

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PARK MEADOWS METROPOLITAN DISTRICT

Held: Monday, November 26, 2018 at 5:00 P.M. at the Lone Tree Civic Center, 8527 Lone Tree Parkway, Lone Tree, Colorado.

Attendance: A regular meeting of the Board of Directors of the Park Meadows Metropolitan District was scheduled in compliance with the laws of the State of Colorado, with the following directors in attendance:

Sharon Van Ramshorst  
Steve Parry  
Martha Sippel  
Bryan Glenn  
Gary Godden

Also present were:

Whitney Miller, Park Meadows BID  
Jay Carpenter, Council Member and Seth Hoffman, City Manager; City of Lone Tree  
Eric Keesen and Mike Crespino; Brightview Landscape Services, Inc.  
Taylor Goertz, IMEG  
Tamara Seaver, Icenogle Seaver Pogue, P.C.  
Bob Blodgett, Christine Harwell and Chuck Reid, CliftonLarsonAllen LLP

Call to Order/ Declaration of Quorum: Director Van Ramshorst, noting the presence of a quorum, called to order the regular meeting of the Board of Directors of Park Meadows Metropolitan District at 5:05 P.M.

Directors Matters/Disclosure Matters: None.

Public Comments: None.

Changes to and Approval of Agenda: Director Glenn mentioned that he learned Web Contractor would like to submit his invoice and suggested this be added to the agenda when the website is discussed.

Consent Agenda: Director Sippel moved to approve the consent agenda comprising minutes of the October 22, 2018 regular meeting and

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agreement with Haynie & Company to perform the 2018 Audit. The motion was seconded by Director Parry and unanimously approved by the Board.

### Landscape Maintenance:

#### November Landscape Maintenance Report:

Mr. Crespin noted mowing was complete and fall clean-up is on the second stage, he noted that additional perennial cutting will continue as long as necessary. He then reported on tree wrapping and winter watering, including deep root watering. He then reported that November is the last monthly application until May for pest control. He noted that installation of the ET controllers will commence in late January or early February. Mr. Crespin then explained that the boring contractor performed repairs and he will walk the repaired areas with a map of the original damage and confirm the repairs. He then described the status of the GeoLens data input effort and future meetings with the Board sub-committee.

#### November Work Orders:

Mr. Crespin noted there are no work orders proposed for November.

### 2018 – 2022 Capital Improvements Plan:

Mr. Blodgett reported on proposed changes to the CIP, noting the brick fencing matter is still subject to Board approval of the Addendum to the IGA with Lone Tree. Ms. Harwell noted a few additional changes, including those related to the Board's goals with respect to the District's capital reserve. Ms. Harwell noted the Mayor indicated the current Row 7 on the Unapproved Potential Projects List should be removed as CDOT is responsible for that work. Ms. Harwell reported that the adaptive signals project has been moved to 2019 per the City's Request.

### Intelligent Traffic Signal Systems:

Mr. Hoffman then reported on project delays related to technological choices and the need to update the new Public Works Director and the terms of the IGA related to contractor invoicing. Council Member Carpenter noted the positive press received related to the project and thanked the District for its participation in the project. Director Van Ramshorst asked about partners for the City of Centennial and Greenwood Village. Mr. Hoffman expressed his belief that neither entity had partners.

### Status of 2018 Projects:

#### County Line/Chester Signal:

Mr. Hoffman noted the project was complete and operational. Mr. Hoffman noted that the Park Meadows Center Drive improvements have been outstanding notwithstanding the need to re-train long-term driver habits. He thanked the Board for participation in the project. Director Glenn noted that regular

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commuters were learning the new route quite quickly

### Financial Items:

Public Hearing on 2018  
Budget Amendment:

Director Van Ramshorst opened the public hearing on the 2018 Budget Amendment and recognizing no members of the public were present with comments on the budget, closed the public hearing. Ms. Harwell then noted the general fund for the 2018 budget requires amendment appropriating funds in the total amount of \$2,471,485.

Resolution 2018-11-01 to  
Amend 2018 Budget:

The board reviewed Resolution 2018-11-01 to Amend the 2018 Budget, Director Parry made a motion to approve Resolution 2018-11-01 with the general fund appropriation in the total final amount of \$2,471,485. The motion was second by Director Van Ramshorst, and upon vote the motion carried unanimously.

Public Hearing on 2019  
Budget:

Director Van Ramshorst opened the public hearing on the 2019 Budget and recognizing no members of the public were present wishing to provide comments on the budget, closed the public hearing. Ms. Harwell then reviewed the proposed 2019 Budget with the Board of Directors, including the capital reserves directed by the Board and other budgetary items.

Resolution 2018-11-02 to  
Adopt 2019 Budget:

The board reviewed Resolution 2018-11-02 to Adopt the 2019 Budget, Appropriate Funds and Certify Mill Levies. Following discussion, upon motion made by Director Glenn, second by Director Sippel and upon vote unanimously carried, the board approved Resolution 2018-11-02, approving the 2019 budget, approving appropriation of funds to the approved budget and certifying the mill levy.

