

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
PARK MEADOWS METROPOLITAN DISTRICT
MAY 19, 2014

A regular meeting of the Board of Directors of the Park Meadows Metropolitan District was held on Monday, May 19, 2014 at 5:00 p.m., at the Lone Tree Civic Center, 8527 Lone Tree Parkway, Lone Tree, Colorado 80124.

Attendance: In attendance were Directors:

John Herbolich
Mark Thomas
Roger Pearson
Greg Kelly
Sharon Van Ramshorst
Tom Haning

Also in attendance were:

Bob Blodgett, Stephany Juneau; CliftonLarsonAllen LLP
Tamara Seaver; Icenogle Seaver Pogue, P.C.
John Cotten ; TST, Inc., of Denver
Matt Bevill; The Brickman Group
Harold Anderson; Lone Tree City Council
Kim Monson; Lone Tree City Council
Debi Haning; 7856 Arundel Lane
Nora Pearson, 9725 Bay Hill Way

Call to Order

Director Herbolich called the meeting to order at 5:00 p.m.

Declaration of
Quorum/Director
Qualifications/
Disclosure Matters

A quorum was declared present, all Directors are qualified, and there are no disclosure matters.

Approval of
Agenda

Upon a motion duly made by Director Pearson, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the agenda as presented.

RECORD OF PROCEEDINGS

Election Results Mr. Blodgett reviewed the results of the May 6, 2014 Directors' election with the Board. Directors Pearson and Kelly were re-elected. Mr. Haning was elected to a four year term.

Mr. Blodgett reported the election cost, cost per ballot mailed, ballots received and cost of the newsletter that was sent out to households, apartments and businesses within the Park Meadows Metropolitan District. The total cost of the election was \$50,841.99. There were 4,949 ballots that were mailed for a total cost per ballot mailed of \$10.27. There were 745 ballots received, for a total cost per ballot received of \$68.24. The newsletter was sent to 4,025 households, apartments and businesses for a total cost of \$12,348.84 or approximately \$3.06 per newsletter.

Public Comments None.

CONSENT
AGENDA

Director Kelly noted that page 13 and 14 of the minutes need to be amended. Mr. Blodgett agreed. Upon a motion duly made by Director Herbolich, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the Consent Agenda with the amended April 28, 2014 minutes.

VI. Review and Approve Minutes of the April 28, 2014 Regular Meeting

VII. Information Items

DISCUSSION
AGENDA

VIII. Denver Water Usage Report:

The Board accepted the report.

IX. Landscape Maintenance/Construction Items:

A. Accept May Landscape Maintenance Report

Mr. Bevill reviewed this report with the Board. He noted that the dead Spruces in the medians have been removed. The replacement Scotch Pines will be installed shortly. After discussion, the Board accepted the report.

Work Orders:

1. Quebec and County Line Road (South East Corner) Enhancement Planting - \$5,000.

Mr. Cotten reported the electrical work has been completed on the lights. Mr. Bevill reported there is \$5,000 for this item in the 2014 budget. He estimated the work at a not to exceed \$3,200. He requested \$3,500 for the project.

Upon a motion duly made by Director Kelly, seconded by Director Van Ramshorst, and upon vote unanimously carried, the Board approved the Quebec and County Line Road (south east corner) enhancement plantings, in an amount not to exceed \$3,500. Mr. Bevill will provide a work order to Mr. Blodgett.

2. Approve Deep Root Mycorrhizae Tree Application –
\$6,500

Mr. Bevill reported this item is in the budget. Upon a motion duly made by Director Herbolich, seconded by Director Pearson, and upon vote unanimously carried, the Board approved the deep root Mycorrhizae tree application in the amount of \$6,500.

B. Turf Repair Adjacent to Pedestrian Lights

Mr. Bevill reported WL is planting seed adjacent to the pedestrian lights hoping that they will germinate. He indicated this area is more likely to be weed infested and it may take two months to know if it will match the existing sod. The Board expressed concern about not using sod since that was the original material around the pedestrian lights. The Board directed Mr. Cotten to have WL place sod adjacent to the pedestrian lights rather than seed so that it matches the existing ROW landscaping when completed.

Mr. Bevill reported there is approximately 3,800 square feet of sod needed and this will cost approximately \$6,000 to \$7,000.

