

NOTICE OF SPECIAL MEETING

**STERLING RANCH COMMUNITY AUTHORITY BOARD
DOUGLAS COUNTY, COLORADO**

NOTICE IS HEREBY GIVEN that the Board of Directors of Sterling Ranch Community Authority Board (the "CAB"), Douglas County, Colorado, will hold a special meeting on Friday, September 23, 2016 at the hour of 1:00 p.m. at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, Colorado 80111. At this meeting the Board will take up regular business of the Authority as reflected on the agenda attached, and any other matters as may come before the Board. These meetings are open to the public.

**THIS MEETING IS IN LIEU OF THE REGULARLY SCHEDULED MEETING OF
SEPTEMBER 20, 2016.**

This notice is given by order of the Board of Directors of the Authority.

STERLING RANCH COMMUNITY AUTHORITY
BOARD
DOUGLAS COUNTY, COLORADO

By: /s/ Denise Denslow
Manager

STERLING RANCH COMMUNITY AUTHORITY BOARD "CAB"
SPECIAL MEETING AGENDA

Board of Directors:

Term Expires:

James Yates, President (representing Sterling Ranch Colorado MD No. 2)	January 15, 2017
Harold R. Smethills, Jr., Vice President (representing Sterling Ranch Colorado MD No. 1)	January 15, 2018
Diane H. Smethills, Treasurer (representing Sterling Ranch Colorado MD Nos. 3-7)	January 15, 2018
Denise Denslow, Secretary	N/A
8 VACANCIES	

Date: September 23, 2016 - Friday
Time: 1:00 p.m.
Location: CliftonLarsonAllen LLP
8390 E. Crescent Parkway
Suite 500
Greenwood Village, CO 80111

1. CALL TO ORDER / DECLARATION OF QUORUM

2. DISCLOSURE OF CONFLICTS OF INTEREST

3. REVIEW AND APPROVE AGENDA AND MEETING LOCATION; APPOINT ACTING SECRETARY FOR MEETING, IF NECESSARY

4. CONSENT AGENDA (THE FOLLOWING CAN BE APPROVED WITH A SINGLE MOTION, OR PULLED FROM THE CONSENT AGENDA AND DISCUSSED SEPARATELY)
 - A. Review and Consider Approval of Claims Totaling \$384,851.27, Represented by Check Numbers 287 through 290, and Claims Totaling \$509,404.90, Represented by Check Numbers 331 through 349 (enclosed)
 - B. Review and Consider Approval of Minutes of August 16, 2016 Regular Meeting (enclosed)
 - C. **Ratify** Approval of the Following Document(s) Relating to the Master Service Agreement between the CAB and Siemens Industry, Inc. Building Technologies Division:
 1. LAP No. 1 to Work Order No. 2 for Website Development – Phase 1A Approval for Term of 5 to 6 Weeks from Project Start - in an Amount Not to Exceed \$25,176.00 (enclosed)
 2. LAP No. 2 to Work Order No. 2 for Operations and Maintenance of Sterling Ranch Website for Term of 1 Year (May 2015 through April 2016) in an Amount Not to Exceed \$24,500.00 (enclosed)

3. LAP No. 3 to Work Order No. 2 for Website Development – Phase 1A Approval for Term of 16 to 17 Weeks from Project Start – in an Amount Not to Exceed \$18,880.00 (enclosed)

Siemens (includes documents listed above):

WO #	WO Budget \$	LAP #	Authorized LAP \$	Remaining WO \$
2	\$268,536	1,2,3	\$68,556	\$199,980

- D. **Ratify** Approval of the Following Document(s) Relating to the Master Service Agreement for Rate Structuring Engineering Services between the CAB and CH2M Hill Engineers, Inc.:

4. **LAP No. 8** under Work Order No. 1 – Determining Rates & Charges for CAB Water-Related Utilities – for an Amount Not to Exceed \$10,000 (enclosed)

CH2M Hill (includes documents listed above):

WO #	WO Budget \$	LAP #	Authorized LAP \$	Remaining WO \$
1	\$148,880	1,2,3,4,5,6,7,8	\$134,000	\$14,880

5. UTILITY MATTERS

6. LEGAL MATTERS

- A. Consider Approval of the Following Items under the Master Service Agreement between the CAB and Siemens Industry, Inc. Building Technologies Division:

