



2018 Bond Program June 10, 2020 – Meeting Minutes

June 10, 2020

Meeting Minutes

Location: Virtual Meeting via Google Meet (*due to COVID19 closure*)

ATTENDEES (X = in attendance):

District Staff:

X	Todd Piccone - Chief Operations Officer	X	Diana Birnbaum – Bond Admin. Specialist
X	Tammie Knauer – Bond Director		

CBOC Members:

X	Cecil Gutierrez Chair	X	Brendan Willits	X	Denise DeVore	X	Kim Melville-Smith
X	Eric McDermid	X	Dan Tran -Vice Chair	X	Dick Barton		Chad Walker
X	Neil Spooner	X	Bob Herrmann	X	Laurie Anderson		Thurese Newlin
	Meg Declément		Roger Weidelman	X	Bill Breunig		

Community: There was 0 community member(s) present.

Meeting Start: The Chair called meeting to order at 5:05 pm.

Agenda Item	Detail / Discussion	BIC
CBOC ITEMS		
Virtual Meetings	Chair addressed the difference in virtual vs in person meetings. Votes may be by stating name and vote- by roll call.	Chair
Meeting Review	Dan made the motion to approve the minutes from the meeting on 4/8/2020. Eric seconded the motion. CBOC voted and the motion was passed unanimously.	Chair / Vice Chair
Community Outreach	Brendan is keeping a document to track outreach. Updates from any members? 06/10/20 – Bob’s letter was published in the Reporter Herald. Fort Collins did not feel it was appropriate for their area and did not run, Bob does not believe it ran in Berthoud paper. Cecil advised that the email is up on the website to contact CBOC. They have had no responses yet. Dan and Cecil are monitoring. Mike Hausmann will be working on a way to track Q&A and log inquiries. Bob had 2 questions from the community: 1. Are	Chair / Vice Chair



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	<p>there any school closures and how will that impact the work we do. Answer: No closures planned at this time. Work is not impacted.</p> <p>2. A gentleman on the Mill Levy Oversight Committee asked what hardware the students were being provided? Answer: Bob gave him the information on what we are providing and did not get a reply. Cecil felt he was satisfied knowing funds were coming out of both committees and that is why he did not get a reply.</p>	
STAFF ITEMS		
<p>COVID19</p>	<p>06/10/20 - Update on Covid - Todd Plan to reopen from the county - Can begin opening up facilities to outside groups. The County will approve a plan TSD submits. Buildings have been stagnant from no use/occupants. Monday HS sports are going back to practice. Graduation - Larimer County submitted a waiver for a variance to the state to do in person graduation. Each graduate will have 2 tickets. One of first districts in state to get a plan approved. Venue is Ray Patterson Stadium. Students will be 6 feet apart. Date: July 16-18. School start - keeps changing. trying to align with all guidelines. Meeting with Larimer County once a week. There are 3 options; all online, 1/2 occupancy each day, regular classes. Todd is meeting with board weekly and getting input from all levels and departments. Bond Projects - COVID19 has not affected projects too much. Small issue with door hardware at mnf. GCs keeping up with signage, wash stations, masks, temp checks at the door. Temps over 100.4 staff sent home. Questionnaires on sites regarding contact tracing.</p>	<p>Staff</p>
<p>Cash Flow/Financial</p>	<p>Cash Flow graph showing projection and actual. 06/10/20 - Tammie went over total spent and encumbered dollars. Explained the difference between our financial spreadsheet and our IFAS totals. On track to have encumbered \$150M in 1st 3 years. Todd went over Premium and Contingency spreadsheet. Spent \$35mil in May. New PK8 will really start picking up the next few</p>	<p>Staff Ongoing</p>



