



Citizens' Bond Oversight Committee
(CBOC)

800 South Tall Avenue • Loveland, CO 80537

2018 Bond Program
May 8, 2019 – Meeting Minutes

April 10, 2019
May 8, 2019

AGENDA – Meeting Cancelled due to inclement weather.

RESCHEDULED

5:00 PM to 6:00 PM

Location: Administration Building - Room #132

ATTENDEES:

District Staff:
 X - Todd Piccone – Chief Operations Officer (COO)
 X - Tammie Knauer – Bond Director
 X - Tara Cornett – Executive Admin. Assistant to the COO
 Diana Birnbaum – Bond Admin. Specialist
 X - Kristen Battige – Director of Operations

CBOC Members (X = in attendance):

X	Cecil Gutierrez Chair	X	Brendan Willits Vice Chair		<i>Denise DeVore – new to CBOC</i>		Kim Melville-Smith
X	Eric McDermid	X	Dan Tran		Dick Barton	X	Chad Walker
X	Neil Spooner	X	Bob Herrmann	X	Laurie Anderson		Thurese Newlin
X	Meg Declement		Roger Weidelman	X	Bill Breunig		Peter Peterson

Community: There were 0 community members present.

Meeting Start: The Chair called meeting to order at 5:00 pm.

Agenda Item	Detail / Discussion	BIC
Member Change	One member withdrew (Jim Dowd). Process for filling position to be reviewed. 5/8 Minutes: The BOE will draw the name at the Board meeting on May 15 th . RESULTS: The following name was drawn: Denise Devore	Chair COO CLOSED
Facilitating Meetings	Chair will review meeting format, expectations, agenda setting, minutes, etc. Summarize the planning meeting held with Todd, Tammie and Brendan. Discuss opportunity to share letter with 4 municipality newspapers. 5/8 Minutes: Please submit any questions you have to Cecil and he will formulate and send to TSD staff to	Chair



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	<p>address. He plans to send any and all questions to staff.</p> <p>Community Outreach: CBOC presenting to groups would be good. Brendan/Cecil will do it if others are not as comfortable but hear of a desire for information.</p> <p>Letter to newspapers: To be reviewed by TSD. Cecil and Brendan will get CBOC review/approval and then sign the letter on behalf of the CBOC. <u>UPDATE:</u> First letter has been reviewed by TSD and is back in Cecil's hands.</p>	<p>CLOSED</p> <p>CHAIR</p>
BOE Updates	<p>4/17/19: Staff will give update to the BOE. CBOC Chair/Vice Chair will give update to the BOE. 4/24 – ACTUAL UPDATE GIVEN TO BOE</p> <p>5/8 Minutes: Cecil plans to review all BOE presentations with CBOC prior. This update was not reviewed with the committee as it was thrown out of process due to weather and CBOC meeting cancellation. Cecil made sure committee agreed with information in the presentation.</p> <p>CBOC requested that all CBOC meetings be sent out for the year. BOE updates will also be sent out ahead of time as they are determined. Staff will send invites via Google Calendars AND Google Emails to reach all CBOC members.</p>	<p>Chair</p> <p>Chair</p> <p>Staff</p>
Member Terms	<p>Chair will conduct term determination process for members.</p> <p>5/8 Minutes: Names were drawn and terms are as listed in the table at the end of the minutes.</p>	<p>Chair</p> <p>CLOSED</p>
Agenda Item	Detail / Discussion	BIC
Past Meeting Items	TSD Staff issued a contact list/emails for all members.	CLOSED
	<p>Purchasing Policy: Request from CBOC to review purchasing policy and confirm policy link is on website.</p> <p>5/8 Minutes: The following policies were reviewed and are attached for reference. FEG, FEGB, FEH. Professional Services' definition discussed and the ability to negotiate fees. Staff roles and limits for procurement were reviewed especially when items are to go to the BOE. Link to policies was reviewed and is on the district website.</p>	<p>STAFF</p> <p>CLOSED</p>



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Meeting adjourned: Approximately 6:45pm
Next Meeting (quarterly): June 12, 2019. 5 – 6 pm

Posted on Website: 6/10/2019

TERMS for members as determined on 5/8/2019:

Citizens' Bond Oversight Committee (CBOC) - Membership

Membership Category		CBOC	Term Length	Term Expires
Financial Background 1-3 year and 1-2 year		Richard Barton	2 year	12-31-2020
		Laurie Anderson	3 year	12-31-2021
Citizen Representative from Communities 2-3 year and 2-2 year	Loveland	Chad Walker	2 year	12-31-2020
	Berthoud	Eric McDermid	2 year	12-31-2020
	Surrounding	Meg Declement	3 year	12-31-2021
	Surrounding	Brendan Willits - Vice Chair	3 year	12-31-2021
TSD Parent 1-2 year and 1-3 year		Kim Melville-Smith	2 year	12-31-2020
		Neil Spooner	3 year	12-31-2021
Citizen-at-large 8 members with 2 year and 3 year		Cecil Gutierrez- Chair	3 year	12-31-2021
		Bill Breunig	2 year	12-31-2020
		Thurese Newlin	3 year	12-31-2021
		Peter Peterson	2 year	12-31-2020
		Roger Weidelman	2 year	12-31-2020
		Dan Tran	3 year	12-31-2021
		Robert Herrmann	3 year	12-31-2021
		Denise Devore	2 year	12-31-2020



CBOC: May 8, 2019

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

An appropriate construction approach will be selected for each capital improvement project after funding has been approved and during the planning stage for the project.

