



2018 Bond Program
February 12, 2020 – Meeting Minutes

February 12, 2020

Meeting Minutes (as reviewed and approved by Chair/Vice-Chair)
5:00 PM to 6:20 PM

Location:

Administration Building - Room #128

ATTENDEES (X = in attendance):

District Staff:

	Todd Piccone - Chief Operations Officer	X	Matt Kuhn – Chief Technology Officer
X	Tammie Knauer – Bond Director		Kristen Battige – Director of Operations
	Diana Birnbaum – Bond Admin. Specialist	X	Gordon Jones – Chief Financial Officer

CBOC Members:

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

Community:

There was 1 community member present. (*James Laferriere*)

Meeting Start:

The Chair called meeting to order at 4:55 pm.

Agenda Item	Detail / Discussion	BIC
CBOC Photo	Group photo taken before meeting officially started.	CLOSED
Meeting Review	2/12/2020- Richard made the motion to approve the minutes from the meeting on 12/11/2019. Dan seconded the motion. CBOC voted and the motion was passed.	CHAIR Or VICE CHAIR
Meeting Length	Chair led discussion on the length of the meetings. Was there need to extend from 1hour to 1.5hours? Staff offered as much time as the committee felt was needed to provide all information to the committee's satisfaction. CBOC discussed and finalized – meetings will remain 1 hour long.	CLOSED
Community Outreach	Brendan as Vice-Chair is keeping document to track outreach. Updates from any members?	Vice-Chair



Citizens' Bond Oversight Committee
(CBOC)

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	<p>Staff suggested having a CBOC member meeting with the community at each feeder without TSD staff to gain insight to community items.</p> <p>12/11 – Chair has had a few informal conversations. No one else had done any outreach. Chair stressed the role of CBOC and the importance of reaching out.</p> <p>2/12/20 – No new reports. Brendan will continue to track as just a CBOC member (not the Vice-Chair).</p>	CLOSED
<p>Staff – CFO update</p>	<p>2/12/2020: Gordon Jones as TSD CFO provided a summary. His Team includes procurement and finance. Work with Bond Team/Operations on all expenditures and processes.</p> <p>FUNDING:</p> <ul style="list-style-type: none"> • \$149mil approved by voters in 2018. • Jan. 2019 – investors looked at the bonds to buy. • TSD sold all \$149mil in good market conditions that gained premium/interest. Then when closing 2 weeks later – realized additional earnings. • A more detailed breakdown was given: <p>\$149mil bond \$27.8mil premium <u>\$5.5mil interest earnings</u> \$182.3mil TOTAL to work with</p> <ul style="list-style-type: none"> • Premium process was explained • Tax free funding = rules to spend • 85% or \$155mil in 3 years. We must have it encumbered OR have a reasonable plan for doing so to avoid “Arbitrage”. TSD cannot sit on funding - we are required to do the things listed to the voters in the time frame given. • Things happen: unforeseen conditions, etc. But we must show we have a plan/ document any issues with meeting the requirement. • There is a large penalty if we do not meet the 3year/85% requirement. No longer tax free – so paying the taxes is the penalty. • Bond spending is a typical bell curve. 	



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	<p>CFO team works with Bond team constantly and from top to bottom on a regular basis. Also, with Todd Piccone to ensure requirements are met and processes can be supported.</p> <ul style="list-style-type: none"> • No PO issued unless funds are there/budget is confirmed. • Many QA steps for invoices. • Bond Advisory Committee – Superintendent, CFO, Mike Hausmann, Dawn Huckabee, Facilities, Operations, Tammie Knauer. • Bi-weekly CFO staff/Tammie Knauer staff meet. • Outside Audit yearly <p>CBOC asked questions during discussion that were answered with the information listed.</p>	
<p>Staff – ITS update (Innovative Technology Services)</p>	<p>2/12/2020: Matt Kuhn as TSD Chief Technology Officer provided a summary.</p> <ul style="list-style-type: none"> • See Power Point in attachments. <p><u>CBOC asked:</u> is Bond funding 1 time? Yes but bond contingency could be used if the process leads towards spending for ITS.</p> <p><u>CBOC asked:</u> \$491k in General Fund – how much was there before the bond? Matt indicated it was much larger at around \$570k 2-3 years ago.</p> <p><u>CBOC asked:</u> How does Matt determine where to pull funds from? Matt explained 1 budget rarely has enough funding. CAP vs other budgets. To find “non-traditional” budgets and go through a process to use a different budget is done – then funds are re-allocated.</p> <p><u>CBOC asked:</u> Can you move money from Bond? No – bond must be used for what it was approved for.</p> <p><u>CBOC asked:</u> about provider, Loveland Pulse. CTEC helps guide the approach.</p>	
<p>Cash Flow/Financial</p>	<p>Cash Flow graph showing projection and actual.</p> <p>2/12/2020: Graph was not reviewed due to technical/software difficulties.</p> <ul style="list-style-type: none"> • Staff reviewed the summary table showing all encumbrances and payments by site. <p>-Total Payments: \$21,130,933 -Total Encumbered: \$88,418,258</p> <ul style="list-style-type: none"> • Staff reported on track for \$150mil in 3 years. Will fix graph issues and include in 	<p>Staff Ongoing</p> <p>Staff</p>



