



## 2018 Bond Program April 8, 2020 – Meeting Minutes

**April 8, 2020**

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

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

**ATTENDEES (X = in attendance):**

**District Staff:**

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

**CBOC Members:**

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

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

**Meeting Start:** The Chair called meeting to order at 5:15 pm.

Agenda Item	Detail / Discussion	BIC
<b>CBOC ITEMS</b>		
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	<b>4/8/2020-</b> Meg made the motion to approve the minutes from the meeting on 2/11/2020. 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? <b>4/8/20</b> – No engagements to report.	Chair / Vice Chair
<b>STAFF ITEMS</b>		
COVID19	Staff discussed the impact of COVID19 and the closure. General approach by leadership – quite	Staff



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	<p>challenging when changing to an online platform. <b>Learning Services</b> taking the charge to provide the on line learning. Applying new content to prevent students from digressing. Nutrition Services – working hard to continue providing meals. Starting next week – food and curriculum delivery. One of the leading districts in doing so. <b>Financial Services</b> had first large check run on the 6<sup>th</sup> working outside office and it went well. Essential staff returning next week safely as CDC/County guides. Slowly pulling maintenance staff back. Working to navigate the stay at home order. <b>Safety</b> is first for all staff so confirming a system is in place as we proceed. Entire system is learning to be nimble. Safety and Security addressing medication left in buildings, and protecting facilities that typically have eyes on them. How to get students and staff back in to secure personal items and may not know how to implement until Mid-May. What does <b>graduation</b> look like? Survey was sent to parents of seniors for input on the options - is out now. SUMMER: what about building use agreements? When, how, timing? MANY OTHER items in the works. Teachers are back in contact with students and trying to maintain engagement. CONSTRUCTION: We have the funding and contractors want to KEEP working. How do we honor distancing and safety measures? We have implemented approvals for building access for contact tracing. Avoid perception of NOT following the guidelines. No impacts to schedule or cost right now – but teams have sent notice that there are MANY unknowns. Looking for developments daily – from materials/labor. Will continue to track and strategize. Finance is cutting checks every 2 weeks – working from home. Supporting us well. Partners are being patient. Bond Team very busy – site visits, reporting, following guidelines. Planning for next year – can we take advantage of empty buildings? COVID for construction, essential function, allows us to do as much as we can. <b>CBOC</b> – no questions. Relief that things are proceeding and if a major change happens staff is</p>	
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(CBOC)

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	to notify CBOC.	
Cash Flow/Financial	<p>Cash Flow graph showing projection and actual. Staff reviewed the Cash Flow Summary as presented in the presentation. \$27.8mil projected to be spent to date. Actual \$26.3mil. Closure may have delayed some actual payments. By fall we are still on track for \$150mil to be encumbered in the 3year. NEXT MTG: Cash flow graph will be presented for better visual of projected vs actual. Also – this includes the premium of \$40mil (\$149mil original bond).</p> <p><b>*LATER: ACTION ITEM</b> for changes over \$250k.  <b>CBOC asked</b> – any projects we are concerned about going over budget or in not being completed.  <b>Staff</b> – PK8/TCC. Budget items on BES/Ivy unforeseen conditions and associated costs are in the Action Item section. Other large projects are starting. No concerns about not finishing or larger budget issues at this time.</p>	Staff Ongoing
Bond Premium	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium.</p> <p><b>Staff reviewed</b> – no changes since last meeting. All loaded except \$475k for lighting which was recently approved for MVHS and will be loaded next week. Spending is starting. Turf at Ray Patt field will be done in next 2 months.</p> <p>CBOC – shows credit for sale of bldgs. – please explain.  <b>Staff</b> – removed from premium all together. Sale would go into a building but not part of the bond itself.</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.</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><b>2/12/2020:</b> Staff discussed during Cash Flow discussion. Contingency and Inflation being held tight through this summer due to high risk projects.</p>	Staff
Large Project Update	<p><b>PK8</b> – live stream camera on site now. Link on website.</p>	Staff



