

COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
June 23, 2009

Committee Members in Attendance

Willis Adams
Mark Boyden
Nan Clayton
Ashton Cumberbatch
Staley Gray
Jackie Hawkins
Lawrence Huang
Rashaanne Lewis
Eliza May
Beverly Mendez
Carolyn Merritt
Mary Ann Neely
Jeff Walker
Kennard Wright

Absent Members

Ramon Alvarez
Margarito Aranda
Mary Ann Auster
Cari Clark
Morris Hoover
Bobby Jenkins
Cindy Lara
Sarah Price
Jim Recek
Steve Rogers
Peck Young

Staff Members in Attendance

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

Others in Attendance

Bob Deases-Safety Consultant
Chuck Deases-Safety Consultant
Laura Kunz-TateAustinHahn
Dan Yates-Safety Consultant

Agenda

- I. Call to Order and Approval of Minutes
- II. Safety Update
- III. Subcommittee Meetings
- IV. Subcommittee Reports
- V. Interactive Map Demonstration
- VI. Discussion of July Site Tour
- VII. Survey Subcommittee Update
- VIII. Approval of 2009-2010 CBOC Meeting Schedule
- IX. Process Discussion
- X. Updates & Agenda Items for Next Meeting

I. Call to Order and Approval of Minutes

Ashton Cumberbatch called the meeting to order. He invited questions and modifications of the agenda from other CBOC members.

II. Safety Update

Bob Deases, Chuck Deases, and Dan Yates provided the safety report update.

- For the benefit of new members, Dan Yates reviewed the process the consultants use at the start of a new project: pre-bid meetings, pre-construction meetings, site surveys, and loss analysis of contractors past safety history.
- This report provided a summary of the activities from August 2008 through April 2009, including charts representing the number of:
 - active projects;
 - safety inspections conducted;
 - man-hours reported; and
 - accidents reported.
- In a comparison with the most recent data from the Bureau of Labor Statistics “Nonresidential Building Construction,” 2004 Bond Program contractors are estimated to have had 3.2 accidents per 100 employees compared to nationwide contractors who had 5.4 accidents per 100 employees.
- Six contractor injuries, all relatively minor, and one student injury were reported during this period.
- The student injury took place during a PTA Halloween event on school grounds at 6:30 p.m.
 - While skateboarding on the front sidewalk of the school, an eighth grader stepped on a roof nail and required medical attention.
 - The project manager immediately notified the roofing contractor and early the next morning the contractor checked the school grounds for any other potential hazards.
 - The safety consultants also conducted their own check of the school grounds the next morning.
- A committee member noted that the contractor injuries apparently were the result of carelessness on the part of the contractors and asked if these types of injuries warranted a higher level of warnings to ensure prevention of similar incidents in the future.
- A member asked if they assumed the contractors would report all incidents. The consultants explained they do not rely solely on contractor reporting. Posters have been placed in the schools with contact numbers for the safety consultants. Incidents are also reported by school personnel, visitors, and students.
- Safety consultants complimented the project managers on their role in maintaining safe working conditions and emphasized it was a “partnership in prevention.”
- Members asked why there had been such an increase in the number of safety violations issued in April. Bob Deases stated that there had been a

number of new projects at that time. Typically when projects begin, there is a period of adjustment for contractors because AISD holds its contractors to a higher level of accountability regarding safety issues than most other entities for whom the contractors have worked.

- Another member asked if the experience level of the employees played any role in the injuries reported. Bob Deases responded that generally more experienced workers have fewer injuries on the job, and that in the current economic climate, most contractors are keeping their experienced workers.
- A member mentioned the recent scaffold deaths of three workers here in downtown Austin and asked if that was a concern for AISD contractors. Chuck Deases explained that the tallest AISD building projects were only two stories high, much lower than the high-rise building where the deaths occurred. He also noted that falls from six feet had the highest death rates because these falls tend to critically impact the head and neck areas.
- A member requested that in future reports, less emphasis be given to the overall safety procedure. The member suggested that an injury case study be provided, showing all the steps taken at the time a specific injury occurred and the safety measures implemented afterwards.

