

COMMUNITY BOND OVERSIGHT COMMITTEE
September 15, 2020, 6:00 p.m. to 8:00 p.m.

MEETING MINUTES

(A video of the meeting is available online on [YouTube](#))

ATTENDANCE

Members:

Cheryl Bradley (Tri-Chair), Lori Moya (Tri-Chair), Julian Rivera (Tri-Chair), Mark Grayson, Leisha Johnson, Anna Valdez, Dr. Teresa Granillo, Jennifer Carson, Dr. T. Jamie Chahin, Monica Lopez-Magee, Larry Huang, Alex Winslow

Board Member:

Kristin Ashy, District 4

Staff and Consultants:

Larry Throm, Chief Business Officer; Matias Segura, Operations Officer; Bob Cervi, Executive Director of CMD & Facilities; Drew Johnson, Director Bond Planning; Zack Pearce, Director of Project Management; Dinita Caldwell, HUB Director; Carlos Mederes, AECOM Program Director; Carlos Canedo, McKissack Program Director; Karla Rivera-Figueroa, Coordinator, Community Engagement; Sarah O'Brien, Buie & Co. Communications; Lori Tellez, CMD; Ronald Thoma, Budget; Scott Morrison, CMD; George Gogonas, Executive Director of Finance; Christian Clark Casarez, Adm. Supervisor; Joan Williams, Web Content Specialist; Frank Fuller, CMD, Darien Clary, Sustainability-EWaS, Ricardo Troncoso, ACR- EWaS, Julie Meadors, ACR- EWaS, Deborah Ebersole, Studio D – EWaS, Gail Vittori, CMDDBS-EWaS, and Rebecca Day, Captions.

1. **CALL TO ORDER:** The tri-chairs called the meeting to order at 6:00 p.m.
2. **DISCUSSION:** Reminder of Best Practices and Discussion of Meeting Virtually - Sarah O'Brien
Sarah reviewed Zoom Webinar best practices.

Introductions: Welcoming Trustee, Kristin Ashy, District 4 and Larry Throm, Chief Business Officer

3. **PUBLIC COMMENT**

There were no public comments.

4. **APPROVAL OF MINUTES**

The August 11, 2020 CBOC meeting minutes were approved.

5. **UPDATE ON REPORT TO THE BOARD OF TRUSTEES IN OCTOBER** – Drew Johnson

Staff is working on the semi-annual report to the Board of Trustees. The report previously scheduled for August and now for October due to the focus on reopening and responding to the COVID situation. Staff presented the proposed Table of Contents (TOC), which mirrors the TOC for February 11, 2020 report. To date no comments for discussion from the committee. The committee members will review and send any questions to Drew Johnson.

6. **HUB Report** – Dinita Caldwell

Dinita provided the HUB Program Mission and stated the mission statement is the core value for the HUB Department and the district, but also to the families and communities that the department

serves. She explained the Informal HUB Program, all the pre-program methods occurring prior to 2014. There were no established goals with the informal program. Dinita explained the aspirational goals that were set based on the data and recommendations from the disparity report.

She explained the formal HUB Program timeline and provided high-level view of the milestones for the department. The HUB team is currently working with Construction Management and Procurement departments to strengthen the HUB program.

Dinita shared the steps for HUB solicitation preparation processes for current pre-award, proposed pre-award and post-award processes. The department is currently working with programs that have had outside attorney's review these types of new processes to insure the HUB department is remaining within the legal parameters.

Dinita reviewed the Modernization HUB Summary Project Report for 2017 Bond Construction. She also provided a few HUB Participation Comparison Reports for 2013 and 2017 Architect & Engineering and 2013 & 2017 Bond Construction.

The Board recently approved to move forward with disparity study update. The study is expected to take approximately 18 months to complete. The study consultant is Colette Holt & Associates. Colette Holt is currently working on the disparity study for the City of Austin, Travis County and other entities.

