

**MINUTES OF THE CONTINUED REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HIGH PRAIRIE FARMS METROPOLITAN DISTRICT
DOUGLAS COUNTY, COLORADO**

January 18, 2018

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Thursday, January 18, 2018, at the Pinery Water and Wastewater District, 5242 Old School House Road, Parker, Colorado. The meeting was called to order by President D'Ambrosio at 8:06 AM.

The purpose of the meeting was stated to be consideration of any and all business that may come before the Board of Directors. Notice of the meeting was duly posted as required by law, as evidenced by the Certificates of Posting attached to these minutes.

The following Directors were present:

Charles Simmons
Richard R. Nelsen
Ines D'Ambrosio

Mert Wiechman joined the meeting at 8:20AM
Sheldon Irish was absent and excused from the meeting

Also present were:

Kevin Collins, of Clifton Larson Allen LLP (CLA), accountants for the District
Susan L. Elkins, of Susan L. Elkins, L.L.C., attorney for the District
Kenny Black, Manager of the District
Matt Urkoski and Wendi McLaughlin, of Clifton Larson Allen LLP (CLA)
Bob Gall, Homeowner from Filing 24
Troy Carmann, ICON, Engineer for the District

Disclosure of Potential Conflicts of Interest:

Each Director present stated for the record the fact of his potential conflicting interest and briefly described the nature of that interest by referring to a disclosure statement which had been duly filed with the Board and with the Colorado Secretary of State at least 72 hours earlier. Each Director's disclosure statement was available for review to the Board members and anyone present at the meeting. The Board ordered each such letters to be retained in the official records of the District. Since all Directors had conflicting interests, it was noted that all Directors

participation was necessary to obtain a quorum and enable the body to act.

Approval of Minutes:

Each Director present acknowledged receipt of a copy of the minutes of the December 6, 2017 regular meeting and the minutes of the January 3, 2018 continued meeting. Following discussion and review, Director Nelsen MOVED and Director Simmons SECONDED a motion to approve the minutes of the December 6, 2017 regular meeting and the January 3, 2018 continued meeting as presented. Upon a roll call vote, Directors Nelsen, Simmons, and D'Ambrosio voted "AYE." The motion was declared PASSED.

It was noted that Bob Gall was present to discuss the entryway improvements. Because of another commitment, he requested the Board take his matter out of order. It was also noted that Troy Carmann, the District Engineer, was in attendance and would like the tree preservation and Timbers Creek matters addressed following Mr. Gall's presentation. Following discussion and review, Director D'Ambrosio MOVED and Director Simmons SECONDED a motion to take the entryway beautification, tree preservation and Timbers Creek matters out of order. Upon a roll call vote, Directors Nelsen, Simmons, and D'Ambrosio voted "AYE." The motion was declared PASSED.

Entryway Beautification: Mr. Gall reported that with Kenny Black's help he was able to contact CDOT to discuss the beautification of the entryway. He was advised that CDOT height requirement was 12 inches. He will be receiving the necessary forms to fill out. The Board was in agreement with moving forward and thanked Mr. Gall for his efforts for the good of the community.

Mr. Carmann was having trouble with getting online so his matter was deferred until after Mr. Collins' presentation on financial issues.

Payment of Bills:

The disbursement schedule is for invoices currently due in the amount of \$52,540.88 and the payment of the directors' fees for the current meeting. Mr. Collins presented schedule of cash position as of January 18, 2018. It was noted that there was a payment of \$25,000 to Urban Drainage for the District's portion of the study as set forth in the IGA between the District, Urban Drainage and Douglas County which completes the District's financial obligation under the terms of the IGA. Following discussion and review, Director D'Ambrosio MOVED and Director Nelsen SECONDED a motion to accept the schedule of cash position as of January 18, 2018 as presented and approve payment of the invoices currently due in the amount of \$52,540.88 and for the payment of the directors' fees for the January 18, 2018 meeting. Upon a roll call vote, Directors Nelsen, Simmons, and D'Ambrosio voted "AYE." The motion was declared PASSED. The Financial Statement is attached to these minutes.

Matt Urkoski presented the website usage report for 2017. While the usage for 2017 seems lower than for 2016, it is noted that there was a surge in foreign pings during the fall of 2016 which was a false indication of valid interest. The Board discussed ways to increase

interest in the website and will make an effort to bring attention to work being done by the District and pictures of the area on the website.

Director Wiechman joined the meeting at 8:20AM.

Tree Preservation Software: Mr. Carmann provided a visual tour of a tree preservation program for another client to demonstrate the ways the District could use such a program. The program allows the use of a computer to locate trees, enter data on the condition of the tree, removal or relocation. There may be other benefits such as showing and recording erosion work. He indicated that he could create the database for the District for the cost of approximately \$2,500. Kenny or Kevin Black will need a dedicated computer to use onsite to record information and data. Following discussion and review, Director D'Ambrosio MOVED and Director Simmons SECONDED a motion to authorize Mr. Carmann to create the plan for a cost not to exceed \$2,500. Upon a roll call vote, Directors Nelsen, Simmons, Wiechman and D'Ambrosio voted "AYE." The motion was declared PASSED. Mr. Black was authorized to purchase the necessary device and bill the District for it.

GESC Annual Maintenance Permit: Mr. Carmann agreed to provide Ms. Elkins with a list of proposed projects for the District drainage work to append to the GESC Permit application.

