
**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ASPEN PARK METROPOLITAN DISTRICT
HELD
NOVEMBER 14, 2017**

A regular meeting of the Board of Directors of the Aspen Park Metropolitan District was held on Tuesday, November 14, 2017 at 12:00 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:

Dennis Shirilla
Eli Martinez
Nikki Davidson
Fred Banfield

Director Sours was absent and excused.

Also in attendance were:

Matthew Urkoski and Gigi Pangindian; CliftonLarsonAllen LLP
Clint Waldron; White Bear Ankele Tanaka & Waldron P. C.
Bob Clodfelter and Jeff Sucher; Treatment Technology
Michael Katalinich and Anna McKenna; JVA, Inc.
Nancy Craig and Al Allred; Hunt Properties, Inc.

Call to Order Director Martinez called the meeting to order at 12:09 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.

CONSENT AGENDA

Mr. Urkoski reviewed the Consent Agenda with the Board noting changes to Items IV.B. and IV.B.1. and VI.B. (since there were no current claims). Following review and discussion, upon a motion duly made by Director Banfield, seconded by Director Davidson, and upon vote unanimously carried, the Board approved the Consent Agenda as amended.

- III Review/Approve Minutes of the August 15, 2017 Regular Meeting
- IV. Engineering/ Construction Items
 - A. Ratify Approval of 2017 WWTP Permit Renewal
 - B. Ratify Approval of Agreement with American Restoration for Painting/Staining of the Water and Wastewater Building and Two Tanks - \$32,139.09
 - 1. Add Painting/Staining for Three Well Buildings - \$3,454.55
- V. Operations/Maintenance Items
 - A. Ratify Installation of Smart Meters by Treatment Technology \$TBD
 - B. Ratify Approval of Mountain Peak Controls Invoice for Exfiltration Low Velocity Mag Meter - \$2,427
- VI. Financial Items
 - A. Ratify Approval of Prior Claims Totaling \$76,970.23
 - B. Approve Current Claims Totaling \$TBD and Directors' Fees
 - C. Approve 2017 Audit Agreement with Haynie and Company - \$4,500
- VII. Manager's Items
 - A. Consider Adoption of the 2018 Annual Administrative Matters Resolution
 - B. Accept BCWA Information
 - C. Accept August 18, 2017 Letter to Mark Bossman Regarding Potential Services
 - D. Accept Water Rights Letter from Mountain Mutual
- VIII. Attorney's Items

- A. Consider Second Amendment to Independent Contractor Agreement for Snow Removal Services

IX. Director's Items

DISCUSSION AGENDA

X. Aspen Park Station Updates – Director Davidson

- A. Leasing Status

Director Davidson provided an update, noting a new yogurt shop is opening and a pending agreement with a church.

- B. Status of Potential Brewery

This has been tabled indefinitely due to prohibitive costs.

XI. Engineering Items

- A. Review CIP Updates

Mr. Katalinich reviewed the enclosed updates with the Board, highlighting project areas of focus in 2018 and 2019, as well as items already finalized and needing finalized in 2017.

- B. Status of Commercial Pretreatment Rules and Regulations

1. Discuss Use of Sampler

Mr. Katalinich briefed the Board on challenges with conducting sampling that will actually capture an illicit discharge, but did recommend the Board consider implementing to establish a baseline and inform future monitoring efforts. Mr. Katalinich recommended keeping the item on the agenda. The Board directed Mr. Katalinich to proceed with conducting samplings as soon as practical.

Upon a motion duly made by Director Davidson, seconded by Director Martinez, and upon vote unanimously carried, the Board approved the purchase and subsequent use of sampler

2. Rules and Regulations Update

Mr. Katalinich reported that the goal is to have a draft of the document by the next Board meeting. Discussion on related policy considerations ensued.

- C. Other – None.

XII. Operations/Maintenance Update –Bob Clodfelter/Jeff Sucher

A. Discuss October Water Accounting Results

Mr. Sucher noted that procedural items were previously discussed.

B. Status of Video Cameras for Water and Wastewater Buildings

There was not an update.

C. Discuss New Ammonia Violation (enclosed – August 31st Letter to Tenants)

The WWTP experienced another increased ammonia loading event. The Board directed staff to send another round of letters regarding use of non-ammonia based cleaning products.