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	<p>months with invoices. That is still at early stage of project. Tracking \$7M behind on cash flow. Not necessarily, a bad thing as the money accumulates interest until spent. Dan asked if Todd was confident we could catch up the \$7M. Todd said yes, we have encumbered higher than projected. They will meet up. No further questions.</p>	
Bond Premium	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium. 06/10/20 - Same chart as last meeting. No changes. Update on Facilities bldg. - Todd We are using the sale of the facilities building for Bond projects. Many offers submitted - so only taking last and final offers by deadline today. Opening tonight. Ferguson HS building- buyer had to slow down due to COVID. It is still on the market. No active buyers at this time. Cecil asked is there an asking price on FHS on listing? \$5.25M FAC Bldg. - \$995,000. Any chance of a bidding war? Todd said hopefully. Bond Contingency - Not too many changes. Contingency allocation. approval for BE, IS , PK8, and BT turf and track. TCC/Ferguson additional funds. We will look closer as we get further into next year. Dan asked - would that be this fall. Yes, fall of 2020. Funding allocations - approved - Tammie went over the project adjustments to date. Showed breakdown of where funds came from and were placed for use by site. CBOC approved of the format and information shared.</p>	Staff
Bond Project Review	<p>Staff will review projects/updates/ expenditures. Staff – all completions are per schedule to date. COVID note added to slides. All slides reviewed from the power point. No specific questions/concerns from CBOC.</p>	Staff
Large Project Risk	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed.</p>	Staff



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	<p>Staff discussed during Cash Flow discussion. Contingency and Inflation being held tight through this summer due to high risk projects. This fall recommendations for use will be presented by Staff for BOE and CBOC review.</p>	
<p>Large Project Update</p>	<p>06/10/20 - TCC/FHS update - Not recognizable as Van Buren anymore. Separate entrances. Lots of progress. Riverview - Steel on sight. Tilt up panels are going up. Slabs are being poured. Water and utilities getting done by providers and on site by FCI. Starting to look at furniture vendors to get on board this summer. Orders to be placed around January. ECE - lots of progress. Getting ready for finishes. BES - Steel up. Fire lanes discussed as doubling for playground surface. Getting ready to dry in. Will be done by school start - on schedule IS - a little behind BES. Will be ready for school start. HS Fields - BT, MV and TVHS going smoothly. Security - Phase 1 - complete Phase 2 - through fall 2020 and was approved by BOE. FFE Refresh - On schedule. Meeting with principals. Setting schedules – giving schools time to figure out COVID approach and how FFGs may work Virtual. Support bldgs. Admin conf rooms, painting, new furniture for meeting spaces. Moved reception desk closer to door for security/visual. Asphalt being repaired and restriped. Roofing - 12 projects going on. On schedule to be complete before school starts. BOE Bus tour - toured land and BOND projects. We would like to do the same with CBOC in the fall when COVID restrictions are lighter. Any Questions - none As you talk to the community – There has been a lot of excitement regarding new field at Ray Pat. Make sure we say thank you to the voters!</p>	<p>Staff</p>



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Action Items	<p>Process review: Anything over \$250k to go to CBOC.</p> <p>No Action Items Kim asked about green check marks at schools. Tammie advised all check marks are up to date. We only put a check mark when the project is 100% complete. They will be updated in September to show 2020 work completed.</p>	
Priority 1 Items	<p>CBOC requested the list be updated and reviewed 1 to 2 times per year as things are completed. Staff will provide at the October meeting.</p>	CLOSED
NEXT MEETING	<p>Next meeting date and agenda items: August 12, 2020 virtual unless COVID restrictions decrease.</p>	CBOC/Staff
New Item	<p>Bill complimented Tammie and Todd for how they have navigated through all the COVID changes and issues, while keeping everything on track.</p>	CBOC
	<p>Any new items for next agenda? CBOC – email Cecil any items for next meeting.</p>	CBOC
CLOSING	<p>EVERY MEETING: Vice - Chair / CBOC: Affirm information requested/reviewed was complete by consensus. MOTION: Chair asked for a motion for the committee to confirm that the information provided by staff was detailed and complete. Bob made a motion and Dick seconded. Motion approved unanimously.</p>	CLOSING

Meeting adjourned: Approximately 6:30pm

UPCOMING:

August 12, 2020: Next Quarterly Meeting. Virtual meeting.

Attached: Agenda for the 6/10/20 Meeting
CBOC Power Point presentation
Cash Flow Curve