

## RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
BOWLES METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD

November 09, 2021

A regular meeting of the Board of Directors of the Bowles Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, November 09, 2021, at 4:30 p.m., at The Village Center, 7255 Grant Ranch Blvd., Littleton, Colorado 80123. The meeting was open to the public.

### ATTENDANCE

#### **Directors In Attendance Were:**

Thomas Dougherty, President  
Donald W. Korte, Treasurer  
Leigh C. Chaffee, Assistant Secretary  
Timothy LaPan, Assistant Secretary  
Linda Lutz-Ryan, Assistant Secretary

#### **Also, In Attendance Were:**

Anna Jones and Nic Carlson; CliftonLarsonAllen LLP ("CLA")  
Paul LeFever; Grant Ranch Master HOA Manager  
Rob Massengale, Justin Ketner and Johnny Jimenez; Designsapes Colorado Inc.  
Derek Fox; Davey Tree  
Nicki Simonson and Mike Cowan; Grant Water and Sanitation District

### ADMINISTRATIVE MATTERS

**Call to Order & Agenda:** The meeting was called to order at 4:30 p.m. by Director Dougherty.

The Board reviewed the Agenda for the meeting.

Following discussion, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the Agenda, as amended to move Director Matters to the top of the agenda.

**Potential Conflicts of Interest:** There were no additional conflicts of interest disclosed.

**Quorum/Confirmation of Meeting Location/Posting of Notice:** Ms. Jones confirmed the presence of a quorum.

The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, it was determined to conduct the meeting at the above-stated date, time and location.

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It was further noted that notice of the time, date and location was duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within the District's boundaries have been received.

**Minutes from the October 12, 2021 and November 4, 2021 Regular Board Meetings:** Following review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon a vote, unanimously carried, the Board approved the Minutes from the October 12, 2021 and November 4, 2021 Regular Board Meetings, as presented.

**Public Comment:** Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

Ms. Sorensen provided an update to the Board regarding the 2010 easement agreement, noting that the exhibit needs to be updated to reflect an access route.

Mr. LeFever reported to the Board, noting that both damaged fences have been repaired.

**Business to be Conducted in 2022 and Schedule Regular Board Meetings, Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting 24-Hour Notices:** Following review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices, as presented.

**District Insurance Renewals for 2022:** Following discussion, upon a motion duly made by Director Dougherty, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the District's insurance renewals for 2022.

### FINANCIAL MATTERS

**Public Hearing on the Proposed 2022 Budget and Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies:** Upon a motion duly made by Director Dougherty, seconded by Director Chaffee and, upon vote, unanimously carried, the Board opened the public hearing at 4:42 p.m. to consider the proposed 2022 Budget.

Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board adopted the 2022 Budget and Appropriate Sums of Money and the Resolution to Set Mill Levies.

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No public comments were received. Following review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board closed the public hearing at 4:49 p.m.

Ms. Jones noted for the Board that some of the items in the General Fund may exceed the budgeted amounts for 2022, including accounting, legal and management. The Board discussed and agreed some amounts might be lower than necessary.

**District Accountant to Prepare and Sign the DLG-70 Certification of Tax Levies Form for Certification to the Board of County Commissioners and Other Interested Parties:** Following discussion, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board authorized the District accountant to prepare and sign the DLG-70 Certification of Tax Levies Form for Certification to the Board of County Commissioners and other interested parties.

**District Accountant to Prepare 2023 Budget:** Following discussion, upon a motion duly made by Director Dougherty, seconded by Director Chaffee and, upon vote, unanimously carried, the Board appointed the District accountant to prepare the 2023 Budget.

**Engagement Letter with Schilling & Company, Inc. to Prepare the 2021 Audit:** Following review, upon a motion duly made by Director Chaffee, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved of the Engagement Letter with Schilling & Company, Inc. to prepare the 2021 Audit, as presented.

**August 31, 2021 and September 30, 2021 Financial Statements:** Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board accepted the August 31, 2021 and September 30, 2021 Financial Statements, as presented.

**Claims in the amount of \$111,682.15:** Following review, upon a motion duly made by Director Dougherty, seconded by Director Chaffee and, upon vote, unanimously carried, the Board accepted the Claims in the amount of \$111,682.15, as presented.

**Other:** None.

MANAGEMENT  
MATTERS

**Operational Updates and Action Items:**

**Landscape:**

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**Work Order Summary:** Mr. Massengale provided an update to the Board, noting that the sprinklers will be blown out next month.

**Hydro Systems KDI Project and irrigation Mapping:** Mr. Massengale provided an update to the Board, noting that the project is underway.

**Designscapes Proposal to Change out Valves at Sunset Park in the Amount of \$53,958.50:** Following review, upon a motion duly made by Director Chaffee, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved the Designscapes proposal to change out valves at Sunset Park in the amount of \$53,958.50, as presented.