Dinita discussed future HUB program changes for consideration such as advancing equity in contracting. She reviewed the HUB Bond Program for Architect & Engineering and Construction (Through August 31, 2020) for 2013 and 2017 bond programs.

A member asked about the planned structure regarding the proposed a non-compliant firm which may not be recommended for contract award. Does that mean the firm shall or shall not be recommended? Dinita responded that she will need to work on the specific language. She is currently creating very specific template form for the contractors who do not meet the HUB requirements. A member made a comment about how it would be helpful to start to measure quality for the contractors, including non-HUB contractors. Setting a baseline measure and not using a different matrix for HUB contractors but also getting feedback on the non-HUB contractors at the same time. Matias replied to the comment regarding quality. He noted at some point in the future it would be helpful to meet with Construction Management team and plan how they will track quality control over the duration of the project and after it is completed.

A member pointed out that while it may be possible to still achieve the HUB goals for the 2017 Bond Program, the current trajectory will be inadequate to do so, unless some of the immediate proposed procedural changes have a very large impact, as a significant proportion of the 2017 bond spending is either complete or committed.

7. ROUTINE REPORTS

A. 2017 & 2013 Bond Programs – Drew Johnson

Issues and Risk: Substantial Changes - Drew Johnson

- **Program-wide Cost:** The team is closely monitoring cost. As before, supply chain challenges due to the pandemic are increasing some costs. However, most recent bidding information suggests an increase in competition, which may yield value to the District. Staff continues to

monitor and adjust project schedules and approaches to provide best value to the District. Leadership is closely monitoring program cost projections, including program contingency. It is important to monitor those decisions and to ensure the delivery of the entire program as expected.

- **September 2020 New and Modernized Campus Openings (Update):** Construction Management Department is excited to open three new campuses this fall; Modernized Doss ES, New Bear Creek ES and New Blazier ES. Occupancy has been granted for these projects, furniture is installed, and staff are setting up their rooms to support remote learning and a limited amount of students on site. Other projects that completed significant milestones this summer include the parking garage at Bowie HS and the administrative spaces at Murchison MS. Other phases are still ongoing for both projects.
- **Norman-Sims ES Modernization - Schedule Risk:** The Norman-Sims ES project is nearing substantial completion for November 2nd. Opening plans for occupancy is schedule for January 2021. CMD is closely working with the project team and watching the schedule to identify and mitigate any schedule risks. Some actions, such as certain necessary trades working overtime to complete the project on time are underway.
- **Lamar MS Targeted Project - Update:** As reported in August, the general contractor's mechanical subcontractor provided incorrect submittals for HVAC parts, which led to a project schedule delay. The contractor installed temporary cooling which is now up and running, making the building ready for staff. Permanent equipment scheduled to arrive mid-October for installation.
- **Lee ES Classroom Addition - Update:** The Lee ES four-classroom addition is behind schedule, due to the project being put on hold early in construction. The addition is scheduled to be completed by October 8th. The Construction Management Department is working closely with the principal, and alternative classroom arrangements has been made within the existing portion of the school to ensure the students are not impacted by the loss of classroom space.
- **New Safe Routes to School Interlocal Agreement with City of Austin:** The district has agreed to an interlocal agreement with the COA to promote Safe Routes to Schools. The interlocal allows the city to contribute to projects financially, and the district to use its own contractors to carryout work, increasing efficiency and ability to deliver projects. The city is currently evaluating other campuses undergoing modernization, including Brentwood ES, Sanchez ES and Eastside ECHS. Many projects are benefiting from the partnerships and the cost-sharing with the city.
- **Austin HS Budget Increase:** A design change was made to extend the auxiliary gym, allowing for a 94' basketball court. The new design is consistent with AISD's new Athletics standard requirements, as well as other high school master plans. The change necessitated a significant increase in structural elements, and reconfigurations of some adjacent spaces, which in turn increased costs. This will require an amendment from program contingency of \$3.2 million, increasing the project budget from \$20.5 million to approx. \$23.7 million. The original Austin HS bond book budget is \$23.5 million.
- **Govalle ES Modernization Budget Increase:** During construction, the contractor encountered an unforeseen condition related to the connection of the school to the utility lines at Gunther Street, meaning that the connection was in worse condition than was reasonable to expect. The project also required more extensive asbestos abatement than was originally anticipated. This will require an amendment from program contingency of approx. \$500,000 increasing the project budget from \$29.9 million to approx. \$31.4 million. The original Govalle ES bond book budget is \$32.5 million.

