



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

2018 Bond Program
August 14, 2019 – Meeting Minutes

August 14, 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	x	Kristen Battige – Director of Operations
X	Diana Birnbaum – Bond Admin. Specialist		

CBOC Members:

	Cecil Gutierrez Chair	x	Brendan Willits Vice Chair	x	<i>Denise DeVore</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
x	Meg Declement		Roger Weidelman	x	Bill Breunig	x	Denise DeVore

Community: There were 0 community members present.

Meeting Start: The Vice Chair called meeting to order at 5:01 pm.

Agenda Item	Detail / Discussion	BIC
Meeting Review	<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 asked for a motion to pass the minutes from last meeting. Bob made the motion. Laurie Anderson Seconded. Committee Voted and it was passed.</p> <p>Letter to Newspaper: Suggestion to edit the 5th paragraph to group the safety sentences together. Cecil read the changes. Committee agreed to changes and voted. No opposed. Cecil will send on 06/13.</p> <p>8/14: Brendan asked for a motion to approve the minutes from the last meeting. Kim made the motion and it was seconded by Richard Barton. Committee voted and it was passed.</p>	<p>CHAIR Or VICE CHAIR</p>



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

Agenda Item	Detail / Discussion	BIC
<p>Cash Flow/Financial</p>	<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>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> <p>8/14: Tammie will be emailing out updated Cash Flow documentation. Tammie discussed the budget for the feeder schools, and that we are cleaning up and reconciling PO's. Todd advised we will have the premium loaded into the budget by the next meeting. Todd explained retainage and how the funds look on the budget sheets.</p>	<p>Staff Ongoing</p> <p>Tammie</p>
<p>Community Outreach</p>	<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> <p>8/14: Brendan has met with 2 groups. He reminded the members to share with the group anytime they are speaking with the community about the Bond or CBOC.</p>	<p>Vice-Chair</p> <p>CLOSED</p>



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

<p>Bond Project Review</p>	<p>Bond Director will review projects/updates/expenditures. 6/12 Minutes: Tammie reviewed the update that will be given to the Board of Education on 06/19/19. Question from Laurie Anderson: 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. Questions? Thurese asked if pictures are available on website. Todd answered that pictures will be posted by Monday. 8/14: Todd gave update on Summer Projects. Roofing, Early Childhood Center at Stansberry, Custodial Equipment, Signs installed at every site. Discussed future CTE/Van Buren Site. All students from Ferguson will be moving over to CTE. Ferguson will be sold eventually and funds put back in Capital Projects. Facilities building will also be sold and staff will be moving over to administration building. Abatement – Allocated nine million in this bond for Abatement. 27 sites will be addressed. Evaluation is happening now. Bill asked if 9 million was the expected amount to be spent. Todd advised that is what is in the budget. Todd discussed the change in timeline for the security project. Informed the group that work will be performed during school hours, nights and weekends. Project to be completed by December. Dan wanted to know why this needs to be completed by the end of the year. Tammie advised that due to current events we want to be more efficient and improve security as soon as possible. The change to the timeline will not increase the overall cost.</p>	<p>Staff</p>
<p>ITEMS FROM 5/8/19 MEETING FOR AGENDA</p>		
<p>Special Needs</p>	<p>CBOC requested more information on the work in the bond. 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>	<p>CLOSED</p>
<p>Large Project Risk</p>	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed. 6/12 Minutes: Todd reviewed a sample budget sheet used for every site to manage the scope and budget that project managers update weekly. Project Managers adjust budget as real costs come in from estimates or industry impacts.</p>	<p>CLOSED</p>



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

<p>Large Project Update</p>	<p>8/14: Tammie showed slides of the Conceptual Design for the PK8. Asked for comments on colors, design – No comments/ concerns. Tammie also showed slides of new Ferguson HS/CTE Center at Van Buren. Comments? Committee agreed they liked it so far. The designs appear to be carrying forward the input from CBOC and the DAG.</p>	<p>CLOSED</p>
<p>Signage for projects</p>	<p>CBOC requested information on the plan to post information at the sites during the bond. 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. 8/14: All signs and banners have been installed outside and inside at all sites.</p>	<p>CLOSED</p>
<p>Bond Premium</p>	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium. 6/12 Minutes – BOE presentation on 6/5 was given by Todd. Staff 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. 8/14: Todd advised that Bond Premium will be loaded to budget sheet by next meeting. Kristin spoke about the facilities team visiting each site and evaluating what needed to be done. Each project was scored to determine the urgency and need for each project. Bill commented that he would like to see the list shortened to high priorities. Roger asked what High Impact Building Improvements from our signs meant. Todd advised that it was for enhancing a program within their school. Examples would be carpet, furniture, etc... Kristin agreed to share the list with the CBOC. Brendan asked that members would look over the lists of expenses and vote at the next meeting that they are in line with what the BOE intended. Tammie discussed the furniture refresh for schools. Todd informed CBOC that each classroom would be receiving about \$6000.00. The schools will have some ability to spend it how they would like, however we will be meeting with them to determine</p>	<p>Staff</p>



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>exactly what they need. Denise asked if there will be any thought given to special education classroom needs? Todd answered that TSD is looking into it.</p>	
CLOSING	<p>EVERY MEETING: Vice - Chair / CBOC: Affirm information requested/reviewed was complete by consensus.</p> <p>MOTION: Vice - Chair made a motion for the committee to confirm that the information provided by staff was detailed and complete. The motion was seconded YES/No and then passed by majority YES/No.</p> <p>ACTION ITEM: Committee to review Bond Premium spreadsheet that Kristin is sending out before next meeting.</p> <p>Bill asked if CBOC could meet at 4:00pm before the next meeting to view projects. He thought it was good to see the project in person. (ECE) WE WILL TOUR THE PROJECTS BEFORE THE NEXT MEETING (December).</p> <p>The CBOC agreed that the next update to the board would follow our next meeting on October 9th.</p> <p>The Superintendent and Communications Director would like some positive statement/comments about progress. They would like this by September. Individuals are permitted to make statements. You can email your statement to Brandan or Cecil. (sentence or paragraph size). Neil asked if this would be anonymous or if member's names would be listed. Brendan said they could do it either way. Easiest would be sited. Brendan to send out email request for comments. No blanket statement from the group unless voted on at meeting.</p>	Vice - Chair CBOC
ENDING	<p>Dan made a motion to adjourn. Laurie seconded the motion. Brendan adjourned meeting at 6:26pm.</p>	CLOSED
NEXT MEETING	<p>Next meeting date and agenda items: October 9, 2019</p> <ul style="list-style-type: none"> • If you are able - Please meet at 4:00pm in Room #128 to review the bond premium line items in more detail. • Regular meeting: 5:00-6:00pm Room 128 at TSD administration. • Discuss the possibility of a "checklist" for each school showing each project and the status. • Asbestos update • Bond Premium – breakdown item by item. What is included/how we got that number for each site. Kristin to send out list of facilities projects. Committee to review and discuss Xcel spreadsheet for Bond Premium items before next meeting. 	CBOC



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<ul style="list-style-type: none">• Communications – process for letters, statements, newspaper articles, etc.	
--	--	--



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

- Meeting adjourned:** Approximately ____pm
Next Meeting (quarterly): August 14, 2019. 5 – 6 pm, Room #128 at TSD Administration.
Posted on Website: