



COMMUNITY BOND OVERSIGHT COMMITTEE
August 11, 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, Rich DePalma, Anna Valdez, Darrell Crayton, Christy Merritt, Monica Lopez-Magee, Andrei Lubomudrov, Alex Winslow

Staff and Consultants:

Nicole Conley, Chief of Business and Operations; 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; Maxfield Marchlewsk, Director of Internal Audit; Jerry Hopkins, Internal Auditor; Debbie Townsend, Construction Audit; Joan Williams, Web Content Specialist; Frank Fuller, CMD and April Balcombe, 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.
3. **PUBLIC COMMENT**
There were no public comments.
4. **APPROVAL OF MINUTES**
The June 9, 2020 CBOC meeting minutes were approved.
5. **UPDATE ON DISTRICT RESPONSE TO COVID 19 & District Readiness:** - Matias Segura
The district is working with the City of Austin, Austin Public Health, and TEA, and is following CDC and other health guidelines. Guidelines have changed and will continue to change over time.

Matias reviewed the planning process and framework, operations resources checklist, Standard Operating Procedures (SOP), furniture layout and room set up. He explained, for example, what an elementary school floor plan looked like at 25 percent capacity, 200-250 students, with the cafeteria and gym closed, and food served in the classrooms. He noted the facility signage package was color-coded signage for both indoor and outdoor use. Signs will be located at each campus to guide and inform staff, community members, and visitors on all safety protocols and procedures. He discussed social distancing, health screenings, and staff temperatures checks. He also discussed the AISD Mobile App Screen & Go feature.

He explained that all staff are required to wear facemasks. All students will be required to wear face

coverings, except for students 2nd grade and below who will be required to wear face shields. Sanitizing stations & personal protection equipment (PPE) will be maintained at all campuses, and that campuses will keep a surplus of 30 percent of PPE. The Service Center will replenish supplies and take additional PPE requests. Custodians will follow the checklist for cleaning protocols and work schedules will be adjusted to ensure adequate time to meet cleaning standards.

6. Update on Internal and Construction Auditing – Maxfield Marchlewski, Debbie Townsend

Max explained internal audit objectives, scope. He noted that Internal Audit conducts both financial and programmatic audits. They audit completed and small projects, job order contracts and critical deficiency projects. Audit work is pending audit manager review. So far, the department has had no major findings.

Debbie reviewed the External Construction Audit and explained the difference between internal audits and construction audits. Her firm is currently auditing construction projects completed in 2020. Construction audits focus on general conditions and cost of work. Audit of five modernization projects has not started. She is planning future joint meetings with program managers. This will include meetings to discuss concerns and work to resolve issues.

7. Routine Reports

A. 2017 & 2013 Bond Programs – Drew Johnson

Issues and Risk: Substantial Changes - Drew Johnson

- **August 2020 New and Modernized Campus Openings:** Construction Management continues to monitor the three new campuses opening in August to ensure they deliver on time, Doss, New SW (Bear Creek) ESS, and the Blazier Relief school.
- **Eastside Early College HS - Wellness Walk:** Early in design, the project included a wellness walk connecting the new school to the parking lot on the lower elevation, eastern side of the site adjacent to ACC's Eastview Campus. Due to budget constraints, the wellness walk was removed from the project, with the intention to revisit it with the Campus Architectural Team (CAT) closer to completion and see if funds could be identified to complete a re-envisioned walk. The project team is working with the CAT to re-evaluate the design, and lower the cost. This may require additional funds to supplement the project.
- **Covington MS:** As part of the upgrades at the school, Austin Energy (AE) required new switchgear. The gear is expected to arrive on September 8, and will take approximately two weeks to install and connect to AE's new transformer. The district is exploring options for the project schedule.
- **Lamar MS- Delayed HVAC Parts:** The general contractor's mechanical subcontractor mis-ordered HVAC parts for the current construction project. Most of the parts will ship on August 19, with the final part shipping September 11. AISD is working with the contractor to provide temporary cooling until the parts arrive and are installed.
- **McCallum HS- HVAC Issues:** Staff and community members contacted AISD regarding HVAC issues. New building automation systems had been installed. Immediately following installation, some units were not running properly. The Service Center addressed the issue. A 2017 Bond project is currently in design to address additional HVAC deficiencies on campus. That project anticipated for construction over the summer of 2021.
- **Bowie HS- Discovery of a Void Feature:** The contractor discovered a void feature during the

final geotechnical borings in the footprint of the new athletics building. This unforeseen condition will require redesign of the foundation for the building, likely causing a delay to the athletics portion of the project, and potentially cause an increase in cost.

