



## 2018 Bond Program

### October 9, 2019 – Meeting Minutes

**October 9, 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	x	Mike Hausman – Public Information Officer

**CBOC Members:**

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

**Community:** There were 0 community members present.

**Meeting Start:** The Chair called meeting to order at 5:01 pm.

Agenda Item	Detail / Discussion	BIC
Meeting Review	<p>Letter to newspapers: To be reviewed by TSD. Chair/Vice Chair will get CBOC review/approval and then sign the letter on behalf of the CBOC. UPDATE: First letter has been reviewed by TSD and is back in Chair's hands.</p> <p><b>8/14:</b> Brendan asked for a motion to approve the minutes from the last meeting. Kim made the motion and it was seconded by Richard Barton. Committee voted and it was passed.</p> <p><b>10/9</b> – Dan Tran made a motion to approve the minutes from the meeting on 08/14/19. Richard seconded the motion. CBOC voted and the motion was passed.</p>	<p><b>CHAIR</b> <b>Or</b> <b>VICE CHAIR</b></p>



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<p><b>Cash Flow/Financial</b></p>	<p>Cash Flow: CBOC suggested a graph showing projection and actual. This would be a good reference tool for accountability and learning for future bonds.</p> <p><b>8/14:</b> Staff will be emailing out updated Cash Flow documentation. Staff discussed the budget for the feeder schools, and that we are cleaning up and reconciling PO's. Staff advised the premium loaded into the budget by the next meeting. Staff explained retainage and how the funds look on the budget sheets.</p> <p><b>10/09</b> – IFAS numbers are coming. Auditors are coming this month. We are reconciling with our worksheets, IFAS and finance to make sure all is in alignment. CBOC <u>Question on rules to spend the Bond dollars?</u> Staff explained that we have 3 years from the date we receive the funds. We are on track to spend the funds. 85% of total bond plus premium funding has to be spent/encumbered.</p>	<p><b>Staff Ongoing</b></p> <p><b>Tammie</b></p>
<p><b>Community Outreach</b></p>	<p>Brendan as Vice-Chair is keeping document to track outreach. Updates from any members?</p> <p><b>8/14:</b> Brendan has met with 2 groups. He reminded the members to share with the group anytime they are speaking with the community about the Bond or CBOC.</p> <p><b>10/09 – Communications</b> – 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</p>	<p><b>Vice-Chair</b></p> <p><b>CLOSED</b></p>



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	<p>member of CBOC.</p> <p><b><u>Mike Hausman, Public Information Officer</u></b> 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.</p> <p>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. 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.</p> <p><b>Mike</b> will give CBOC as much notice as he can before mailers go out, making sure the projects are relevant for that time. <b>Mike</b> to send a copy of mailers to CBOC to review before issuing.</p> <p><b>Cecil</b> said he would bring a draft letter to meetings for review.</p> <p><b>Mike</b> would like a <u>group photo</u> of the members for the Spring mailer. He will take that at the February Meeting.</p> <p><b>Cecil</b> will send out a draft of the Board presentation he will be making in December for review.</p> <p><b>Staff</b> suggested having a CBOC member meeting with the community at each feeder without TSD staff to gain insight to community items.</p>	
<p><b>Bond Project Review</b></p>	<p>Bond Director will review projects/updates/ expenditures.</p> <p><b>8/14:</b> Update given on Summer Projects. Roofing, Early Childhood Center at Stansberry, Custodial Equipment, Signs are installed at every site. Discussed future CTE/Van Buren Site. All students from Ferguson will be moving over to CTE.</p>	<p><b>Staff</b></p>



