

**Citizens' Bond Oversight Committee
January 10, 2008**

In attendance CBOC members: Mark Bauer, Virginia Belval, Kent Crawford, Benita Duran, Susan Graf, Belinda Harp-Schrag, Nicholas Leach, Jennifer O'Brien, Amy Paa-Rogers, Elisabeth Patterson, Dee Perry, Ginger Ramsey, and Melissa Tingley.

In attendance staff members: Robert Hammond, David Jorschumb (Heery Representative), Don Orr, Sharon Meyer, Bill Simmons, John Bollinger, and Susan Cousins.

Absent: Karen Daly, Adam Fels, Juana Gomez, and Tron Welch.

A tour of Broomfield High school was given by Ginger Ramsey before the meeting began.

I. Opening/Public Comment

At 5:50 Elisabeth Patterson opened the meeting to public comment. Two Broomfield DAT members, Kirk Oglesby and Wendy Fielder, attended the meeting. Mr. Oglesby spoke to the committee about concerns he had on the Broomfield High bond project. Board of Education member Jean Paxton also attended the meeting.

II. Review/Approval of November Minutes

Minutes of the November 1, 2007 meeting were approved.

III. Review of Calendar Dates and Time

The upcoming meeting dates are as follows: March 6, May 1, and August 7. Elisabeth Patterson discussed changing the meeting time to an earlier time; a decision will be made at the March meeting. Crest View and Casey were discussed as possible locations for the next meeting.

IV. Action Items – Election of Officers

New officers were elected for the upcoming year; Dee Perry will be the chairperson and Virginia Belval will be the vice-chairperson.

V. Bond Program Update Reports

Don Orr gave an overview of each phase 1 project, all project updates can be viewed on the bond web page for more details.

Casey bid pack 1-8 design status regarding historical preservation

Don Orr told the committee that in December the Casey DAT reached consensus regarding how to direct the architect to proceed concerning the question of preserving the Casey Middle School building. The DAT wants the new design to incorporate the existing south and west walls. These two walls have architectural merit and this decision was seen as a way to honor the building's past while not constraining the architect's ability to create a middle school that supports learning in the 21st century. Don Orr gave a brief overview of the process the DAT used in making the decision.

Bond 101: construction orientation for Phase 1 principals

An orientation was held for all phase 1 principals and the school leadership team to give them a better understanding of the upcoming construction process. Items that were discussed were: Construction Process Overview, Support to Schools – Bond Support Coordinator, Communications, Moving and Safety. The feedback from the meeting has been positive.

Organizational Structure

An updated organizational structure was distributed by email. The bond program team has hired a bond support coordinator – Melinda Moquin-Gomez to support the principals during construction.

Cabinet felt very strongly that principals not be pulled from the job of running their schools, so Melinda will work directly with principals as needed to provide additional support and resources. The bond procurement clerical position has been posted and we anticipate filling it later this month.

Award/Bids

Sharon Meyer provided an update. Casey Middle School CM/GC contract was awarded to Saunders Construction. Three prequalified firms were interviewed and RB+B Architects served in a non-voting, advisory capacity on the selection committee. Manweiler Telecom was awarded the IT WAN project management contract following a competitive process. Contract for 2 leased portables at Lafayette Elementary was awarded and portables are now on-site. A bid for lease of 13 portables at Broomfield High was canceled due to specification changes and will be reissued and combined with the bid for lease of 11 portables at Louisville Middle School to get bulk pricing. Commissioning RFQ closes January 11. Moving Services RFQ closes January 30. IT RFP for Bond Communications Equipment (LAN/WAN/VOIP) was issued January 7, it closes February 11.

VI. Financial Report

A report will be given at the March meeting.

VII. Communications

Susan Cousins provided a tour of the bond website. CBOC would like to see more information on the green statistics for each school. Preliminary LEED report cards for each will be posted when they are completed at the end of the construction documents phase. Susan and Melinda Moquin-Gomez will meet with all phase 1 principals to determine their needs during construction and discuss communications.

VIII. Information

Quarterly Report – Board Agenda Item for February 12

Don Orr will present the quarterly report for staff. Dee Perry will give a report on behalf of CBOC with input from the committee.

Meeting Practices

CBOC approved new language for meeting practices as follows:

- **Action Items.** When a vote is needed on a project's scope or budget, the agenda shall note this as an "Action Item."
- **Quorum.** A quorum for conducting business of the committee shall be at least 50% of the membership of the committee. In the absence of a quorum, the members present may conduct business not requiring action.
- **Voting.** A vote of a simple majority of the current membership shall be necessary and sufficient for the adoption of any matter voted upon by the committee. For any special meeting, submission of a vote by electronic means shall be permitted.

Correspondence/Issues

Staff shared correspondence from the public and the district's responses. Correspondence directed to CBOC was discussed and will be responded to.

Posting draft minutes on Web site

Draft minutes will be sent to staff and CBOC within approximately 1 week. Committee members are asked to respond with changes within 5 days. Our goal is to have the meetings minutes on the Web site in approximately 2-3 weeks.

XI. Questions and Answers

The committee conversed with Kirk Oglesby to try to gain a better understanding of his concerns. The committee discussed the DAT process in phase 1 schools. Questions were raised as to whether

DATs are part of CBOC's responsibility. Staff has already begun to identify ways to improve the DAT process in future phases.

Committee member Melissa Tingley shared concerns voiced to her by BVSD teachers. Committee determined that these issues are outside scope of CBOC. No action was taken.

X. Adjournment

8:25 – meeting ended.