



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

2018 Bond Program
June 12, 2019 – Meeting Minutes

June 12, 2019

Meeting Minutes (as reviewed and approved by Chair/Vice-Chair)
5:00 PM to 6:00 PM

Location:

Administration Building - Room #128

ATTENDEES (X = in attendance):

District Staff:

X	Todd Piccone - Chief Operations Officer		Tara Cornett – Executive Admin. Assistant
X	Tammie Knauer – Bond Director		Kristen Battige – Director of Operations
X	Diana Birnbaum – Bond Admin. Specialist		

CBOC Members:

x	Cecil Gutierrez Chair	x	Brendan Willits Vice Chair		<i>Denise DeVore – new to CBOC</i>	x	Kim Melville-Smith
x	Eric McDermid	x	Dan Tran	x	Dick Barton		Chad Walker
x	Neil Spooner	x	Bob Herrmann	x	Laurie Anderson	x	Thurese Newlin
	Meg Declement	X	Roger Weidelman	x	Bill Breunig	x	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
CBOC letter to Newspapers	<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>6/12 Minutes: Cecil read the changes to the latest draft of the letter. <i>Cecil called for a motion.</i> The motion for approval and support of the letter to be released to the newspapers was made and seconded. The letter was approved for publication by a unanimous vote.</p>	Chair to publish in newspapers
CBOC Meetings	<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>6/12 Minutes DONE and all received the email. Tammie will send</p>	Staff



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	meeting invites now too. CBOC approved the approach.	
Agenda Item	Detail / Discussion	BIC
Cash Flow	<p>Cash Flow: CBOC suggested a graph showing projection and actual. This would be a good reference tool for accountability and learning for future bonds.</p> <p>4/1: Chair/Vice Chair meeting: reviewed possible formats. Will be built as expenditures are realized. To compare to the cash flow – it may be a yearly summary. Format to be evaluated – ongoing.</p> <p>5/8 Minutes: Format reviewed was accepted with some minor changes: A title will be added. “actual encumbered” indicates a PO has been issued. It was discussed that if that number of \$10mil was included in a cash flow diagram – the scale would be thrown off and differences in actual vs planned cash flow would not be evident as is needed for review of the plan as it happens. CBOC suggested another similar chart to show encumbrances. Staff to work on possibilities.</p> <p>6/12 Minutes: Cash flow chart reviewed. Incorporated changes suggested last time. Todd reviewed that numbers will never be exactly on target. Todd reviewed lag in billing, we are not behind in construction. Billing will start flowing in now and monies spent should get closer to projected. Pk8 is a big spender. This chart is tracking the original 149 million.</p> <p><u>TO DO:</u> Staff will use the “Scope” for each site as a checklist to show that each item is addressed and details will be reviewed with CBOC. The summary on the website will be rolled into a summary list like what we are posting at the schools on easels. CBOC will get the detailed list and information. This detail will not be available until a fall meeting</p>	Staff to create lists for review
Community Outreach	<p>Brendan as Vice-Chair is keeping document to track outreach. Updates from any members?</p> <p>6/12 Minutes: Cecil summarized the importance of emailing Brendan any time information is being shared. At soccer games, book clubs, various functions, etc. It is good to report that communication from CBOC to the community is happening. The letter to newspapers is a big communication piece too but extended efforts should be made and documented. Cecil and Brendan will help with presentations and will log all outreach. Information shared at the CBOC meetings may be shared in the community as these are open meetings.</p>	CBOC – Ongoing
Bond Project Review	<p>Bond Director will review projects/updates/expenditures.</p> <p>6/12 Minutes: Tammie reviewed the update that will be given to the Board of Education on 06/19/19. Question from Laurie Anderson:</p>	Staff – Every Meeting