1. LAP No. 4 to Work Order No. 2 for Website Development – Phase 1C Approval, in an Amount Not to Exceed \$50,350.00 (enclosed)
2. LAP No. 5 to Work Order No. 2 for Operations & Maintenance of Sterling Ranch Website from Oct. 2016 through Dec. 2018, in an Amount Not to Exceed \$83,272.00 (enclosed)
3. Change Order No. 1 to Work Order No. 2 for Operations & Maintenance of Sterling Ranch Website, for an Increase in the Contract Amount of \$24,500.00 (enclosed)
4. Change Order No. 2 to Work Order No. 2 for Continuation of Website Operations and Maintenance from October 1, 2016 through December 31, 2018, for an Increase in the Contract Amount of \$83,272.00 (enclosed)

5. Change Order No. 1 to Work Order No. 3 for Residential Water Metering, for an Increase in the Contract Amount of \$77,760.00 (enclosed)

Siemens (before approval of above listed items):

WO #	WO Budget \$	LAP #	Authorized LAP \$	Remaining WO \$
2	\$268,536	1,2,3	\$68,556	\$199,980
3	\$1,791,900		\$0	\$1,791,900

6. Ordering the First Palette (25 single family equivalents) In-Home Units for Homebuilders through the CAB's Agreement with Siemens

7. Review and Discuss Basemanager and Bacnet Manager End User License Agreement between Baseline, Inc. and Siemens Industry Inc. Building Technologies Division (enclosed)

- B. Review and Consider Ratifying Approval of First Amendment to Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 1 by and between Sterling Ranch Development Company, the CAB, Dominion Water & Sanitation District, Roxborough Water and Sanitation District, and the Board of County Commissioners of Douglas County (enclosed)

- C. Review and Consider Ratifying Approval of License Agreement between the CAB and Lumiere Fiber, LLC (enclosed)

- D. Discuss and Consider Approval of Service Agreement for Design Services between the CAB and Ideations, Inc. (for The Information Center at Sterling Ranch) (proposal enclosed; Agreement to be distributed)

- E. Discuss and Consider Approval of the Following Agreements between the CAB and Matrix Design Group, Inc. (Proposals for Master Service Agreements for Filings 2 & 3 enclosed; all other documents to be distributed):
1. Consider Approval of the Following Documents under the Master Service Agreement for Program Management Support, Master Planning and Design Support for Sterling Ranch Filing No. 1:
 - a. Work Order No. 1 for Filing No. 1 Design Support Services, for an Anticipated Budget of \$50,000.00
 - b. LAP No. 1 under Work Order No. 1 for Filing No. 1 Design Support Services, in an Amount Not to Exceed \$50,000.00
 2. Master Service Agreement for Program Management Support, Master Planning and Design Support for Sterling Ranch Filing No. 2
 - a. Work Order No. 1 for Filing No. 2 Design Support Services, for an Anticipated Budget of \$50,000.00
 - b. LAP No. 1 under Work Order No. 1 for Filing No. 2 Design Support Services, in an Amount Not to Exceed \$50,000.00
 3. Master Service Agreement for Program Management Support, Master Planning and Design Support for Sterling Ranch Filing No. 3
 - a. Work Order No. 1 for Filing No. 3 Design Support Services, for an Anticipated Budget of \$50,000.00
 - b. LAP No. 1 under Work Order No. 1 for Filing No. 3 Design Support Services, in an Amount Not to Exceed \$50,000.00
 4. Master Service Agreement for Program Management Support, Master Planning and Design Support for Sterling Ranch Filing No. 4
 - a. Work Order No. 1 for Filing No. 4 Design Support Services, for an Anticipated Budget of \$50,000.00
 - b. LAP No. 1 under Work Order No. 1 for Filing No. 4 Design Support Services, in an Amount Not to Exceed \$50,000.00
 5. Master Service Agreement for Program Management Support, Master Planning and Design Support for Sterling Ranch Filing No. 5
 - a. Work Order No. 1 for Filing No. 5 Design Support Services, for an Anticipated Budget of \$50,000.00
 - b. LAP No. 1 under Work Order No. 1 for Filing No. 5 Design Support Services, in an Amount Not to Exceed \$50,000.00

Matrix – same status for Filings 1, 2, 3, 4 & 5 (before approval of above listed items):

