

SHERIDAN STATION WEST METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

NOTICE OF A SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Douglas Elenowitz	President	2020/May 2020
Jordan Scharg	Treasurer	2022/May 2022
Scott M. Watkins	Assistant Secretary	2020/May 2020
Paul Malone	Assistant Secretary	2020/May 2020
Michael Martines	Assistant Secretary	2022/May 2022
David Solin	Secretary	

DATE: **August 24, 2018**

TIME: **2:00 p.m.**

PLACE: McGeady Becher P.C.
450 E. 17th Ave., Suite 400
Denver, CO 80203

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda, confirm location of meeting and posting of notices.

C. Review and approve Minutes of the July 27, 2018 Special Meeting (enclosure).

II. FINANCIAL MATTERS

A. Review and approve payment of claims through the period ending August 17, 2018 totaling \$4,100.51 (enclosure)

B. Discuss preparation of 2019 Budget. Set date for public hearing to adopt the 2019 Budget.

C. Discuss status of accounting services.

III. LEGAL MATTERS

- A. Discuss status of Water Service from Consolidated Mutual Water Co. Authorize necessary actions in connection therewith.
-

- B. Review Rules and Regulations, Policies and Procedures of the District:

1. Review and consider ratifying adoption of Resolution No. 2017-06-01, Resolution Acknowledging and Adopting the Declaration of Covenants, Conditions and Restrictions of West Line Village (to be distributed).
-

2. Review and consider adoption of Resolution No. 2018-08-____, Resolution Regarding Potable Water Service Fees (to be distributed).
-

3. Review and consider adoption of Resolution No. 2018-08-____, Resolution Regarding Sewer Fees (to be distributed).
-

4. Review and consider adoption of Resolution No. 2018-08-____, Resolution Adopting Consolidated Mutual Water Company's Rules and Regulations (to be distributed).
-

5. Authorize any other actions required in connection with the District's Rules and Regulations or Policies and Procedures.
-

- C. Approval of assignment of License Agreement between Xcel Energy and Sheridan Station Transit Village to the District.
-

- D. Consider approval of Boundary Map Modifications.
-

- E. Consider approval of revised operation and maintenance fee calculation (enclosure).
-

- F. Discuss and consider acknowledgement of plat amendment.
-

IV. CONSTRUCTION MATTERS

- A. Report on status of construction.
-

V. OTHER BUSINESS

- A. _____
-

- VI. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
NOVEMBER 8, 2018**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD JULY 27, 2018

A Special Meeting of the Board of Directors of the Sheridan Station West Metropolitan District (referred to hereafter as the “Board”) was convened on Friday, July 27, 2018, at 10:00 a.m., at the offices of McGeady Becher P.C., 450 E. 17th Avenue, Suite 400, Denver, Colorado 80203. The meeting was open to the public.

Directors In Attendance Were:

Douglas Elenowitz
Scott M. Watkins
Paul Malone

Following discussion, upon motion duly made by Director Watkins, seconded by Director Malone and, upon vote, unanimously carried, the absences of Jordan Scharg and Michael Martines were excused.

Also In Attendance Was:

Lisa Johnson, David Solin, Dan Cordova (for a portion of the meeting) and Peggy Ripko; Special District Management Services, Inc.

Suzanne Meintzer, Esq. and Megan Becher, Esq.; McGeady Becher P.C.

Cathy Hamilton; Simmons & Wheeler P.C. (via speakerphone for a portion of the meeting)

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board noted that disclosures of potential conflict of interest statements for each of the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Attorney Becher requested that the Directors consider whether they had any additional conflicts of interest to disclose. Attorney Becher noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes. It was noted that disclosure statements had been filed for all Directors.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's Special meeting.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Malone and, upon vote, unanimously carried, the Agenda was approved, as amended.

Approval of Meeting Location: 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, and upon motion duly made by Director Watkins, seconded by Director Malone and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries, or within 20 miles of the District boundaries or within the county that the District is located to conduct this meeting, it was determined to conduct the meeting at the above-stated location. The Board further noted that notice of this location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries.

