

COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
February 24, 2009

Committee Members in Attendance

Willis Adams
Margarito Aranda
Mary Ann Auster
Nan Clayton
Ashton Cumberbatch
Staley Gray
Morris Hoover
Lawrence Huang
Bobby Jenkins
Cindy Lara
Rashaanne Lewis
Beverly Mendez
Carolyn Merritt
Mary Ann Neely
Sarah Price
Jeff Walker
Kennard Wright
Peck Young

Staff Members in Attendance

Mario Alaniz
Randy Baldwin
Norman Barker
Andrew Clements
Bruce Davis
Craig Estes
Maria Guerra
Mark Harris
Deborah James
Richard Kolb
Bill McClure
Florence Rice
Pat Rossett
Scott Rouse
Curt Shaw
Tony Silva
Paul Turner
Terry Wadsworth
Idella Wilson

Others in Attendance

Cloteal Haynes
Laura Kunz

New Member Session

Curt Shaw and Randy Baldwin provided new members with an overview of the project manager reports and program contingency reports. They also reviewed bond funding and financial documents for the 2004 and 2008 Bond Programs.

Regular Agenda

- I. Call to Order and Approval of Minutes
- II. HUB Consultant Update
- III. Communications Consultant Update
- IV. Subcommittee Meetings
- V. Subcommittee Reports
- VI. Follow-Up of CBOC Report to Board of Trustees
& Discussion of Format for March Report
- VII. Follow-Up Discussion of CBOC Retreat
- VIII. Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Bobby Jenkins called the meeting to order and invited questions and modifications of the agenda from other CBOC members. He then introduced a new CBOC member, Jeff Walker. The November 18, 2008, minutes were approved as written.

II. HUB Consultant Update

Cloteal Hayes, HUB consultant, provided the latest HUB contract awards data:

- Over 23% of total contracts, as of February 9, 2009, were awarded to HUB firms.
- Over 57% of total contracts, as of February 9, 2009, were awarded to small firms and over 85% of total contracts, as of February 9, 2009, were awarded to local firms.
- Over 35% of professional services contracts, as of February 9, 2009, were awarded to HUB firms.
- Over 22% of total construction contracts, as of February 9, 2009, were awarded to HUB firms.
- Overall, the number of MBE/WBE firms certified by the City of Austin has increased slightly (2.42%) from August, 2008 to February, 2009.
- Between August 2008 and February 2009, the number of City certified firms owned by Hispanics, Native Americans and Women has increased, the number of City certified firms owned by African Americans and Asians has decreased.
- The percentage of bond projects awarded to HUB firms has increased slightly since the last report, up from 22.62% (August, 2008) to 23.98% (February, 2009).
- Overall, the percentage of bond contracts awarded to HUB firms, in most cases, meets or exceeds the percentage of awards to HUB firms by other local entities.
- In addition, she gave an update on the contracts awarded to participants in the Mentor/Protégé Program. Protégés received almost \$250,000 in contract awards during the month of January. Mentors received over \$8 million during the month of January.
- In March, CMPI will be conducting a workshop for Construction Managers @ Risk for the Phase I 2008 Bond Program projects. They are also planning additional Mentor/Protégé workshops.

Despite the apparent growth in overall HUB participation, members once again expressed concern about the low African-American participation rate, especially among contractors. Ms. Haynes noted that some African-American firms do not qualify for bids with the District because they do not have sufficient insurance or bonding capacity. She also commented that the District has many contracts for certain specialties, such as roofing and HVAC work, but there are few or no African-American firms that provide these services. One member shared a similar experience on another Austin board,

of which he was a member, that had been criticized for the lack of African-American participation in the project and cited the same circumstances.

At the end of the discussion, members made the following requests:

- Breakdown of different groups that attend the outreach events
- Identification of different strategies to increase HUB participation

III. Communications Consultant Update

Laura Kunz of TateAustinHahn (TAH) delivered the communications update.

General Statistics:

- To date, there have been 417 email update requests.
- The number of web site inquiries was 195. The largest percentage of the web site inquiries, 32%, still relate to new schools. The next highest percentage, 25%, related to boundaries.
- The number of hotline inquiries was 123. 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 609,733. Of these, 585,761 were direct hits (people went directly to the *Apple at Work* site address and did not access it through a link on the AISD website).

The *Apple at Work* site:

- The website has been updated to reflect the new CBOC members and complete bond information on the 2008 Bond Program.
- TAH continues to work with AISD staff to develop an interactive map.
- Videos currently shown on the *Apple at Work* site include:
 - Tommy Cox, Athletic Director, talking about the athletic projects.
 - Updates on the 2004 Bond Program.
 - Overton dedication ceremony.
- A video, specifically for the 2008 Bond Program, is in production.

Publications and Materials:

- E-blasts were sent out in:
 - September 2008 on new schools, classroom additions, and athletic projects.
 - November 2008 on 2008 Bond Program details and the PAC Task Force.
 - January 2009 on GradeSpeed.
 - February 2009 on the Overton dedication, new CBOC members, and the 2008 Bond Implementation Schedule.
- A combined 2004 and 2008 bond programs annual report will be distributed this spring in the *Austin American-Statesman* and *Ahora Sí*.

New Schools:

- The groundbreaking ceremony for the new Southwest Elementary School will be held this fall.

