

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
April 22, 2008

Committee Members in Attendance

Willis Adams
Donetta Goodall
Jackie Hawkins
Bobby Jenkins
Cindy Lara
Eliza May
Carolyn Merritt
Steve Rogers
Horace Willis
Peck Young

Staff Members in Attendance

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

Agenda

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. 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 March 25, 2008, minutes were approved as written.

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. The committee recognized the project managers for all their hard work. Highlights of the individual subcommittee reports include:

South

Projects are going well.

Baranoff Elementary School

- A resolution has been reached with the contractor regarding completion of construction.
- Construction is expected to be complete by the start of June.
- Teachers will be allowed to move things into the addition at the end of May.

Oak Hill

- Because the masonry was of poor quality, it is being reinstalled.

Saegert Bus Terminal

- Renovations should be substantially complete by the beginning of August.

Nelson Bus Terminal

- Once a building permit from the City of Austin is received, construction will begin. The permit has been delayed.

Southwest Middle School

- A meeting with the neighborhood association has been scheduled for April 30th to update residents on the progress and schedule.

North

- There are 43 projects.
- Approximately one-half of the projects are in close out or substantially complete.
- Seven projects are under construction.
- Approximately 20 projects are in the bid process.
- Since many bids are going out in May, the project managers are coordinating their bids in an effort to avoid bidding against each other.

Graham Elementary School

- The stolen copper piping has been replaced.

Central

- Fifteen projects are in close-out or substantially complete.
- Nine projects are in construction.
- Nine are in the bid phase.

House Park

- The old turf is being pulled up and the new turf should be installed in time for the start of football season.

Bryker Woods Elementary School

- An update on the window issue that was discussed in the previous meeting (see meeting summary March 25, 2008) will be provided at the next meeting.

Blackshear Elementary School

- Phase II work is beginning.

Parking Lot Issues

- A member asked if having so many bids occur at the same time, as is happening in May, was desirable or if this is something that should be avoided. She was concerned that AISD projects would be competing against other AISD projects for low bids.
- Curt Shaw responded that at each new phase, Construction Management had accelerated when requests for architects/engineers were completed. He noted this has been working well. He stated that at a minimum, A/E's needed six months to complete the design. The A/E must coordinate with the campus and CAC at each step of the process. He also commented that they try to do as much work as possible during the summer months, in order to keep instructional disruption at a minimum. He explained that problems with requesting many bids in the same timeframe generally arise only when the projects are very similar to each other.

IV Updates

- Bobby Jenkins reminded members that the CBOC will be performing its self-evaluation in May.
- The next CBOC Report to the Board of Trustees is scheduled for June 9th. Since the last report was just presented on March 24th, tri-chairs suggested that a written report be provided for June. This would be respectful of the Board's busy schedule. In addition, at this time, there is not much new information to provide.
- Members concurred.
- Should the 2008 Bond Election be successful, the transition process for the 2008 and 2004 Bond Program CBOC's is scheduled for discussion in the May CBOC meeting. Bobby Jenkins asked members to give this topic serious consideration before the May meeting.

V. Agenda Items for Next Meeting

- Next meeting May 27, 2008
- Subcommittee meetings
- Subcommittee reports
- Transition Process for 2008 and 2004 Bond Program CBOC's
- Review of Self-Evaluation Results

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.