

## 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  
JULY 13, 2021

A regular meeting of the Board of Directors of the Bowles Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, July 13, 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:**

Donald W. Korte, Treasurer  
Timothy LaPan, Assistant Secretary  
Linda Lutz-Ryan, Assistant Secretary

The absence of Directors Dougherty and Chaffee were noted and excused below.

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

Anna Jones, Nic Carlson and Rebecca Gianarkis; CliftonLarsonAllen LLP ("CLA")  
Paul LeFever, Grant Ranch Master HOA Manager  
Rob Massengale, Justin Ketner & Johnny Jimenez; Designsapes Colorado Inc.  
Derek Fox; Davey Tree  
Nicki Simonson; Grant Water and Sanitation District  
Karen LeFever; Resident  
Patricia Lindsly; Resident  
Dianne Rundell; Resident

### ADMINISTRATIVE MATTERS

**Call to Order & Agenda:** Director LaPan called the meeting to order at 4:31 p.m.

The Board reviewed the Agenda for the meeting. Following discussion, upon a motion duly made by Director Korte, seconded by Director LaPan and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**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.

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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.

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.

**Absences of Directors Dougherty and Chaffee:** Upon a motion duly made by Director LaPan, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the absence of Directors Dougherty and Chaffee were noted and excused.

**Minutes from the June 8, 2021 Regular Board Meeting:** Following review, upon a motion duly made by Director LaPan, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the Minutes from the June 8, 2021 regular Board meeting, 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.

Karen LeFever, resident, thanked the Board for the new plantings. Per a discussion at the last meeting, Ms. LeFever provided copies of draft language to be considered for the park sign. Director LaPan recommended altering Ms. LeFever's draft language to include the phrase "sunup to sundown". Director LaPan also noted that a large font would be appreciated and suggested that the discussion about park sign language continue with the presence of the full Board.

Diane Rundell, resident, also noted that the plantings look great and she requested the Board consider adding plantings to the west side in addition to those that were added to the east side. Ms. Rundell noted that she does not want to obstruct her neighbor's views, and that smaller plantings such as shrubs or bushes would be greatly appreciated.

Patricia Lindsley, resident, commented on overgrowth and dying trees located in the easement at Blue Heron Park. She also noted that recent fireworks set off in Blue Heron Park caused safety concerns. Ms. Lindsley reported that drag races are taking place every Friday night through Blue Heron and Sunset Parks between 1:00 a.m. and 2:00 a.m. Finally, Ms. Lindsley shared on behalf of her neighbor, a concern regarding blue-green algae in the pond. Director LaPan

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requested the landscaping team check for blue-green algae. He also requested the Board further discuss park concerns when the full Board is present.

Paul LeFever noted drainage issues and said that debris and water are coming over the sidewalk.

Mr. LeFever also reported to the Board that an unmarked tan van appeared in multiple places throughout the community. He called Denver Police Department to report the suspicious vehicle. The Board discussed homeless encampments. Director LaPan stated a desire to discuss encampments with the full Board.

Mr. LeFever noted Jake Morgan with Homestead Painting is going to bring in a welder for fencing.

### FINANCIAL MATTERS

**Claims in the amount of \$149,950.14:** Following discussion, upon a motion duly made by Director Korte, seconded by Director LaPan and, upon vote, unanimously carried, the Board approved the claims in the amount of \$149,950.14.

**Other:** None.

### MANAGEMENT MATTERS

#### **Operational Updates and Action Items:**

##### **Landscape:**

**Work Order Summary:** Mr. Massengale noted that there are no new proposals. He stated that Davey Tree has cut down trees along Grant Ranch Boulevard. Director LaPan will provide Mr. Massengale with a tree list and recommended a break in the trees to be installed to allow for pedestrian access.

Mr. Jimenez noted that fertilization took place July 3, 2021 and native spray is scheduled for the end of this week. He reported that he cleaned the detention pond because a dead possum was stuck, causing a clog in the drainage.

Mr. Ketner noted that he changed the sprinkler schedule and asked the Board if he should change it back to the pre-existing schedule. Director LaPan directed Mr. Ketner to continue with the new schedule.

Director LaPan presented proposals to the Board for rock work in all tracts except for Tract F. Following discussion, upon a motion duly made by Director LaPan, seconded by Director Lutz-Ryan, the Board approved the proposals for rock work in all tracts with the omission of Tract F in the

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amount of \$35,218.00.

**Irrigation Mapping:** Director LaPan provided an update to the Board, noting no progress has been made. Moving forward, Director LaPan would like the Board to return to Hydro Systems KDI to discuss the Scope of Work with CAD's work and potholing (to get pipe sizing) needed to produce a complete picture of the District's system. Director LaPan will reach out to KDI and bring a proposal to the next Board meeting for review. In the interim, Director LaPan requested Mr. Massengale mark and track the main line that runs along the lake, excavate the grouping behind the monument sign, and wrap the same gate valve as was done with previous ones in order to be proactive. Director Korte requested that the proposal also include an assessment of the system's condition. Director LaPan reminded the Board that the District needs to start replacing control valves and suggested that this be discussed during budget season.

**Landscaping Around Basketball Courts:** This item was discussed previously during the Public Comment portion of the meeting.

### **Davey Tree:**

**General Update:** Mr. Fox provided a general update to the Board, noting that much of the grinding still needs to be completed. Mr. Massengale confirmed that turf repair is not necessary because Designsapes is doing new planting in place of the removed trees.

Director LaPan requested a quote to thin the area north of Blue Heron Park. Mr. Fox noted that would reduce privacy. Director LaPan noted that pruning, cleaning, and increased access to manholes is an important project. CLA will get maps from Ms. Simonson, including manhole locations, and send them to Mr. Fox.