Before the committee met in the geographic subcommittees, the May 27, 2009, minutes were approved as written.

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:

Central

House Park

- The City Council approved the variance needed for this project.
- There is now a site permit problem relating to zoning.
 - Under a ruling by the Texas Supreme Court, independent school districts are generally exempt from a city's zoning requirements.

- Municipalities are challenging this exemption and attempting to require independent school districts to adhere to municipal zoning ordinances.
- The City of Austin (CoA) has taken the position that impervious cover zoning requirements apply at House Park.
- Lawyers for the District and the City are working to resolve this issue.

Mathews Elementary School

- The elevator work is completed; state inspection is pending.

O.Henry Middle School

- Close-circuit TV security work is in progress.

Allison Elementary School

- The contractor is being closely monitored by the AISD project manager.

Webb Middle School

- Phase II, primarily the Fine Arts addition, should be completed prior to the start of the 2009 school year.
- The renovations to the PE area may not be completed in time for the start of the 2009 school year.
 - A contingency plan has been developed.
 - The portables that are currently being used as locker rooms will continue that function until the renovations are completed.

Woodridge Elementary School

- This project is on track; 75% of the roofing is complete.

Casis Elementary School

- Work on the sewer lines is ongoing.

Roofing Projects

- Roofing work will take place this summer at Summit, Brown, and Blackshear elementary schools, Burnet Middle School, and Eastside High Schools.

Austin High School

- Bidding on the first phase began in June.
- Construction should start in July.
- This project was delayed in order to honor the Campus Advisory Council's request that the school's master plan be reviewed when plans for the new construction were being made.
- The contractor has an aggressive schedule in place, nine to ten months to complete the science classroom additions and renovations.

Barrington Elementary School

- Fifty percent of the construction documents have been received.
- The project is on budget.

Langford Elementary School

- The City of Austin has requested a full environmental assessment; this will add at least two weeks to the permit schedule.
- The budget for this project is a challenge.

Warehouse

- The budget for this project is a challenge.

Garza Independence High School

- The schematic design for this project was approved by the Board of Trustees on June 8th.

Linder Early Childhood Center

- As a result of discussion with the Board regarding potential sites, staff is pursuing additional options.
- Locating the center on the Linder campus does not appear feasible.

Bus Terminal

- Negotiations are underway with the seller of the land.
- To avoid any zoning issues for the District with the City of Austin, the seller of the land is submitting a zoning change for the site before the District purchases the land for use as a bus terminal.

North

- Twenty-four projects were reviewed.

Burnet Middle School

- Although the bond project has been completed, the contractor is still at Burnet working on a non-bond project.

Eastside High School

- There are two phases.
- Phase I, work on the Green Tech and Global Tech high schools, will be completed for the start of the 2009 school year.
- Phase II will start in September.

LBJ High School

- The budget for the renovations at this campus can be broken down into two parts: \$952,613 for LASA; and \$358,506 for LBJ.

McCallum High School

- The design for the renovations and additions has allowed for the placement of the new science classrooms in the science wing.
- The existing computer lab will be relocated.

South

Oak Hill Elementary School

- The District's legal counsel is working with the City of Austin's legal counsel to come to an agreement regarding the reimbursement the City owes the District for a portion of the water line that the District installed.

Diane Gorzycki (Southwest) Middle School

- It is anticipated that the fire marshall will issue the Temporary Certificate of Occupancy by July 1st.

