

# RECORD OF PROCEEDINGS

---

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

Held: Monday, May 20, 2019 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:
- Steve Parry, Treasurer  
Martha Sippel, Vice President  
Bryan Glenn, Secretary  
Gary Godden, Assistant Secretary/Treasurer
- Director Sharon Van Ramshorst was absent (*absence excused*)
- Also present were:
- Council Member Jay Carpenter; City of Lone Tree  
Mike Crespin; BrightView Landscape Services, Inc.  
Taylor Goertz; IMEG  
Tamara Seaver; Icenogle Seaver Pogue, P.C.  
Chuck Reid and Paige Cipperly; CliftonLarsonAllen LLP
- Call to Order/Declaration of Quorum: Director Sippel, noting the presence of a quorum, called to order the regular meeting of the Board of Directors of Park Meadows Metropolitan District at 5:03 P.M. The Board thereafter excused Director Van Ramshorst's absence.
- Directors Matters/  
Disclosure Matters: None.
- Public Comments: There were no public comments.
- Changes to and  
Approval of Agenda: There were no changes to the agenda, which was approved as presented by motion of Director Parry, second of Director Godden and unanimous Board approval thereafter.
- Consent Agenda: Director Glenn moved to approve the consent agenda comprising minutes of the April 22, 2019 regular meeting, cash position update as of April 22, 2019, and current claims and director fees. The motion was seconded by Director Godden and unanimously

# RECORD OF PROCEEDINGS

---

approved by the Board.

Financial Items:

Mr. Reid reported on the District's Schedule of Cash Position and tax collections.

Landscape Maintenance:

April Landscape  
Maintenance Report:

Mr. Crespin reported that all spring services had been completed along with a follow up spot application of turf weed spray, noting that they will continue with the manual application of chemical weed treatment throughout the summer months as needed in rock and mulch beds. He informed the Board that (1) weekly mowing services will continue on Monday and Tuesday each week, (2) the deep root mycorrhizae application, as well as and Ash Borer and Ips Beetle spray applications were done, and (3) there will be additional scheduled spray applications for aphids and mites. He noted that he will be monitoring tree pruning and removal which will be performed as needed. Mr. Crespin informed the Board that District taps have been turned on and that they have proceeded with a light watering schedule at this time. He added that all mulch was done.

Mr. Crespin then reported on two significant main line breaks – one on Sunningdale and the other on Ptarmigan. He informed the Board that the Sunningdale main line break had resulted in water leaking into a neighbor's basement and that the main line has been fixed. Mr. Reid reported that an insurance claim was filed with the Colorado Special Districts Property and Liability Pool, and the Pool is investigating the issue with the homeowner and the homeowner's insurance company. Mr. Crespin noted that he would bring in rock to remediate the area impacted by the water and reviewed the areas in question with the Board. Mr. Crespin then reported on the second main line break located on Ptarmigan, and that it appeared the homeowner, while building a deck, damaged the main line. He noted that this break would be easier to remediate. Mr. Reid asked the Board for direction concerning their preference with regard to filing an insurance claim given the small repair and the costs of repair versus the deductible under the insurance claim. The Board considered the matter and determined not to pursue an insurance claim for the second line break.

May Work Orders:

Consider Approval of  
Tree Installation:

Mr. Crespin reviewed with the Board the proposed work order for the installation of six trees on Lincoln, Timberline, and Park

## RECORD OF PROCEEDINGS

---

Meadows Drive in an amount not to exceed \$5,290.00. Director Sippel moved approval of the work order as presented. The motion was seconded by Director Glenn and unanimously approved by the Board.

### GeoLens Update:

Mr. Crespin reported that the GeoLens data inputting is ongoing and that he and Ms. Cipperly met with Jeff Ryan of GeoLens in order to get some items cleaned up and do additional quality control/quality assurance on the basic infrastructure of the systems so that the information inputting is accurate and provided in the right layers of mapping.

### Engineering Items:

#### Monthly Engineering Report/Update and 2019 Median Rehabilitation Project:

Mr. Goertz provided his monthly inspection report noting the review of medians on Yosemite Street and issues concerning the raise flagstone stacked areas. He informed the Board that his contract provided for weekly summer inspections but that it seemed excessive, and the board concurred. Thereafter, Director Glenn moved to waive the weekly median inspection in the current contract in favor of monthly inspections. The motion was seconded by Director Parry and approved unanimously by the Board.

Mr. Goertz then reviewed IMEG's recommendation that the Board (1) approve a contract with Chancery Construction in an amount not-to-exceed \$202,250.00 for the District's 2019 Median Rehabilitation project, (2) authorize execution of the contract, and (3) authorize Mr. Goertz to approve change orders up to a total amount not-to-exceed ten percent (10%) of the contract. Director Godden moved for approval of the contract with Chancery Construction as detailed by Mr. Goertz, authorization of its execution, and authorization of change orders in the manner described by Mr. Goertz. The motion was seconded by Director Sippel and approved unanimously by the Board.

### Manager's Items:

#### PMMD Vision/Mission:

Mr. Reid suggested finding time for a Board workshop to review vision and mission during the month of July. The Board concurred with the desire to have a workshop and discussed July 25<sup>th</sup> at 3:00 p.m. as a potential date for the workshop, with July 23<sup>rd</sup> at 3:00 p.m. as the back-up date. Mr. Reid agreed to check with Director Van Ramshorst to finalize the date.

#### CSD Pool Representative:

Mr. Reid then noted the potential for designation of a Member

## RECORD OF PROCEEDINGS

---

Representative to represent the District's interests in Colorado Special District Property and Liability Pool matters on behalf of the District and asked the Board's preference on designating a Board Member or a CLA employee. Director Sippel moved to designate Joan Colby and/or Wendi McLaughlin as the District's CSD Pool Representative to represent the District's interests in CSD Insurance Pool matters.

Comments from Lone Tree: Thereafter, Council Member Carpenter reported on the State of the City, the light rail openings, and youth mental health awareness activities as well as approval of contracts to widen Ridgeway Parkway. Director Parry asked about the Leaf Bridge and Council Member Carpenter responded. The Board thanked Council Member Carpenter for his comments.

Directors' Items:

Website Update: Director Glenn updated the Board regarding the District's website being live and the use of Google Analytics for the site. He noted he was happy to share the information provided through the use of Google Analytics and that the next phase is District logo development.

Attorney Items: None.

Other Items:

Informational Items;

Denver Water Usage Report: Director Sippel inquired of Mr. Crespin as to the increase in water usage in 2019 over 2018. Mr. Crespin agreed to review the reports to ascertain from what tap the increased usage might be originating.

Adjournment: There being no further business to come before the Board, the meeting was adjourned.

*C. Reed*

---

Secretary