May 8, 2018 Election: Ms. Johnson noted for the Board that the May 8, 2018 election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were not more candidates than positions available on the Board of Directors. Directors Martines and Scharg each were deemed elected to 4-year terms ending in May, 2022.

Appointment of Officers: Following discussion, upon motion duly made by Director Elenowitz seconded by Director Malone and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Douglas Elenowitz
Treasurer	Jordan Scharg
Secretary	David Solin
Assistant Secretary	Michael Martines
Assistant Secretary	Paul Malone
Assistant Secretary	Scott Watkins

Minutes: The Board reviewed the Minutes of the March 2, 2018 Special Meeting.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Elenowitz and, upon vote, unanimously carried, the Minutes of the March 2, 2018 Special Meeting were approved, as presented.

RECORD OF PROCEEDINGS

FINANCIAL MATTERS

Claims: Ratify the approval of the payment of claims as follows:

Fund	Period Ending March 16, 2018	Period Ending April 13, 2018	Period Ending May 15, 2018	Period Ending June 15, 2018
General	\$ 2,107.84	\$ 3,731.25	\$ 2,950.68	\$ 1,405.86
Debt Service	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital Projects	\$ 890.22	\$ 5,379.50	\$ 2,563.44	\$ 444.66
Total Claims	\$ 2,998.06	\$ 9,110.75	\$ 5,514.12	\$ 1,850.52

Following discussion, upon a motion duly made by Director Malone, seconded by Director Watkins and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims as presented above.

The Board then considered approval of the payment of claims through the period ending July 17, 2018 totaling \$1,203.38.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Malone and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending July 17, 2018, as presented.

Unaudited Financial Statements: The Board reviewed the unaudited financial statements and statement of cash position for the period ending June 30, 2018.

Following review, upon motion duly made by Director Elenowitz, seconded by Director Malone and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and schedule of cash position for the period ending June 30, 2018.

2017 Audit: Ms. Hamilton presented the 2017 Audit to the Board for approval.

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Malone and, upon vote, unanimously carried, the Board approved the 2017 Audit, subject to final review by Counsel, and authorized execution of Representations Letter.

Final Engineer's Report and Certification #3: No report was presented at this time.

Accounting Services: The Board discussed the status of accounting services and a possible change in District Accountant.

RECORD OF PROCEEDINGS

LEGAL MATTERS

Water Services from Consolidated Mutual Water Company: Director Watkins will contact Consolidated Mutual Water Company and request status on Rules and Regulations.

Resolution Regarding Potable Water Service Fees: The Board discussed Potable Water Service Fees but took no action regarding the proposed resolution. Ms. Johnson will work with District Counsel to prepare a resolution for the August meeting.

Sewer Rates: The board discussed whether a sewer service fee resolution was needed. Director Watkins reported that East Lakewood Sanitation District is providing sewer service, and that a resolution is not necessary until the City of Lakewood begins providing service.

Assignment of License Agreement between Xcel Energy and Sheridan Station Transit Village, LLC: The Board deferred discussion.

Public Service Company of Colorado Gas and Electric Easement Agreements: The Board reviewed the Easement Agreements between Public Service Company of Colorado, Sheridan Station Transit Village, LLC and the District.

Following review and discussion, upon motion duly made by Director Elenowitz, seconded by Director Watkins and, upon vote, unanimously carried, the Board ratified approval of the Non-Exclusive Electric and Non-Exclusive Gas Easement Agreements between Public Service Company of Colorado, Sheridan Station Transit Village, LLC and the District.

Eligible Governmental Entity Agreement between the District and the Statewide Internet Portal Authority (“SIPA”): The Board reviewed the Eligible Governmental Entity Agreement between the District and the Statewide Internet Portal Authority (“SIPA”).

