

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
October 28, 2008

Committee Members in Attendance

Margarito Aranda
Mark Boyden
Roseanne Brazeal
Cari Clark
Nan Clayton
Staley Gray
Jackie Hawkins
Morris Hoover
Bobby Jenkins
Cindy Lara
Eliza May
Carolyn Merritt
Mary Ann Neely
Jim Recek
Armando Ruiz
Steve Rogers
Peck Young

Staff Members in Attendance

Mario Alaniz
Randy Baldwin
Norman Barker
Andrew Clements
Bruce Davis
Maria Guerra
Mark Harris
Deborah James
Scott Rouse
Curt Shaw
Tony Silva
Siva Sivalingam
Terry Wadsworth
Idella Wilson

Others in Attendance

Amanda Berens
Laura Kunz
Will Ponder
Dylan Siegler

Agenda

- I. Call to Order and Approval of Minutes
- II. Sustainability Report
- III. Review of Recommendations for Use of Available 2002 Health & Safety Bond Program Funds
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Survey Subcommittee Report
- VII. Broaddus Report Update
- VIII. Discussion of Draft Report to Board of Trustees
- IX. 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. She then introduced four new CBOC members: Roseanne Brazeal, parent with a child at Ann Richards School for Young Women Leaders; Cari Clark, a local home builder; Nan Clayton, former Board member and 2008

CBAC member; and Armando Ruiz, also a member of the 2008 CBAC. Eliza informed the committee that Gerard Washington had resigned from the CBOC and recognized Gerard's contribution to the committee, especially for his leadership as chairman of the Survey Subcommittee. The September 23, 2008, minutes were approved as written.

II. Sustainability Report

Will Ponder, Amanda Berens, and Dylan Siegler, EWaS consultants, gave the sustainability report that included updates on the Austin Energy Green Building Program, Austin Energy rebates, and the Green Housekeeping Program and next steps.

- Eight of the new schools have received their ratings from Austin Energy Green Building Program (AEGBP):
 - Perez, Clayton, and Blazier, elementary schools and the Kiker Elementary School addition received a two-star rating;
 - Garcia Middle School and Overton Elementary School received a three-star rating; and
 - LBJ High School Theater and Kealing Middle School addition received a four-star rating.
- The District's goal of achieving a two-star rating for all new construction is being met.
- One member asked for clarification on how points are awarded. Will Ponder explained that points are awarded for water efficiency, building orientation, building systems commissioning, and other environmental stewardship strategies, including use of green housekeeping products and methodologies.
- Staff will provide the new members with a detailed explanation on how points are earned.
- Another member asked if other school districts had expressed interest in the green housekeeping program. Will Ponder noted that Northside ISD in San Antonio had expressed interest.
- Will Ponder also updated the committee on the performance evaluation progress:
 - Austin Energy is installing automated meter readers (AMRs) throughout the city.
 - This equipment will allow EWaS to collect data needed to compare the energy use of the newly constructed schools with the energy use of older school buildings.
 - This is just one component. There are many factors that must be considered when comparing buildings, such as square footage, extra curricular use, etc.
- One member suggested that EWaS research the possibility of obtaining a lower rate for schools from Austin Energy if school peak usage time varies substantially from the rest of the city.
- Another member asked if each school paid its own utilities. Curt Shaw responded that they did not. He explained that the District pays for the utilities and works with the individual campuses on energy conservation.

III. Review of Recommendations for Use of Available 2002 Health & Safety Bond Program Funds

One of the “lessons learned” from previous bond programs, including the 2002 Health & Safety Bond Program, was the importance of conducting an in-depth facility assessment and the development of a facilities database. This database would serve as a clear nexus between educational design and facility design, and guide the determination of priorities for repairs and renovations and the need for additional facilities. In response to this recommendation, in February 2006, the Board approved a request for the performance of a facility condition assessment of AISD campuses and support facilities. Funding for the assessment was provided from four sources:

• 1996 Bond Program Remaining Funds	\$262,100
• 2002 Bond Program Remaining Funds	\$866,162
• 2004 Bond Program Management Funds	\$282,083
• 2006 Construction Mgmt. M&O Funds	<u>\$677,300</u>

Total	\$2,087,645
-------	-------------

Curt Shaw reported that the assessment is 75-80% complete at this time, but that staff had determined some adjustments to the initial assessment should be made. This was realized as the Facility Condition Assessment progressed relative to identifying and estimating the cost to eliminate deficiencies associated with requirements of the Americans with Disabilities Act (ADA) and Texas Accessibility Standards (TAS), as well as those identified as Functional Equity (FE) deficiencies when existing facilities spaces are compared to AISD’s Educational Specifications. At this time, it became apparent that a significant additional level of effort would be necessary to properly complete these components of the assessment. In order for the cost estimates that address the ADA/TAS and FE deficiencies to have legitimacy, reasonable assumptions on design solutions have to be made. Construction Management staff requested that the Board of Trustees consider the following recommendations as a source of additional funding to complete the facility condition assessment.