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	minutes for reference.	
Bond Premium	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium.</p> <p>12/11/19 - Staff shared the list that makes up the Bond Premium projects and how staff tracks the items and the budgets. \$10 million is for high priority needs. CBOC asked about rumors about Scheels wanting to pay for Ray Pat upgrades. If they do that, what happens to that money from Bond Premium? Staff said TSD is trying to partner with a few sponsors for things like scoreboards - subject at the BOE meeting tonight.</p> <p>CBOC asked if BEST Grants or partnerships would be coming into the general fund? Staff advised we are working with the BOE. Typically partnerships go through the foundation.</p> <p>CBOC asked if Scheels was only to give part of what we need, what we would do. Staff indicated we are hoping to do long term partnerships that would benefit both the sponsor and TSD and additional funding would come from general fund, Cap., or maybe the athletic fund. We have asked the partners to work both ways with us. For example, we have kids interested in marketing so we might have kids go to Scheels to learn about that.</p> <p>CBOC asked how many of the priority 1 projects have been completed? Staff said approximately 10-15%. CBOC suggested we put out a statement to the public with those numbers. Staff agreed - will add to the website.</p> <p>CBOC asked how the list relates to the budget. Staff advised we looked at every item in the bond and gave the list to the contractor to make sure we can complete the projects. Everything should get done as long as we stay in budget. DAG and Staff guide the process for including all as able.</p> <p>CBOC asked about the budget for Ferguson HS.</p>	Staff



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	<p>Staff explained part of funding for CTE/FHS at Van Buren is from the sale of Ferguson and the dollars originally allocated to Ferguson HS are also being used to fund the renovation/addition.</p> <p>CBOC asked if we put sales funds back into the budget, will it affect our spending the 80% in 3 years? Cecil asked if something doesn't get funded when will that show up? By the end of summer 2020 we should be able to get a good idea. It depends on the timing of each project.</p> <p>CBOC asked if Middle School secure vestibules were still an option? Staff answered only if we get BEST grant. CBOC asked if the grant doesn't go through would we use the contingency for middle schools? Staff replied that use of contingency will be reviewed – but Staff may recommend using it for MS vestibules.</p> <p>2/12/2020: Bond Premium summary page reviewed. \$40mil of premium/funding added to projects. Only the Athletic Lighting \$475k remains to be loaded as we determine scope/schedule.</p> <p>Contingency page reviewed. CBOC asked why we are not spending the Contingency and Inflation yet. Staff responded: managing risk through this summer. Some of the biggest projects are underway. Staff has started the exercise of evaluating work to recommend be funded. Use of the existing Facility Audit and priorities given, additions since the bond, immediate/critical issues will all be reviewed. There is a process for using these funds which will be followed. BOE inclusion, CBOC reporting/understanding, adhering to bond language for direction, etc.</p> <p>CBOC stated: Previously, they understood the funds from the sale of Ferguson were to go to CAP. Today Staff indicated in the table that the funds go to the CTE/FHS project at Van Buren. CBOC would like confirmation.</p>	<p>Staff</p>
<p>Bond Project Review</p>	<p>Staff will review projects/updates/ expenditures.</p>	<p>Staff</p>