Following review and discussion, upon motion duly made by Director Malone, seconded by Director Elenowitz and, upon vote, unanimously carried, the Board ratified approval of the Eligible Governmental Entity Agreement between the District and the Statewide Internet Portal Authority (“SIPA”).

First Amendment to Declaration of Covenants, Conditions, and Restrictions of West Line Village: The Board reviewed the First Amendment to Declaration of Covenants, Conditions and Restrictions of West Line Village between the District and Sheridan Station Transit Village, LLC.

RECORD OF PROCEEDINGS

Following review and discussion, upon motion duly made by Director Malone, seconded by Director Watkins and, upon vote, unanimously carried, the Board ratified approval of the First Amendment to Declaration of Covenants, Conditions and Restrictions of West Line Village between the District and Sheridan Station Transit Village, LLC.

Revocable License Agreement- Major Encroachment with the City of Lakewood: The Board reviewed Revocable License Agreement- Major Encroachment with the City of Lakewood regarding street lights.

Following review and discussion, upon motion duly made by Director Watkins, seconded by Director Malone and, upon vote, unanimously carried, the Board ratified approval of the Revocable License Agreement- Major Encroachment with the City of Lakewood regarding street lights.

Service Agreement between the District and Waste Management: The Board reviewed a proposed Service Agreement between the District and Waste Management for trash and recycling service.

Following review and discussion, upon motion duly made by Director Watkins, seconded by Director Malone and, upon vote, unanimously carried, the Board approved the Service Agreement between the District and Waste Management for trash and recycling service, subject to Counsel review.

Operation and Maintenance Fee Calculation: The Board reviewed the Operation and Maintenance fee calculation. No action was taken at this time.

Boundary Map Modifications: The Board discussed potential Boundary Map Modifications.

CONSTRUCTION MATTERS

Status of Construction: Director Malone updated the Board on the status of construction.

OTHER BUSINESS

District Water Meter Options: Mr. Cordova presented the Board with options regarding the purchase of water meters.

Following review and discussion, upon motion duly made by Director Malone, seconded by Director Watkins and, upon vote, unanimously carried, the Board

RECORD OF PROCEEDINGS

approved the purchase by the District of cellular water meters. The Board directed Mr. Cordova to finalize the purchase of the meters.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made and, upon vote unanimously carried, the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 27, 2018
MINUTES OF THE SHERIDAN STATION WEST METROPOLITAN
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Douglas Elenowitz

Jordan Scharg

Scott M. Watkins

Paul Malone

Michael Martines

Check No and Date	Payee	Invoice No	GL Account Title	GL Acct	Amount	Total
1045						
08/17/2018	McGeady Becher P.C.	1314B 7/18	Legal	1-675	165.86	165.86
08/17/2018	McGeady Becher P.C.	1314B 7/18	Legal	3-675	248.79	248.79
Total 1045:						<u>414.65</u>
1046						
08/17/2018	Special Dist Management Srvs	36286	Management	1-680	794.52	794.52
08/17/2018	Special Dist Management Srvs	36286	Management	3-680	1,191.78	1,191.78
08/17/2018	Special Dist Management Srvs	36286	Election	1-635	27.40	27.40
08/17/2018	Special Dist Management Srvs	36286	Accounting	1-690	1,123.40	1,123.40
08/17/2018	Special Dist Management Srvs	36286	Covenant Control	1-695	399.00	399.00
08/17/2018	Special Dist Management Srvs	36286	Miscellaneous	1-685	149.76	149.76
Total 1046:						<u>3,685.86</u>
Grand Totals:						<u><u>4,100.51</u></u>

Sheridan Station West Metropolitan District
August-18

	General	Debt	Capital	Totals
Disbursements	\$ 2,659.94	\$ -	\$ 1,440.57	\$ 4,100.51
	\$ -	\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$ 2,659.94	\$ -	\$ 1,440.57	\$ 4,100.51