- Allocate the additional funds, from the interest accrued from the 2002 Health & Safety Bond Program bond sales totaling approximately \$2.3 million, to:
 - Provide needed funding, in the amount of \$745,375, to complete the schematic designs for ADA/TAS and FE as part of facility condition assessment; and
 - Augment the 2004 Bond Program-Wide Contingency Budget with the remaining \$1,590,773 (plus all future additional remaining funds).

After hearing the staff’s recommended options for the remaining funds, the Board directed the staff to receive input from the CBOC before it considered the approval of the reallocation of the funds. Below is a summary of members’ comments and their recommendation.

- One member expressed the view that the funds from the 2002 Health & Safety Bond Program should only be used for projects approved by taxpayers; otherwise, the funds should be returned to taxpayers.
- One member asked if there were any projects in the 2004 Bond Program that would not be done if money runs out. Curt Shaw explained that the scope of work for all projects under the 2004 Bond Program would be completed. Funds may not be available to include tangential projects that come to light as the 2004 Bond Projects are constructed.
- One member stated that the decision on whether to use these funds should be made after receiving the Broaddus report.
 - At this time Curt Shaw told the committee that the Broaddus report would not be available until early spring.
 - Broaddus & Associates stated that there is not enough data currently available to determine what impact Hurricane Ike may have on the market.
 - It would be premature to use the current market data.
- The committee approved a motion to recommend to the Board of Trustees that the funds, available from the interest accrued from the 2002 Health & Safety Bond Program, be used to pay for additional scope to the facility assessment plan and that the remainder of the funds be placed in the 2004 Bond Program contingency. One member abstained and one member voted nay.

IV. 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

V. 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 45 projects.
- Fifteen are under warranty or close out.
- The last playslab cover has been installed. Every elementary school now has a covered playslab.

New North Central Elementary School

- The subcommittee is still greatly concerned that a site has not yet been determined for this school and want their concerns conveyed to the Board.

Central

There are 39 projects, most of which are substantially complete. Nine projects are going to bid and a few are in construction.

Baker Center

- Scope of work now includes additional ceiling work to install return-air ducts for the replacement of air-conditioning unit on third floor.

Webb Middle School

- The fine arts addition project is being re-bid due to an error in a major subcontractor's bid.

South

- Projects are going fairly well.

Oak Hill Elementary School

- There have been issues with the contractor. The project manager has spent much time trying to get the contractor to meet the schedule.

Joslin and Sunset Valley Elementary Schools

- This is another project where the project manager has spent considerable time pushing the contractor to maintain the schedule.

Parking Lot Issues

- A member stated that there is a need to have the educational specifications for the core components (library, gym, cafeteria) of new elementary schools reevaluated.
- Since some of the new elementary schools have the same number of students as a middle school, they should have an equivalent size core.

At this time, Bruce Davis, a new project manager, was introduced to the committee.

VI. Survey Subcommittee Report

- Mary Ann Neely, acting chair of the Survey Subcommittee, reviewed the script provided to CBOC members for the calls to be made to principals regarding the survey.
- A member requested that the script include a reference to the CBOC charge from the Board mandating that a survey on the level of satisfaction of faculty, staff, parents and community be conducted.
- Another member asked if there was a projected goal for the survey.
- The subcommittee will meet to discuss projected goals.

VII. Discussion of Draft Report to Board of Trustees

- The report to the Board was rescheduled for Monday, November 10, 2008. (*This date has now changed to Monday, November 24, 2008*)
- Members reviewed the draft report provided at the meeting.
- A member requested that slide 8 refer to “soccer field” versus “soccer fields.”
- Another member requested that slides #11 and #14 be consolidated into one slide.
- A member requested that the report mention that CBOC members will be contacting the principals of the schools to be surveyed.
- Another member requested that the report mention that Broaddus & Associates will be conducting another study in the spring.
- Members decided to forego a site tour in December and have two meetings in January, the regular meeting and a member retreat.
- Suggested dates for the retreat were January 10th and 17th.

VIII. Agenda Items for Next Meeting

- Next meeting is November 10, 2008, at the Austin High School Library
- Subcommittee Meetings
- Subcommittee Reports
- Technology Update
- PAC Task Force Update
- Follow-Up of CBOC Report for Board of Trustees
- Discussion of Orientation & Training for New CBOC Members

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.