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	<p>Ferguson will be sold eventually and funds put back into Projects. Facilities building will also be sold and staff will be moving over to administration building.</p> <p><u>Abatement</u> – Allocated nine million in this bond for Abatement. 27 sites will be addressed. Evaluation is happening now. CBOC asked if \$9 million was the expected amount to be spent. Staff confirmed that is what is in the budget.</p> <p>Staff discussed the change in timeline for the <u>security project</u>. Fast-tracked from 2 years to 6 months. Informed the group that work will be performed during school hours, nights and weekends. Project to be completed by December/January. CBOC asked why this needs to be completed by the end of the year. Staff advised that due to current events we want to be improve security as soon as possible. The change to the timeline will not increase the overall cost.</p> <p><b>10/09 – (see Large Project Update)</b></p>	
<p><b>Large Project Risk</b></p>	<p>CBOC requested a review on the approach for larger projects regarding budget and how risk is addressed.</p> <p><b>10/10</b> – Projects are on track. Risk spreadsheet reviewed at high level to indicate no new issues.</p>	<p><b>CLOSED</b></p>
<p><b>Large Project Update</b></p>	<p><b>8/14:</b> 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><b>10/09</b> – Staff presented: <b>Pk-8.</b> 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><b>CLOSED</b></p>



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	<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 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><b>CTE</b> – 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><b>Feeder System Approach.</b> 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><b>Security</b> – 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><b>Asbestos and Lead Testing by RLH and removal during projects.</b> 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</p>	
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	<p>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 end of a messy renovation.</p>	
<p><b>Signage for projects</b></p>	<p>CBOC requested information on the plan to post information at the sites during the bond.</p> <p><b>8/14:</b> All signs and banners have been installed outside and inside at all sites.</p> <p><b>10/09</b> – Staff showed signs that we are using at each school. Poster boards in each school. Stickers to show when it is completed. Very visual for the community to see progress being made. CBOC thought the measures were adequate and good for community to see items completed.</p>	<p><b>CLOSED</b></p>
<p><b>Bond Premium</b></p>	<p>CBOC asked for continuing updates as the BOE reviews and addresses the possibilities for funding projects with the premium.</p> <p><b>8/14:</b> Staff summarized that the Bond Premium will be loaded to budget sheet by next meeting. Staff spoke about the facilities team visiting each site and evaluating what needed to be done. Each project was scored to determine the urgency and need for each project. CBOC commented that he would like to see the list shortened to high priorities. CBOC asked what High Impact Building Improvements from our signs meant. Staff clarified that it was for enhancing a program within their school. Examples would be carpet, furniture, etc... Staff agreed to share the list with the CBOC. CBOC asked that members would look over the lists of expenses and vote at the next meeting that they are in line with what the BOE intended. Staff discussed the furniture refresh for schools. Staff informed CBOC that each classroom would be receiving about \$6,000.00. The schools will have some ability to spend it how they would like,</p>	<p><b>Staff</b></p>





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	<p>however we will be meeting with them to determine exactly what they need. Staff clarified that TSD is looking into consideration for special education rooms.</p> <p><b>10/10/19</b> – 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&amp;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 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><b>CLOSING</b></p>	<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>Dan Tran made the motion and Eric McDermid seconded.</p> <p>Passed by majority - YES.</p> <p><b>ACTION ITEM:</b>  <b>Need Volume II Binders</b>  <b>Cecil to send email requesting agenda items</b></p>	<p><b>Vice - Chair</b>  <b>CBOC</b></p>
<p><b>ENDING</b></p>		<p><b>CLOSED</b></p>
<p><b>NEXT MEETING</b></p>	<p>Next meeting date and agenda items:</p>	<p><b>CBOC</b></p>



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	<p><b>December 11, 2019</b></p> <ul style="list-style-type: none"><li>• Tour of Van Buren (CTE/FHS): 3:30pm. The BOE will join CBOC for a tour of the site.</li><li>• Regular meeting: 5:00-6:00pm Room 128 at TSD administration.</li><li>• BOE meeting: CBOC will give an update to the BOE on December 11, 2019.</li><li>• Chair asked is there any information CBOC would like to review? CBOC requested a new spreadsheet of the bond line items in Excel.</li><li>• CBOC would like a presentation that CBOC members could give outside this meeting.</li><li>• 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.</li></ul>	
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**Meeting adjourned:                    Approximately 6:15pm**

**Next Meeting (quarterly):        December 11, 2019**

**3:30pm at Van Buren ES for a tour of the CTE/FHS project.**

PLEASE: Wear closed toed shoes, and a coat. Safety gear will be provided on site.

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