



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

2018 Bond Program
December 9, 2020 – Meeting Minutes

December 20, 2020 **Meeting Minutes** (as reviewed and approved by Chair/Vice Chair)

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

ATTENDEES (X = in attendance):

District Staff:

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

CBOC Members:

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

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

Meeting Start: The Chair called meeting to order at 5:03 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 10/12/2020. Bill 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? 12/09 – no new items to report.	Chair / Vice Chair
STAFF ITEMS		
COVID19	12-09 – TSD COO: TSD is in the middle of online learning. We are looking at how we can come back next semester. TSD is guided by CDC, Larimer County. Looking at data for how the last few	Staff



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	<p>months have gone. Finding that school is a safe place. Most occurrences are from family members not school or students. Working on a testing site for staff that may spread to students being tested. TSD is looking at doing target tracing. Target the quarantine to just the close contacts. It will help with staffing needs. TSD to provide the higher level KN95 mask to staff. New research shows if you are wearing that with glasses you are at minimal to no risk. We have multiple ways we are keeping staff and students safe for next semester. We are working with the county to talk to the BOE next Wednesday.</p> <p>Questions – CBOC asked if COVID has affected construction or projects? Answer: yes it has but nothing that is catastrophic. Riverview was listed as an outbreak location by the county, however it was resolved quickly by GC efforts to distance and manage crews. No big delays or expected delays. Items we would have liked to have done that didn't get done in time, but nothing that has affected the students.</p>	
TIF	<p>Gordon Jones-TSD CFO: discussed the TIF specifically as it relates to High Plains. 4 different TIF's in that area. The developer, The City and TSD worked out an agreement that the money collected would go to schools in this area for capital projects only. The developer made sure this agreement was in place. Additional funds will go to the addition at High Plains. CBOC is to oversee Bond Funding. This was informational only.</p>	Staff
Grants	<p>Gordon Jones – CFO: discussed the Benefit of getting grants with the Bond dollars –we have some level of match required that we wouldn't normally have available. Roughly - Best pays 40% and we pay 60%. Some project parts were in original bond. Other projects were contemplated for the Bond, but were not realized until we received the Bond Premium – allowing those projects to be completed. So the Grants extend the use of Bond funds. First and foremost everything in the Bond ballot question is done. Best stands for Building Exceptional Schools Today.</p> <p>CBOC asked where the money for BEST comes from? Staff: Marijuana Taxation revenue and</p>	



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	<p>State Land leases. CBOC asked: did the district receive any funds for COVID19 for filters, etc? Staff: yes we did. Not associated with BEST funds. It came from the federal level and the CARESact COVID funding. TSD had to use it on items regarding COVID like PPE, cleaning of buildings, cleaning HVAC, filters. CBOC asked: is the district going after BEST grants every year while the BOND is going on. Staff: TSD said it has been very difficult to get these funds. TSD COO and grant team have been very good at doing the application and know the process. The average age of our buildings is 45 years so we will utilize it as much as we can. We need to have the bond funds as the match portion which does make it difficult to strategize. TSD COO added that TSD is looking at going for it for the next cycle - for Con Ball and HVAC projects/improvements. The application is due 2/1/21. No further questions.</p>	
<p>Cash Flow/Financial</p>	<p>Cash Flow graph showing projection and actual. 12/09 – Tammie Knauer: Bond Director – Included in the power point that will also be given to the BOE. TSD has \$25-30Mil of encumbrances to be entered in the next 3 months. We are on track to meet the requirement to spend \$150M within the first 3 years. CBOC asked: Could TSD send the presentation to the CBOC? Staff: Yes - after meeting. CBOC asked about Con Ball Middle School – shows that \$2.4 million budgeted. COO explained how the Master Plan committee meets and talks about needs for Bond, looking at school utilizations. Are schools being used efficiently? ConBall, Mary Blair and Monroe the focus. Only being used at about 46%. The MPC is discussing putting more funding into Con Ball and making it a K-8. Not financially smart / efficient to run at 46%. What is budgeted now is general maintenance. May add to it and do larger renovation and combine schools into CBMS which is an investment into the community. Staff will talk to CBOC about allocating contingency dollars to combine schools at the next meeting. Enrollment is down in the area, and boundary is being taken</p>	<p>Staff Ongoing</p>