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	<p><b>ECE at Stansberry</b> – getting in building now for Phase II. Interior bathroom additions, painting in some areas.</p> <p><b>BES/Ivy Additions</b> – FFE refresh underway at both. Collaborative/flexible furniture. Foundations, fenced off for safety.</p> <p><b>High School Fields</b> – BHS/MVHS/TVHS. Tracks, fields, press box, lighting.</p> <p><b>Security Upgrades</b> – On track to complete early fall. Cameras/card access.</p> <p><b>FFE</b> – with closure this is on hold until principals get education under control. Do not want to short the process and not get desired input and guidance. Will pick up later this spring.</p> <p><b>Support Buildings</b> – Trying to get in sooner to help summer constraints.</p> <p><b>Roofing</b> – finished two over spring break. 2020 projects starting before summer. Even a few weeks will help the large projects this year.</p> <p>All projects reviewed in power point/ slides. Discussion was minimal and information provided in slides addressed questions.</p>	
<p>Action Items</p>	<p>Process reviewed: Anything over \$250k to go to CBOC. CBOC – question: take each separately or as a package? Staff – BOE looks at as a package 1,2,4. #3 is different. Will talk about each. <b>#1,#2, #3 will be Action/Consent to the BOE:</b> <b>Ivy ES/BES</b> – increased budget plans: 4 class additions. Unforeseen conditions – code fire alarm total upgrade to voice evac was not in bond at a few \$100k. Added fire lane. Both additions estimated at \$350/SF. Due to compact size, we did not get efficiency of small addition so closer to \$450/SF. Each site is over by about \$300k. First two projects going to contingency to meet the scope as promised to the voters.</p>	



## Citizens' Bond Oversight Committee (CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>CBOC; Ivy – how much total being added and all from contingency? Staff – some for abatement from environmental. \$545k for Ivy- Infl/Enviro/Cont. for both. \$720k BES. Inflation planned for every project and is scheduled over life of program. Only used half of inflation to date so we are on track. Action only because it is over \$250k. Not worried about project. CBOC – original budget for Ivy example was? and now? Staff – Ivy: \$3.6mil NOW \$4.1mil. BES \$4.8 NOW \$5.5mil. <b>#3 BHS field:</b> is added scope to the bond needing BOE approval: DISCUSSION item for BOE. Bond scope has lighting field and track but soil inside. Now is the time to change to artificial turf. If done after track – we could damage track. \$300k from CAP, \$200k from original bond, \$200k from contingency. CBOC – at some point the plan was to add projects to bond. Was this on that list? Staff – yes, we have talked to the BOE before about the possibility. Out of \$13mil in contingency, we have not allocated any contingency elsewhere. Also doing a lighting upgrade on field. CBOC – what does this do long term with turf? Staff – mnt cost/water will pay for itself 6-8 years. Save dollars until replacement need in 10-12. <b>#4 Support Bldgs</b> – budget increase. Freezer space at SSC, sell Facility building and moving facilities to Admin. \$2.9mil budget and \$300k over with inflation used to fund. Budget \$7mil NOW \$7.4mil. CBOC – how much premium went to contingency from past conversations? To 10-11% of total capital projects. Funny things happen in old buildings. Supports the plan and problems encountered in old buildings. Fortunate for contingency availability. Staff- \$5.5mil towards contingency. Todd will provide info to show use vs work remaining and the risk being managed. We may slow down a bit due to COVID19, but fall will require we start releasing some contingency in November – propose projects while still protecting / planning for risk of remaining</p>	
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Citizens' Bond Oversight Committee  
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>projects. CBOC – concern waiting until fall? How to cover this summer’s projects? Staff – type of project dictates a bit. Some are site projects that could start any time. Time frame adjustments may be needed. This summer should be on track and additional funds have been requested. They will not be shorted to save for future but it is a constant consideration/balancing act.</p> <p><b>#1/#2/#4</b> – Cecil asks if there is a motion supporting the use of the funds as presented. Dan motions, Bill seconds. Roll call vote – majority supported (unanimous).</p> <p><b>#3</b> – Cecil asks if there is a motion supporting the added project. Dan motions, Bill seconds. Roll call vote – majority supported (unanimous).</p> <p>CBOC – Tammie to put the numbers from the BOE memos into the minutes. PLEASE SEE ATTACHED BOE MEMOS FOR CONFIRMATION OF AMOUNTS FOR EACH SITE.</p>	<p style="text-align: center;">ACTION</p> <p style="text-align: center;">ACTION</p>
<p>Priority 1 Items</p>	<p>CBOC requested the list be updated and reviewed 1 to 2 times per year as things are completed. <b>Staff will provide at the October meeting.</b></p>	<p style="text-align: center;">CLOSED</p>
<p>PK8 Boundary</p>	<p><b>Staff – April 15<sup>th</sup></b> – BOE presentation for final boundary recommendation. Some TIF funds will be used to put addition on High Plains. Why – if we don’t, Riverview and High Plains will be over capacity in 3 year time frame. What can we do for a longer term solution? CBOC – what is TIF? Tax Incremental Finance area. Multiple areas in the state. NOT Metro. Go to county website, search for active TIFS – to see all areas. CBOC – funding from Centera TIF? Or other. Staff - NOT Riverview area. It is the Centera area TIF – but includes city and district for benefits. Dollars have to be applied at MVHS or High Plains that are in the area. CBOC – boundary being proposed, helps alleviate overflow on both schools? Staff – yes. If no addition, growth would cap at 1500 seats in 3-4 years. We need closer to 1800</p>	<p style="text-align: center;">Staff</p>