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	<p>12/11/19 – Staff reviewed the presentation given to the BOE 11/20. Feeder school project approach reviewed. Adding lights at MVHS soccer field and LHS field. All HS will then have lights.</p> <p>Charter Schools: Staff is not overseeing the construction management, however we are overseeing the financial management of their funds.</p> <p>Support Bldgs – Facilities building being sold and staff is moving to Admin bldg.. Ferguson building is also being sold – moving to the Van Buren site.</p> <p>2/12/2020: Staff reviewed the “Facility Availability” document. Many schools are being touched this year. Safety governs closure or partial use.</p> <p>Power Point/slides on project updates reviewed. Support Buildings project was included as requested by CBOC at the last meeting.</p> <p>Slides on PK-8 Alternates that the BOE reviewed. ILC program and Track upgrades. Discussion about equity with track and other MS’s.</p>	
Large Project Risk	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed.</p> <p>12/11 – Staff reviewed risks previously during Cash Flow discussion – see notes there.</p> <p>2/12/2020: Staff discussed during Cash Flow discussion. Contingency and Inflation being held tight through this summer due to high risk projects.</p>	CLOSED
Large Project Update	<p>12/11 – New PK8 – Roads are almost complete. Wet and dry utilities are going in – to property line. Final colors will be decided once we have name and school mascot. Ground Breaking is March 9th. There is a link on the last page of this meetings documents that will take you through the new PK8.</p> <p>Security Upgrades – Crews are working double shifts and doing all possible to make buildings more secure. Schedule was originally set for a year and a half. Has been pushed to high priority</p>	CLOSED



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	<p>will be completed in 4 months. CBOC asked if this falls under BEST grant. Staff explained we had already started project so it does not.</p> <p>FFE – Please invite anyone you know to the Furniture showcase on January 28th and 29th @ Ferguson High School.</p> <p>2/12/2020: All projects reviewed in power point/ slides. Discussion was minimal and information provided in slides addressed questions.</p>	
Website	<p>12/11 – Graphs, Total Budget and amount spent added to each school. Pictures should be up by January. Suggestions are welcomed.</p> <p>2/12/2020: Not discussed. But noted in minutes herein that additions and changes are constant. More and more info will be made available for the public.</p>	CLOSED
Action Items	No action items on 2/12/2020.	
CLOSING	<p>EVERY MEETING: Vice - Chair / CBOC: Affirm information requested/reviewed was complete by consensus.</p> <p>MOTION: Chair asked for a motion for the committee to confirm that the information provided by staff was detailed and complete. Dan made a motion and Robert seconded.</p> <p>Passed by majority - YES.</p>	Vice - Chair CBOC
Priority 1 Items	12/10/19: CBOC requested the list be updated and reviewed 1 to 2 times per year as things are completed. Staff will provide.	Staff
PK8 Boundary Meetings	<p>Dates: Feb. 10th and Feb. 24th. Questions so far are about moving students out of High Plains. Staff is to document comments and provide information for the boundary process/BOE evaluation. Attendees are encouraged to write in, visit the BOE, attend the next session to voice concerns and ideas.</p> <p>CBOC Request: Add the boundary options to the minutes (maps).</p>	Staff
PK8 Metro District	Staff in attendance was not available to address questions on this topic. To be carried to next	



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	<p>meeting for discussion. But information could be inserted into minutes for review prior to meeting. Staff will confirm prior to issuance of minutes.</p> <p>Concern CBOC is hearing: will we have an empty building? Did we do appropriate research when deciding to build the new school?</p> <p>CBOC Request: The MPC info on the long term plan would be helpful to summarize at next meeting.</p>	Staff
ENDING		CLOSED
NEXT MEETING	<p>Next meeting date and agenda items: April 8, 2020</p> <ul style="list-style-type: none"> • PK8 Flood Plain – Staff to provide information on and height above the flood plain. • PK8 Boundary – Staff to review process/ status, and provide maps of the 3 options. • PK8 Metro District – Staff to provide information on planning, research done. • PK8 Gravel Pit – Staff to provide information on the gravel pit in the area. • Review the next BOE update by CBOC that is planned for 4/15/2020. 	CBOC/Staff

Meeting adjourned: Approximately 6:30pm

UPCOMING:

March 4, 2020: Next BOE Update by Staff.

April 8, 2020: Next Quarterly Meeting. 5 – 6 pm, Room #128 at TSD Administration.

April 10, 2020: CBOC letter/information for the TSD flyer is due. Robert offered to write it this time and send to CBOC for review prior.

April 15, 2020: Tentative date for next BOE Update by CBOC. Will review the presentation as a committee on 4/8 during the meeting.

April 2020: April is the next planned TSD flyer to the community per Mike Hausmann.