



**COMMUNITY BOND OVERSIGHT COMMITTEE**  
**March 10, 2020, 6:00 P.M. - 8:00 P.M.**  
**Austin ISD Headquarters, 2<sup>nd</sup> Floor Room 221**  
**4000 S IH35 Frontage Road**  
**Austin, TX 78702**

**MEETING MINUTES**

**ATTENDANCE**

**Members:**

Lori Moya (Tri-Chair), Julian Rivera (Tri-Chair), Mark Grayson, Leisha Johnson, Lawrence Huang, Rich DePalma, Christy Merritt, Peck Young

**Staff and Consultants:**

Nicole Conley, Chief of Business and Operations; Matias Segura, Operations Officer; Bob Cervi, Executive Director of CMD & Facilities; Zack Pearce, Director of Project Management; Dinita Caldwell, HUB Director; Carlos Mederes, AECOM Program Director; Carlos Canedo, McKissack Program Director; Sarah O'Brien, Buie & Co. Communications; Deanna Mercer, CMD; Ronald Thoma, Budget; Scott Morrison, CMD; Jerry Hopkins, Auditor; Juan Jasso, AECOM Asst. PM; George Gogonas, Executive Director of Budget of Finance; Christian Clark Casarez, Adm. Supervisor; and Kevin Schwartz, Transformation Officer, Information Systems Administration.

**Board Members:** None Present

**Visitor:** David Misco

1. **CALL TO ORDER** – The CBOC meeting was called at 6:04 p.m.
2. **PUBLIC COMMENT** – There were no public comments.
3. **APPROVAL OF MINUTES**  
Minutes were not considered due to lack of quorum.
4. **ROUTINE ITEMS**
  - A. **2013 & 2017 Bond Programs**

**Issues and Risk: Substantial Changes** – Matias Segura

    - **Blazier ES: Addition of Studios**  
Consideration is being given to add 3rd grade studios at the new Blazier Relief Elementary project. This may require building out the shell space at the building to create a third grade wing. Design schematics have been provided and are being priced for further consideration.
    - **Brentwood ES: Swing Location Selected**  
Webb MS has been selected as the swing location for Brentwood ES during their modernization project. CMD is finalizing the design of the swing space and moving into procurement prior to installation this summer
    - **Doss ES: Community Concern Regarding Construction**  
The community has voiced concerns regarding construction noise and on-street parking. Communication is planned for neighbors via email and possibly outreach. Staff anticipates that some concerns such as noise will diminish as construction moves to interiors.

- **Murchison MS: Schedule and Campus Disruptions**  
Faculty at Murchison has been notified of resequencing of construction in order to deliver the administration section this summer. That will be followed by the 6th grade addition. Construction issues such as noise and traffic have been mitigated greatly. AISD staff, contractors and project managers continue to schedule site walks with the principal and faculty.
- **New Northeast MS**  
The project team is evaluating multiple options to address the potential for a future increase in student population from 800 to 1100.
- **Program Wide: Escalation and Contingency**  
Inflationary pressures continue on basic construction related commodities, such as steel and concrete. Potential supply chain disruptions related to the coronavirus may occur, specifically mechanical systems produced in China are a concern.
- **August 2020 Openings: Project Oversight**  
This coming summer, AISD is scheduled to open New Southwest ES, New Blazier Relief, the modernized Doss ES, and portions of phase 1 of modernization at Murchison MS. CMD leadership is meeting regularly with project teams to ensure that issues are identified and solved early. FF&E for the August openings is being ordered, and plans are being made for installation and move in with each campus.
- **Rosedale: Design Challenges and Potential Partnership**  
AISD and the project team are evaluating the addition of a public clinic, in association with a partner. Risks include the new *Atlas 14* 100-year floodplain impacts to the site, condemnation of the undivided jointly owned property with City of Austin, and potential challenges to the schedule as it relates to partnering with an outside entity for a clinic.
- **Bedichek MS: Targeted HVAC Project**  
Bids received on 2/13/20 were significantly over budget (approx. \$1.5m). The project team is reviewing scope, and the project will likely be re-designed and bid again. The time needed to re-evaluate, re-design, and re-bid will likely delay construction until the summer of 2021.

**B. Bond Program Change Log – Matias Segura**

Matias shared the requested 2017 Bond Program Scheduled Change log and members appreciated the log. They asked for a change in the heading to reflect explanations as changes/delays or both. (See chart handouts)

**C. Monthly Bond Financial Report – George Gogonas**

The Finance Office shared minor formatting changes to the Bond Financial Reports and indicated that the non-construction projects are not currently broken down by campus. There were not any budget amendments this reporting period to review with the Committee.

