

**COMMUNITY BOND OVERSIGHT COMMITTEE**  
**Meeting Summary**  
**May 26, 2009**

**Committee Members in Attendance**

Willis Adams  
Ramon Alvarez  
Mary Ann Auster  
Ashton Cumberbatch  
Jackie Hawkins  
Morris Hoover  
Lawrence Huang  
Eliza May  
Mary Ann Neely  
Sarah Price  
Jim Recek  
Steve Rogers  
Peck Young

**Absent Members**

Margarito Aranda  
Mark Boyden  
Nan Clayton  
Cari Clark  
Staley Gray  
Bobby Jenkins  
Cindy Lara  
Rashaanne Lewis  
Jeff Walker  
Kennard Wright

**Staff Members in Attendance**

Mario Alaniz  
Randy Baldwin  
Norman Barker  
Andrew Clements  
Bruce Davis  
Craig Estes  
Maria Guerra  
Deborah James  
Bill McClure  
Florence Rice  
Pat Rossett  
Scott Rouse  
Tony Silva  
Velupillai Sivalingam  
Terry Wadsworth  
Idella Wilson

**Others in Attendance**

David Guffey - AISD  
Laura Kunz-TateAustinHahn  
Will Ponder – ACR Engineering  
Ricardo Troncoso – ACR Engineering

**Agenda**

- I. Call to Order and Approval of Minutes
- II. Report on Environmental Stewardship Envisioning Committee
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. EWaS Update
- VI. Update on Facility Condition Assessment
- VII. Updates and Agenda Items for Next Meeting

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

Ashton Cumberbatch called the meeting to order. He reminded the committee that Bobby Jenkins and his brothers were participating in a 2300-mile bike ride to Calgary, Canada as a fundraiser for Caritas. Ashton Cumberbatch invited

questions and modifications of the agenda from other CBOC members. The April 28, 2009, minutes were approved as written.

## II. Report on Environmental Stewardship Envisioning Committee

During the March CBOC Report to the Board of Trustees, Dr. Forgione encouraged the tri-chairs and the CBOC members to look at the efforts of the Environmental Stewardship Envisioning Committee (ESEC). As a follow-up to Dr. Forgione's comments, David Guffey, Administrative Supervisor for Science, spoke to the CBOC about the ESEC and its mission.

- The ESEC was created by David Guffey and Paul Turner as an effort to begin coordination and collaboration of the environmental stewardship efforts of AISD at all levels: curriculum, facilities, community, and school campuses.
- Its mission is to promote environmental stewardship by utilizing a systemic approach to inspire our students to become stewards of the environment through improved student learning and academic achievement.
- Members include teachers, parents, community members, administrative staff, and representatives from the City of Austin, Austin Energy, and the Mayor's office.
- Five subcommittees have been established: Resources; Energy; Facilities, Grounds and Supplies; Transportation; and Sustainable Practice and Implementation.
- The group has met four times and plans to meet again in July to finalize recommendations to be presented to the Superintendent's cabinet.
- A member asked if the EWaS consultants were part of this group. Idella Wilson stated that they were participants.
- The member then asked if advocating for sustainable construction practices was one of the facilities subcommittee's goals. Idella Wilson responded that the Construction Management Department was already committed to implementing sustainable practices in all new construction and to achieving a two-star rating or better under the Austin Energy Green Building Program.
- Another member asked if the ESEC was familiar with the City of Austin's Solar Power Program. David Guffey replied that Jake Stewart with the Austin Climate Protection Program was a member of the ESEC and that David participates in Mr. Stewart's committee on climate protection.
- A member complimented the ESEC on its mission statement.

## III. 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

#### IV. 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

- Twenty-four projects were reviewed.

##### LBJ High School

- On the project manager's report, the cost listed for the one LBJ science classroom is actually the cost for the eight LASA science classrooms and vice versa.

##### Lanier High School

- The existing auditorium is being expanded to 500 seats.
- The subcommittee complimented the architect on his design.

##### South

##### Oak Hill Elementary School

- The District is still waiting for the City of Austin to reimburse the District for a portion of the water line.

##### Diane Gorzycki (Southwest) Middle School

- The City of Austin has approved a reduction of the speed limit on Slaughter Lane in front of the school.

##### Bedichek Middle School

- The condition of the old roof will require replacement instead of just repairs.
- The additional costs will be paid with M&O funds.

##### Cafeteria & Kitchen Renovations

- Originally, only three schools were included in this project.
- For cost saving purposes, the project now includes 18 schools.

##### Travis High School

- All science classrooms are being renovated in order to meet the upcoming four by four requirements.
- The subcommittee questioned why only four windows were being replaced instead of all the windows in that wing.
- The subcommittee requested that replacement of all windows in adjacent areas be considered to achieve a coherent design.

##### Central

- There are 36 projects: 17% are under construction and the others are in design or closeout.

#### Mathews Elementary School

- The elevator should be operational in a week pending inspection.

#### House Park

- This project falls within the flood plain and a variance is required by the city.
- The City Council will vote on the variance needed for this project on June 11<sup>th</sup>.

#### Bus Terminal

- It appears work on this project may begin in the next few months.

#### Baker Center

- The bid for the extensive renovations that will take place at Baker is 23% under budget.

#### Parking Lot Issues

- When a project involves some window replacements, consideration should be given to replacing all windows to achieve a cohesive design.

### V. EWaS Update

Will Ponder and Ricardo Troncoso of ACR Engineering provided an update on the bond programs' sustainability efforts.