Bond Program Change Log – Drew Johnson

There were no schedule changes in August.

B. Monthly Bond Financial Reports – Ron Thoma, George Gogonas

Ron reviewed both the 2017 and 2013 financial reports. There are many projects where the commitments have changed from FY2020 to FY2021. These changes in commitments have caused the balance amounts to fluctuate from one month to the next. These changes are due to the close out of POs in FY 2020 and the reopening of POs for FY 2021, and the new POs in FY 2021 that were not present in FY 2020. As of June 30 PO's have been closed out. There were three 2017 Bond Budget Amendments since August 2020. There have been no substantial changes to the previous bond usage by T.A. Brown, Menchaca ES and Bowie HS. There have been no significant changes to 2013 Bond since the last report.

George shared some great news regarding the Financial Report of Bond Sales. In late August the district went to market and sold \$255.2M of bonds for a total sale of \$301.8M. Moody's was the credit rating agency and again assigned the district with the highest rating, AAA. The bonds were sold at 1.8% one of lowest in the districts history. The proceeds of the sale are expected to provide funds for the next 2½-3 years of construction activity. George noted the two financial advisors, Royal Bank of Canada (RBC) and the other was a minority business entity. Five underwriters were used, the senior being Morgan Stanley. George presented the advertising and promotion photos on Morgan Stanley's building in New York's Times Square from the August 27th Bond Sale. A member made a comment about communicating this good news to the community. Sarah noted this would be great to add to the Bond Communications.

Bond Communication Report – Sarah O'Brien

The bond communications team has been working with the district and the principals with schools opening this fall to plan virtual grand opening events. Due to the changes in the fall semester because of COVID-19, including postponement of the start of the school year, remote learning and social distancing all three principals with grand openings opted to hold their virtual events in October. Each virtual grand opening will feature a video tour of the new school and include interviews with the principal, teachers and students. The bond communications team is working with the principals, project teams and AISD.TV to coordinate those videos now. The events will also include live remarks from AISD leadership. Sarah noted that they are planning for upcoming grand openings and those will include a drive-by groundbreaking parade for the new Rosedale School with some sort of in-person component. Details are still being finalized, to ensure student and staff safety, families will drive students in their own vehicles from the current Rosedale to the construction site to see the project underway.

Sarah mentioned that all the latest updates of community meetings and recordings of all milestone ceremonies are located @AISDfuture.com.

8. UPDATE ON DISTRICT RESPONSE TO COVID 19 & District Readiness: - Matias Segura

Matias updated the CBOC members on the readiness plan. Ongoing efforts around the AISD Mobile application. Over the past few months Matias has been working with Lexi from the AISD Health Department as well as the IT team on the AISD Mobile App Screen & Go features. This system is going to allow staff to go through the health screening process. This system is a tool that will make sure campuses are properly combating COVID-19 with safety protocols. The application quickly

identifies if the information entered by the person, student and staff passes the health screening. This is a requirement for all AISD staff to complete this process, for multiple sites no matter which campus they go to during the day. A closely aligned application can be located at the AISD cloud, that platform is for anybody that may not have a mobile device. Administrators will be able to use this same platform to bring students into the building quickly and safely. A newly developed platform is in place through the work order system to allow leadership to monitor how each campus requests for additional PPE. Signage are posted at all campuses.

