

NOTICE OF REGULAR 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 regular meeting on Tuesday, February 20, 2018 at the hour of 3:00 p.m. at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 500, Greenwood Village, CO 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 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"
REGULAR MEETING AGENDA

Board of Directors:

Term Expires:

James Yates, President (representing Sterling Ranch Colorado MD No. 2)	January 15, 2019
Harold R. Smethills, Jr., Vice President (representing Sterling Ranch Colorado MD No. 1)	January 15, 2020
Diane H. Smethills, Treasurer (representing Sterling Ranch Colorado MD Nos. 3-7)	January 15, 2020
Denise Denslow, Secretary	N/A
8 VACANCIES	

Date: February 20, 2018 – Tuesday

Time: 3:00 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. UTILITY MATTERS

5. LEGAL MATTERS

- A. Discuss and Consider Approval and/or Ratifying Approval of the Following Documents Relating to the Master Service Agreement for Program Management Support, Master Planning and Design Support for Sterling Ranch Master Community (Not Including Filing No. 1) Between the CAB and Matrix Design Group, Inc.:

1. Approval of Change Order No. 2 to Work Order No. 1, Filing No. 1, for Change in Scope of Services – Aztec as a Sub to Matrix is Replatting Titan Road Phase 2 Due to Douglas County Requirements for Changing Geometry after the Filing 1 Plat was Recorded, and Matrix is Preparing a Final Plat and

Legal Descriptions for an Increase in Budgeted Amount of \$3,100 for a New Total of \$1,085,000 for Work Order No. 1 (enclosed)

B. Discuss and Consider Approval and/or Ratifying Approval of the Following Documents Relating to the Master Service Agreement for Surveying and GIS Services for Sterling Ranch Master Community (For Certain Limited Projects in Filing No. 1 and Future Filings) Between the CAB and Aztec Consultants, Inc.:

1. Approval of Work Order No. 1 for Filing No. 1 for Miscellaneous Surveying Services within Filing No. 1 for an Anticipated Budget Amount of \$10,000 (to be distributed)
 2. Approval of Work Order No. 2 for Filing No. 1 for Design Schema & Geodatabase, Convert AzTec Survey Data to GIS Format (Filing 1), Populate GIS Geometry with Attribute Data (Filing 1), Covert Other Utility As-Built/Design Data to GIS Format, and Aerial Imagery, for an Anticipated Budget Amount of \$46,500 (enclosed)
 3. Approval of Work Order No. 2 for Filing No. 2 for Surveying and GIS Services for an Anticipated Budget Amount of \$14,000 (enclosed)
 4. Approval of Work Order No. 1 for Filing No. 3 for Survey of Utility Locates, Underground Utility Locating, and Pothole Coordination and Staking, for an Anticipated Budget Amount of \$6,400 (to be distributed)
 5. Approval of Work Order No. 3 for Filing No. 4 for Survey of Utility Locates, Underground Utility Locating, and Pothole Coordination and Staking, for an Anticipated Budget Amount of \$25,825 (to be distributed)
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C. Discuss and Consider Approval and/or Ratifying Approval of the Following Document(s) Relating to the Master Service Agreement for Master Planning and Design Services for Sterling Ranch Master Community (Certain Limited Projects in Filing No. 1 and Future Filings) Between the CAB and Redland Consulting Group, Inc.:

1. Approval of Change Order No. 1 to Work Order No. 1, Filing No. 2 – Increase Budget of Task B – Project Bid Assistance to Revise Cost Estimate and Bid Schedule to Breakout District and In-Tract Infrastructure and Update the

Project Phasing and Account for Plan Revisions for an Increase in Budget Amount of \$3,500, for a New Total of \$46,500 for Work Order No. 1 (enclosed)

- D. Review and Consider Approval of the Following Document(s) Relating to the Amended and Restated Work Order No. 1 – Sterling Ranch Filing No. 1 – Guaranteed Maximum Price ("GMP") between the CAB and M.A. Mortenson Company d/b/a Mortenson Construction:

1. Change Order No. 18: A Change Order to Reconcile the Project Schedule, No Increase in Budget Amount (enclosed)
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- E. Review and Consider Ratifying Approval of a Portion of the Proposal for Civil Engineering Professional Services for Sterling Ranch Filing No. 3A and 3B between the CAB and Martin/Martin, Inc. in the Amount of \$70,000 for Preliminary Planning Services Associated with Grading, and Consider Approval of Remaining Portion of Proposal for Preliminary Planning Services (enclosed)
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- F. Discuss and Consider Approval and/or Ratifying Approval of the Following Document(s) Relating to the Master Service Agreement for Geotechnical Services Between the CAB and A.G. Wassenaar, Inc.:

1. Approval of Work Order No. 4, Filing No. 2, for Soil Parameters and Global Stability Analysis for Proposed Retaining Wall in Sterling Ranch, Filing 2, for an Anticipated Budget of \$6,900.00 (enclosed)
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- G. Discuss and Consider Approval and/or Ratifying Approval of the Following Document(s) Relating to the Master Service Agreement for Irrigation System Design Services Between the CAB and Hydrosystems-KDI, Inc.:

1. Approval of Work Order No. 1, Filing No. 1, for Filing 1 Plan Revisions and Punch List Walks for an Anticipated Budget Amount of \$10,000 (to be distributed)
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- H. Review and Consider Approval of Service Agreement for Landscape Master Plan Design and Entitlements between the CAB and PCS Group, Inc. (to be distributed)
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- I. Discuss and Consider Approval and/or Ratifying Approval of the Following Document(s) Relating to the Master Service Agreement for Planning Services Between the CAB and PCS Group, Inc.:

1. Approval of Work Order No. 1, Filing No. 2, for Project Administration for an Anticipated Budget Amount of \$6,500 (to be distributed)
2. Approval of Change Order No. 1 to Work Order No. 1, Filing No. 2, for Assisting in Preparation of Landscape Bid Packages, Plan Clarifications, and Takeoffs, for an Increase in Budgeted Amount of \$5,277.50, for a New Total of \$11,777.50 for Work Order No. 1 (to be distributed)
3. Approval of Work Order No. 1, Filing No. 3, for Landscape Master Plan Design and Entitlements for an Anticipated Budget Amount of \$231,840 (to be distributed)
4. Approval of Work Order No. 1, Filing No. 4, for Landscape Master Plan Design and Entitlements for an Anticipated Budget Amount of \$171,072 (to be distributed)
5. Approval of Work Order No. 2, Filing No. 1, for Final Landscape Plans and Project Administration for an Anticipated Budget Amount of \$22,750 (to be distributed)
6. Approval of Work Order No. 2, Filing No. 2, for Final Landscape Plans and Project Administration for an Anticipated Budget Amount of \$11,675 (to be distributed)

7. Approval of Work Order No. 2, Filing No. 4, for Conceptual Planning and Landscape Design for Portion of Burns Park Adjacent to Residents in Filing No. 1 and Filing No. 4, and Project Renderings and Graphics, for an Anticipated Budgeted Amount of \$13,600 (to be distributed)
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- J. Discuss and Consider Approval and/or Ratifying Approval of the Following Document(s) Relating to the Master Service Agreement for Construction Stormwater Compliance Services (for Certain Limited Projects in Filing No. 1 and Future Filings) Between the CAB and LT Environmental, Inc.:

1. Approval of Work Order No. 1, Filing No. 1 for Permit Administrative Support and Advisement to the CAB for Reducing/Removing the Financial Bond Postings for Filing 1 and the Associated Projects, Related to Douglas County Grading, Erosion and Sediment Control (GESC) Permit Coverage for an Anticipated Budget Amount of \$8,500 (to be distributed)
 2. Approval of Change Order No. 1 to Work Order No. 1, Filing No. 2, for Additional Budget for Task 3, for Attendance of Weekly Construction Meetings Plus One or Two Site Meetings Per Month for an Increase in Budgeted Amount of \$8,000, for a New Total of \$30,250 for Work Order No. 1 (to be distributed)
 3. Approval of Change Order No. 1 to Work Order No. 2, Filing No. 2, for Additional Funds for Assistance and Consultation with State and Local Permitting for an Increase in Budgeted Amount of \$3,600, for a New Total of \$13,600 for Work Order No. 2 (to be distributed)
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- K. Review and Consider Approval of Second Amendment to Agreement No. 15915A/501015 (enclosed)
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- L. Review and Consider Approval of Service Agreement for 24/7 Mobile Modular Service between the CAB and Meisner Construction (to be distributed)
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- M. Review and Consider Approval of Cost Sharing Form for Improvements/Projects with Leonard Rice Engineers, Inc. as Required by the First Amended and Restated Water, Wastewater and Stormwater Operations Intergovernmental Agreement (for Services to Sterling Ranch) between the CAB and Dominion Water & Sanitation District (enclosed)
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- N. Review and Consider Approval of License Agreement to Enter Upon Real Property by and between the CAB, Sterling Ranch LLC and the Bird Conservancy of the Rockies (enclosed)
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- O. Review and Consider Ratifying Adoption of Resolution No. 2018-02-01, Resolution Regarding Signature Authority for Vehicle and Modular Trailer Registration and Title Purposes (enclosed)
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- P. Review and Consider Approval of License Agreements between the CAB and Public Service Company of Colorado for: (1) Trailhead Parking Lot, Utilities, Construction Staging and Grading; and (2) Surface Grading and Drainage Improvements (enclosures)
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- Q. Review Bids for Potholing Underground Lines / Consider Selection of Contractor (to be distributed)
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- R. Review and Consider Approval of Certificate to Dominion Water & Sanitation District under §4.2 of the First Amended and Restated operations Agreement Pertaining to Irrigation Water Demand for Sterling Ranch Filing No. 1 (to be distributed)
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- S. Review and Consider Approval of Master Service Agreement for Architectural Services between the CAB and Woodley Architectural Group, Inc. (to be distributed)