Mr. Fox noted that trees marked with green ribbon will be removed with a bucket truck. Mr. LeFever said he will mark additional trees to be removed with yellow tape.

**Proposal to Remove Dead Cottonwood and Oak Trees in Tract K:** Following review, upon a motion duly made by Director LaPan, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the proposal to remove dead Cottonwood and Oak trees in Tract K in the amount of \$4,925.00.

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### **Homestead Painting Update:**

**Wrought Iron Fence Update:** Mr. Carlson provided the Board with an update, noting the wrought iron fence repairs will take place on July 14, 2021.

**Fence Repair Proposals:** Mr. Carlson provided an update to the Board, noting there are no additional fence repairs proposals.

Director LaPan reported there is a post in Tract H, north of Grant Ranch Boulevard that needs replacing. Director LaPan requested that the entire post be stained to match the others. Mr. Carlson will follow up to make sure replacement posts are fully stained.

Mr. Jimenez reported a down rail on the west side of Sunset Park. Following discussion, upon a motion duly made by Director LaPan, seconded by Director Lutz-Ryan, the Board approved Designsapes to repair the fence post and downed rails in an amount not to exceed \$400.00.

### **Park Update:**

**General Update:** Mr. Carlson gave a general update noting there is an outstanding inquiry to use the softball field but nothing for the Board to review.

Designsapes will provide a proposal at the next Board meeting regarding the removal of blue-green algae from Blue Heron park.

**Proposal to Install Trash Cans:** Mr. Carlson provided an update to the Board noting that Chavez Services LLC will be pouring cement the week of July 19, 2021. Trash cans have been ordered and are ready for pick up. They will be installed after the cement is finished.

**Proposal to Replace Bench in Park:** Mr. Carlson reviewed the proposal with the Board. Following discussion, upon a motion duly made by Director LaPan, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the proposal to replace the bench in the park in the amount of \$1,574.00. Designsapes will reimburse the District for the cost after the bench has been installed.

**Dave Hobart Memorial Sign:** Mr. Carlson reported the Dave Hobart memorial sign was installed.

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### **Capital Projects:**

**Concrete and Asphalt Projects Update:** Mr. Carlson provided an update, noting that the concrete and asphalt projects in Blue Heron Park are complete. Outstanding concrete work includes the trash can pads and the area behind the Hillsboro neighborhood.

**Chavez Services LLC Proposal for Emergency Sidewalk Repairs:** Mr. Carlson reviewed the photos of the repair with the Board. Following discussion, upon a motion duly made by Director Korte, seconded by Director LaPan and, upon vote, unanimously carried, the Board ratified approval of the Chavez Services LLC proposal for emergency sidewalk repairs in the amount of \$11,800.00.

**Chavez Services LLC Proposal for Blue Heron Park Asphalt Repairs and Change Order No. 2:** Mr. Carlson reviewed the proposal with the Board noting that the existing road fill was unusable. Following discussion, upon a motion duly made by Director Korte, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the Chavez Services LLC proposal for Blue Heron Park asphalt repairs and Change Order No. 2 in the amount of \$4,477.85.

### **Signage Update:**

**Isthmus Park Informational Signs:** Director Lutz-Ryan reported to the Board that she is collaborating with a Grant Ranch School Gifted and Talented teacher, the Littleton Museum, and the Audubon Society. She reminded Board members and the public that she welcomes feedback on the informational sign proposals. Director Lutz-Ryan noted that the informational signs should be produced and installed next year.

**MFish Graphics Proposal for Park Rules Signs in the amount of \$238.60:** The Board tabled this item until the full Board can review signage options.

**Signage regarding Dog Etiquette:** Mr. Carlson noted to the Board that a few residents have reported concerns regarding dog etiquette. Mr. LeFever reported the HOA has similar concerns and recommended the HOA and District present a united front in terms of community correspondence. This item was tabled for further discussion when the full Board can review and consider it related to signage language.

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### Other:

**Discussion Regarding Pump House Repairs:** Mr. Carlson reported to the Board that he and Ms. Jones met with Ms. Simonson and others from the Bowles Reservoir Company last week. Ms. Simonson confirmed that the Reservoir Company is satisfied with the repairs thus far.

Mr. Carlson noted that he cannot report on remote readings due to IT security.

Mr. LeFever reported that the pump house might be sending a 911 to fire. Ms. Simonson will provide an update at the next Board meeting.

**Water Monitoring Box Damaged by Tree:** Mr. Carlson reported to the Board that a tree fell on a water monitoring box and he is working with an ecologist and a vendor to assess repairs. It appears only the encasement is damaged. Director Korte inquired as to who receives these readings and if the District is required to repair it. Mr. Carlson noted the District signed an agreement in 1997 that pertains to these boxes.

### LEGAL MATTERS

**Intergovernmental Agreement by and between Bowles Metropolitan District and Grant Water and Sanitation District for Removal of Plantings and Use of Joint Easement:** This item was tabled until the next Board meeting.

**Other:** None.

### DIRECTOR MATTERS

**Quorum for Next Board Meeting:** The Board confirmed quorum for the next Board Meeting on August 10, 2021 at 4:30 p.m., noting that Director Chaffee will be absent.

**Other:** Director Lutz-Ryan requested information be added to the Grant Ranch Newsletter regarding required permits for the use of trucks on sidewalks. The Board discussed magnetic signs for contractors. Director LaPan suggested the full Board discuss this at the next meeting.

Director Lutz-Ryan inquired if the District has a logo. As it was noted, the District does not have a logo, Director Lutz-Ryan volunteered to work with a designer and provide logo designs at the next Board meeting for consideration.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director LaPan, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the meeting was adjourned at 6:04 p.m.

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Respectfully submitted,

By Anna Jones  
Secretary for the Meeting