

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

**December 6, 2017**

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Wednesday, December 6, 2017, 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  
Sheldon Irish  
Ines D'Ambrosio  
Mert Wiechman

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  
Roger Christensen, Homeowner from Filing 26  
Bob Gall, Homeowner from Filing 24

**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 November 1, 2017 regular meeting. Following discussion and review, Director Nelsen MOVED and Director Irish SECONDED a motion to approve the minutes of the November 1, 2017 meeting as presented. Upon a roll call vote, Directors Nelsen, Simmons, D'Ambrosio, Wiechman and Irish voted "AYE." The motion was declared PASSED.

**Payment of Bills:**

Mr. Collins briefly reviewed the 2018 budget that was certified and gave each Board member a copy for his or her records. Mr. Collins will send an email to the Board of the costs to date on the school district property, including monies paid to Will Travel Repair in check #1148.

The disbursement schedule is for invoices currently due in the amount of \$53.87, for invoices in the amount of \$46,756.04 for the period ending November 28, 2017, and the payment of the directors' fees for the current meeting. Mr. Collins presented the Financial Statement as of October 31, 2017, and updated schedule of cash position as of December 6, 2017. Following discussion and review, Director D'Ambrosio MOVED and Director Simmons SECONDED a motion to accept the financial statement as presented, approve payment of the invoices currently due in the amount of \$53.87, ratify the payment of invoices for the period ending November 28, 2017 for \$46,756.04 and for the payment of the directors' fees for the December 6, 2017 meeting. Upon a roll call vote, Directors Nelsen, Simmons, D'Ambrosio, Wiechman and Irish voted "AYE." The motion was declared PASSED. The Financial Statement is attached to these minutes.

Mr. Collins discussed the use of autopay or an alternative autopay option to pay monthly water and electric bills. The Board was favorable to that approach. He will report his recommendation to the Board at the next meeting.

Matt Urkoski was not present. The Board will have future discussions of the use of social media when Mr. Urkoski is present.

**Old Business:**

**Security Coalition/S. Pinery Patrols:** Nothing new to report. The Board discussed the house party and the lack of information on any follow up by the authorities.

**Timbers Creek Update:** Ms. Elkins reported that she had no update from Douglas County or Urban Drainage on the IGA.

**School District Property:** Mr. Black and Director Simmons reported that there was nothing new to report. The Board is pleased with the work that Mr. Black has done already.

**Fox Sparrow Median:** Directors Nelsen and Irish reported that a resident's vehicle was damaged when the resident hit the median during construction. There were no cones or warnings associated with the construction. It was immediately reported to Sharon Cunningham and some temporary construction signing and cones were then placed by the County. Director Nelsen also



reported that the median was not constructed as per plans and after the District notified the County, the contractor for Douglas County corrected the error. Some homeowners continue to have concerns about the ability of the median to slow the traffic with just the median as it is. There is a desire for more speed mitigation. The Board will continue to monitor the speed situation including requesting Douglas County Traffic Engineering to perform another traffic data check. The Board continues to have concerns about the median and its ability to slow the traffic. Ms. Elkins was directed to remove this from the agenda unless something new arises.

**Shade Tree Erosion:** Ms. Elkins was directed to remove this from the agenda for the next meeting.

**Rock Wall Damage at HPF at the Lake:** The insurance company has made payment of \$10,300 and the work for the repair has been substantially completed. Ms. Elkins was directed to remove this from the agenda for the next meeting.

**Review of the final budget:** This item was discussed in Mr. Collins' financial matters. Mr. Collins reported that the certification was filed on December 5, 2017.

**Deer Monument – Maintenance:** There was some confusion on the direction from the Board at the last meeting so Ms. Elkins did not discuss this issue with Victoria Parsons. The Board clarified that they want to request an amendment to the contract to allow Mr. Black to do the maintenance on the deer statue with Ms. Parsons doing the annual inspection. Ms. Elkins was asked to contact Ms. Parsons to see if that is acceptable.