**SHERIDAN STATION WEST METROPOLITAN DISTRICT ANNUAL BUDGET EXPENSE PROJECTIONS
COVENANT CONTROL, OPERATIONS and MAINTENANCE**

<u>Expenses</u>	<u>Total</u>	<u>Notes</u>	<u>Source of Total (Vendor/Comp)</u>
<u>Covenant Control (CC) Expense</u>			
CC-General/Enforcement	\$7,020	Initial Contacts (5 welcome packets per month at .3 hours each), welcome packet printing/postage (\$12.50 per packet), Collection of fines (1 hour per month), time with vendors/RFP's, general communication, etc. (3 hours per month)	SDMS
Inspections	\$1,995	2 per month for May- Sept, 1 per month for Oct-March for a total of 17; (1.2 hours per inspection)	SDMS
Arch. Review (ARC) or Design Review (DRC)	\$475	Limited review due to minimal landscape, yard space, etc. (estimated to be 5 review requests per year @ 1 hour review per request)	SDMS
Total All CC Expense	\$9,490		
<u>O & M Expense</u>			
Field Services	\$1,260	Maintenance and repairs of water meters, leak checks, etc.	SDMS
Operations & Maintenance Customer Service	\$5,000	Customer care and assistance services	SDMS/Xpress Bill Pay
Benches (3)	\$500	Maintenance, repairs and replacements	SDMS
Dog Stations (6)	\$500	Weekly service and replacement bags	Arrowhead/Summit
Bike Racks (6)	\$200	Maintenance, repairs or replacement (1 per year)	parkitbikeracks.com
Snow Removal	\$32,000	Private drives and sidewalks	Service
Landscaping/Irrigation	\$31,000	All landscaping (including areas around individual units), owned and maintained by the District	Arrowhead/Summit
Landscape Enhancements	\$7,000	Replacement of dead and missing plant material (i.e. trees and shrubs) and mulch	SDMS
Above Ground Detention Pond	\$1,500	Inlet/outlet cleaning	SDMS
Below Ground Detention Facility Maintenance	\$1,800	Vacuum cleaning once every 12-36 months, depending on accumulation of sediment	SDMS
Trail/Crusher Fines Maintenance	\$2,500	Crusher fines on 74 patios	SDMS
Fence Maintenance	\$2,500	District will own approximately 1,012 LF of 6' privacy fence and approximately 805 LF of 3' split rail fence. Additional \$15-16,000 every 4-5 years to stain all fencing (not included, will be capital/reserve fund expense)	SDMS
Monumentation (2)	\$2,000	Include lighting and maintenance for two monuments	SDMS/ARMD
Utilities	\$5,878	Water (\$1,500), public lighting/electric for (7) light poles/public lighting & irrigation controllers (\$1,800.00), site light maint. (\$500). Stormwater fees would be charged 'proportional to the amount of impervious area on each property @ \$3.74 per month for every 2,250 square feet	SDMS
Road/Sidewalk Maintenance	\$6,000	Repair chips, cracks, replace concrete and asphalt, as necessary, includes concrete trail by detention pond	SDMS
Public Art Maintenance	\$1,000	Art District	Scott/SDMS
Free Library	\$500	Repair and maintenance (removing graffiti and general repairs)	littlefreelibrary.org
Cluster Mailboxes	\$500	Maintenance of mailboxes	SDMS
Meter Replacements	\$1,355	Estimated at 5 units per year	SDMS
Waterline Maintenance	\$16,490	Water line repairs	SDMS
Total All O & M Expense	\$119,483		
O & M Reserve	\$8,364	7% of Operations Budget	
Total O & M, CC and Reserve	\$137,337		
Projected PO Tax Revenue	\$85,000	Projected Operations Mill Levy per bond (as of 3.24.17 model) for expected revenue in 2021	
Total Annual O & M Fee	\$379	Based on total expenses and reserve funding, split by 138 units	
Total Monthly O & M Fee	\$31.60	Monthly, based on all expenses and reserve funding split by 138 units	