

# CAPITAL CONSTRUCTION ASSISTANCE BOARD MINUTES OF THE SEPTEMBER 25, 2013 MEETING

**Meeting held at:  
201 East Colfax, Denver, CO 80203  
State Board Room, 101**

## **I. Call to Order**

- 1:02 p.m. Lyndon Burnett called the meeting to order.

## **II. Pledge of Allegiance**

- Lyndon Burnett began the meeting with the Pledge of Allegiance.

## **III. Roll Call**

### **▪ Attendees**

Lyndon Burnett – CCAB Chair	Ted Hughes – Staff (CDE)
John Conklin – CCAB	Jennifer Okes – Staff (CDE)
David Tadlock – CCAB	Scott Newell – Staff (CDE)
Tim Reed – CCAB	Kevin Huber – Staff (CDE)
Ken Haptonstall – CCAB	Dustin Guerin – Staff (CDE)
Pete Hall – CCAB	Jay Hoskinson – Staff (CDE)
Kathy Gebhardt – CCAB	Kristin Lortie – Staff (CDE)
Matt Throop – CCAB	Cheryl Honigsberg – Staff (CDE)
Erica Weston – CCAB Legal Advisor	Wendi Chapin – Staff (CDE)

## **IV. Approve Agenda**

- The CCAB Chair asked for a motion to approve the agenda;
  - So moved by David Tadlock;
  - Pete Hall 2<sup>nd</sup> the motion;
  - No discussion;
  - Motion to approve the agenda carried unanimously.

## **V. Approve Minutes From May, July & August 2013 CCAB Meetings**

- The CCAB Chair asked for a motion to approve the previous meeting minutes as presented;
  - So moved by Pete Hall;
  - John Conklin 2<sup>nd</sup> the motion;
  - Discussion: Kathy Gebhardt questioned if the minutes were accurate, as she did not remember recusing herself from the Free Horizon Montessori project discussion during the May 28, 2013 meeting. The CCAB Chair asked to table the May 28 & 29 meeting minutes until the next CCAB meeting and move to approve the July and August 2013 minutes;
  - So moved by Kathy Gebhardt;
  - Matt Throop 2<sup>nd</sup> the motion;
  - Motion to table the May 28 & 29 meeting minutes until the next CCAB meeting and to approve the July and August 2013 minutes carried.

## **VI. Board Report**

- The CCAB Chair told the CCAB about recent ribbon cuttings and groundbreakings that he attended.

## **VII. Directors Report**

- Update on the status of lease-purchase financing. Ted Hughes told the CCAB about the current status of the financing for the FY2013-14 BEST Lease-Purchase grants. Ted Hughes reviewed the next steps in the process, future deadlines and what would happen after the bond elections.
- Update on Ross Montessori's FY2013-14 back-up lease-purchase project. Ted Hughes told the CCAB about Ross Montessori's project and explained issues the school had finding land to build their new school on. Ted Hughes told the CCAB the school had selected a new piece of land and sold the original land they were going to build on. Ted Hughes said the new spot was very small and had raised some concerns. Ted Hughes reviewed a slide show of the new site with the CCAB. Ted Hughes showed the CCAB the easements on the property and discussed potential costly issues related to additional traffic lights and street work that may be needed. Ted Hughes told the CCAB about the fast approaching deadlines the school must meet. Ted Hughes noted a purchase contract had been submitted. Ted Hughes told the CCAB that the Deputy State Treasurer is concerned about financing this project because Ross Montessori is a Charter School Institute school and explained the school's past financial issues.

A CCAB Member asked what the school's student count was. Robin Cole with Ross Montessori told the CCAB the current student count was 241. The CCAB discussed the site further with members from the school. Robin Cole told the CCAB why the school switched sites and about zoning issues at their previous site. The CCAB Chair noted the school had a lot of deadlines to meet and wished them good luck.

## **VIII. Discussion Items**

- Discuss the recent floods that have occurred throughout the State of Colorado and the impact they have had on school facilities. Ted Hughes told the CCAB he wanted to update the CCAB on the status of school districts impacted by the recent floods. Ted Hughes noted that CDE was streamlining communications with the districts. Ted Hughes told the CCAB about the 3 different types of BEST grants available. Ted Hughes discussed the parameters of an emergency grant and highlighted the types of projects that had previously been awarded a BEST emergency grant. Ted Hughes said he had talked to a representative from the Colorado Self Insurance Pool (CSIP) and that CSPI said all of the districts affected were insured. Ted Hughes noted there were not many facilities that had damage and that the major issues were related to the clean-up of playgrounds and sport fields which were outside of the BEST focus.

A CCAB member told about issues in his district and how they were being handled. Another CCAB member told the CCAB how his district was able to save a school that was located next to the Poudre River. The CCAB member told about other issues and how they were being resolved. A third CCAB member told the CCAB about issues in his district as well. The CCAB discussed the situation further. Ted Hughes told the CCAB that CDE has a flood taskforce team who is helping identify and resolve issues.

## **IX. Action Items**

- Elect a new BEST Board Vice-Chairperson. The CCAB Chair told the CCAB he had inherited the Board Chair position after the resignation of previous CCAB Chair, Dave Van Sant and that

the CCAB needed to elect someone as co-chair. Ted Hughes read from the CCAB's Standard Operating Procedures regarding Board elections.

- CCAB member John Conklin made a motion to nominated Pete Hall to serve as the Capital Construction Assistance Board Vice-Chairperson;
- Lyndon Burnett 2<sup>nd</sup> the nomination;
- Discussion: The CCAB asked Pete Hall if he was willing to take on the responsibility, he agreed he was;
- Motion carried unanimously.

#### **X. Future Meetings**

- Ted Hughes reviewed future meeting dates and business items that need to be addressed. The CCAB agreed to cancel the November 14 and 27, 2013 meetings. The CCAB decided to set a meeting for December 12, 2013 at 1:00 p.m.

#### **XI. Public Comment**

- The CCAB Chair asked if there was anyone who had questions or would like to speak from the public. There were none.

*The CCAB Chair called for a brief break: 2:15 – 2:28 p.m.*

#### **XII. Executive Session**

- The CCAB Chair asked for a motion to go into executive session under C.R.S. 24-6-402(3)(a)(III) to discuss a matter required to be kept confidential under C.R.S. 2-3-103 et seq.
  - So moved by Tim Reed;
  - John Conklin 2<sup>nd</sup> the motion;
  - No discussion;
  - Motion carried unanimously.
- The CCAB Chair called the meeting back to order at 3:37 p.m.

#### **XIII. Adjournment**

- The CCAB Chair asked for a motion to adjourn;
  - So moved by Kathy Gebhardt;
  - Lyndon Burnett 2<sup>nd</sup> the motion;
  - No discussion;
  - Motion carried unanimously;
  - Meeting adjourned 3:38 p.m.