Citizens’ Bond Oversight Committee (CBOC)

2018 Bond Program

February 13, 2019 5:00 PM to 6:00 PM

Location: Administration Building - Room 128

ATTENDEES:

District Staff: Todd Piccone – Chief Operations Officer
                Tammie Knauer – Bond Director
                Tara Cornett – Executive Admin Assistant to Chief Operations Officer

CBOC Members (X = in attendance):

<table>
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<tr>
<th>X</th>
<th>Cecil Gutierrez</th>
<th>X</th>
<th>Brendan Willits</th>
<th>X</th>
<th>Jim Dowd</th>
<th>X</th>
<th>Kim Melville-Smith</th>
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<td>X</td>
<td>Eric McDermid</td>
<td>X</td>
<td>Dan Tran</td>
<td>X</td>
<td>Dick Barton</td>
<td>X</td>
<td>Chad Walker</td>
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<td>X</td>
<td>Neil Spooner</td>
<td>X</td>
<td>Bob Herrmann</td>
<td>X</td>
<td>Laurie Anderson</td>
<td>X</td>
<td>Thurese Newlin</td>
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<td>X</td>
<td>Meg Declement</td>
<td>X</td>
<td>Roger Wiedlman</td>
<td>X</td>
<td>Bill Breunig</td>
<td>X</td>
<td>Peter Peterson</td>
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Community: There were two community members present.

Meeting Start: Mr. Piccone called meeting to order at 5:00pm.

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<th>Agenda Item</th>
<th>Discussion</th>
<th>BIC</th>
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| Introductions | • Mr. Piccone introduced Bond Director, Tammie Knauer and went around the table for committee member introductions along with a little information about themselves.  
• Mr. Roger Wiedelman replaced a committee member who had resigned.  
• The CBOC selection process was reviewed. 6 were selected randomly and 10 were selected by a committee of TSD staff and BOE. The BOE approved the final members.  
• CBOC asked for a list of members, contact info, brief of why on committee. Staff will formulate and issue. | INFO |
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| CBOC purpose reviewed (3 page      | Mr. Piccone reviewed critical pieces from the document to assist the committee in understanding role.  
- Monitor and review status of work and expenditures.  
- Inform BOE of significant changes outside of bond scope  
- Chair will report to BOE. Staff will help with any information and detail needed.  
- Chair will facilitate meetings and formulate/finalize agendas. Will work with Staff to ensure all critical items are discussed and information to support discussion is provided.  
- Staff may alert CBOC via email if large changes occur and call quick meetings as appropriate. Staff will move forward with changes are report later if schedule/cost/overall impact is critical to keep moving.  
- Minutes are to be posted within 10 days of meeting. They will be reviewed in the future by the Chair prior to posting on the website.  
- Staff – will attend meetings and provide information as necessary to support and guide the CBOC. Staff will also help co-facilitate the meetings with the Chair. | INFO |
| document)                           |                                                                                                                                                                                                                                                                                                                                          |      |
| Ballot Language                     | Mr. Piccone reviewed the language and briefly explained the RFP/RFQ process for selecting professional firms to carry out the work of the bond.                                                                                                                                                                                                  | INFO |
| Cash Flow                           | Mr. Piccone summarized that this tool is required by finance so they can take appropriate funds out of the investment account as needed.  
- CBOC suggested a graph showing projection and actual. This would be a good reference tool for accountability and learning for future bonds. | STAFF|
| Feeder System Review               | Mr. Piccone reviewed each chart for the feeder systems.  
- Construction costs are shown not total project estimates. Escalation and contingency are not included.  
- Presented staff plan for visual reporting per site. Using list of items and a clear checkmark when complete. Report will also show budget vs spent to date until all work at a site is complete. CBOC thought that would be received well. | INFO |
## Agenda Item: Discussion

- Discussed plan to use the same update/power point for BOE and CBOC updates. At CBOC meetings – further detail will be discussed as a group.

### Bond Project Review

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<th>Mrs. Knauer, Bond Director went over bond projects. There were a few questions regarding:</th>
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<td>• Door Hardware: will be completed by end of summer</td>
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<td>• Roofing Projects: 10 projects for summer</td>
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### Nomination of Chair and Co-Chair

To be selected by committee on an annual basis per the guidelines. *(It was discussed during the meeting that this was a 3-year appointment)*

- Committee voted for Cecil Guiterrez as Chair. There was 1 no vote.
- Committee voted for Brendan Willits as Vice Chair.

### Next meeting (April 10th) agenda

Chair/Vice-Chair to help set agenda. Ideas from CBOC to be sent to Chair for consideration/inclusion. Chair to work with staff to formalize agenda.

**Requests from CBOC for next meeting:**

- More information on security (what and why)
- More information on roofing- scope and warranty, etc.
- Expenditures updated
- Purchasing policy: dollar approval and firm selection process
- Board policies link is on website

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**Meeting adjourned:** 6:17pm.

**Next Meeting:** April 10th, 5pm; Administration Building - Room 132

**Posted on Website:** Meeting minutes and 26 page meeting handout