Lexy with the AISD Health Department is now reporting to the state any COVID-19 related incidents. A member asked is the application in place for performing contact tracing? Matias replied, it plays a role in it. After receiving the information from the student or person arriving on site the supervisor will collect the information and considered an incident, whether it is presumptive positive or positive.

A framework flowchart of processes are set off based on determination of time, this includes how many hours or days before the incident occurred. All of those are taken into consideration for active tracing and pass the information to the state and the city. A member stated the burn time on PPE and then following with some of the technology distribution. If you anticipate a burn rate on the technology that has been distributed with students, and if so, does that have any budget implications? Matias replied, Kevin and the technology team have been diligent the last several months getting technology out to the students. One of the things the superintendent really pushed the first couple of weeks was making sure those students who did not have access, received access and the hubs should be coming from campus itself and not the city. Those hubs were available to distribute technology including chrome book or hotspot.

9. Update on Energy, Water and Sustainability (EWaS) – Ricardo Troncoso

Ricardo introduced the EWaS team, Energy, Water and Sustainability. He defined Sustainable Building as a holistic process that already includes water and energy but the intent is access of health and well-being of occupants and the environment. EWaS has been partnering with AISD since 2004. Austin ISD has created a culture of sustainable from the ground up and spread it throughout the district. EWaS has been engaged within the Austin Energy Green Building Program. Ricardo noted this is one of the most progressive sustainability programs in the nation. In 2013 EWaS managed three very nice LEED projects at the end of 2013. Ricardo explained a part of the 2017 Bond, the district has a contractual requirement for new buildings to be either LEED silver rated or two star rated under the Austin Energy Green Building or both. The smaller targeted projects that do not fall into this category of these major rating programs, a different category was developed some years ago called the AISD sustainability scorecard.

The EWaS team was involved in helping influence the Project Development Manual (PDM). Chapter three of the PDM has EWaS component with tools and guidance to help assist the designers achieve the objectives of sustainable. Also heavily involved in the development of chapter five, the high-performance design of the PDM impacts involves various parts of the PDM, whether it be material, architectural, electrical or acoustical components. Ricardo mentioned the efforts to produce some standard specifications. This component covers the construction indoor air quality management. This insures the contractor is properly managing the indoor air quality during construction. The construction and demolition guidelines instruct the contractor to recycle and divert their waste properly.

Sustainable construction requirements needs to be on every project and included in their specifications such as products and material procedures. Ricardo explained about the building automation system specification(s) which will eventually result in a comprehensive district-wide building automation system. Commissioning requirement is a process of making sure the mechanical, electrical and plumbing systems operates as intended to operate efficiently, healthy and good indoor air quality. Projects that are not really considered a new building with a major addition or modification, those projects fall into the scorecard. Darien commented Menchaca ES was the first and Austin ISD has 3 2A AEGB rated green buildings. Austin Energy and Water Utility provide many incentives for the implementation of things that go beyond requirements. The district receives rebates as part of the incentive program with eligible systems. Rebates are being applied and processed to new schools and targeted projects.

New schools are being built to be “Solar Ready”. Current designs incorporate hybrid daylighting features. Consideration to add some other rating systems in addition to LEED and AEGB. This rating system called WELL, focuses on the well-being of the people in the building. A member suggested adding the LEED schools and the Austin Green Energy build schools to the bond communications. Many AISD schools fall into those categories.

10. Potential Future Items for Discussion, Meeting Dates/Times, Locations – Drew Johnson

- **Review of Annual Calendar, including Meeting Topics for October and November**

Drew noted the October and November CBOC meetings will continue to be virtual. He reviewed the items for the November agenda. He suggested items for November and December.

- **Action Items Requested by the Committee**

A member asked that we add an agenda item at some point at quality control over the duration of the project and evaluation process. Matias said that we’d add it to a future agenda.

11. Meeting Adjourn – 7:57 p.m.