

# RECORD OF PROCEEDINGS

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## MINUTES OF THE COMBINED REGULAR MEETING OF THE BOARDS OF DIRECTORS OF THE MERIDIAN RANCH METROPOLITAN DISTRICT MERIDIAN SERVICE METROPOLITAN DISTRICT

Held: Wednesday, February 7, 2018, 10:00 a.m., at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, Colorado 80831

### **Attendance**

The combined regular meeting of the Boards of Directors of the Meridian Ranch Metropolitan District and the Meridian Service Metropolitan District was called and held, as shown, in accordance with Colorado law. The following Directors were in attendance:

Butch Gabrielski, President  
Bill Gessner, Asst. Secretary/Treasurer  
Mike Fenton, Asst. Secretary/Treasurer  
Wayne Reorda, Secretary/Treasurer  
Tom Sauer, Asst. Secretary/Treasurer

Also present were:

David Pelser; Meridian Service Metro District  
Tom Kerby; Meridian Service Metro District  
Fred Jackson; Meridian Service Metro District  
Dane Lacey and Abby Harlan and Alyson Hannan; YMCA  
Angela Maxey; GTL  
Raul Guzman, Construction Manager; Tech Builders  
Ted Tchang; GTL  
Jim O'Hara; GTL (VIA Telephone)  
Sue Blair, Angie Kelly; Community Resource Services  
Ron Fano; Spencer Fane  
Zach Bishop; D.A. Davidson & Co.  
Nancy Loew, Homeowners Committee Representative

### **Call to Order**

A quorum of the Board was present and the Directors confirmed their qualification to serve.

### **Disclosure Matters**

Mr. Fano noted that written disclosures of the interests of all of the Directors have been filed with the Secretary of State.

### **Approve Agenda/Minutes**

The Board reviewed the agenda and Director Fenton moved to approve the Agenda as amended with the addition of adding three (3) items: Replacement and purchase of new Precor exercise machines, Well-site #1 compressor replacement, and computers for staff. Upon second by Director Gessner, a vote was taken and the motion carried unanimously.

The Board reviewed the minutes of the January 3, 2018 combined regular meeting. Director Gessner moved that the Board approve the minutes as presented. Upon second by Director Reorda, a vote was taken and the motion carried unanimously.

# RECORD OF PROCEEDINGS

---

**Comments from  
Visitors  
Homeowner  
Committee  
Update**

Jason McFerran inquired who manages the facility and how to streamline repairs at the recreation center on equipment, lockers and normal maintenance items. Director Gabrielski addressed Mr. McFerran and stated the YCMA has the ability to perform repairs and the Board is in the process of receiving quotes for larger repairs and/or possible replacement for the lockers. The Precor equipment will be discussed at today's meeting.

**Update on  
Meridian Ranch  
Homeowners  
Committee**

Nancy Loew was present to share the information discussed at the January 4, 2018 meeting of the homeowners committee. Elections were discussed at this meeting and the committee would like more information available to residents. Also discussed was including the YMCA staff in the homeowner committee meetings.

**Update on  
Meridian Ranch  
Recreation and  
Facility Usage  
Report**

Swimming Programs: Ms. Hannan presented to the Board of Directors the growth of the swim program, they are one (1) person away from adding an additional class to the swim team program.

Staffing: The facility has hired two (2) instructors and will be increasing staff with an additional two (2) instructors soon.

Facility Maintenance: Two (2) items presented.

- The Board would like to continue to review the cost to replace the men's swimming suit dryer in the amount of \$1895.00
- Director Gessner would like to review the cost of metal lockers vs. fiberglass and the durability/longevity of each.

Director Gessner motioned to table both items until the March 14, 2018 meeting. Upon second by Director Reorda, a vote was taken and the motion carried unanimously.

Precor Purchase: Discussion took place regarding the Precor equipment that needs replacement. The 2018 budget was drafted with this cost in mind. Director Gessner moved to approve the Precor purchase for \$10,123.39, as presented by the YMCA. Upon a second from Director Reorda, a vote was taken and the motion carried unanimously.

**Water, Sewer,  
Drainage  
Operations**

The water, sewer, drainage operations reports were reviewed. Discussion took place regarding the replacement of the pump at Well Site #1 and Director Gabrielski reported a credit from the manufacturer, due to the original pump not functioning properly. Well-site #1 motor is faulty and requires emergency approval to be replaced. The replacement bid/proposal could be up to \$150,000. Director Fenton motioned to proceed on the emergency repair to Well-site #1. Upon second by Director Gessner, a vote was taken and the motion carried unanimously.

**Financial Items**

Approval of Payment of Claims: The Board reviewed claims presented for

# RECORD OF PROCEEDINGS

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payment at this meeting represented by check nos. 1983 – 1991 totaling \$5,645.62 for Meridian Ranch and to approve check nos. 10266 - 10347 totaling \$626,520.32 for Meridian Service. Director Gessner moved that the Board approve and ratify payment of the claims as presented. Upon a second by Director Fenton, a vote was taken and the motion carried unanimously.

Cash Position and Financial Statements: Ms. Blair reviewed the cash position dated February 1, 2018 and financials dated February 1, 2018 for Meridian Service Metropolitan District. Upon a motion by Director Gessner and a second by Director Reorda, the motion unanimously carried to accept the cash position summary and financial statements as presented. Ms. Blair also noted that amendments will be necessary to the 2017 budgets. CRS will publish for the public hearings to take place at the March 14, 2018 meeting regarding these amendments.

## **Items from the Manager**

Review 2018 Tap Fee Report: Ms. Blair reviewed the tap fee report. No action was needed.

Developer Reimbursement: Mr. O'Hare and Ms. Blair reviewed the debt service payments in 2018 and the tap fees received to determine \$1.5 million is available to reimburse the developer. Director Fenton motioned to approve the release of the \$1.5 million to the developer. Upon second by Director Reorda, a vote was taken and the motion carried unanimously.

### Agreement with Community Resource Services as Amended:

Director Reorda motioned to approve the Amended Agreement with Community Resource Services "CRS" for management and accounting services. Upon a second by Director Sauer, a vote was taken and motion carried unanimously.

Employees' Retirement Program: Continued until March 14, 2018 Board Meeting. Two (2) proposals will be evaluated before recommending to the Board.

New Job Descriptions and Authorization for General Manager to Recruit: Director Reorda motioned to approve the job descriptions as presented by Mr. Pelsner and for the General Manager to recruit two (2) new job positions for the Recreation Operations Manager and an Administrative Assistant/Accounting Clerk. Upon a second by Director Gessner, a vote was taken and motion carried unanimously.

Revision to Existing Job Descriptions to Add Requirement of Valid Colorado Drivers' License: Director Gessner motioned to approve the additional wording regarding driver's licenses to all of the existing job descriptions except specifically mentioned (i.e., Sewer Operations Manager, Water Operations Manager and personnel support as they are hired with a Colorado State B Commercial license) as presented by Mr. Pelsner. Upon a second by Director Fenton, a vote was taken and motion carried unanimously.

## RECORD OF PROCEEDINGS

---

Sliver Sneakers Program: Discussion took place regarding Silver Sneakers and if the Rec Center should continue the agreement with the program. Director Gessner stated the Silver Sneakers Program is a benefit to the community. Ms. Harlan noted that the cost to provide the program is a net-zero with the money received by the Rec Center. The decision was made to have the Recreation Operations Manager evaluate the program, once they are hired.

Recreation Center Handbook: The Board discussed revisions to the current handbook regarding child watch costs, guest pass policy, rental costs, and membership eligibility. Director Gessner motioned to approve the revisions effective date March 1, 2018. Upon a second by Director Fenton, a vote was taken and motion carried unanimously.

2018 Landscape Maintenance Services: Director Fenton motioned to approve the recommended Annual Contract with BrightView in the amount of \$191,279. Upon a second by Director Gessner, a vote was taken and motion carried unanimously.

Mobile Phone Stipend: The Board discussed the Verizon cost plan not to exceed \$60.00 for each employee phone and concerns regarding upon termination of an employee and open records. Further discussion will occur at a future meeting once due diligence regarding Verizon phone plan is complete.

Cancel March 7, 2018 Regular Meeting: Director Gessner motioned to move the March 7, 2018 Regular Meeting to March 14, 2018 Special Meeting to accommodate Board Members schedules. Upon a second by Director Reorda, a vote was taken and motion carried unanimously.

2018 YMCA Agreement: Director Reorda motioned to continue the discussion for a future meeting to review the Agreement. Upon a second by Director Gessner, a vote was taken and motion carried unanimously.

Meridian Service Metropolitan District Business Credit Card: Mr. Pelsler presented to the Board recommendations and options for the Business Bank Card. Director Fenton motioned to approve the Business Bank Card with Chase Bank. Upon a second by Director Reorda, a vote was taken and motion carried unanimously.

Approve Replacement of Broken Sluice Gate: The Board discussed the sluice gate and the fact that it separates district flow from Woodman Hills and the gate needs to function to isolate these flows for maintenance purposes. Two (2) bids/proposals have been received and a third bid/proposal is expected. Director Gessner moved to approve Mr. Pelsler to authorize the work as long as it does not exceed the \$22,000 already received in a proposal. Upon a second by Director Reorda, a vote was taken and motion carried unanimously.

# RECORD OF PROCEEDINGS

---

Request for Staff Computers: Mr. Pelser requested two (2) new computers and two (2) new laptops for the existing staff and future staff. Mr. Pelser's reported the old computers are outdated and the estimated cost is approximately \$6,000. Director Fenton motioned to approve the \$6,000 for the two (2) computers and two (2) laptops. Upon a second by Director Reorda, a vote was taken and motion carried unanimously.

Monthly Report:

- Mr. Guzman stated he met with the County yesterday regarding Londonderry. The County is short-staffed and has not approved the plans yet. Also discussed was the 4-way stop at Londonderry and Rainbow Bridge to which the County stated was not warranted yet and would not be installed.
- Mr. Guzman also provided an update on the shops: reporting the dentist office starts tenant improvements within 30 days and a chiropractor and ice cream shop may go in next to Papa John's.

**Items from the Construction Manager**

**Board Member Items**

None presented.

**Legal Items**

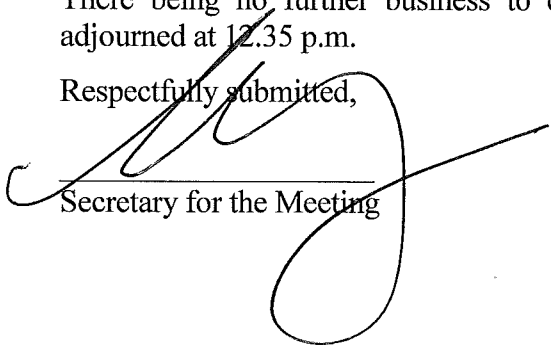
Executive Session: At 11:19 a.m. Director Gessner moved that the Board enter into Executive Session pursuant to Section 24-6-402(4)(e), C.R.S to receive a verbal report and provide direction on contract negotiations regarding District bonds. Upon a second by Director Sauer, a vote was taken and the motion carried unanimously.

A motion was made by Director Reorda to come out of executive session at 11:45 a.m. Upon a second by Director Fenton, a vote was taken and the motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 12.35 p.m.

Respectfully submitted,

  
Secretary for the Meeting