- 1. Review and Consider Approval of Work Order No. 1 to the Master Service Agreement for Commencement Phase Tasks, for an Anticipated Budget Amount of \$13,900 (to be distributed)
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6. EXECUTIVE SESSION, IF NECESSARY

7. FINANCIAL MATTERS

- A. Review and Consider Ratifying Approval of Claims Totaling \$2,143,202.80, Represented by Check Numbers 748 through 803 (enclosed)
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- B. Review and Consider Accepting Unaudited Financial Statements as of December 31, 2017 (enclosed)
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- C. Review and Consider Approval of Remaining Portion Associated with Trunk Infrastructure of Engineer's Report and Certification No. 31, and Pay Application No. 31, for the Period from January 1, 2018 through January 31, 2018 (enclosed)
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- D. Review and Consider Approval of Engineer's Report and Certification No. 32 in the Amount of \$115,425.09, Dated February 8, 2018, Submitted by Manhard Consulting, Ltd for the Period from January 1, 2018 through January 31, 2018 (enclosed)
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- E. Review and Consider Approval of Pay Application No. 32 in the Amount of \$115,424, Submitted by Mortenson Construction for Construction Costs during the Period from January 1, 2018 through January 31, 2018 (enclosed)

8. PUBLIC COMMENTS

9. BOARD MATTERS

10. CONSTRUCTION MATTERS / Tim Mangnall

- A. Status of Acceptance by Douglas County of Infrastructure

- B. Construction Updates

11. MANAGEMENT MATTERS / Don Rosier

- A. Discuss Personnel Needs

- B. Discussion of Landscape Packages, Non-Typical Lots and Water Budgets

- C. Review Bids for Removal and Replacement of Existing Concrete Fence / Consider Selection of Contractor (enclosed / additional documents to be distributed)

- D. Consider Approval to Set Up an Account with Contractors Supply Inc. (enclosed / additional documents to be distributed)

- E. Review and Consider Approval of Homeowner DIY Landscape Education (enclosed)

- F. Review and Consider Approval of Proposal for Water Dispenser Services between the CAB and Eldorado Artesians Springs, Inc. (to be distributed)

- G. Review and Consider Approval of Specifications 2018 Water-Wise Tree Lawns at Providence Village (enclosed)

- H. Review and Consider Approval of Scope of Work for Re-Bidding of Asphalt Project in Sterling Ranch Filing No. 2 (to be distributed)

- I. Acknowledge Expiration on its Own Terms of Lease Agreement between the CAB and ARS, Inc.

12. ADMINISTRATIVE MATTERS

- A. Review and Consider Approval of Minutes of the January 16, 2018 Regular Meeting, and Minutes of the January 31, 2018 Continued Regular Meeting (enclosures)
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- B. Confirm Quorum for Next Board Meeting to be Held Tuesday, March 20, 2018 at 3:00 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

NEXT SCHEDULED BOARD MEETING

Tuesday, March 20, 2018 – 3:00 p.m.

CliftonLarsonAllen LLP

8390 E. Crescent Pkwy., Suite 500

Greenwood Village, CO 80111

2018 REGULAR BOARD MEETING SCHEDULE

March 20, 2018

April 17, 2018

May 15, 2018

June 19, 2018

July 17, 2018

August 21, 2018

September 18, 2018

October 16, 2018

November 20, 2018

December 18, 2018

DEFERRED/PENDING ITEMS:

1. Review and Consider Approval of Intergovernmental Agreement Regarding the Design, Construction and Maintenance of Titan Road (Traffic Signal at Roxborough Park Road) Improvement Project between the CAB and the Board of County Commissioners of Douglas County, Colorado
2. Discuss Prairie Conservation Plan Overview / Don Rosier
3. Discuss and Consider Approval of Rules, Regulations and Conditions for Use of Sterling Ranch Information Center