Competitive bidding procedures, approved by the superintendent or superintendent's designee and consistent with applicable purchasing and competitive bidding Board policies, shall be used for all construction projects for new school buildings, additions to existing buildings or extensive renovation to District facilities. Construction projects to be solicited through a competitive process shall be advertised in a newspaper of general circulation within the District at least ten (10) days prior to the deadline date for acceptance of proposals.

The superintendent or designee shall take all bids under advisement, allowing ample time for careful consideration by the architect, the administration, and the school district's attorney. The superintendent or designee shall reserve the right to accept or reject any or all bids or to waive technicalities or irregularities.

Professional services are exempt from the competitive bidding process. Contracts and the associated fees for professional services, such as architects, engineering surveys, soil investigation and analysis, concrete testing, material testing, third party inspections, construction manager/general contractor (CMGC), shall be negotiated. Fees for these services must be competitive, with the specific fee structure to be negotiated based on pertinent, project-related factors.

After determining the apparent, successful contractor, a recommendation for contract award will be provided to the Board for approval.

The contract will be awarded in a timely manner consistent with the established timeline. The superintendent or designee shall sign all contracts under \$100,000. For contracts of over \$100,000 or more, the Board shall pass a resolution that the bid has been accepted accepting the bid and shall authorize and authorizing the superintendent or designee to execute the execution of a formal agreement with the contractor and will be executed by the Superintendent or designee. The Board will be notified if superintendent or designee are unavailable to execute a contract. Provided the contract is under the approved project allocation.

The Board shall not enter into a construction contract unless an appropriation has been made for the project as required by law. The Board shall require legal counsel review prior to entering into a contract with the successful contractor.

In all construction projects, the District shall reserve the right to further negotiate with the apparent, successful contractor prior to bid acceptance and to negotiate revisions to the contract after award.

Revised June 6, 1988
Revised August 3, 1988
Revised February 7, 1990
Revised October 5, 2005
Revised November 28, 2018

Cross ref: FEGB, Contractor's Affidavits and Guarantees Bonds and Insurance 4835-4744-2810, v. 2

CONTRACTOR'S BONDS AND INSURANCE

Construction contractors doing business with the School District shall be required to provide the District with performance and labor and material payment bonds or other acceptable securities as the law or the Board may require equal to the amount of the contract.

Such bonds shall be conditioned upon the faithful performance of the contract and also shall provide that if the contractor or subcontractor fails to pay for labor, materials or other supplies used in performance of the work, the surety will pay for the same in an amount not exceeding the sum specified together with interest as provided by law.

All formally bid Service and Construction Contracts greater than \$5,000 are required to have a Comprehensive General Liability Insurance policy and Comprehensive Automobile Liability Insurance policy with coverage limits defined by the District. The contractor also must provide proof that it is covered by Worker's Compensation Insurance with coverage that meets the minimum requirements of Colorado law.

All formally bid Service and Construction Contracts greater than \$25,000 are required to have a performance bond in addition to the requirements listed above.

All construction contracts shall provide for retention of any progress or partial payments pending completion of the project or projects involved on such terms and conditions as approved by the Board and authorized by law.

Adopted June 6, 1988
Revised August 3, 1988
Revised January 29, 2003
Revised October 5, 2005
Revised November 28, 2018

Legal ref: C.R.S. 24-91-102 through 24-91-110 (*Construction Contracts with Public Entities*)
C.R.S. 38-26-101 (*Contractor defined*)
C.R.S. 38-26-105 (*Labor and Material Payment Bond*)
C.R.S. 38-26-106 (*Performance Bond*)

MONITORING CONSTRUCTION PROJECTS

The Board shall require personnel employed and directly responsible to the District to monitor the architect's activities in construction of district facilities. This shall include general review of the adequacy of field inspections of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interests of the District.

The District's representative shall make periodic reports to the Board concerning the progress of pending construction projects. The Community Bond Oversight Committee or Construction Review Committee, if such a body is convened, will also have the opportunity to review the progress of the building programs.

Authorization of Change Orders

Timely approval of change orders during the course of a building program is essential so that desired or needed changes do not delay the construction schedule. The designated Project Manager must follow the procedure authorized by the Board for all change orders.

- Change orders totaling less than \$10,000 may be approved by the Project Manager.
- All single change orders from \$10,000 to less than \$100,000 may be approved by the Superintendent or designee.
- All single change orders in excess of \$100,000 require approval by the Board.
- In the event that a change materially affects the construction schedule, the superintendent may authorize the change with follow-up notification to all Board members. The change order shall then be brought to the Board for approval at the next regularly scheduled Board meeting.

This policy shall not be construed to relieve any architect, engineer, construction manager, or construction consultant of any undertaking, obligation, or duty in any contract with the District.

Adopted prior to 1985

Revised to conform with practice: date of manual adoption

Revised June 6, 1988

Revised October 5, 2005

Revised November 28, 2018

Cross ref: FEI, Construction Project Records and Reports