

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT
HELD OCTOBER 8, 2019**

A regular meeting of the Board of Directors of Bowles Metropolitan District (“Board” or “BMD”) was held Tuesday, October 8, 2019, 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
David Hobart

Also in attendance were:

Lori Huffman; MSI
Paul LeFever; Grant Ranch Master HOA (HOA)
Rob Massengale, Johnny Jimenez & Justin Ketner; Colorado Designscapes, Inc.
Barb Chaffee; Resident
Nicki Simonson & Mike Cowen; GWSD
Chuck Reid, Matt Urkoski & Pat Shannon; CliftonLarsonAllen LLP

Administrative

Matters

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

Director Dougherty called the meeting to order at 4:30 p.m. and declared a quorum present.

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

Mr. Reid amended the Agenda to include review and approval of Ground Engineering Proposal. Following review and discussion, Director Chaffee moved and Director Dougherty seconded approval of the agenda as amended. The motion passed unanimously.

Review and Approval of the September 10, 2019 Regular Board Meeting Minutes

Following discussion, Director Chaffee moved and Director Hobart seconded approval of the September 10, 2019 Regular Board Meeting Minutes as presented. The motion passed unanimously.

Review and Approve Current Claims

Mr. Reid reported that there is an amendment to the claim to report, Check No. 1572 for TGA Masonry & Concrete for \$5,200 for concrete bus stop pad. Following additional review and discussion, Director Korte moved and Director Dougherty seconded approval of the amended and current claims. The motion passed unanimously.

RECORD OF PROCEEDINGS

Review and Approve August 31, 2019 Financial Statements

Following review and discussion, Director Korte moved and Director Chaffee seconded acceptance of the August 31, 2019 Financial Statements. The motion passed unanimously.

Review and Approve 2020 Draft Budget

Mr. Reid presented the 2020 Draft Budget to the Board. Mr. Reid noted that the Budget Hearing will be held on Tuesday, November 12th, 2019.

Other

None.

Community Matters

Mr. LeFever reported to the Board that he was looking forward to the Second Annual Dinner Party to take place on Thursday October 10, 2019 and 5:30 pm. He also noted that it was unclear who owns the lights that a homeowner reported as "out".

Ms. Huffman noted that the cut through in San Marino has a railing down. Director Dougherty noted that an additional railing was down next to the Sunset Park parking lot. Mr. Lefever will get these railings fixed.

Mr. Cowen, of the Grant Water and Sanitation District (GWSD), thanked the Board for planting trees in Blue Heron Park.

Ms. Simonson, GWSD District Manager, notified the Board that she will regularly attend BMD Board Meeting moving forward. She also reported that GWSD is looking into replacing 12 underdrain manholes along Grant Ranch Blvd.

Ms. Simonson also reported that the dam has been staked and surveyed, and asked if there were any fence proposals. Director Dougherty responded that the project would not happen this year, as the BMD was currently doing due diligence. CLA responded that they would send a proposal for fence replacement to Ms. Simonson

Operations Updates and Action Items

A. Designscapes

1. General Update

Mr. Massengale provided the Board with a general landscaping update.

2. Work Orders

- a. 2019 Work Order Summary
- b. Work Order - Grant Ranch-Replace Wood Mulch with Rock Area 1
- c. Work Order - Grant Ranch-Replace Wood Mulch with Rock Area 5
- d. Work Order - Grant Ranch-Replace Wood Mulch with Rock Area 8
- e. Work Order - Grant Ranch-Replace Wood Mulch with Rock Area 10
- f. Work Order - Grant Ranch-Replace Wood Mulch with Rock Area 12

Mr. Massengale Presented a series of work orders to replace wood mulch with rock. Following review and discussion, Director Korte moved and Director Dougherty seconded approval of all work orders presented. The motion passed unanimously.

RECORD OF PROCEEDINGS

3. Other

Mr. Reid reported that the new bus bench pads were being installed this week. Mr. Massengale will install benches and trash cans next Monday.

B. Davey Tree

1. Other - None

C. Other

1. Lolly Park Improvements

The Board discussed the proposed improvements to Lolly Park. Director Dougherty moved and Director LaPan seconded a motion to suspend the bocce court installation. The Board tabled the proposal from Ground Engineers.

2. Isthmus Park Project

Mr. Reid noted that he and Mr. Shannon are scheduled to walk the proposed Isthmus Park trail extension with a representative from ERO Resource Corporation.

3. Heron Estates Detention Pond Project

Mr. Reid reported that he has not yet heard back from Mile High Flood District and will follow up. Mr. Cowen reported that GWSD clears the inlet in the detention pond.

4. Bowles Pump house Pumps

Mr. Reid noted that staff is continuing to monitor the pump house for leaks. Mr. Jimenez added that there is still leakage and that he has notified Camden Apartments and Raccoon Creek Golf Club, as he suspects the leaks are coming from their pumps. Mr. Reid reported that Arapahoe Pump has provided a proposal for a SCADA system, adding that no action is needed, but that the Board can consider for the 2020 Budget. Arapahoe Pump has also provided a proposal for an optional filter.

5. Dormant Herbicide Treatment

Mr. Ketner provided an overview of the District's dormant herbicide treatment plan, stating that DesignScapes will provide the treatment at no cost to the District.

Management Matters

A. Designscapes 2020 Contract Scope of Work

Mr. Reid reported the Designscapes 2020 Contract Scope of Work was still in progress.

B. Esri Update

Mr. Shannon demonstrated the Esri system for the Board. Mr. Shannon noted that it would cost the District \$300 to have the 2019 Aerial data loaded, the Board instructed Mr. Shannon to have the District's Esri implementation contractor load 2019 aerial images.

C. 11/1/2019 Manager Transition

Mr. Urkoski introduced himself to the Board and provided an overview of CLA's succession plan, noting that Mr. Shannon will serve as Interim Manager and that CLA will come back with options for a permanent replacement in January.

D. Other

RECORD OF PROCEEDINGS

Legal
Matters

A. Other - None

Directors
Matters

A. Confirm Quorum for Next Regular Board Meeting to adopt the 2020 Budget – November 12, 2019 at 4:30 p.m.

The Board confirmed a quorum for the Next Regular Board Meeting scheduled to adopt the 2020 Budget, November 12, 2019 at 4:30 p.m.

B. Executive Session pursuant to (§24-6-402(4)(e), C.R.S.), developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations related to 2020 professional services contract.

The Board entered into Executive Session pursuant to (§24-6-402(4)(e), C.R.S.) at 5:16 p.m., to develop strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations related to 2020 professional services contract. The Executive Session adjourned at 5:31 p.m.

Adjournment

As there was no further business, the Board adjourned the meeting at 5:32 p.m.

Respectfully submitted,

By



Secretary for the Meeting