**C. HUB Report and Update - Dinita Caldwell**

The HUB Department is planning to establish outreach efforts that will include reviewing with HUBs the requirements for submitting RFPs to directly bid on projects and how to participate as subcontractors. Dinita reminded members that the data related to the number of HUBs that are granted contracts, along with the amount allocated for projects and the actual amount expended by the primes receiving contracts, was included in report. She also discussed the outreach activities that have occurred since the last meeting and those planned for April and May 2020.

A discussion ensued among members regarding the observation that the number of HUBs in all areas but women has not increased, but instead decreased, since the official HUB program was initiated. Members asked that the selection process be revamped to grant contracts under the requirement of good faith effort (GFE).

**5. NEW DISCUSSION ITEMS**

**A. Technology Bond Program Update - Kevin Schwartz**

Kevin covered the following areas in the Technology Bond Program Update: support for the instructional core including teachers and students with learning stations; and computer refresh within the 2017 Bond and more replacements slated for 2022-2025.

Also, he reviewed the initial budget amounts for projects and the revised budget amounts with expenditures to date and current balances. Five hundred presentation systems, computer labs, and network infrastructure will be provided as part of modernization/rebuild/new construction at campuses. (See handout for more detailed information)

However, Kevin noted that even having the plan succeed for 5 years requires a number of assumptions: a) that the less expensive computers purchased for teachers will have a lifetime of 5 years; b) that within that 5-year time span, 20% of students will be bringing their own devices rather than requiring district-issued ones; and c) that grants that enabled the 1:1 program for middle school students will be renewed as needed

**B. Update on Standard Operating Procedures for Construction Management, Historically Underutilized Businesses, Construction Procurement, Planning and Asset Management - Matias Segura**

Information was reviewed on the status of the SOPs for Construction Management, HUB, ProCon and Planning and Assessment Management. For CMD, the Contractor Badging Process was discussed citing that it has become a stricter process. The HUB SOPs has content in. Matias reviewed the updates on the SOPS and members focused on the HUB SOPs with questions regarding the Good Faith Effort that is a required segment of the bid proposal for contracts. Several members stressed that the process for reviewing and evaluating this section is vital to increasing the numbers for HUB participants among African American and Hispanic HUBs

Dinita and Matias shared that HUB is working as a department with Darrell Pearce of SNAP to improve the SOPs to include processes for collecting objective data and to provide support for HUBs on the submittal of bid proposal that uses the checklist for inclusion of all documents required to be responsive. There was a discussion by members of the process used to evaluate bid proposals that needs to be evaluated and amended to ensure that the

GFE and the HUB goals adopted by the Board are adhered to. CBOC members asked for continued ongoing reports on status of the SOPS. Staff assured members that this will be ongoing.

**C. Stakeholder Satisfaction: Data Collection Approach** - Sarah O'Brien

Three modernization project under the 2017 Bond have been completed and interviews will be conducted with administrators, staff, teachers, parents and other stakeholders to gather data. Questions were asked regarding interviewing teachers in the space they occupy. Sara responded that the interviews are being conducted on the campuses with stakeholders including CATs. Data collected will inform educational specifications update, CMD project management, stakeholder outreach efforts; and methodologies for gauging stakeholder satisfaction in the Fall of 2020.

**D. Update on School Changes and Bond Allocations** - Matias Segura

As per Peck's request in January, Matias updates on the school changes and bond allocations. He reassured members that bond money has not been reallocated and will be brought before CBOC for recommendations for AISD board approval. Dr. Hawley is committed to looking at equity in the facility master plan. She has listed robust engagement as a requirement for the plan. The plan could go before the Board of Trustees in April.

**E. Potential Future Items for Discussion**

CBOC members shared appreciation for the staff's response to their requests for specific details in various report to better understand the status of projects and use of Bond Funds for those projects.

**Action Items Requested by the Committee**

- Modify the SOPS to include a more detailed/specific process for evaluating Good Faith and Effort in the Bid Proposals submitted related to HUBs. Include a process for assessing the bidder's efforts to increase their HUB participation in projects to be awarded.
- Resend handout on School Changes.
- Provide ongoing status to CBOC of changes to the SOPs for the different divisions including: CMD, HUB, ProCon and Asset & Planning.
- Modify the Bond Program Schedule Changes Report with specific language in the heading noting when changes or deleted where presented to the CBOC and Board of Trustees.
- Send out responses to Mark Grayson's financial questions.
- Continue to share the dates and times for grand opening or other milestone ceremonies for the bond program.
- Add language to reports as to why projects like Bedichek are over budget
- Keep running history of issue/risks.
- Add statement to semi-annual report that indicated that the report is the culmination of work to date and work is continuous improvement.
- Add an Academics presentation to Annual Calendar for April and September
- Review the Annual Calendar quarterly.
- Share data on Closing Out Bond Projects/Ceremonial closeouts.

**6. MEETING ADJOURNED – 7:54 p.m.**