

RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE  
ASPEN PARK METROPOLITAN DISTRICT  
HELD  
OCTOBER 29, 2014**

A special meeting of the Board of Directors of the Aspen Park Metropolitan District was held on Wednesday, October 29, 2014 at 1:30 p.m. at the offices of White Bear Ankele Tanaka & Waldron, PC, 2154 East Commons Avenue, Ste. 2000, Centennial, CO.

Attendance: In attendance were Directors:

Sam Sours  
Dennis Shirilla  
Michelle Roberts  
Bill Bates

Also in attendance were:

Bob Blodgett, Matt Urkoski and Gigi Pangindian;  
CliftonLarsonAllen LLP  
Clint Waldron; White, Bear, Ankele, Tanaka & Waldron, P. C.  
Bob Clodfelter; Treatment Technology  
Michael Katalinich; JVA, Inc.  
Jason Maddox and Anjum Delaney; NewQuest Epic (via telephone)

Call to Order Director Sours called the meeting to order at 1:30 p.m.

Director  
Qualifications/  
Disclosure Matters

The Board discussed the requirements of Colorado law for Board members to disclose any potential conflicts of interest to the Board of Directors and to the Secretary of State. The Board reviewed the agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. Mr. Waldron noted that forms disclosing potential conflicts of interest had been filed in accordance with law.

**DISCUSSION AGENDA (Section III-IX)**

III. Engineering Items

A. Review 2014 Capital Improvements Report from JVA Consulting Engineers

Mr. Katalinich reviewed the report with the Board. After discussion, the Board provided direction as follows:

1. Items 15.A. and 15.B. - Impeller shaft maintenance items in the Wastewater Treatment Facility. - Move to the operating and maintenance budget under maintenance and repairs.
2. Item 16C. - the network control panels. Review other options to keep the fan running and determine whether this cost needs to be done in 2024 or not.
3. Water Treatment Facility # 3 and Wastewater Treatment Facility Item 13. – Upgrade the computer system for an estimate of \$3,356 in 2015. The Board asked Mr. Clodfelter to review this cost estimate and provide recommendations for an upgrade proposal at the November Board meeting. Mr. Clodfelter indicated the cost may be more than \$3,356. The Board tentatively decided that this was an important project which should proceed in 2014 pending review of the cost estimate at the November meeting.
4. Item 10.B. – Odor control system. The Board decided to push this out beyond 2016 as there have been no complaints. The Board asked the engineer and operator to continue to monitor it in case complaints do arise in the future.
5. Item 9. - Wastewater Treatment Facility exfiltration gallery upgrades for \$49,426 in 2015. The Board asked Mr. Waldron to review the District's sales tax ordinance and determine if this is a use allowed under the street related authorization. The Board asked Mr. Katalinich and Mr. Clodfelter to consider other options to address this issue. This will be further discussed at the November Board meeting with the 2015 budget.

The Board asked Mr. Katalinich to revise Table 1 of his report in the Executive Summary to indicate the costs and year for each of the alternatives on this same table.

The Board thanked Mr. Katalinich for his very professional report and presentation. Further discussion will be at the November Board meeting.

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### IV. Financial Items

#### A. Review and Discuss 2015 Draft Budget (Version 1 and Version 2)

Ms. Pangindian distributed copies of the 2015 draft budget. Version 1 does not include a rate increase. Version 2 includes a 5% rate increase to the monthly flat fee charge as well as the monthly water usage and wastewater usage charges.

Director Sours asked Mr. Blodgett what the annual cost for the domain name for the website is. Mr. Blodgett will review.

The District management budget will be reduced in 2015 to the 2014 budget amount.

The Board asked Mr. Urkoski to prepare an analysis of the annual revenue received from District customers for water and sewer usage and flat fees since the center opened in 2005. They also asked him to compare actual bills of customers in the same time frame to the extent possible. Mr. Urkoski noted several different billing systems have been used and he will attempt to do so for the last few years at a minimum. The Board would like to know what the average annual rate increase has been since inception.

After further discussion, the Board agreed to support a 5% rate increase in the 2015 budget for review at the November Board meeting and annual budget public hearing.

The Board asked Mr. Urkoski to determine what the Safeway Town Center water and sewer rates are if possible. Mr. Waldron reviewed their budget on the Department of Local Affairs website with the Board. Their annual revenues are comparable to the District's; however, they have fewer customers.

#### B. Review and Discuss Possible Rate Increase

Previously discussed.

#### C. Other

The Board decided not to increase the current .5% sales tax rate in 2015. The Board also decided not to pursue a Service Plan Amendment to modify the District's operating and maintenance mill levy in 2015.

The Board asked Mr. Blodgett to contact Ms. Whitmore and Mr. Wood to receive an estimate of their costs to address water rights issues for the remainder of 2014 and for 2015.

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The Board confirmed the public hearing on the 2015 budget at the November 18<sup>th</sup> regular Board meeting at 12:00 p.m. at White Bear Ankele Tanaka & Waldron, P.C.

V. Manager Items

None

VI. Attorney's Items

None.

VII. Director's Items

Upon a motion duly made by Director Shirilla, seconded by Director Bates, and upon vote unanimously carried, the Board approved the director's fees of \$369.40 for today's Board meeting.

VIII. Other Business

None.

IX. Adjournment

Upon a motion duly made by Director Sours, seconded by Director Bates, and upon vote unanimously carried, the Board adjourned the meeting at 3:25 p.m.

Respectfully submitted,

  
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Secretary for the Meeting