

**2004 COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**June 24, 2008**

**Committee Members in Attendance**

Willis Adams  
Margarito Aranda  
Staley Gray  
Morris Hoover  
Bobby Jenkins  
Steve Kraal  
Cindy Lara  
Eliza May  
Carolyn Merritt  
Mary Ann Neely  
Steve Rogers  
Gerard Washington  
Peck Young

**Staff Members in Attendance**

Randy Baldwin  
Norman Barker  
Andrew Clements  
Maria Guerra  
Mark Harris  
Flo Rice  
Pat Rossett  
Scott Rouse  
Curt Shaw  
Tony Silva  
Sivalingam Siva  
Paul Turner  
Terry Wadsworth  
Idella Wilson

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. Approval of 2008-2009 Meeting Schedule
- V. Discussion of Self-Evaluation Results
- VI. Discussion of July Site Tour
- VII. Follow-up of CBOC Report to Board of Trustees
- VIII. 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 May 28, 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. Highlights of the individual subcommittee reports include:

#### North

##### North Central Elementary School

- Staff and real-estate consultants are looking for a suitable site that would provide relief to overcrowded schools in the area.

#### Central

Most projects are scheduled to be completed by the start of school in the fall.

##### New Bus Terminal

- Because the site previously being considered had some environmental issues, staff and consultants are once again looking for a suitable site.

##### Casis Elementary School

- Commissioning for the chiller and cooling tower is underway.

#### South

Projects are going well.

#### Soccer Fields

- It appears the soccer field will be placed at Paredes Middle School.
- Proposition 4 of the 2004 Bond Program allotted funds for athletic facilities and directed the District to look for efficient utilization of taxpayers' dollars through sharing facilities with other governmental entities, including joint-use facilities with the city or county.
- Originally, the District had hoped the soccer fields would create another opportunity for a joint-use project as was done with the Jimmy Clay and Roy Kizer golf courses and the tennis center at Garcia Middle School.
- Because a joint-use opportunity is not available, the District must bear all the costs of the soccer field construction.
- The design and infrastructure will be for two soccer fields but only one will be constructed.
- Curt Shaw stated that construction management staff had met with the athletic department to discuss construction of one field versus two fields.
- The athletic department stated that because the football fields now have artificial turf, these fields can be now be used year-round. One soccer field will meet the needs of AISD's soccer program.
- One member noted that two soccer fields were publicly advertised as part of the 2004 Bond Program.

- Regarding athletic facilities, the “Blue Book” only specifies scopes of work for the Burger Activity Center, House Park, and Nelson Field. It does not specifically include the construction of soccer fields.

#### Travis Heights Elementary School

- There have been complaints from the neighbors regarding the noise from the roofing work, which starts early in the morning.
- The project manager is responding to these complaints.

#### IV. Approval of 2008-2009 Meeting Schedule

- With one date change, members approved the schedule provided in the mail out.
- Members voted to meet on November 18<sup>th</sup> instead of November 25<sup>th</sup> because that Tuesday falls just before Thanksgiving.
- A final meeting schedule will be provided to members in the next mail out.

#### V Transition Process for 2004 & 2008 CBOC Committees

Members recapped the discussion held at the last CBOC meeting on the transition process for the 2004 and 2008 CBOC committees. A proposal outlining the recommendations of the CBOC has been provided to the Board. The Board is scheduled to discuss this in August.

The proposal would create an oversight committee that is comprised of the current 2004 Community Bond Oversight Committee and newly appointed members that would eventually become the 2008 CBOC upon the completion of all 2004 Bond Program projects. This proposal would capitalize on the expertise that 2004 CBOC members have developed during their tenure, while providing a solid foundation for the expert oversight of the current and any future bond programs.

The new membership would be achieved through the augmentation of the sitting committee with new appointments that would fill current and future vacancies. The new appointees’ term would extend to the end of the 2008 Bond Program (2012). Before tonight’s meeting, one member communicated her intent to resign and tonight, two members indicated they will be resigning. This brings the current membership to 16. The CBOC charge permits up to 25 members, so the Board could possibly appoint up to nine new members.

Members were polled to see which members were interested in continuing to serve through the 2008 Bond Program. Five members indicated they may continue. The other members emphasized that they would not serve beyond the end of the 2004 Bond Program and felt it important for the Board to be aware of this.

CBOC members again recommended the following:

- All new members should be appointed at the same time.

- The Board should appoint new members no later than September 2008 since the RFQ for the 2008 projects is anticipated to go out in August. As per the lessons learned, CBOC members should be appointed immediately after a bond initiative is passed.
- Current CBOC members should decide now if they can continue to serve through 2010, which marks the end of the 2004 Bond Program.
- If current CBOC members choose not to continue serving on the committee, they should submit their resignations in time for the Board to fill their vacancies at the same time that the current vacancies are filled.
- The current CBOC has worked very diligently to develop a smooth and time efficient process. Members expressed concern that if vacancies were filled sporadically, it would disrupt and encumber the meetings and hinder the learning curve of new appointees.
- New appointees must understand that their commitment is through the end of the 2008 Bond Program, which is 2012.
- The Board should review the charge and consider any revisions it may want to make to the charge.
- A retreat should be held for both current and new members at one of the facilities that has been constructed or renovated under the 2004 Bond Program to allow new members the opportunity to see an example of the work product of the bond program.
  - This retreat would provide members with an opportunity to become acquainted with each other and with the procedures under which the CBOC operates.
- The agenda for the first CBOC meeting, following the retreat, should only include subcommittee meetings to allow new members time to learn how to read the project manager reports and ask any questions they may have.

#### VI. Discussion of Self-Evaluation Results

- Overall, the results indicated the committee is doing well.
- The committee discussed the relevancy of items B-5 (Committee Participation - The committee has protocols for dealing with the citizens and the media.) and B-6 (Committee Participation - The committee adheres to protocols for dealing with citizens and the media.) and decided these should be deleted in future evaluations.
- The committee also requested that item B-24 (Committee Participation - Committee members attend meetings.) be rewritten to more accurately reflect the intent: i.e., how member attendance affects the efficiency and effectiveness of the committee.
- Members noted that it would be useful to review the self-evaluation instrument with new members when a retreat is held.

#### VII. Discussion of July Site Tour

- Members chose Tuesday, July 22<sup>nd</sup> as the date for the site tour.
- The Board of Trustees will be invited.

- The group will tour the administration area and music room at Linder Elementary School and the new addition at Akins High School.
- Everyone will meet at the CAC at 6:00 p.m. to board buses for the tour.
- Box dinners will be provided.
- Members need to let Pat Rossett know by July 18<sup>th</sup> if they will be attending.

#### VIII. Discussion of CBOC Report to the Board of Trustees

- A comprehensive, written report was submitted to the Board on June 9, 2008.
- Board of Trustees members did not request any additional information following receipt of the report.

#### IX. Agenda Items for Next Meeting

- Next meeting is August 26<sup>th</sup> in the Board Auditorium.
- Subcommittee Meetings
- Subcommittee Reports
- Communications Report
- HUB Report
- Discussion of Transition Process for 2004 & 2008 CBOC Committees
- Follow-up of July Site Tour

### 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:
  - o Research the city requirements before establishing a budget for renovations.
  - o 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.
  - o Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.