



2018 Bond Program

December 11, 2019 – Meeting Minutes

December 11, 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		Kristen Battige – Director of Operations
X	Diana Birnbaum – Bond Admin. Specialist		Mike Hausman – Public Information Officer

CBOC Members:

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

Community: There were 0 community members present.

Meeting Start: The Chair called meeting to order at 5:03 pm.

Agenda Item	Detail / Discussion	BIC
Meeting Review	12/11/19- Dan made the motion to approve the minutes from the meeting on 10/9/2019. Laurie seconded the motion. CBOC voted and the motion was passed.	CHAIR Or VICE CHAIR
BOE presentation	Chair confirmed that everyone got a copy of the BOE presentation that the Chair and Vice Chair are giving to the BOE tonight. The Chair appreciated the comments and feedback they received and modifications were made accordingly.	Chair
Officers	Per CBOC guidelines, CBOC has been in operation for a year and need to elect officers. CBOC commented that current officers were doing a great job and should keep office if current	CBOC



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>and Roofing are on budget. CTE has been tough on budget due to increased scope and cost of project due to specialty programs. Berthoud and Ivy Stockwell are approximately 10% over budget but it is early enough so we can adjust.</p> <p>CBOC asked how do we decide to use inflation vs. contingency? Staff explained we work with the contractors. Inflation means we have done everything we needed to do but costs of material were more than budgeted. Contingency is more for issues that come up. Staff will continue to report each month so CBOC can see how it is being tracked.</p>	
<p>Community Outreach</p>	<p>Brendan as Vice-Chair is keeping document to track outreach. Updates from any members?</p> <p>10/09 – Communications – Cecil as Chair discussed the need for all members to contribute to the community outreach. CBOC member had no issue with the chair and co-chair writing letters. Everyone should be able to write their own letters and sign them as a member. Other CBOC member disagreed and do not want the chair to speak for him and would like approval. Other CBOC member commented that the chair co/chair's role is to represent the committee and does not feel review is needed and do not see need for additional letters from members, they can just share the chairs letter. Chair confirmed consistency is very important and we do not want to take a chance of being inconsistent. CBOC member views letters coming from Chair are more a status of the committee. If you write an opinion letter it should be from you as an individual not a member of CBOC.</p> <p><u>Mike Hausman, Public Information Officer</u> spoke regarding mailers we send out to the community. He was asked how we can structure our meeting to have a draft/dialogue to give the members an opportunity to comment on the letters or presentations. Mike: we have 2 major mailings; one in the fall one in the spring. It is sent to every address in the district, not just families with kids in the district.</p>	<p>Vice-Chair</p> <p>CLOSED</p>



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>Only 23% of our residents have children enrolled at TSD. Mike would like the CBOC presence in these mailers because he feels that what the committee is doing to help the district is very important. Also because the message is coming from people in the public/community not from TSD. The mailers are also a way for the members to clear up any misinformation they may be hearing from the community. Being a voice for the community. Mike will give CBOC as much notice as he can before mailers go out, making sure the projects are relevant for that time. Mike to send a copy of mailers to CBOC to review before issuing. Cecil said he would bring a draft letter to meetings for review.</p> <p>.</p> <p>Mike would like a <u>group photo</u> of the members for the Spring mailer. He will take that at the February Meeting.</p> <p>Cecil will send out a draft of the Board presentation he will be making in December for review.</p> <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>Bond Project Review</p>	<p>Staff will review projects/updates/ expenditures.</p> <p>10/09 – (see Large Project Update)</p> <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</p>	<p>Staff</p>



Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>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>	
Large Project Risk	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed.</p> <p>10/10 – Projects are on track. Risk spreadsheet reviewed at high level to indicate no new issues.</p> <p>12/11 – Staff reviewed risks previously during Cash Flow discussion – see notes there.</p>	CLOSED
Large Project Update	<p>8/14: Staff showed slides of the Conceptual Design for the PK8. Asked for comments on colors, design – No comments/ concerns. Staff also showed slides of new Ferguson HS/CTE Center at Van Buren. Comments? CBOC agreed they liked it so far. The designs appear to be carrying forward the input from CBOC and the DAG.</p> <p>10/09 – Staff presented: Pk-8. We are tracking around \$330/square foot construction costs. Bids will go out in the next month or two. Floorplan has not changed. We are starting construction documents. Color schemes have changed a little. Staying with warm colors. Student Input meetings have been held. We got their opinions and compiled them and are taking them into account. Discussed brain-based learning and desire from BOE to designers to incorporate as much as feasible.</p> <p><u>Lockers:</u> Pk-k open cubbies, ES – cubbies, MS – colorful 2’x2’ and Lockable/fixed- not movable. Discussion on lockers: MS locker material TBD (wood/metal). If heavy coats will fit in locker? Staff answered many schools are not even using hooks. CBOC member has a student that brings 3 bags to extra-curricular activities and is concerned that there is not enough room to hold everything. Staff noted and will look into, however, DAG and Design Team, BOE indicate acceptance.</p> <p><u>Learning Stairs:</u> discussion about the liability and safety of the learning stairs. There will be a handrail on all sides. Learning stairs not intended</p>	CLOSED



