

# CAPITAL CONSTRUCTION ASSISTANCE BOARD MINUTES OF THE FEBRUARY 22, 2012 MEETING

Meeting held at:  
**Colorado Association of School Boards**  
**1200 Grant Street, Longs Peak Board Room,**  
**Denver, CO 80203**

## I. Call to Order

- 12:59 p.m. Norwood Robb called the meeting to order.

### Attendees

Mary Wickersham – CCAB Chair	Ted Hughes – Staff (CDE)
Norwood Robb – CCAB Vice-Chair	Kevin Huber – Staff (CDE)
Mike Maloney – CCAB Secretary	Dustin Guerin – Staff (CDE)
Pete Jefferson – CCAB	Scott Newell – Staff (CDE)
Adele Willson – CCAB	Kristin Lortie – Staff (CDE)
Lyndon Burnett – CCAB	Cheryl Honigsberg – Staff (CDE)
Greg Randall – CCAB	Wendi Chapin – Staff (CDE)
Dave Van Sant – CCAB	Erica Weston – CCAB Legal Advisor

### Excused

Tom Stone – CCAB

- Agenda reviewed
- CCAB Vice-Chair asked for a motion to approve the agenda;
  - So moved by Dave Van Sant;
  - Lyndon Burnett 2<sup>nd</sup> the motion;
  - No discussion;
  - Motion to approve the agenda carried.
- CCAB Vice-Chair asked for a motion to approve the January minutes;
  - So moved by Mike Maloney;
  - Dave Van Sant 2<sup>nd</sup> the motion;
  - No discussion;
  - Motion to approve the minutes carried.

## II. Board Report

- The CCAB Vice-Chair asked to delay the Board Report until the CCAB Chair arrived, the CCAB agreed.

## III. Directors Report

- Ted Hughes told the CCAB that 56 applicants had requested a user name and password for the FY2012-13 BEST Grant cycle. Ted Hughes said he expects to see a lot of large projects this cycle and that he has been meeting with many applicants.

- Ted Hughes told the CCAB that he was still working on a report of the lessons learned from The Neenan Company's issues. Ted Hughes told the CCAB he had talked to the Division of Fire Safety's advisory committee and they were going to stop conducting structural reviews because of lack of funding. Ted Hughes told the CCAB about a bill that may be introduced that might cause some issues for the Division of Fire Safety. The CCAB discussed the roles of the Division of Fire Safety, and what the engineers and State of Colorado is responsible when it comes to structural reviews.
- Ted Hughes told the CCAB about a compact disc that was given to each CCAB member. The CD contained a presentation of the BEST Program's accomplishments.
- Ted Hughes told the CCAB about the upcoming League of Charter School's presentation and that he would be presenting with Colleen Poole from North Routt Community Charter School.

*Mary Wickersham entered the meeting*

#### **IV. Board Report**

- Ted Hughes talked about Senate Bill 121 which contains the new matching calculation criteria for BEST charter school applicants and also has a loan program for charter schools to help them finance their matching portion of their grant.
- The CCAB Chair told the CCAB about House Bill 12-1280 which would affect the BEST Program by capping the Colorado State Lottery proceeds the BEST Program receives. The CCAB Chair noted the predictions have been incorrect in previous years, and that the extra money would go toward higher education scholarships. The CCAB Chair told the CCAB about another bill that was drafted that would cap the amount of funds the BEST Program receives from State Land Trust Funds. Lastly, the CCAB Chair told the CCAB about a bill being drafted from Senator Schwartz, which would increase revenues that flowed into the BEST Program.
- Ted Hughes talked briefly about the advisory committee for the Department of Fire Safety and told the CCAB it would be beneficial if one of the members were on the committee.

#### **V. Action Items**

- Approval of CCAB standard operating procedures (SOP). The CCAB reviewed the SOP and made a few minor changes. After all the changes were agreed upon, the CCAB took a vote to approve the SOP.

**Motion by:** Dave Van Sant

I move to accept the amended standard operating procedures. Norwood Robb 2<sup>nd</sup> the motion.

**Discussion:** None

**Vote:** The CCAB voted, 8 votes, 0 votes no. Motion carried.

- Review and approve returning unused matching funds to Douglas County School District RE-1 for their FY2009-10 BEST Lease-Purchase grant. Ted Hughes told the CCAB the project was complete and that there was a cost savings that could be returned to the district. Ted Hughes explained the language in the sublease and noted the portion being returned was only the district's matching portion, not the entire amount of project cost savings.

**Motion by:** Norwood Robb

I move to return Douglas County School District's portion of their project cost savings from their BEST FY2009-10 Lease-Purchase grant, in the amount of \$172,003.91. Lyndon Burnett 2<sup>nd</sup> the motion.

**Discussion:** None

**Vote:** The CCAB voted, 8 votes, 0 votes no. Motion carried.

## VI. Discussion Items

- Discussion pertaining to Capital Construction Assistance Board member's terms. Ted Hughes reviewed the CCAB's term appointment and expiration dates with the CCAB, noting Pete Jefferson, Dave Van Sant and Adele Willson were all due for reappointment this year.
- Discussion pertaining to the FY2012-13 BEST Grant selection meeting processes. Ted Hughes told the CCAB he went back and reviewed the survey that was completed in August-September of 2011, and summarize the comments regarding the grant selection process. Ted Hughes told the CCAB that the staff was already addressing some of the concerns. The CCAB Chair asked to implement a policy regarding how many issues can be included in one application; suggesting to have it site based or a set dollar amount. The CCAB Chair clarified if an application was for work on multiple sites, there should be separate applications.

Ted Hughes reviewed a list of information with the CCAB that noted comments from the survey. The CCAB reviewed the list and discussed possible resolutions to each. The CCAB discussed the structure of the last grant selection process and determined some possible solutions for the upcoming June meetings. Ted Hughes suggested going through the applications in alphabetical order, and one time only. The CCAB Chair suggested putting additional criteria in the summary book this time that comprised the sort order information from last year. The CCAB decided they would first discuss the project, determine if needed to move to the shortlist, and then discuss the waiver if one was submitted. The CCAB determined waiver letters should be a maximum of five pages. The CCAB discussed other possible rules of thumb for applicants to follow, but Division staff noted that some applicants had already completed their applications.

- Discuss Assistance Fund Expense and Revenue Report. Wendi Chapin briefly reviewed the BEST revenue and expense report with the CCAB. Wendi Chapin told the CCAB she would have a better breakdown of the information on next month's report and would include some additional information.

- Discussion pertaining to the February 15, 2012 BEST Legislative Report. Ted Hughes reviewed the report with the CCAB. The CCAB Chair noted that some entities, specifically the State Land Board, think there are transparency issues with the BEST Program. The CCAB Chair said the State Land Board wants to see specific sources of revenue, annual payment for certificates of participation and the debt payment schedule. The CCAB Chair suggested Ted Hughes reach out to the State Land Board and see exactly what they want. Ted Hughes said most of the information is included in the legislative report or on the BEST website. Ted Hughes said the debt schedule payments are on the State Treasurer's website. Ted Hughes suggested adding some links on the BEST website, so the information is easier to access. The CCAB agreed.

**VII. Future Meetings**

- No discussion.

**VIII. Public Comment**

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

**IX. Adjournment**

- The CCAB Chair asked for a motion to adjourn:
  - So moved by Norwood Robb;
  - Dave Van Sant 2<sup>nd</sup> the motion;
  - No discussion;
  - Motion carried;
  - Meeting Adjourned.