

RECORD OF PROCEEDINGS

**MINUTES OF THE COMBINED REGULAR MEETING
OF THE BOARDS OF DIRECTORS OF THE
MERIDIAN RANCH METROPOLITAN DISTRICT (MRMD)
MERIDIAN SERVICE METROPOLITAN DISTRICT (MSMD)
MERIDIAN RANCH METROPOLITAN DISTRICT 2018 SUBDISTRICT (MRMD 2018 Subdistrict)**

Held: March 3, 2021, 10:00 a.m., at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, Colorado 80831

Attendance: The following Directors were in attendance:

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

Also present were:

David Pelser; Meridian Service Metro District
Jim Nikkel; Meridian Service Metro District
Jennette Coe; Meridian Service Metro District
Deb Williams; Meridian Service Metro District
Ryan Kozlowski; Meridian Service Metro District
Braden McCrory; Meridian Service Metro District
Ron Fano; Spencer Fane
Jim O'Hara; Tech Builders (via teleconference)
Raul Guzman; Tech Builders (via teleconference)
Bob Blodgett; CRS (via teleconference)
Nancy Loew; Homeowner (via teleconference)

Call to Order A quorum of the Board was present, and the Directors confirmed their qualification to serve. The meeting was called to order at 10:04 a.m.

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

Approve Agenda The Board reviewed the Agenda. Staff noted a correction in Item III.B.3 to change 2019 Audit Exemption to 2020 Audit Exemption and Director Fenton requested the addition of Item V. B Discussion of Tap Sales Procedures. A motion was made and seconded. The motion was approved by unanimous vote of directors' present.

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Visitor Comments Ms. Loew shared the following:

- Questions on the proposed Recreation Center Remodel
- Recreation center needs to continue enforcing mandates, cleaning surfaces frequently and locker rooms made available as soon as COVID regulations allow.
- Lack of plowing of snow on some Meridian Ranch trails.
- Landscaping improvements and invasive weeds.
- Make sure irrigation system is functioning correctly after sidewalk construction by El Paso County.
- Well and water storage projects completed on time, without issues.
- More social activities at the Recreation Center when COVID-19 restrictions have been lifted. Bring back clubs and activities.

Approve Minutes The Board reviewed the February 3, 2021 Board Minutes and a motion was made, and seconded to approve the minutes as presented. The motion was approved by unanimous vote of directors present.

Financial Items MSMD Cash Position Summary and Financial Statements: Ms. Coe reviewed the cash position summary and monthly financial reports for January 2021. A motion was made, and seconded to accept the cash position summary and financial statements as presented. The motion was approved by unanimous vote of directors present.

Review 2021 Tap Fee Report: Ms. Coe reviewed the 2021 Tap Fee Report with the Board for information only.

Approval of Payment of Claims: Ms. Coe reviewed the updated claims presented for approval at this meeting represented by check numbers:

- MSMD Interim checks for ratification: 13057-13087 totaling \$98,104.02
- MSMD: 13088-13113 totaling \$158,085.81
- MRMD: 02252-02258 totaling \$6,085.65

A motion was made, and seconded to approve the MSMD payment of claims. The motion was approved by unanimous vote of directors present.

A motion was made, and seconded to approve the MRMD payment of claims. The motion was approved by unanimous vote of directors present.

Receive Finance Committee Report: Ms. Coe noted the Finance Committee met on February 18, 2021 and gave a summary of the Finance Committee Report on page 22 of the packet. The January interim checks were reviewed and signed by Director Gabrielski and Director Sauer.

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Manager Items

Information Items:

MSMD Operations Reports: Mr. McCrory presented the water, sewer, parks and grounds, and drainage operation reports which included information from pages 23-24 of the Board Packet. Director Gessner asked that staff present an update on the need for additional water storage at the next meeting.

Mr. Kozlowski presented the Recreation Center Report to the Board which included information from pages 25 of the Board Packet. Director Gessner commented on the first edition of the monthly newsletter that it lacked content and that he had heard from several residents that they had not received their copy. Mr. Kozlowski commented that he would work on making sure that the availability of the newsletter was made clear on the District's website as well as either posting the newsletter or providing a link to the newsletter on the website.

Managers Verbal Report: Mr. Nikkel provided status reports on the following matters:

- Currently working with Braden to fill one position each in water and wastewater.
- We have promoted Beth Aldrich to full time to replace Deawne. Beth had previously been part time in the office and part time at the rec center.
- Current Construction Status
 - a. Well Site 5 – Excavation for vault is beginning.
 - b. Well Site 8 – 24 hr test pump is being conducted.
 - c. Well Site 7 – Rigged down and off site.
- Upcoming Schedule
 - a. Well Site 5
 - i. Pitless installed.
 - ii. Sound walls down on 2/26
 - iii. Vault is scheduled for delivery on 3/5
 - b. Well Site 8 – Trip out, disinfect and rig down this week.
 - c. LFH-7 – Test pump rig to move over from LFH-8 on 3/5 or 3/8
- Scheduled completion date for LFH-5 is 4/12/21.
- JDS-Hydro has provided a rough draft of the Build-Out Master Plan CIP for water and wastewater. The draft has been sent to engineering consultants for review and input centering primarily on water rights.