D. Other

Mr. Sucher reported on difficulty installing the final two meter replacements. The Board directed Treatment Technology to move the lines associated with these locations. Mr. Clodfelter was confident that the additional expenses of moving the lines could be done under the previously authorized not-to-exceed amount.

XIII. Attorney Items

A. Discuss and Approve 2018 Service Contracts

Mr. Waldron distributed and reviewed with the Board. No action was necessary.

B. Consider Adoption of Resolution Calling an Election for May 8, 2018

Mr. Waldron reviewed with the Board. Upon a motion duly made by Director Davidson, seconded by Director Banfield, and upon vote unanimously carried, the Board adopted the Resolution Calling an Election for May 8, 2018.

C. Approve Amended and Restated Public Records Request Policy

Mr. Waldron reviewed the changes and updates. Upon a motion duly made by Director Martinez, seconded by Director Davidson, and upon vote unanimously carried, the Board approved the Amended and Restated Public Records Request Policy.

D. Discuss Insurance Limits

Mr. Waldron reported that the updated schedule has not yet been received. Additional discussion on types of coverage and changes to the insurance process ensued. The Board noted that the current insurance coverage was adequate.

E. Other

None.

XIV. Manager's Items

A. Conduct Public Hearing to Consider Amending the 2017 Budget; Consider Adoption of Resolution to Amend 2017 Budget

The Board opened the public hearing at 12:50 p.m. There were no public comments.

The Board closed the Public hearing at 12:51 p.m.

Ms. Pangindian reviewed the need to amend the General Fund in 2017 from \$190,084 to \$235,031.

Following review and discussion, upon a motion duly made by Director Shirilla, seconded by Director Davidson, and upon vote unanimously carried, the Board approved the Resolution Amending the 2017 General Fund Budget

B. Conduct Public Hearing to Consider Adoption of 2018 Budget, Appropriate Expenditures and Certify Mill Levies; Consider Approval of Resolution to Adopt 2018 Budget

1. Discuss Utility Rates and Charges Effective March 1, 2018

Ms. Pangindian reported that the 5% increase will be considered at the February Board meeting.

The Board opened the public hearing at 12:53 p.m. There were no public comments. The Board closed the public hearing at 12:54 p.m.

Ms. Pangindian reviewed with the Board. Extensive discussion ensued. After discussion, upon a motion duly made by Director Banfield, seconded by Director Davidson, and upon vote unanimously carried, the Board adopted the 2018 Budget, Appropriated Expenditures, Certified Mill levies, and approved the Resolution to Adopt the 2018 Budget.

C. Consider Approval of Utility Billing Write-Offs for Mountain Valley Cleaners in the Amount of \$909.74 and Village Patisserie in the Amount of \$1,374.78

Upon a motion duly made by Director Shirilla, seconded by Director Davidson, and upon vote unanimously carried, the Board approved the utility billing write-off for the Village Patisserie in the amount of \$1,374.78 and did not approve the utility billing write-off for Mountain Valley Cleaners in the amount of \$909.74 as they are still in business.

RECORD OF PROCEEDINGS

D. Website Update

The Board reviewed the enclosed website usage report.

E. Other

None.

XV. Financial Items

A. Review September 30, 2017 Financial Statements and November 2017 Cash Position Report

Ms. Pangindian reviewed with the Board, noting that many items were covered in the 2018 budget review. The Board accepted the September 30, 2017 Financial Statements. The November 2017 Cash Position Report.

B. PIF Collection Update

Ms. Pangindian reviewed with the Board. The Board accepted the report.

C. Sales Tax Collection Update

Ms. Pangindian reviewed with the Board. The Board accepted the report.

D. Other

None.

XVI. Director's Items

A. Confirm Quorum for February 20, 2018 Meeting

A Quorum was confirmed.

XVII. Other Business

None.

XVIII. Adjournment

Upon a motion duly made by Director Davidson, seconded by Director Shirilla, and upon vote unanimously carried, the Board adjourned the meeting at 1:23 p.m.

RECORD OF PROCEEDINGS

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "SL Blady", written over a horizontal line.

Secretary for the Meeting