

BOWLES METROPOLITAN DISTRICT
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710
www.bowlesmetrodistrict.org

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Tuesday, January 10, 2023
TIME: 4:30 p.m.
LOCATION The Village Center
7255 Grant Ranch Blvd.
Littleton, CO 80123

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Tim LaPan	President	May, 2023
Donald W. Korte	Treasurer	May, 2025
Leigh C. Chaffee	Assistant Secretary	May, 2023
Linda Lutz-Ryan	Assistant Secretary	May, 2025
VACANT	Assistant Secretary	May, 2025

I. ADMINISTRATIVE MATTERS

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices.
- D. 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.

- E. Review and consider approval of minutes from the December 13, 2022, special board meeting (enclosure).

II. FINANCIAL MATTERS

- A. Approve and/or ratify approval of payment of claims in the amount of \$111,515.88 (enclosure).

III. LEGAL MATTERS

- A. Other.

IV. MANAGER MATTERS

- A. Operational Updates and Action Items –

- 1. Landscape:

- a. General Update.
- b. Update on Hydro Systems KDI project and irrigation mapping.
- c. Update on the gate valve project behind Belvedere.
 - i. Review and consider approval of Designscares proposal for Parts for Removing the Gate Valve in the amount of \$5,850.50 (enclosure).

- 2. Davey Tree:

- a. General Update.

V. DISTRICT ENGINEER

- A. Other.

VI. OTHER BUSINESS

- A. Other.

VII. ADJOURNMENT

The next regular meeting is scheduled for February 14, 2023 at 4:30 p.m.

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
DECEMBER 13, 2022

A regular meeting of the Board of Directors of the Bowles Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, December 13, 2022, at 4:30 p.m., at the Village Center. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

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

Also, In Attendance Were:

Nic Carlson, Ashley Heidt and Anna Jones; CliftonLarsonAllen LLP (“CLA”)
Alicia Corley; Icenogle Seaver Pogue, P.C.
Johnny Jimenez and Ross Brown; Designscapes Colorado Inc.
Paul LeFever; Grant Ranch Master HOA Manager
Derek Fox; Davey Tree
Scott Barnett; Mulhern M.R.E.
Alan Lee, Resident
Kristal Hoeh, Resident

ADMINISTRATIVE MATTERS

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

The Board reviewed the agenda for the meeting.

Following discussion, upon a motion duly made by Director Korte, seconded by Director Lutz-Ryan 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: Mr. Carlson 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-

RECORD OF PROCEEDINGS

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.

Public Comment: Ms. Hoeh asked about access to Mary's Meadows. Discussion followed.

Mr. LeFever discussed the homeless activity throughout the District.

November 8, 2022 Board Meeting Minutes: Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the November 8, 2022 Board Meeting Minutes, as presented.

2023 Insurance: Mr. Carlson reviewed the property schedule and noted that the 2023 property schedule is not ready yet, but there are some areas the District is over insured. He noted the District will not have a lapse in coverage.

FINANCIAL MATTERS

Claims in the amount of \$521,511.99: Mr. Carlson reviewed the claims with the Board. Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board accepted the Claims, as presented.

October 31, 2022 Unaudited Financial Statements: Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the October 31, 2022 Unaudited Financial Statements, as presented.

Engagement Letter with Schilling & CO to Prepare 2022 Audit: Mr. Carlson noted that their engagement letter is not ready, but the Board should anticipate an increase in their rates. Following discussion, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the engagement with Schilling and CO to prepare the 2022 Audit, subject to final review from Director Korte.

DA Davidson Bond Financing Options: Mr. Carlson reviewed with the options with the Board. Discussion followed and the board determined to revisit the proposal in April.

Other: None.

LEGAL MATTERS

Legislative Report:

RECORD OF PROCEEDINGS

2022 Legislative Memorandum: Attorney Corley reviewed the memorandum with the Board.

Website Compliance: Attorney Corley reviewed with the Board and noted they are working on a few more items to get the website compliant.

Engagement with CRS for Election Duties: Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the engagement with CRS for election duties.

Other: Attorney Corley discussed the debt service mill levy and the ability to raise it.

MANAGEMENT MATTERS

Operational Updates and Action Items: Director LaPan reviewed the action item log with the Board.

Landscape:

General Update: Mr. Jimenez provided an update to the Board.

Hydro Systems KDI Project and irrigation Mapping: This item was not discussed.

Discussion Regarding the Gate Valve Behind Belvedere: Director LaPan provided an update to the Board.

Davey Tree:

General Update: Mr. Fox provided an update to the Board.

Proposal to Remove Debris and Brush in Rookery in the Amount of \$5,400: Following review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the proposal to Remove Debris and Brush in the Rookery in the amount of \$5,400.

Service Agreements with District Consultants:

2023 Service Agreement with Construction Done Right: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Service Agreement with Construction Done Right.