Pleasant Hill Elementary School

- The contractor broke a high pressure gas line.
- Safety consultants closed down the job site.
- A utility investigator arrived at the site.
- The contractor will have to issue a report and file it with the Texas Railroad Commission

Parking Lot Issues

- Work on relationship with City of Austin to improve the permit approval process. *[Note: This issue is already listed in Lessons Learned, Section C-Program Management, item 8.]*

V. Interactive Map Demonstration

Laura Kunz with TateAustinHahn demonstrated the Interactive Map, which is now live on the AISD website, at the *Apple at Work* – AISD Bond Programs link: <http://www.austinisd.org/inside/2004bond/map/index.phtml>

- The map is a Google map, showing all the District's facilities.
- Users may click on a school icon or find the school from a drop-down menu.
- The school's address and contact information appears, as does a link to the bond project updates for the school.
- The map draws from District provided information, so any new school information will automatically update.
- An announcement about the Interactive Map will be included in the next e-blast sent by TateAustinHahn.
- Members should email any suggestions or comments regarding the map to Pat Rossett.

VI. Discussion of July Site Tour

Members received an itinerary of the proposed July site in their mail out:

- Members will visit Bedichek Middle School and tour its new classroom addition and tour the new Gorzycki Middle School.
- The tour will take place Tuesday, July 28, 2009, at 6:00 p.m.

- Members will meet at the CAC and leave on AISD buses.
- Box dinners will be provided.
- The Board of Trustees will be invited.
- Members should RSVP Pat Rossett by July 17th.

VII. Survey Subcommittee Update

Mary Ann Neely provided an update on the survey feedback letters being sent to the campuses that participated in the bond project survey.

- Members received a draft copy of the responses to comments in the mail out.
- Each principal will only receive the specific comments relating to their campus along with a cover letter.
- The responses will also be posted on the *Apple at Work* website.
- One member noted that the comments reflected two issues:
 - Lack of communication about the bond projects at the individual campus level; and
 - Comments on issues that are not bond related, but rather Service Center issues.
- Another member commented that according to people knowledgeable about surveys, the response rate was very good.
- Mary Ann Neely stated that the subcommittee would continue to look for ways to make the survey more effective and invited any interested members to join.
- Members approved a motion to send the feedback letters as written to the campuses.

VIII. Approval of 2009-2010 CBOC Meeting Schedule

Members unanimously approved the following 2009-2010 meeting schedule, which had been provided in the mail out materials. The meeting schedule is as follows:

- | | |
|----------------------|---------------------|
| • August 25 ,2009 | • February 23, 2010 |
| • September 22, 2009 | • March 23, 2010 |
| • October 27, 2009 | • April 27, 2010 |
| • November 17, 2009 | • May 25, 2010 |
| • January 26, 2010 | • June 22, 1010 |

IX. Process Discussion

At the June meeting, members had been asked to give some thought to the meeting process for a discussion of any changes the committee may want to make that may benefit the way the oversight business is conducted.

- Ashton Cumberbatch reviewed some items mentioned in the June meeting:
 - Start meetings on time;
 - Limit the time allowed for presentations and follow-up questions; and
 - Prioritize agendas.
- Ashton Cumberbatch commented that the times allotted for presentations were listed on the agendas and were reasonable, but that the number of follow-up

questions often lengthened the time the presentations took. He noted, as an example, the number of questions posed to the safety consultants during their presentation. He also mentioned that the tri-chairs met with staff to establish the agendas.

- Members suggested that
 - Presentations should not incorporate old information; and
 - Consultants should anticipate questions when issues have been raised by the media.
- Ashton Cumberbatch noted that efforts had been made to place the project managers' reports earlier on the agenda.
- A member asked how suggestions could be made to the Board. The member was particularly interested in the idea of each facility having its individual master plan, which could then be coordinated with the District-wide master facility plan. Another member responded that this could be included in the next CBOC report to the Board.
- At this time, it was reported that CBOC members Horace Willis and Rosanne Brazeal had submitted their resignations. They will receive certificates of appreciation for their service to the CBOC.
- The CBOC now has six vacancies.
- A member requested that in the future, when the Board Auditorium is not available for a CBOC meeting, that more centrally located sites, such as Zilker Elementary School, be considered over the Delco Center.

X. Agenda Items for Next Meeting

- Next meeting is August 25, 2009-Location-**Board Auditorium**
- Subcommittee Meetings
- Subcommittee Reports
- HUB Update
- Site Selection Update
- Technology Update

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.