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	<p>seats. Addition gets the area closer to 1800. CBOC – when High Plains built as K8 grow into a K5? Staff – many have asked this. That was not the case when built. TSD knows a K8 cannot be sustained at past capacity so a change to K5 could be the option. They did not know back then about TIF option.</p>	
PK8 Metro District	<p><b>Concern CBOC is hearing:</b> will we have an empty building? Did we do appropriate research when deciding to build the new school? <b>CBOC Request:</b> The MPC info on the long term plan would be helpful to summarize at next meeting. <b>4/8/20 – Metro and TRR –</b> what is housing projection looking like? Skip pulled numbers actual vs projected: still close to projected. Don't know how Metro is set up, but we are not seeing the issues being voiced. CBOC – are we on track for attendance at Riverview? Staff – Yes. We are pulling from a larger area than just that neighborhood too.</p>	Staff
NEXT MEETING	<p>Next meeting date and agenda items: <b>May 13, 2020 virtual</b> CBOC update to the BOE. Cecil will add these action items to the update. CBOC had a few minor comments on Cecil's power point. <b>June 10, 2020 virtual.</b></p>	CBOC/Staff
New Item	<p>Cecil thanked Bob for writing the letter. Suggested Bob submit to newspapers as a guest editorial. No objections. Bob will follow up with papers.</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 Dan seconded. Motion approved unanimously.</p>	CLOSING

**Meeting adjourned: Approximately 6:30pm**

**UPCOMING:**

**June 10, 2020:** Next Quarterly Meeting. Virtual meeting.



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**April 2020:** April is the next planned TSD flyer to the community per Mike Hausmann. CBOC letter will be included.

**Attached:** CBOC Power Point presentation  
Cash Flow Curve - To Be Reviewed and Distributed during 6/10/2020 Meeting  
BOE Memos for the Action Items  
Funding Source Summary - Inserted in presentation for 6/10/2020 Meeting  
Summary chart – percent of contingency used vs risk averted  
(To Be Reviewed and Distributed during 6/10/2020 Meeting)