WO #	WO Budget \$	LAP #	Authorized LAP \$	Remaining WO \$
1	\$0			

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- F. Discuss and Consider Adoption of Resolution No. 2016-09-01, Resolution of the Sterling Ranch Community Authority Board Adopting the Amended Sterling Ranch Water Demand Management Initiatives (draft of Initiatives enclosed; resolution to be distributed)
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- G. Discuss and Consider Approval of Service Agreement for Community Support Services between the CAB and Lane Requist (to be distributed)
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- H. Review and Consider Ratifying Approval of Sterling Ranch Filing No. 1 Street Light Storage Agreement between the CAB and Siemens Industry, Inc. (enclosed)
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- I. Review and Consider Approval of Quitclaim Deed, between the CAB as Grantor and Sterling Ranch Development Company as Grantee, for Tract M, Sterling Ranch Filing No. 1 (enclosed)
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- J. Review and Consider Approval of Quitclaim Deed, between Sterling Ranch Development Company as Grantor and the CAB as Grantee, for Tract M-1, Sterling Ranch Filing No. 1 (enclosed)
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- K. Review and Consider Approval of Escrow Agreement by and between the CAB, Sterling Ranch Development Company, Richmond American Homes of Colorado, Inc., and First American Title Insurance Company (enclosed)
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- L. Review and Consider Approval of (Landscaping) License Agreement between the CAB and the Board of County Commissioners of Douglas County, Colorado (enclosed)

- M. Review and Consider Approval of License Agreement to Access and Enter Upon Real Property between the CAB and the Board of County Commissioners of Douglas County, Colorado (enclosed)

- N. Review and Consider Approval of Sterling Ranch Filing No. 1 Builder Sidewalk Agreement between the CAB and CalAtlantic Group, Inc. (enclosed)

- O. Review and Consider Approval of Sterling Ranch Filing No. 1 Builder Sidewalk Agreement between the CAB and Sterling Ranch Development Company (enclosed)

- P. Review and Consider Approval of Sterling Ranch Filing No. 1 Builder Sidewalk Agreement between the CAB and Parkwood Homes – Sterling Ranch, LLC (enclosed)

7. EXECUTIVE SESSION, IF NECESSARY

8. FINANCIAL MATTERS

- A. Review and Consider Approval of Pay Application No. 14 in the Amount of \$3,891,388 (\$4,096,198 with retainage), Submitted by Mortenson Construction for Construction Costs during the Period from August 1, 2016 through August 31, 2016 (enclosed)

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- B. Review and Consider Approval of Engineer's Report and Certification No. 14 in the Amount of \$3,891,388.76, Dated September 7, 2016, Submitted by Tamarack Consulting LLC and CORE Consultants for the Period from August 1, 2016 through August 31, 2016 (enclosed)

- C. Ratify Approval of Request for Extension of Time to File 2015 Audit

- D. Review and Consider Acceptance of Technical Memorandum Regarding Public vs. Private Earthwork Analysis Prepared by Tamarack Consulting LLC (enclosed)

- E. Discuss Meter Set Fees

- F. Discuss Property Insurance for Information Trailer

9. PUBLIC COMMENTS

10. CONSTRUCTION MATTERS

- A. Update on Construction Status (enclosed)

- B. Discuss Builders Risk Insurance

11. BOARD MATTERS

- A. Report on Status of Design Review Committee
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12. MANAGEMENT MATTERS

- A. Consider Setting Dates for First and Second Readings to Consider Adoption of 2017 Budget / First Reading on October 18, 2016 and Second Reading on November 15, 2016
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- B. Confirm Quorum for Next Two Board Meetings to be Held Tuesday, October 18, 2016 and Tuesday, November 15, 2016, at 1:00 p.m. at the Offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111
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- C. Other
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13. ADJOURNMENT

Informational Items:

- 2015 Final Audit (as filed with State Auditor)

NEXT SCHEDULED BOARD MEETING

**Tuesday, October 18, 2016 – 1:00 p.m.
CliftonLarsonAllen LLP
8390 E. Crescent Pkwy., Suite 500
Greenwood Village, CO 80111**

2016 REGULAR BOARD MEETING SCHEDULE

**Tuesday, October 18, 2016
Tuesday, November 15, 2016
Tuesday, December 20, 2016**

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DEFERRED ITEMS:

1. Lease Agreement for Recreational Use of Sterling Ranch Filing No. 1 Trail within Denver Water Board Property between the CAB and the City and County of Denver, Acting by and through its Board of Water Commissioners
2. Amendment to Rules and Regulations
3. Performing HOA Covenant Control / Insurance
4. Rates and Charges Set Up and Billing System Discussion / Matt Urkoski (for October meeting)