C. Other

Mr. Bevill reported on damage to the District's landscaping on the west side of Crooked Stick as it leads to Bluffmont Park. This is a result of vehicles driving and parking on the ROW. Mr. Cotten reported the parking lot is being repaired at Bluffmont Park and cars are parking on the street in the landscaping. Mr. Bevill noted the Board reviewed options for a boulder barrier or curb and gutter in the past year. The Board asked Mr. Cotten to bring the curb and gutter cost estimate back to the Board at the June meeting for review in order to solve this problem permanently.

X. Construction Project Items

A. Lone Tree/PMMD Joint Cooperative Projects – John Cotten

1. Under Construction

- a. C470/Yosemite Interchange (North Side)
Landscaping (Start – May 22, 2014)

Mr. Cotten reported this work will be starting on May 22nd. He reported the District will be able to use the CDOT water tap. The City will have an agreement with CDOT. It will also include the District since the District will be paying for the water usage in the future for the landscape maintenance.

- b. Landscaped Median in Park Meadows Drive
(Acres Green to Quebec)

Mr. Cotten reported the contractor is now working on this project. The concrete bases have been poured.

- c. Landscaped Median Rehabilitation

This contract is ready for signature by Director Herbolich tonight. Work will begin in the near future.

2. Under Design

None

B. Status of County Line Road RFP (Yosemite to Inverness Drive)

Mr. Cotten reported he has not received a status report from Mr. Griffith. The RFP has not yet been distributed.

C. Accept 2014-2018 Capital Improvement Project Plan

Mr. Blodgett reviewed the modifications with the Board. After discussion, the Board accepted the CIP plan.

D. Other

Mr. Cotten reported the City is conducting a study of “gateway” signs. It is anticipated over the next few years the City may fund some gateway

signs. The District will be asked to review requests for assistance with landscaping.

Mr. Cotten reported Mr. Goertz and Mr. Blodgett discussed the project signs for the construction projects. The City will place them at the Park Meadows medians, median rehabilitation and the C470/Yosemite project soon.

Director Pearson asked about the future of the Lincoln Avenue pedestrian bridge. Mr. Cotten reported the City Council will be discussing this in a budget retreat in the coming month.

XI. Financial Items

A. Approve 2013 Audit

Upon a motion duly made by Director Herbolich, seconded by Director Thomas, and upon vote unanimously carried, the Board approved the 2013 audit.

B. Approve March 31, 2014 Cash Position Report
(updated as of May 16, 2014)

Mr. Blodgett reviewed with the Board. Upon a motion duly made by Director Herbolich, seconded by Director Pearson, and upon vote unanimously carried, the Board approved the May 16, 2014 cash position report.

C. Approve April Claims Totaling \$98,939.99

Mr. Blodgett reviewed with Board. The new total is \$107,470.80 and directors' fees totaling \$554.10. Upon a motion duly made by Director Thomas, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the April claims.

D. Other

None.

XII. Manager's Items

A. Discuss Communications Plan

RECORD OF PROCEEDINGS

After discussion, the Board asked that the website be the primary communication tool with District property owners and residents. It should be kept up to date at all times.

- B. SDA Spring Workshop for Board Members and Managers – June 13, 2014 9:00 a.m. to 12:00 noon, South Metro Fire Training Center

Mr. Blodgett's office will register any Board members who would like to attend. Director Herbolich and Mr. Blodgett are presently attending.

- C. Discuss Distribution of Board Meeting Draft Minutes

Director Van Ramshorst would like to see a copy of the draft minutes in the future. Mr. Blodgett will distribute them to Director Herbolich, Director Van Ramshorst and Ms. Seaver within a week of each Board meeting.

- D. Website Update

The Board reported the pedestrian light pictures taken by Mr. Nearing look very good. They are now on the website. Mr. Blodgett will update the website with the new director information to include Director Haning.

- E. Referrals

After discussion, the Board decided to offer no comment on the RidgeGate project and the Kaiser Permanente site plan amendment.

- F. Other

None.