**Entryway Beautification:** Mr. Gall requested direction from the Board on whether they were in favor of beautification of the entryway into the District. He is proposing that the plan presented earlier be followed using pebbles, flowers within the CDOT height requirement and grasses east of the CDOT jurisdiction. Following discussion and review, Director Nelsen MOVED and Director Irish SECONDED a motion to approve the expenditure of up to \$1,000 to revise the plan previously submitted with flowers meeting the height restriction, adding lighting, irrigation and improvements east of the deer monument with landscaping (which is not subject to the CDOT restrictions) and Matt Urkoski is authorized to move the project forward and interface with CDOT, if necessary. Upon a roll call vote, Directors Nelsen, Simmons, D'Ambrosio, Wiechman and Irish voted "AYE." The motion was declared PASSED.

**New Business:**

**Will Travel Repair 2018 Contract:** Ms. Elkins presented Mr. Black's contract for 2018. The contract verbiage is the same as the 2017 contract with the contract amount increased based upon the additional work added as a result of direction from the Board to increase Mr. Black's responsibilities as well as new filings coming online with addition maintenance work in those areas. Following discussion and review, Director Nelsen MOVED and Director D'Ambrosio SECONDED a motion to approve Will Travel's contract as presented. Upon a roll call vote, Directors Nelsen, Simmons, D'Ambrosio, Wiechman, and Irish voted "AYE." The motion was declared PASSED.

**Susan L. Elkins LLC 2018 Contract:** Ms. Elkins presented her contract for 2018. The contract verbiage is the same as the 2017 contract with an increase Ms. Elkins' hourly rate to \$250 per hour. Following discussion and review, Director D'Ambrosio MOVED and Director Irish SECONDED a motion to approve Susan L. Elkins' contract as presented. Upon a roll call vote, Directors Nelsen, Simmons, D'Ambrosio, Wiechman and Irish voted "AYE." The motion was declared PASSED.

**GESC Annual Maintenance Permit:** Ms. Elkins reported that she had received a call and emails from Jake Muller indicating that the District needs a GESC permit for annual work to be done in the drainage area. Ms. Elkins was directed to follow up with Janet Herman of Douglas County and Troy Carman of ICON, District Engineer, regarding the necessity and if it is needed, to work with Kenny Black and Troy Carman to get one for 2018.

**Follow up with Commissioner:** Director Simmons reported that he has a meeting scheduled with Commissioner Weaver as a follow up to earlier meeting of concerns within the District. He will report back at the next meeting.

**Manager's Report:** Kenny Black reported as follows:

- Mr. Black indicated that IREA has begun the work to upgrade the system. They are boring for the line, placing a box and conduit at Sage Thrasher and Windhaven.
- Mr. Black reported graffiti at the tunnel under S. Pinery Parkway. The cost to remove the graffiti is approximately \$1,050. He will get an estimate to paint the tunnel with graffiti resistant paint.
- The new skid steer loader was used to remove sludge from a couple of the detention ponds. Other ponds needs to be done but will require a liquid vacuum machine.
- The fountain pump needs a new inlet screen. The fountain is not working because the current screen is full of pine needles. Mr. Black is working on getting a filter to eliminate the problem if possible.
- Several dead trees in multiple areas of the District are being removed.

**Other Business:**

The Board discussed the need to create a social media policy. Generally, the Board is in agreement to use the Website for that purpose. Any updates should be reviewed by Ms. Elkins and Mr. Urkoski shall be consulted.

Mr. Nelsen then showed the Board a Tree Preservation Plan that was created by ICON for another entity which could be used to create a Tree Preservation Plan for the District. Director Nelsen will talk with Troy Carman about the feasibility of a plan for the District. The Board will follow up on this matter at the January meeting.


**Adjournment:**

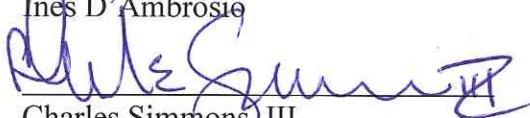
There being no further business to come before the Board of Directors, the meeting was

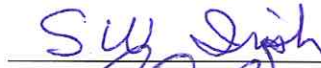
adjourned at 9:50 AM. The next regular meeting is scheduled for January 3, 2018 at 8:00 AM at the Water District. Ms. Elkins informed the Board that she is unavailable that day. The Board will continue the meeting until January 18, 2018.

  
Richard R. Nelsen, Secretary

APPROVED:

  
Ines D'Ambrosio

  
Charles Simmons, III

  
Sheldon Irish

  
Merton Wiechman