Citizens' Bond Oversight Committee (CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>for moving throughout the building- other stairs for day to day shifting. Staff advised there is not a railing at this time at the top of the stairs. Noted concerns. CBOC asked about the glass walls in commons and Staff answered that it will still be there in some fashion but considering sun glare and cost.</p> <p>CTE – We have partnerships with Front Range for Construction Trades and CNA. College and HS credit at the same time. Adding core credit classes. Staff confirmed that all TSD kids will have the opportunity to take the classes. 2 defined entrances- CTE and FHS. Hub in the middle can be used by both programs and the business community.</p> <p>Feeder System Approach. 4 architects, 4 GC's - use them to finish all schools in the feeder program. Will help with consistencies, schedules, view of the entire project. Staff explained out of the box approach but this way we are locking them in for 3 years, more efficient for cost and time. Firms and TSD can move on if needed for any reason – project by project contracting.</p> <p>Security – Video and access control – on track for completion in January vs 2021. This project was pulled up an entire year due to its importance.</p> <p>Asbestos and Lead Testing by RLH and removal during projects. Doing inspections to identify where we have abatement needs for each project. During abatement school has to be completely closed off. Prepping principals we may have to come in over spring break. <u>Priority Question:</u> ACM will be removed as it is affected by the project. <u>Risk of asbestos in the schools?</u> Report will tell us what has to be removed immediately due to friable condition. We develop scope as the renovation is fine-tuned. Discussed different items with ACM and the approach for each. When removed area is contained, tested before opening area. CBOC commented it would be a good idea to have communication with the schools about the asbestos so that parents understand what asbestos is, how it works, and what we are doing.</p> <p><u>RADON:</u> What was driving the radon testing? State requires it and it is a good measure at the</p>	
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Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>end of a messy renovation.</p> <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 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>	
Website	<p>12/11 – Graphs, Total Budget and amount spent added to each school. Pictures should be up by January. Suggestions are welcomed.</p>	CLOSED
Bond Premium	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium.</p> <p>10/10/19 – Detailed review at 4pm with some CBOC members. History, approach, to date items. Staff is going to email out worksheet of project status. Projects were reviewed. <u>How can we track the projects?</u> We are tracking over 1000 lines in a spreadsheet of every item in the bond. We will update 3 times a year showing what is completed by project and by premium. If a line item changes we will keep it on the list however if something is already done, we will mark it a different color and the funds stay with that school. <u>FF&E from Premium:</u> TSD did a complete district audit of all classrooms. \$5850.00 per approved room will be funded at each school. The spreadsheet was reviewed. Trying to create equity for each school. Consultant HCM will be doing showcases and work with committees. Create a spec book. The book will go to the architects and they will meet with the</p>	Staff



Citizens' Bond Oversight Committee (CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>principals to choose what they need for each school.</p> <p><u>Ray Pat</u> - field renovation will be started as soon as football season is done.</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. Staff explained part of funding for CTE/FHS at Van</p>	
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Citizens' Bond Oversight Committee
(CBOC)

800 South Taft Avenue • Loveland, CO 80537

	<p>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>	
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.</p> <p>Passed by majority - YES.</p>	Vice - Chair CBOC
ENDING		CLOSED
NEXT MEETING	<p>Next meeting date and agenda items: February 12, 2020</p> <ul style="list-style-type: none"> • Regular meeting: 5:00-6:00pm Room 128 at TSD administration. • Staff to provide the graph of dollars encumbered. • Staff to provide the summary of Priority 1 items and their completion. Discussion was this would occur twice per year. • Staff to present the Support Buildings project summary at the next meeting. • CBOC Member photo • CBOC would like a presentation that CBOC members could give outside this meeting. Chair recommended using the update he is giving to the BOE tonight. 	CBOC/Staff



Citizens' Bond Oversight Committee
(CBOC)

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	<ul style="list-style-type: none">• TSD IT: Matt Kuhn will be speaking about IT projects.• TSD CFO: Gordon Jones will discuss bond process/status.• Chair will send out an email requesting action items in plenty of time before next agenda is set. Chair requests you call him if you are not getting what you need. <u>Discussion:</u> A second email is not necessary. Chair wants to give members every opportunity to be heard and he is willing to send the email.	
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Meeting adjourned: Approximately 6:01pm

Next Meeting (quarterly): February 12, 2020

4:45 pm – Room #128- CBOC Photograph

5 – 6 pm, Room #128 at TSD Administration.