbance.

To determine the most appropriate next course of action, the campus has been asked to re-evaluate its decision to repair rather than replace the window. The principal and specific CAC members will visit campuses that have undergone both window system renovations and replacement and will determine the best solution for Bryker Woods.

#### South

- Eleven projects are in close-out or warranty.
- Eleven projects are under construction.
- Nine are being bid or in design.

#### Baranoff Elementary School

- Contractor is behind schedule and subject to liquidated damages.
- The revised completion date is July.

#### Alternative Learning Center

- This project is under budget and ahead of schedule.

#### New South Bus Terminal

- A second feasibility study is underway to determine the viability of the site.

#### Southwest Middle School

- There is still no site permit, but environmental safety work is underway.

#### Bedichek Middle School

- Project redesigned due to poor bidder response.
- Staff worked with the school in the redesign of this project.
- Campus approved the redesign, and it is scheduled for approval by the Internal Bond Committee this week.
- Because of the complicated nature of the project and the need to conduct the work during school, staff has decided to use the construction manager at risk delivery method for this project.

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

Tri-chairs reported on their recent meeting with the Board Officers:

- The Board appreciated the condensed report.
- There was a question relating to HUB firm participation, which was answered in detail by HUB consultant, Cloteal Haynes.
- Another trustee encouraged the committee to continue to focus on energy management but cautioned against sacrificing quality.
- A Board member noted that the parking situation at House Park needs to be resolved.
- The committee was encouraged to continue emphasizing HUB participation and to keep a close eye on the contingency fund.
- Board members once again expressed their appreciation for the hard work and dedication of CBOC members.

### VIII. Transition Activities for Oversight of 2004 and 2008 Bond Programs

At the end of the meeting, there was a brief discussion on the transition process for the 2008 Bond Program CBOC and the 2004 Bond Program CBOC. It was decided to hold off further discussion on this issue until after the May 10<sup>th</sup> election. If the bond election is successful, this discussion will be placed on the May agenda.

#### Agenda Items for Next Meeting

- Next meeting April 22, 2008
- Subcommittee meetings
- Subcommittee reports

#### 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.
  - 3. ***As the AISD gears up for the next bond program, it should utilize the oversight model established in the 2004 Bond Program.***
  
- 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 different 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.
8. In order to better deal with problems related to obtaining permits from the City of Austin, which have caused numerous delays and have increased the number of change orders, CBOC members recommended that staff:
  - Research the city requirements before establishing a budget for renovations.
  - Have the Construction Management staff and City Health Department conduct a survey of the kitchens to determine in advance what an architect should include in the design.
  - Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.