Prairie Lake Trail/Bingham Lake Restoration: Director Nelsen and Kenny Black reported to the Board on the work done to clear the area and get a better look at the erosion and drainage issues. There were two ponds that were cleared of sludge. There will need to be some dirt fill with rip rap to avoid erosion issues. Mr. Carmann did not believe that blanketing was necessary because of completing this work before the spring rains.

At 9:15AM the Board returned to the regular agenda.

Old Business:

Security Coalition/S. Pinery Patrols: Nothing new to report.

Timbers Creek Update: Ms. Elkins reported that she had spoken to Barbara Chongtoua at Urban Drainage about meeting with the Board to discuss the IGA. She will follow up and see when Ms. Chongtoua will be able to meet.

School District Property: Director Simmons reported that he believes that placing trees around the perimeter of the property will greatly improve the area. He suggested to the Board that Mr. Black look into the purchase of a tree spader to help defray the costs of relocating trees. The Board authorized Mr. Black to look for a tree spader for a cost not to exceed \$10,000. Following discussion and review, Director Simmons MOVED and Director Nelsen SECONDED a motion to authorize Mr. Black to purchase a tree spader for a cost not to exceed \$10,000. Upon a roll call vote, Directors Nelsen, Simmons, Wiechman and D'Ambrosio voted "AYE." The motion was declared PASSED.

Director Simmons Meeting with Commissioner Weaver: Director Simmons reported a good meeting with Commissioner Weaver. He reported the graffiti on the tunnels to Commissioner Weaver. Commissioner Weaver suggested that the District report all vandalism, even if the culprits are unknown, because that data may be useful to increase sheriff's patrols in the area. They also discussed Timbers Creek and the IGA between the District, Douglas County and Urban Drainage. Director Simmons reported that the curb/gutter work was completed by the County earlier than promised. He also reported the construction of the median to help mitigate the speeding and that the Board and homeowners are concerned that may not solve the problem. They agreed to meet quarterly to help improve the communication between the County and the District.

Entryway Beautification: Taken out of order.

New Business:

GESC Permit: Taken out of order.

Social Media Policy: The Board discussed the need for directors to be sure to not speak out on issues published on social media in any way that could be construed as speaking for the District. Ms. Elkins was asked to see if there was any direction in the SDA Directors Manual to provide guidance.

2018 Election and Appointment of Election Official: Ms. Elkins indicated that there were 3 positions open at the next election. Director Irish and Director Wiechman's positions were open. Both of them indicated their willingness to remain on the Board. Director D'Ambrosio's appointment to fill a vacancy was discussed. The Notice to Electors will be published in the News Press for the three vacancies. Ms. Elkins indicated that the Board needed to designate an election official. She stated that she has routinely been appointed. Following discussion and review, Director Wiechman MOVED and Director Simmons SECONDED a motion to designate Susan L. Elkins as the designated election official. Upon a roll call vote, Directors Nelsen, Simmons, Wiechman and D'Ambrosio voted "AYE." The motion was declared PASSED. The resolution is appended to this minutes.

Meeting Place Resolution for 2018: Ms. Elkins presented a resolution for the Board's approval designating the meeting time, place and locations of posting the notices of meetings. Ms. Elkins reported that Mr. Black recommended that the District add a location at the Filing 30 Mailbox at Majestic Oak and remove Electric Box at Hackney and Singletree. Director Simmons moved and Director Wiechman seconded a motion to adopt the resolution as presented. Upon a roll call vote, Directors Nelsen, Wiechman, Simmons and D'Ambrosio voted "AYE."

Manager's Report: Kenny Black reported as follows:

- Mr. Black indicated that playground equipment was ordered.
- Mr. Black presented the tree spraying invoice for 2018 for one spray in the spring.

If the District pays in advance the cost is reduced to \$39,500. Director D'Ambrosio moved and Director Nelsen seconded a motion to prepay the invoice as presented. Upon a roll call vote, Directors Nelsen, Wiechman, Simmons and D'Ambrosio voted "AYE."

- Fire Mitigation was updated at Prairie Lake Trail and the Timbers Sales Office.
- Mr. Black reported that the District needs a snow blower and broom to attach to the front of the skid steer. He estimated the cost at \$12,000. Director Nelsen moved and Director D'Ambrosio seconded a motion for the purchase of the snow blower and broom. Upon a roll call vote, Directors Nelsen, Wiechman, Simmons and D'Ambrosio voted "AYE." Mr. Black advised that he would sell the old snow blower which will offset some of the cost of the new one.
- The transplanted trees are looking good and he continues to water them. The drip system in Filing 30 is working and the trees are being watered on the drip system.
- JR Sprinklers is scheduled to place the rocks at the pocket park.
- There is fence damage at Singletree that Mr. Black will repair.
- The geese are continuing to be an issue at the entryway pond. Director Wiechman found a method used by others that uses wire to prevent geese from entering the pond. Ms. Elkins checked with the District insurance agent who does not see any increase in risk by using the wires.
- The sign at HPF at the Lake should be installed on 1-19-18.

Other Business:

None

Adjournment:

There being no further business to come before the Board of Directors, the meeting was adjourned at 9:50 AM. The next regular meeting is scheduled for February 7, 2018 at 8:00 AM at the Water District. There will likely be a special meeting for some time later in February to be determined to meet with Urban Drainage and Douglas County on the Timbers Creek Restabilization.

Richard R. Nelsen
Richard R. Nelsen, Secretary

APPROVED:

Alex E. D'Ambrosio
Alex E. D'Ambrosio

Charles Simmons III
Charles Simmons III

Sheldon Irish
Sheldon Irish

Merton Wiechman
Merton Wiechman