- Will Ponder reviewed the list of new schools and classroom additions in Phases 1, 2, 3 and 4 that have been rated under the Austin Energy Green Building Program (AEGBP).
- The District has received \$654,330 in rebates and is anticipating another \$291,956.
- The bulk of the rebates are for installing high-efficiency energy systems and reflective roofing.
- Ricardo Troncoso provided an overview of the commissioning process, which is a systematic process of ensuring that a building and all of its systems perform interactively according to the design intent and the owner's operational needs.
- He emphasized that it was important systems be both sustainable and maintainable.
- AEGBP requires commissioning for a building to be rated.
- This was a continuation of the information provided on commissioning by Randy Baldwin at the last CBOC meeting.
- Commissioning tasks generally fall under two phases, first the design phase and then the construction phase.
- During the design phase the EWaS consultants work with the project managers and the architect/engineers on:
  - The District's project requirements;

- The basis of design documentation;
  - Design reviews and meetings; and
  - Commissioning specifications.
- During the construction phase, the EWaS consultants:
  - Conduct submittal reviews to verify compliance with District expectations and to identify any potential conflicts that may arise during construction;
  - Conduct field observations to assess construction process and identify potential conflicts and items in non-compliance with requirements;
  - Review installation checklists to systematically document the installation of major pieces of mechanical, electrical, and plumbing systems;
  - Conduct functional testing to document proper installation and operation of energy using systems; and
  - Verify that staff has received training and documentation needed for maintenance of systems.
- The commissioning process at Clayton ES was used as a case study because it was the first AISD school to go through the entire commissioning process from design phase through functional testing.
- Members made the following comments and questions regarding this presentation:
  - A member noted that people often believe “green” buildings cost more to construct and was pleased to learn of the rebates. He also asked if the consultants could project the amount saved in energy costs. Mr. Troncoso replied that a computer simulation had projected 20% to 30% savings.
  - Another member asked if the 40 completed projects were actually achieving what had been predicted. Mr. Troncoso stated that 75% of the Phase 3 projects were achieving the energy goals. He also said that for new construction, there was a 22%-27% savings.
  - Currently, the District has a goal of achieving two-star AEGBP ratings for new construction. A member asked if this should be ratcheted up to three-stars. Will Ponder explained that it may not be possible to attain a three-star rating for some buildings because of the site or orientation of the building. He also stated that raising the bar on the AEGBP rating was something already on the agenda for the ACR team for discussion.
  - The committee decided that the EWaS consultants could return at a later date to further discuss the ratings.
  - A member asked if old windows were an energy issue. Ricardo Troncoso responded that when old windows are replaced with newer more energy efficient ones, it takes approximately 12 years or so to recoup the costs through the energy savings.
  - A member asked if the controls system automatically alerted staff when there were problems or if it had to be constantly monitored. Ricardo Troncoso explained that the systems have an alarm component that alerts staff.

### Parking Lot Issues Related to EWaS Presentation

- Commissioning is essential to energy efficiency and the CBOC should encourage the Board to continue to support the commissioning process.
- The Board should consider raising the District new constructions standard of an AEGBP two-star rating to a higher level.
- The committee should have a strategy session with the EWaS team to consider raising the AEGBP standard.

### VI. Update on Facility Condition Assessment

Randy Baldwin provided a handout summarizing facility condition assessment to members and reviewed the information.

- In 2004, AISD purchased a computer-aided facility management (CAFM) system by Tririga, which included the development of a comprehensive facility condition assessment component.
- The system provides for the development of an electronic data model of the condition of the facilities, which can be considered by building components, building, school, groups of schools, or entire AISD infrastructure.
- The Capital Asset Planning System (CAPS) breaks down each structure into standard building systems (roofs, HVAC, plumbing, electrical, etc.) and each site into various site systems (utilities, parking lots, etc.), determining the current condition of each system, indicating repairs needed, and projecting a timeline for the future replacement of each system.
- The completed assessment includes estimates of costs to repair or replace building and site systems for each facility, and provides a System Condition Index that is a ratio expressed as the current cost to remedy a system deficiency compared to the current cost of replacing the system, or current replacement values.
- The completion of the reassessments for school that received 2004 Bond Program improvements, the detailed ADA/TAS assessments, and the detailed Functional Equity assessments are all scheduled to be complete in December 2009.
- Members made the following comments and questions regarding the presentation:
  - A member asked if there was an opportunity of school staff to have input in the building assessments. Randy Baldwin explained that each facility building operator had been consulted.
  - Another member noted that it is also important to consult teachers and other staff members.
  - One member asked if industry standards were used in making the assessments. Randy Baldwin stated that industry and user standards were used.
  - A member asked if it this life-cycle cost tool would be used in the design phase of project. Randy Baldwin indicated it would be used.

- Randy Baldwin stated that the facility condition assessment information would be available when the next bond program is developed.
- A member asked how functional equity was identified. Randy Baldwin said that functional equity referred to significant space equity.

VII. Agenda Items for Next Meeting

- Next meeting is June 23, 2009-Location-**Board Auditorium**
  - Subcommittee Meetings
  - Subcommittee Reports
  - Safety Update
  - Planning for July Site Visit
  - Review of CBOC Process
- Ashton Cumberbatch asked members, both new and old members, to give some thought to the meeting process and how it's working.
  - At our next meeting, some time will be devoted to discussing what, if any, changes the committee may want to make that may benefit the way the oversight business is conducted..

Member Requests

- Start meeting on time
- Monitor time spent on presentations and questions to keep meeting on schedule.

**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.