RECORD OF PROCEEDINGS

2023 Service Agreement with Davey Tree: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Service Agreement with Davey Tree, subject to final legal review.

2023 Task Order Services Contract with EcoResource Solutions for Pond and Water Quality Management: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Task Order Services Contract with EcoResource Solutions for Pond and Water Quality Management.

2023 Service Agreement with Homestead Painting LLC for Fence Repair: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Service Agreement with Homestead Painting LLC for Fence Repair.

2023 Service Agreement with Colorado DesignScapes for Landscape Maintenance: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Service Agreement with Colorado DesignScapes for Landscape Maintenance.

2023 Service Agreement with Mulhern MRE, Inc. for Engineering Consulting Services: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Service Agreement with Mulhern MRE, Inc. for Engineering Consulting Services.

2023 Work Order Contract with Rocky Mountain Pump and Controls for Pump House Maintenance: Following review, upon a motion duly made by Director Chaffee, seconded by Director Lutz-Ryan and, upon vote, unanimously carried, the Board approved the 2023 Work Order Contract with Rocky Mountain Pump & Controls for Pump House Maintenance.

Other: None.

DISTRICT
ENGINEER

Update on Parking Lot Repairs: Mr. Barnett provided an update to the Board noting that the projects are nearly complete, they just have the Sunset Park Entrances left.

Signposts: Mr. Barnett reviewed the different signposts with the Board. Discussion followed.

RECORD OF PROCEEDINGS

Pay App No. 1 and Pay App No. 2 for Sunset Park Parking Lot Improvements: Following review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board ratified approval of Pay Apps No. 1 and 2 for Sunset Park Parking Lot Improvements.

Other: None.

OTHER BUSINESS

Other: None.

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 Board adjourned the meeting at 5:43 p.m.

Respectfully submitted,

By _____
Secretary for the Meeting

**Bowles Metropolitan District
Claims
1/5/2023**

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>
Guardian Pest Management	19989	9/8/2022	\$ 185.00
Designscapes Colorado	120255	11/1/2022	22,513.58
Mulhern MRE Inc	MMRE63210	11/15/2022	5,177.18
Designscapes Colorado	120114	11/29/2022	3,300.00
Clifton, Larson, Allen LLP	3503544	11/30/2022	12,319.41
Designscapes Colorado	120635	11/30/2022	1,980.00
EcoResource Solutions Inc.	16129	11/30/2022	494.25
Simmons & Wheeler P.C.	34318	11/30/2022	1,519.14
UNCC	222110205	11/30/2022	1,479.40
CenturyLink	720-283-6976479B	12/1/2022	223.50
Designscapes Colorado	121077	12/1/2022	22,513.62
Wastewater Management Division	9.13101E+11	12/7/2022	31.83
Ground Engineering Consultants Inc	224465.0-2	12/9/2022	2,130.00
Designscapes Colorado	120533	12/15/2022	1,685.00
Designscapes Colorado	120756	12/15/2022	10,800.00
Designscapes Colorado	121035	12/28/2022	2,800.00
Designscapes Colorado	120763	12/28/2022	20,317.05
Foothills Park & Recreation	SALES000000034606	12/31/2022	545.42
UNCC	222120189	12/31/2022	1,371.50
Rocky Mountain Pump & Controls LLC	3304	1/3/2023	130.00
Grand Total			\$ 111,515.88



Project: Parts for removing gate valve

RE: Bowles Metro District

Prepare by: Johnny Jimenez

Date Issued: 12/19/2022

ESTIMATE

Parts for extending pipe behind Belvedere

QTY	UNIT	DESCRIPTION	COST	AMOUNT
2	EA	12" LP MJ SOLID SLEEVE	\$1,217.00	\$2,434.00
4	EA	12" PVC MECH PIPE RESTRAINT	\$265.13	\$1,060.52
4	EA	12" MJ BOLT & GASKET PAK T-HEAD BOLTS/NUTS & MJ GASKET	\$120.34	\$481.36
2	EA	12" MJ X IPS TRANSITION GASKET	\$46.31	\$92.62
1	EA	12"X20' CLASS 235 PIPE C900 PVC	\$1,582.00	\$1,582.00
1	EA	DELIVERY	\$200.00	\$200.00
				\$0.00
				\$0.00
		** THIS BID IS ONLY FOR THE PARTS DOES NOT INCLUDE LABOR		\$0.00
		TO CUT OUT THE VALVE AND INSTALL THESE PARTS		\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
		Total		\$5,850.50

Bid is valid for 30 calendar days from the date of issue. Cash or check only. No credit card payments.

This proposal is based solely on the usual cost elements such as labor, material and normal mark-ups and does not include any amount for changes in the sequence of work, delay, disruptions, rescheduling, extended overhead, acceleration and/or impact costs, and the right is expressly reserved to make claim for any and all of these and related items of cost prior to any final settlement of this contract

CONTRACTOR		Date
OWNER		Date