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	<p>away by school openings. TSD is trying to keep better enrollment in that area.</p> <p>CBOC asked – are the Mary Blair and Monroe items maintenance as well? Staff – yes. MB was scheduled to go this year and we are slowing down to see the outcome of the MPC study and BOE direction. If we are not going to use MB do we add that to CB with Monroe?</p> <p>CBOC asked: are we looking at moving both MO and MB to CB? What happens to ECE at Monroe.</p> <p>Staff: We wouldn't get rid of the program. It is very high level right now and needed. We did do some work at CB last summer. If the project is a "GO" – it is a 3 year process. Review is starting now, community portion takes a long time and then implementation. 2023 opening is the time frame.</p> <p>CBOC asked- if that goes into 2023, doesn't that mess with the 3 years for the BOND spending requirement? Staff: No - TSD only has to have 80% of the BOND spent. Opening in 2023 with construction starting in 2022. We have to be calculated in how much risk we want to take with using some contingency funds to match the grant if we receive it.</p> <p>CBOC stated that everything looks great/in order.</p> <p>CBOC asked – what is the update on the Riverview PK8 structural issues? Staff: Coming up next in the presentation piece for the PK8.</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.</p> <p>Update on Facilities bldg. – Sales update.</p> <p>Ferguson HS building- Sales update.</p> <p>Bond Contingency – Will present some options to CBOC in January.</p> <p>12/09/2020 – Reference information in presentation. No questions from CBOC.</p>	<p>Staff</p>
<p>Bond Project Review</p>	<p>Staff will review projects/updates/ expenditures.</p> <p>12/09/2020 - 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>	<p>Staff</p>



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	<p>Contingency – in February we will have deeper discussion regarding project risk. Please add to Feb 10th agenda. Any question? None from CBOC.</p>	
Large Project Risk	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed. 12/09/2020 - Staff discussed during presentation. No questions from CBOC.</p>	Staff
Large Project Update	<p>12/9/20 - Staff presented the power point summary. All notes are in the presentation. Any Questions – none and no extended discussion.</p>	Staff
Action Items	Staff to send out presentation given to CBOC.	Staff
PK8 Issue	<p>Staff will present construction issue update: October: Staff asked the CBOC if they felt the issue was presented and handled in TSD's best interest. CBOC agreed unanimously that it had. CBOC recommended that Staff add that they fielded and accurately answered several questions from CBOC and CBOC felt comfortable with the results. 12/09/2020 - FCI gave an estimate of \$250K - \$400K for repairs. We are being reimbursed 100% by WOLD. Ground Engineering and Martin/Martin will be additional costs Wold will reimburse. Hoping by February that all corrections and associated costs are finalized. Wold will repay immediately. CBOC asked if there were any new surprises? Staff said None CBOC asked about schedule impacts? Staff - No – we will be open in August. FCI is putting details together regarding OT or weekend work. But on schedule as of now.</p>	
Priority 1 Items	<p>CBOC requested the list be updated and reviewed 1 to 2 times per year as things are completed. Staff provided during the October meeting. 12-09 Chair and Vice Chair presented to BOE and included the priority item summaries. Very well</p>	CLOSED



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	received and the BOE loved the graphs. Kudos to all for working on it, letting CBOC use the graphics and keep up the good work.	
Charter School Update	--Brief Summary of expenditures to date: 12/09/2020 – no update since October meeting.	
CBOC	<p>COBC Positions/Term review / process review</p> <p>12-09 – A few positions need filled as some terms are up and some members are resigning. Staff explained process for reappointment. TSD is issuing an invitation to the community. BOE picks from that group. CBOC also has the chair and co-chair that we need to elect.</p> <p>REAPPOINTING: CBOC asked: who votes on reappointment? Staff said they are submitted to the BOE for approval as long as there are no objections with CBOC. CBOC asked to confirm: that CBOC does not have any say? Staff confirmed – No, but we make the recommendation to the BOE. This is a chance to voice any concerns about reappointments. Chair read who wanted to be re-appointed- Erik, Richard and Bill. Who is not coming back – Kim, Laurie, and Roger, Peter, Denise, and Chad. Dan made a motion for the 3 being reappointed to be approved. Seconded by Bob. All in favor. No opposed. Chair – Dan nominated Cecil. All concurred. Cecil accepted. Vice Chairman – Bob nominated Dan for another year. Erik seconded. No other nominations. All concurred. Staff thanked Kim and Chad for their commitment to the district and giving of their time. Chair conveyed the BOE's thanks to all CBOC members for the time spent and commitment to TSD.</p>	
NEXT MEETING	Next meeting date and agenda items: February 10, 2021 virtual unless COVID restrictions ease.	CBOC/Staff
New Items	Any new items for next agenda? <ul style="list-style-type: none"> • Have Project Managers attend next CBOC 	CBOC



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	<p>meeting</p> <ul style="list-style-type: none"> • CBMS/Monroe/Mary Blair – project discussion. • High Plains – project discussion • Contingency Use – options to be discussed • CBOC applications – review process and conduct business associated to refill positions. 	
<p>CLOSING</p>	<p>EVERY MEETING: Chair and 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. Bill made a motion and Bob seconded. Motion approved unanimously.</p> <p>Staff asked if CBOC had any objections to having PM's join/observe the next meeting- all agreed it would be great to have them.</p>	<p>CLOSING</p>

Meeting adjourned: Approximately 6:30 pm

UPCOMING:

December 16th: TSD Staff will give BOE update.

Feb 10th, 2021: Next CBOC Meeting (Virtual)

March 2021: CBOC update to BOE.