Of importance was the identification that with new water sources being brought online and with the continued addition of new homes, that water treatment capacity is the next choke point in the system. David and I along with Braden have been working with JDS to reach out to CDPHE to determine

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if it would be possible to go with direct chlorination of wells 7 & 8 and possibly Latigo. This would allow use operational flexibility in the coming year to two years while we design and construct additional treatment capacity.

Additionally, if it continues to be dry and hot this summer, we will need to be consistently managing our water supply system including being wise as to how, when, and in what quantity we apply water to open spaces and parks. We have already had numerous discussions on this topic in preparation for this coming summer season.

Consent Items:

A motion was made, and seconded to approve the following items on consent. The motion was approved by unanimous vote of the directors present to:

1. Ratify CCO1 with Hydro Resources for Well Sites 5/7/8 to adjust quantities of bid items for wells LFH-5 and LFH-8, \$2,395.
2. Approve new job descriptions for Admin Analyst/HR Coordinator and Building Maintenance Technician.
3. Approve and authorize all MRMD directors to sign 2020 Audit Exemption Application for Meridian Ranch Metropolitan District 2018 Subdistrict

Action Items:

1. Approve and authorize President to sign Work Authorization No. 2 with Vivid Engineering Group for Materials Testing Services for Well Sites 5/7/8, \$11,528.

A motion was made, and seconded to approve Work Authorization No. 2 with Vivid Engineering group for Materials Testing Services for Well Sites 5/7/8, for \$11,528.

The motion was approved by unanimous vote of directors present.

2. Approve revision to MRRC Handbook to add a Video Surveillance Policy

A motion was made and seconded to revise the MRRC Handbook to add a Video Surveillance Policy.

The motion was approved by unanimous vote of directors present.

3. Approve and authorize President to sign Consulting Services Agreement with Design Edge for architectural services related to remodel of the MRRC lobby, \$14,600.

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Following discussion of what was to be included into the remodel, a motion was made and seconded to approve the Consulting Services Agreement with Design Edge for architectural services related to remodel of the MRRC lobby, \$14,600.

The motion was approved by unanimous vote of directors present.

4. Various items related to expansion of leased office space for MSMD administrative offices:
 - a. Approve and authorize President to sign a termination of sublease to GTL for space at the current MSMD leased administrative office.
 - b. Approve and authorize President to sign a new sublease with GTL for additional MSMD office space at The Shops.

These items were tabled until the April meeting.

Developer Items

Mr. Guzman provided a verbal report to the Board on the status of Meridian Ranch development activities with the following:

- Rolling Hills Ranch Filing #1. Looking at 4 builders. Preparing to submit recorded plat by April 10 and to have Phase 1 lots ready by July 1 with all 272 lots ready by November 1.
- 1-1.5 Acre lots should be available and May/June.
- Filings # 2 and then # 3 should be paved out summer/fall of 2022.
- Grading within the Estates should start the week of March 8 and be paved out by the summer.

Director Items

A. GM Hail and Farewell

Director Gessner commented that there was a meet and greet at the golf club with Mr. Nikkel, the new District Manager, today following the board meeting to include Board members, the new manager, and the retiring manager to be in attendance. He also noted that there would be a small gathering to be held on March 30th to recognize the retiring manager, Mr. Pelser.

Director Gessner noted that Mr. Fano, General Counsel for the District, had agreed that District funds, on a limited basis, could be used for this type of activity at the General Manager level and above.

A motion was made, to allow up to 25 invitees at a \$25.00 per invitee spending limit. A motion to was made and seconded to approve the attendee cap and spending limit. The motion was approved by unanimous vote of directors present.

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B. Tap Fee Sales Policy

Director Fenton asked if the District would consider allowing the sale of new water and sewer taps and payment of said taps at the time of acquiring a building permit as opposed to the current policy of requiring payment at the time of the closing on the sale of the lot.

Following discussion on the issue, it was agreed that staff would work with legal counsel to develop potential language for consideration of a policy change.

Legal Items

Mr. Fano informed the Board that he had reviewed the requirement for disposal of District owned surplus property, in this case old exercise equipment, and had determined that the District could dispose of the equipment as it saw fit.

Adjournment

There being no further business to come before the Board, the President adjourned the meeting at approximately 11:50 a.m.

The next regular meeting of the Boards is scheduled for April 7, 2021 at 10:00 a.m. at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, CO 80831.

Respectfully submitted,


Secretary for the Meeting