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	<p>how old is Mountain View High School? The school opened in 2001. Further explanation was given by Tammie regarding why we were working on Mountain View High School. We are replacing the roof with a better quality product that will last longer.</p> <p>Questions? Thurese asked if pictures are available on website? Todd answered that pictures will be posted by Monday.</p>	
	ITEMS FROM 5/8/19 MEETING FOR AGENDA	
Special Needs	<p>CBOC requested more information on the work in the bond.</p> <p>6/12 Minutes: Intensive needs program has been added to the new PK8 which involves additional square footage. The bond Premium will help address some special needs areas with furniture dollars if approved by the Board of Education on 06/19/20. Cecil asked that Todd call Chad W. since he had asked the question, to make sure the question is answered fully. Laurie asked: Will most special needs services be housed in PK8?, Answer: No – Throughout the district. We are putting in a Sierra School at Walt Clark to avoid having to send students out of district and support a strong program.</p>	Staff
Large Project Risk	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed.</p> <p>6/12 Minutes: Todd reviewed a sample budget sheet used for every site to manage the scope and budget that project mgrs update weekly. Project Managers adjust budget as real costs come in from estimates or industry impacts.</p>	Staff
Project Review	<p>CBOC requested a review of the Schematic Design (SD) phase for ECE, CTE, and PK8 projects.</p> <p>6/12 Notes: Tammie reviewed the power point presentation for all 3 projects. Laurie asked what the future plan was for Ferguson: Staff Response: We will be labeling it as surplus. It will eventually go back in the budget to offset CTE.</p> <p>Questions: What is the capacity for PK8? Answer: 1000</p> <p>Thurese asked the question: How do we deal with equity across the district when building a nice, new school and other older schools exist? Staff Response: FFE is one way and using bond dollars to improve each site. But it's a difficult issue to address when growth is requiring new square footage/new schools.</p>	Staff
Signage for projects	<p>CBOC requested information on the plan to post information at the sites during the bond.</p> <p>6/12 Notes: Examples of current signage at active construction sites was part of the Power Point presentations. There is a Request For Proposals out right now for 3 different sign types to list work for the bond at every site to be installed during construction AND for the next 5 years listing the work at each site.</p>	Staff
Bond Premium	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium.</p> <p>6/12 Minutes – BOE presentation on 6/5 was given by Todd. Staff</p>	Staff



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	<p>recommendations listed as reviewed with CBOC at the last meeting. The BOE evaluated the list for appropriateness to the bond and TSD education. Official action will take place at the next BOE meeting on 06/19 but the BOE as no concerns during 06/05 meeting. Pending approval, CBOC would then dive into maintenance needs/the details of each item BOE approves, and help define the list for implementation. WE DID REVIEW WITH CBOC last time in detail before BOE presentation. Richard Barton had concern about the pool at BHS and it should be considered. Todd offered to review with him. Laurie asked about planned use for Ray Pat Field. Berthoud High students would love to play on a big field like Ray Pat. Neil Spooner – PREMIUM: Clarify the role of CBOC in regards to the Bond Premium spending. Answer: BOE may approve it, CBOC would have the detail of what and why. CBOC confirms use is appropriate.</p>	
<p>CLOSING</p>	<p>Chair / CBOC: Affirm information requested/reviewed was complete by consensus. ACTION ITEM MOTION: Cecil moved for a motion: Eric made the motion for the committee to confirm that the information provided by staff was detailed and complete. The motion was seconded by Dan and then approved by majority. (some members had to leave before motion.)</p>	<p>Chair CBOC</p>

Meeting adjourned: approximately 6:20 pm

Next Meeting (quarterly): August 14, 2019. 5 – 6 pm, Room #128 at TSD Administration.

ITEMS FOR NEXT MEETING:

1. Asbestos abatement has not started. More detail on scope
2. Bond Premium will remain. All items and the how the list was finalized. Does it match what we promised?
 - a. CBOC will review plans as they get finalized to confirm it aligns with the intent of the BOD direction/approval.
3. CBOC members: Send items to Brendan/Cecil if you think of something else. BY AUGUST 5th so we can finalize the agenda.
4. Next planning meeting – ID the “standard” items staff will address at every meeting.