Citizens' Bond Oversight Committee (CBOC)

THOMPSON SCHOOL DISTRICT

800 South Taft Avenue • Loveland, CO 80537

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):

X	Cecil Gutierrez **Chair**	X	Brendan Willits **Vice Chair**	X	Jim Dowd	X	Kim Melville-Smith
X	Eric McDermid	X	Dan Tran	X	Dick Barton	X	Chad Walker
X	Neil Spooner	X	Bob Herrmann	X	Laurie Anderson	X	Thurese Newlin
X	Meg Declement	X	Roger Wiedlman	X	Bill Breunig	X	Peter Peterson

Community: There were two community members present.

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

Agenda Item	Discussion	BIC
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 Staff

Agenda Item	Discussion	BIC
CBOC purpose reviewed (3 page document)	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
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	BIC
	• 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	Mrs. Knauer, Bond Director went over bond projects. There were a few questions regarding: • Door Hardware: will be completed by end of summer • Roofing Projects: 10 projects for summer	INFO
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.	INFO
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	Chair Staff

Meeting adjourned: 6:17pm.

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

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