**Designscapes Proposal to Change out Valves at Blue Heron Park in the Amount of \$26,616.75:** Following review, upon a motion duly made by Director Chaffee, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved the Designscapes proposal to change out valves at Blue Heron Park in the amount of \$26,616.75, as presented, with work to begin in January. Mr. Carlson noted both items have been accounted for in the 2022 Budget.

### **Davey Tree:**

**General Update:** Mr. Fox provided a general update to the Board.

**Tract H Aspen Removal Proposal in the Amount of \$1,890.00:** Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved of Tract H Aspen Removal Proposal in the amount of \$1,890.00.

**Isthmus Park Beautification Project Proposal in the Amount of \$1,260.00:** Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved of Isthmus Park Beautification Project Proposal in the amount of \$1,260.00.

**2022 Annual Plant Health Care Program in the Amount of \$27,520.00 and Proposal for Fertilization of Street Trees in the Amount of \$14,860:** Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved of 2022 Annual Plant Health Care Program in the amount of \$27,520.00 and Proposal for Fertilization of Street Trees in the amount of \$14,860.

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**2022 Tree Pruning Proposal in the Amount of \$65,835.00:**

Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved of 2022 Tree Pruning Proposal in the amount of \$65,835.00.

**Tree Pruning at Blue Heron Park in the Amount of \$6,600.00:**

Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved of tree pruning at Blue Heron Park in the amount of \$6,600.00.

**Tree Pruning at Community Entrances in the Amount of \$13,610.00:**

Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved of tree pruning at community entrances in the amount of \$13,610.00 with the tree pruning to take place after the trees leaf out.

**Pond Management:**

**Water Quality Monitoring:** Mr. Carlson provided an update to the Board regarding water quality monitoring. Following discussion, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board authorized Designsapes to remove cattails and other Plants in Blue Heron Pond in the amount no to exceed \$7,500.

**2022 Monthly Pond Management of Blue Heron Park in the Amount of \$9,026.78:**

Following review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the proposal for 2022 Monthly Pond Management of Blue Heron Park in the amount of \$9,026.78.

**Cattail Stand Reduction and Shoreline Improvement in the Amount of \$10,078.00:**

Following review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the proposal for Cattail Stand Reduction and Shoreline Improvement in the amount of \$10,078.00.

**Homestead Painting Update:**

**Update on Ongoing Work:** Mr. Carlson provided an update to the

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Board, noting that Homestead will be starting fence replacement next week.

### **Park Update:**

**CDR Construction LLC Updated Proposal to Replace Gazebo Deck and Structure in Amount of \$45,600:** Director LaPan noted that samples of material should be presented to the Board prior to approval. It was noted that Mr. Fells will return with suggested material to use for the gazebo at the December meeting.

**Denver Water Alternative Pipeline feed in Isthmus Park:** Director LaPan reviewed the Denver Water alternative pipeline feed in Isthmus Park with the Board.

### **Signage Update:**

**Updated Proposal from MFish Graphics for Park Regulation Signage in the Amount of \$1,998.00:** Mr. Carlson reviewed the updated Proposal for Park Regulation Signage with the Board. Following review, upon a motion duly made by Director Dougherty seconded by Director LaPan and, upon vote, unanimously carried, the Board approved the Proposal from MFish Graphics for Park Regulation Signage in an amount not to exceed \$2,500 to move signage to a landscape orientation.

**Isthmus Park Informational Signage Update:** Director Lutz-Ryan provided an update to the Board regarding the Isthmus Park informational signage.

**CliftonLarsonAllen LLP Master Service Agreement and related statement(s) of work:** Following review, upon a motion duly made by Director Chaffee, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Master Service Agreement and related statement(s) of work, as presented.

**Other:** None.

### **LEGAL MATTERS**

**Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election:** Following review, upon a motion duly made by Director Dougherty, seconded by Director Chaffee and, upon vote, unanimously carried, the Board adopted the Resolution Calling a Regular Election for Directors on May 3, 2022, as amended to replace Director Hobart with Director Lutz-Ryan as up for election, appointed the DEO and

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authorized the DEO to perform all tasks required for the conduct of a mail ballot election.

**Other:** None.

### DIRECTOR MATTERS

**Joint Easement Committee with GWSD:** Director Dougherty provided an update to the Board regarding the 5-year plan, noting that the Joint Easement Committee will walk the area together and will be updated annually. It was noted that CLA will share updates with McGeady Becher to ensure easements are all legally compliant.

**Quorum for Next Board Meeting:** The Board confirmed a quorum for the next Board Meeting on December 14, 2021 at 4:30 p.m.

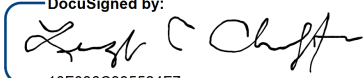
### OTHER BUSINESS

**Other:** Director Lutz-Ryan inquired about the crosswalk near Isthmus park. Discussion ensued.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the meeting was adjourned at 5:27 p.m.

Respectfully submitted,

By    
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 Secretary for the Meeting