

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
BOWLES METROPOLITAN DISTRICT  
HELD JANUARY 14, 2020**

A regular meeting of the Board of Directors of Bowles Metropolitan District (“Board” or “BMD”) was held Tuesday, January 14, 2020, at 4:30 p.m., at The Village Center, 7255 Grant Ranch Boulevard, Littleton, Colorado. The meeting was open to the public.

In attendance were Directors:

Thomas Dougherty  
Don Korte  
Leigh Chaffee  
Timothy LaPan

Also in attendance were:

Jon Jung; Twin Shores HOA Resident  
Paul Lefever; Grant Ranch Master HOA  
Justin Ketner and Johnny Jimenez; Colorado Designsapes, Inc.  
Nicki Simonson; Grant Water & Sanitation District (GWSD)  
Pat Shannon and Andrew Williams; CliftonLarsonAllen LLP

Administrative  
Matters

Call to Order / Disclosure of Conflicts of Interest/Declaration of Quorum

Director Chaffee called the meeting to order at 4:30 p.m. and declared a quorum present. Director Hobart’s absence was noted and excused.

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Secretary of State. The Members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting in accordance with Statute. No additional disclosures were made.

It was noted that the meeting is being held within the District’s boundaries and that notices for this meeting were posted pursuant to statute.

Approval of Agenda

Following review and discussion, Director Korte moved and Director Dougherty seconded approval of the agenda. The motion passed unanimously.

December 10, 2019 Regular Board Meeting Minutes

The Board asked that the previous meeting minutes be amended so that Mr. Whitehill’s name will be corrected to reflect the proper spelling. Following review and discussion, Director Korte moved and Director Dougherty seconded approval of the December 10, 2019 Regular Board Meeting Minutes as amended. The motion passed unanimously.

Current Claims and Ratify Previous Claims

The Board directed CLA to provide a summary of the Davey Tree contract at the next meeting. Following review and discussion, Director Dougherty moved and Director Korte seconded approval of the current claims and ratification of previous claims. The motion passed unanimously.

## RECORD OF PROCEEDINGS

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### November 30, 2019 Financial Statements

Mr. Shannon reviewed the November 30, 2019 financial statements. Following review and discussion, Director Chaffee moved and Director Dougherty seconded acceptance of the November 30, 2019 Financial Statements. The motion passed unanimously.

### Other

None.

### Community Matters

### Other

Mr. Jung expressed his concern with the Isthmus Trail project.

### Operations Updates and Action Items

#### **A. Designscapes**

##### 1. General Update

Designscapes provided an overview of the winter work being performed. Mr. Ketner noted that the isolation valves being installed would be finished by the end of the week, adding that winter maintenance is continuing. Designscapes is also putting together a priority list for 2020 work.

##### 2. Work Orders

##### a. 2019 Work Order Summary

No Update.

#### **B. Davey Tree**

##### 1. Other

No Update.

#### **C. Other**

##### 1. Lolly Park Improvements

Mr. Williams provided an update on the upcoming Lolly Park improvements. Mr. Williams stated that that delivery dates for the sun shade sails and the bench replacement pieces have been scheduled for April.

##### 2. Isthmus Trail Extension Project

Mr. Shannon reviewed the Isthmus Trail Extension Project, noting that the Community Meeting is scheduled for February 24, 2020 at 6:30 p.m. at the Village Center. The Board discussed the comments presented by Colorado Parks and Wildlife.

##### 3. Blue Heron Park Trail Railing Replacement

Mr. Williams reported that the District has received a quote for installing the railings on the Blue Heron Park Trail. Ms. Simonson will present the proposal to the Grant Water and Sanitation District Board and provide an update to the CLA team following their Board meeting.

##### 4. Blue Heron Park Dredging

Mr. Williams provided an update regarding the Blue Heron Park dredging. Mr. Williams had discussions with Mile High Flood District and discovered that they would be unable to assist due to the nature of the pond. Mr. Williams will continue to reach out to potential funding partners.

##### 5. Other – None.

## RECORD OF PROCEEDINGS

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### Management Matters

#### A. Esri Update

Mr. Williams provided an update on current mapping efforts. Mr. Williams noted that he is working on an informational map that will be available to view by the public. Mr. Williams also provided an overview of the Survey123 phone application.

#### B. Dorado Green's HOA- Neighborhood Watch Signs on District Fence

Following review and discussion, Director Chaffee moved and Director Dougherty seconded Dorado Green's request to hang a Neighborhood Watch Sign on District fencing. The motion passed unanimously.

#### C. Pump House Improvement Update

##### 1. Discuss need for Scaled CAD Drawings of Pump House

Mr. Shannon provided an update on the Pump House improvement project. Mr. Shannon noted that Arapahoe Pump has been unable to provide detailed drawings of the pump house assembly. The Board directed CLA to further research this issue.

##### 2. Potential New Filter for Pump

Upon review and discussion, Director Dougherty moved and Director LaPan seconded. The Board approved \$24,000 for the filter replacement recommended by Arapahoe Pump.

#### D. Other – None

### Legal Matters

#### A. Designated Election Official ("DEO") Services and Engagement of Sue Blair; Colorado Resource Services (CRS) for DEO Services

Following review and discussion, Director Dougherty moved and Director LaPan seconded the Engagement of Sue Blair; Colorado Resource Services (CRS) for DEO Services for the 2020 Election, as needed.

#### B. Regular Election for Directors and Adopt Resolution No. 2020-01-01; Calling May 5, 2020 Election for Directors, Appointing DEO and Authorizing the DEO to Perform All Tasks Required for the Conduct of a Mail Ballot Election. Self-Nomination Forms are due by February 28, 2020. Discuss the Need for Ballot Issues and/or questions.

Following review and discussion, Director Dougherty moved and Director LaPan seconded approval of Resolution No. 2020-01-01; Calling May 5, 2020 Election, appointing Sue Blair the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot Election.

### Directors Matters

#### A. Confirm Quorum for Next Regular Board Meeting February 11, 2020 at 4:30 p.m.

The Board confirmed a quorum for the Next Regular Board Meeting scheduled for Tuesday, February 11, 2020 at 4:30 p.m.

#### B. Other – None.


RECORD OF PROCEEDINGS

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Adjournment

As there was no further business, the Board adjourned the meeting at 5:34 p.m.

Respectfully submitted,

By   
Secretary for the Meeting