November 19, 2018 Cash  
Position and Property Tax  
Schedule:

Ms. Harwell reviewed with the Board the November 19, 2018 cash position and associated matters. The Board accepted the Cash Position report.

October Claims and  
Directors Fees:

Mr. Blodgett presented the October claims in the amount of \$301,115.74, plus Directors Fees. Director Glenn reviewed an invoice for work on the website completed by Orlando Rodriquez in the amount of \$1,175 in addition to the other claims, the Board discussed the invoice and agreed to approve the invoice notwithstanding the out of cycle submission in recognition of the work performed. Director Parry made a motion to approve claims presented including the Orlando Rodriquez invoice. Director Sippel seconded the motion and upon vote, the motion unanimously carried.

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### Manager's Items:

SDA Workers Compensation and Insurance Coverage: Mr. Blodgett reviewed the 2019 SDA Workers Compensation insurance, general liability, public officials liability and excess liability policies with the board. The board discussed the excess liability option and determined to remain with the policy standard excess liability insurance in the amount of \$2,000,000. Director Sippel moved to approve the 2019 SDA policies with the standard excess liability as discussed, Director Glenn seconded the motion and upon vote, the motion carried unanimously.

Consider Resolution 2018-11-03 Regarding 2019 Annual Administrative Matters: Mr. Blodgett reported to the Board regarding the Annual Resolution, for the regular meeting schedule he noted that the 4<sup>th</sup> Monday in May, 2019 is Memorial Day, so paragraph 13 would be amended to be the 3<sup>rd</sup> Monday in May. Director Van Ramshorst asked for input on officers and all Board members agreed to retain the current slate of officers for 2019. Upon motion made by Director Van Ramshorst, second by Director Godden, and upon unanimous vote, the board adopted Resolution 2018-11-03 as modified at the meeting to reflect the change in the May meeting.

Lone Tree Comprehensive Plan: Mr. Blodgett noted that he shared the revised City Comprehensive Plan referred by the City of Lone Tree to the Board for comment with the Board of Directors. Mr. Hoffman noted there were no major changes to the plan and it is still due to come before the planning commission and City Council. He asked for input from the Board members.

### Directors' Items:

Website Update: Mr. Reid pulled up the District's new website and Director Glenn reviewed the site noting the need for some additional content and Board headshots. Director Sippel also commented noting old photos would be under a history tab. Director Van Ramshorst thanked Directors Glenn and Sippel for their work on the website, she then suggested that in conjunction with parting ways with the prior web consultant, the District recognize the prior consultant's efforts with some nominal payment to the prior consultant. The Board concurred and directed Mr. Blodgett to make a nominal payment.

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South Metro Chamber of  
Commerce:

Director Van Ramshorst asked the Board members' collective interest in continuing with the South Metro Denver Chamber of Commerce and she had asked Mr. Blodgett to investigate the savings yielded from the membership, including inclusion of the payment for the State of the City for Lone Tree. Director Van Ramshorst expressed her opinion that the chamber was not a great benefit to the District but offered that the Board might wait until Director Sippel attends to ascertain the benefit to the District. Director Parry noted his opinion that chambers are historically for businesses and the District is a government. Following additional discussion, the Board determined that the District would not renew membership for 2019.

Attorney Items:

2019 District Engineering  
Services RFP:

Ms. Seaver reviewed with the Board of Directors the Engineering Services RFP process, the process of proposal review and review with the Board subcommittee. She then commented on the Board subcommittee's findings and various aspects of the proposals noting two proposals were determined to be non-compliant with the express RFP requirement to submit financial statements. Director Godden then commented on the merits of the proposers and noted that IMEG was the low bidder among the remaining proposals and further that the subcommittee liked the organizational chart for IMEG with the principal filling the top two roles as well as their statement of approach to the services. Director Sippel echoed Director Godden's comments on the quality of the IMEG proposal and the Board's positive experience with IMEG in addition to the proposals being the lowest price among the remaining proposals. Director Parry made several inquiries and after further discussion, Director Sippel moved that the Board award the contract to IMEG. The motion was seconded by Director Glenn, unanimously approved by the Board.

Executive Session:

Director Sippel moved that the Board convene in Executive session pursuant to Sections 24-6-402(4)(b) and (4)(e), C.R.S. for the purpose of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators related to District operations and Terra Ridge Homeowners Association. Director Parry seconded the motion, which was unanimously approved by the Board at 6:35 P.M.

Members of the public departed the meeting at this time. Ms. Seaver and Messrs. Blodgett and Crespin remained for the entire

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executive session.


The board returned from executive session to open session at 7:01 P.M.

Terra Ridge Homeowners  
Association Request:

The Board discussed the Terra Ridge Homeowners Association request and following discussion, Director Sippel moved that the Board deny the request noting the District does not maintain monuments and does not own any land. Director Van Ramshorst seconded the motion which was approved unanimously by the Board. The Board directed Ms. Seaver to respond to the request and note that that the board will be reviewing and will reengage them during the process of reevaluating the mapping associated with landscape and streetscape agreements.

Adjournment:

There being no further business to come before the Board, upon motion by Director Glenn, second by Director Sippel and upon vote, the meeting was adjourned.



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Secretary