XIII. Attorney's Items

- A. Discuss New CORA Legislation Effective July 1, 2014

Ms. Seaver reviewed the CORA legislation passed by the legislature and effective July 1, 2014. She recommended the Board adopt a resolution conforming to the new requirement that the first hour of public records research is free and thereafter is \$30.00 per hour. She noted the official custodian, Director Pearson, has approved the necessary schedule. No action is needed by the Board. Mr. Blodgett's office will place the

RECORD OF PROCEEDINGS

updated information and official custodian rules for CORA requests on the District's website.

B. Discuss Status of Revisions to HOA Landscape Maintenance Services Agreements

Ms. Seaver reported she is working with Mr. Blodgett to revise the landscape maintenance services agreement with the HOA's to provide for a public easement instead of a license. This will be done during the next few weeks. After discussion, the Board asked Mr. Blodgett to contact each HOA President and/or management company to inform them about the change. The Board would like the HOA's to know so they are not surprised when they receive the District's letter.

Director Herbolich will sign the letters to the HOA Presidents once they are ready.

C. Other

Director Thomas asked if the City does any sidewalk snow removal. Mr. Cotten indicated this is only done in very unique circumstances where the sidewalk is behind the fence and behind the HOA boundary. Otherwise, it is the responsibility of the adjacent property owner.

XIV. Director's Items

A. Administer Oaths of Office to Roger P. Pearson, Greg Kelly and Thomas J. Haning

Director Herbolich administered the Oaths of the Office to Director Pearson, Director Kelly and Director Haning. The Directors took their seats on the Board.

B. Election of Officers

Director Kelly nominated Director Herbolich as President. Director Van Ramshorst nominated Director Kelly as Vice President. The Board agreed that Director Van Ramshorst would be Secretary, Director Pearson would be Treasurer and Director Haning would be Assistant Secretary/Treasurer.

Upon a motion duly made by Director Herbolich, seconded Director Kelly, and upon vote unanimously carried, the above slate of officers was approved.

RECORD OF PROCEEDINGS

Director Herbolich noted the necessary insurance, bonding, website information, business cards, iPads and other requirements for a new director would be provided by Mr. Blodgett's office for Director Haning. Upon a motion duly made by Director Herbolich, seconded by Director Pearson, the Board approved all of those actions including deleting Director Thomas from those respective documents.

C. Recognition for Retiring Board Member, Mark Thomas, 2008 – 2014

Director Herbolich read a resolution signed by all of the Board members thanking Director Thomas for his contributions to the Board and the District from 2008 to 2014. The Board presented Director Thomas with a commemorative clock to thank him for his service. Per the District's policy, he will also retain his used iPad.

D. Other

Director Herbolich congratulated Mr. Blodgett on completing 19 years and one month of service as District Manager.

Director Herbolich reminded everyone of the State of the City luncheon tomorrow. The District has a full table of ten.

Director Herbolich recommended the Board have their semi-annual team building dinner with consultants at the Brewery Bar II following the June Board meeting. The Board concurred.

Director Herbolich reported he will work on the polo golf shirts and provide colors and samples for Director Haning and other Board members to review. Director Van Ramshorst indicated she will not need a polo shirt.

Director Kelly stated that although expensive, the cost of the election and the newsletter which provided information to electors within the District was worth the effort. The District fulfilled the obligations of a governmental entity to provide equal and open access to the Board by all citizens to run for elected office. The Board concurred.

Director Haning indicated he was glad to be on the Board. He thanked his wife Debi for her work and others in assisting with his campaign.

Director Van Ramshorst and other Board members stated they would miss Director Thomas and wished him the best.

RECORD OF PROCEEDINGS

The Board asked Mr. Blodgett to speak with the Lone Tree Chamber of Commerce to see if they have a lifetime membership. Director Thomas noted the \$500.00 annual fee presently paid by the District is a bargain. Mr. Blodgett will report at the June meeting.

XV. Other Items

None.

XVI. Adjournment

There being no further business to discuss, upon a motion duly made by Director Pearson, seconded by Director Kelly, and upon vote unanimously carried, the Board adjourned the meeting at 6:55 p.m.

Respectfully submitted,


Secretary for the Meeting

Next Scheduled Meeting: The Next Meeting is a Regular Meeting scheduled for June 23, 2014, at 5:00 p.m. at the Lone Tree Civic Center, 8527 Lone Tree Parkway, Lone Tree, Colorado