- **Waste Diversion and Sustainability:** Several AISD bond projects may have failed to achieve the target landfill diversion rates due to a potential issue with vendor performance discovered during reporting reviews. This may impact the program's sustainability goals. AISD's Sustainability Manager and Energy, Water and Sustainability (EWaS) team have reached out to the vendor to address the issue.
- **Sanchez ES Budget Increase:** A budget increase of \$857,835 from program contingency is needed to modify the FF&E (Furniture, Fixture and Equipment) budget, as well as to address additional construction costs for the project.

Bond Program Change Log – Drew Johnson
There were no schedule changes in August.

- B. Project Status Reports – Quarterly Project Status Reports – Drew Johnson, Zack Pearce**
All modernization projects are active. Three projects have completed construction, Menchaca, TA Brown and Govalle ESs. A number of modernization projects are currently in construction, while four modernization projects are in design. Of the 2017 Bond Program Targeted projects, 34 projects have completed construction, 30 projects are underway and will be completed in 2020, 30 projects are queued for construction in 2021, 21 projects are queued for construction 2022 and 21 are queued for construction in 2023. In the 2013 Bond Program, 179 projects have completed construction, 2 projects are in the final phase of punch out, 5 projects are in the final phase of construction, 1 project is in design preparing for construction in early 2021.
- C. Monthly Bond Financial Reports – Ron Thoma**
Ron reviewed both the 2017 and 2013 financial reports. There have been no 2017 Bond Budget Amendments since April 2020. Final bills paid for TA Brown and Menchaca ESs and Bowie HS. Both CMD and the Finances are working to close out projects.
- D. HUB Report – Dinita Caldwell**
Dinita noted that there was slight change to HUB presentation slides so they were a bit more clear. She reviewed the HUB summary for 2013 and 2017 bond programs. She noted that there would be a more extensive discussion of HUB at September CBOC meeting. Dinita explained that the district had hired Colette Holt & Associates as a consultant to perform the Disparity Study. Dinita explained that she is continuing to discuss with CBOC members, the community, and AISD staff ways to increase HUB participation. The HUB department will host an outreach planning meeting for CMD Project Managers and Contracts & Procurement on August 19.
- E. Bond Communication Report – Sarah O'Brien**
Upcoming milestone events include grand openings for Bear Creek, Blazier, Doss ESs and Bowie HS garage, and groundbreaking for the Rosedale School and Austin HS. A member asked about the belief that the Bowie HS parking garage was not needed. The member noted that any video or other material should explain why the garage was needed due to city ordinance and impervious cover limits.

Sarah noted that they are planning for upcoming milestone ceremonies. She noted that there is a video produced by McKissack, the project's program manager, that documented work to preserve the mural at Sanchez and place it back into the new building. She discussed the Doss ES furniture donation distribution. Nearly 600 pieces of classroom furniture was salvaged and donated to a school in Mexico.

Sarah noted that all recordings of all milestone ceremonies are located @AISDfuture.com.

8. Update on Report to the Board of Trustees in October – Drew Johnson

The semi-annual report was originally scheduled to go to the Board of Trustees in August, but was rescheduled for delivery in October due to Covid-19 and school re-opening concerns. Staff presented the proposed Table of Contents (TOC), which mirrors the TOC for February 11, 2020 report. Staff explained that the October report will follow the February TOC unless members proposed changes. No changes were proposed.

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

- **Proposed Meeting Topics Per Calendar for September and October**

Drew provided the draft working annual calendar and suggested items for September, which included a HUB deep dive and an Energy, Water and Sustainability (EWaS) presentation. He suggested items for October to include academics and modernized spaces, and a discussion of construction safety and discussion of prevailing wages.

Drew noted that staff works with the tri-chairs to try to ensure that the committee hears from each subject area within the committee's charge semi-annually. This schedule is intended to ensure that the committee calendar, committee meetings and the information presented in the semi-annual report align on rolling six-month basis.

A member noted seeing excellent aerial photography of Woolridge's ES's new outdoor learning spaces. The member asked that outdoor learning spaces be included on a future CBOC agenda.

A member suggested the ceremonial closure for the 2008 Bond Program for a presentation at some point in the future. Nicole said she would work with staff to prepare the language and consideration to move forward with a formal close out for the 2008 Bond Program.

Nicole mentioned the custodial support is closely working with campus principals on re-openings. Campuses are following protocols and disinfecting and prepping before the September 8 timeframe.

A member asked Matias how outside parties coordinate donated construction on sites. Matias said he could discuss the partnership process in the future.

Action Items Requested by the Committee, including potential conversations with the new superintendent. The meeting request came from the Tri-chairs to meet with Superintendent when the opportunity becomes available.

10. Meeting Adjourn – 7:55 p.m.