- The dedication ceremony for Overton Elementary School took place January 25, 2009.
- The dedication ceremony for the new Southwest Middle School will be held November 8, 2009.

Surveys

- Beginning in November, surveys were administered to 18 schools where major renovations were either in progress or just completed and three new schools that opened within the last two years.
- To date, there have been 685 total responses to renovation projects and 259 total responses to new school surveys. This is an average of 45 responses per campus.
- Ms. Kunz suggested that the increase in response rate for this survey, the best response to date, was due to the calls made by CBOC members to the principals encouraging their support for the survey.
- Ninety-three percent of respondents believe the renovation projects will improve the quality of education.
- Ninety percent of respondents believe the renovation projects will meet the needs of the campus community.
- Eighty-seven percent of respondents believe the new campus will improve the quality of education.
- Ninety-seven percent of respondents believe the new campus will meet the needs of the campus community.
- The Survey Subcommittee will meet in March and will present a detailed analysis of the survey results at the next CBOC meeting.

A member noted that two schools were responsible for almost half of the responses. One member reminded the committee that the CBOC is charged by the Board of Trustees to conduct these surveys. A discussion ensued relating to how survey responses could be improved. Another member noted that schools are bombarded with surveys in the spring and that this may one of the reasons the response rate is not better. Mary Ann Neely, acting chair of the Survey Subcommittee, invited any interested members to join the subcommittee and assist in this endeavor. Members were asked to submit to Pat Rossett or Laura Kunz any information they would like to share about their experience in calling the schools.

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 component

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:

South

Oak Hill Elementary School

- There have been problems with the windows on this project. They are on their third set of windows.
- The District issued a legal notice to the general contractor for corrections of deficiencies.

Menchaca Elementary School

- General contractor has been slow in processing change requests, which has delayed completion of the project.

Pleasant Hill Annex

- Construction will take place this summer.

Southwest Elementary School

- Schematic design was approved by Board on February 9, 2009.
- Design team is working with sustainability consultants for a two-star AEGBP rating.

High School Science Renovations

- Science classroom renovations and additions are being constructed this summer at Akins, Bowie, Crockett, Travis and Anderson high schools.

PAC

- A request for proposals netted 13 sites for review.
- The design team is meeting with acoustic and theater consultants.

Central

- Approximately 45 percent of the projects are substantially complete or in close-out.
- Approximately 45 percent of the projects are in planning or design.
- Approximately ten percent are in construction.

Bus Terminal

- The site is undergoing the geological assessment and appraisal.

North

- There are 50 projects.
- The majority are in close out or waiting for close-out construction documents.

- Five are on hold.
- Five are in the bidding process.

New North Central Elementary School

- The situation has not changed.
- There is still no site.
- A member asked why finding a site was so problematic.
- Curt Shaw explained that in this area this is no open or raw land of sufficient size for an elementary school.
- Paul Turner noted that the District was also looking at the cost effectiveness of assembling pieces of property.
- Curt Shaw stated that each year of delay costs approximately \$1 million, but this cost could be mitigated with the downturn in the construction industry.

Lanier High School

- The expansion of the auditorium from 320 to 500 seats is a challenging project.

Eastside Memorial High School

- This is another challenging project.
- Three different schools are being located on one campus.

McCallum High School

- A new auditorium is being constructed that will be the model for all future auditorium construction.

Andrews Elementary School

- The cafeteria has been expanded by 1100 square feet.

Power Factor and Harmonic Distortion Corrections

- These projects are currently on hold.
- ERCOT is requiring local utilities to achieve 97% efficiency. This means a facility would not demand more than 3% of what it uses.
- Capacitor banks were to be installed at each facility to modulate the power factor and balance electric power demand, which in turn will provide more predictability in energy usage.
- Local large users are asking Austin Energy to consider other possibilities (other than installing capacitor banks at each facility), which may be more efficient and effective.
- Because of the negative reaction by large users, the City Council has put this item on hold.
- The District is waiting to see how it will be resolved before proceeding with the installation of capacitor banks at each AISD facility.

Parking Lot Issues

- How will the federal stimulus package affect bond programs?
 - In the materials provided at the meeting, members received a list of projects for school modernization that have been initially submitted for consideration.

VI. Follow-Up CBOC Report to Board of Trustees

- The CBOC report was presented to the Board on November 24, 2008.
- It was received well by the Board.
- The tri-chairs thanked the members who attended the presentation. Their support was much appreciated.
- Members received a handout summarizing the Board's comments.
- One member commented that the Board had requested that the rebates be included in the contingency.
- Randy Baldwin noted that rebate amounts were now being listed on the contingency sheet, but were not included in the pie chart.
- The next report to the Board is scheduled for March 30th.
- A draft report will be reviewed at the next CBOC meeting.

VII. Follow-Up Discussion of CBOC Retreat

- The retreat went well and was well attended.
- Members found it very informative and helpful.
- Members unanimously approved the posting of member bios on the CBOC website, pending the submission of all member information.

VIII. Agenda Items for Next Meeting

- Next meeting is March 24, 2009-Location-Board Auditorium
- Subcommittee Meetings
- Subcommittee Reports
- Discussion of Draft CBOC Report to Board of Trustees
- Broaddus Report [Members requested that summary be sent to them before the meeting.]
- Survey Subcommittee Report

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.