

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, March 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: **March 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 Document(s) Relating to the Master Service Agreement for Planning Services Between the CAB and PCS Group, Inc.:

1. Work Order No. 2, Filing No. 1, for Final Landscape Plans and Project Administration for an Anticipated Budget Amount of \$22,750 (enclosed)
2. Work Order No. 2, Filing No. 2, for Final Landscape Plans and Project Administration for an Anticipated Budget Amount of \$11,675 (enclosed)

3. Change Order No. 1 to Work Order No. 1, Filing No. 4, Reallocating Design Fees of a Relocation of a Designated Park Space from Filing 4A to Filing 4B – Reduction of \$13,000 (enclosed)
4. Change Order No. 1 to Work Order No. 3, Filing No. 4, Reallocating Design Fees of a Relocation of a Designated Park Space from Filing 4A to Filing 4B for an Anticipated Budget Amount of \$13,000 (enclosed)
5. Work Order No. 3, Filing No. 1, for Master Plan Design and Entitlements for an Anticipated Budget Amount of \$226,610 (enclosed)
6. Work Order No. 1, Filing No. CPF-General, for Services to Assist with the Development of Universal Design Guidelines for an Anticipated Budget Amount of \$1,000 (enclosed)
7. Work Order No. 2, Filing No. 3, for Services to Assist with the Development of Prospect Design Guidelines for an Anticipated Budget Amount of \$4,000 (enclosed)
8. Work Order No. 5, Filing No. 4, for Services to Assist with the Development of Ascent Design Guidelines for an Anticipated Budget Amount of \$4,000 (enclosed)

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- B. Review and Consider Approval of Service Agreement for Hydro-Excavation of Potholes between the CAB and Romer Consulting, LLC (enclosed)

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- C. Discuss status of Master Service Agreement for Recreational Center Design Services

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- D. Discuss and Consider Approval and/or Ratifying Approval of the Following Document(s) Relating to the Master Service Agreement for Section 404 and Endangered Species Permitting Between the CAB and ERO Resources Corporation:

1. Work Order No. 1, Filing No. 2, to Perform Ecological Services by Assisting in Environmental Clearances Necessary for a Proposed Road Widening Project in Douglas County for an Anticipated Budget Amount of \$8,200 (enclosed)
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- E. Review and Consider Approval of Letter of Credit Application and Reimbursement Agreement with FirstBank (enclosed)

- F. Discuss and Consider a Policy Statement Authorizing Donald Rosier, as the Community Authority Board ("CAB") General Manager, Authority to Approve and Execute Work Orders and Change Orders within the Board Approved Project Budget between the District and Contractors as Well as Sign and Execute Any and All Contracts or Agreements Relating to CAB Operations in Accordance With the Approved CAB Budget

- G. Review and Consider Approval of a Change Order to the 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, for an Increase of \$3,950 (enclosed)

- H. Discuss and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Service Agreement for Website Development and Maintenance Services between the CAB and Siemens Industry, Inc.:

1. Work Order No. 20 for Street Lighting Bulk Order No. 2, for an Anticipated Budget of \$7,396,627 (enclosed)
2. Addendum to Work Order No. 19 (GIS Licensing - Enterprise Model) for Hosted Service Terms and Conditions with No Change in the Budgeted Amount (enclosed)

- I. Review and Consider Approval of Proposal from Siemens Industry, Inc. for 2" Meter SITRANS Magflo Water Meter and Technician Labor for Configuration and CAB Staff Training for an Anticipated Budget Amount of \$3,050 (enclosed)
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- J. Discuss and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Service Agreement for Owner's Representative Engineering Services for Sterling Ranch Master Community (For Certain Limited Projects in Filing No. 2) between the CAB and CORE Consultants, Inc.:

1. Work Order No. 1, Filing No. 2, for Water & Sanitary Sewer Infrastructure Improvements in an Anticipated Budget of \$110,440 (enclosed)
 2. Work Order No. 2, Filing No. 2, for Sterling Gulch Improvements for an Anticipated Budget Amount of \$10,000 (enclosed)
 3. Work Order No. 3, Filing No. 2, for Titan & Roxborough Road Improvements for an Anticipated Budget Amount of \$3,500 (enclosed)
 4. Work Order No. 4, Filing No. 2, for Titan & Moore Road for an Anticipated Budget Amount of \$2,500 (enclosed)
 5. Work Order No. 5, Filing No. 2, for District Standards & Specifications for an Anticipated Budget Amount of \$8,500 (enclosed)
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- K. Review and Consider Approval of Cost Sharing Agreement between the CAB and Dominion Water & Sanitation District for CORE Consultants, Inc. (enclosed)
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- L. 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. Change Order No. 1 to Work Order No. 1, Filing No. 4, for Changes in Scope of Work for a Decrease in Budget Amount by \$315,000 (enclosed)
2. Work Order No. 2, Filing No. 4, for Construction Document Phase in Filing 4B (In-Tract and Trunk) for an Anticipated Budget Amount of \$165,000 (enclosed)

3. Work Order No. 3, Filing No. 4, for Construction Document Phase in Filing 4C (In-Tract and Trunk) for an Anticipated Budget Amount of \$220,000 (enclosed)
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- M. 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. Work Order No. 4, Filing No. 4, for Test Holes in Filing 4A to Provide Data to Soils Engineer for an Anticipated Budget Amount of \$560 (enclosed)
 2. Work Order No. 5, Filing No. 4, for Test Holes in Filing 4B to Provide Data to Soils Engineer for an Anticipated Budget Amount of \$280 (enclosed)
 3. Work Order No. 6, Filing No. 4, for Test Holes in Filing 4C to Provide Data to Soils Engineer for an Anticipated Budget Amount of \$350 (enclosed)
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- N. Ratify Approval of Bonuses for CAB Employees
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- O. Discuss and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Service Agreement for Geotechnical Services between the CAB and A.G. Wassenaar, Inc.:

1. Work Order No. 1, Filing No. 4, for Geotechnical Site Development Study for the Proposed Residential Development in Filing 4A for an Anticipated Budget Amount of \$4,400 (enclosed)
 2. Work Order No. 2, Filing No. 4, for Geotechnical Site Development Study for the Proposed Residential Development in Filing 4B for an Anticipated Budget Amount of \$2,200 (enclosed)
 3. Work Order No. 3, Filing No. 4, for Geotechnical Site Development Study for the Proposed Residential Development in Filing 4C for an Anticipated Budget Amount of \$2,750 (enclosed)
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- P. Discuss and Consider Approval of Change Order No. 1 for Additional Work to Accommodate Access to Filing 2 Construction Due to Delay in Gas Line Relocation along Moore Road and Plan Approval of Sterling Gulch which Prohibited Access to the Site between the CAB and Total Property, Inc., for an Increase of the Anticipated Budgeted Amount of \$8,608.50 (enclosed)
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- Q. Review and consider approval of Intergovernmental Agreement Regarding the Design, Construction and Maintenance of Titan Road (Intersection Improvements at Roxborough Park Road) Improvement Project (enclosed).
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- R. Consider ratification of assignment from M.A. Mortenson Company to the CAB of the contract with BrightView Landscape Services, Inc. ("BrightView"), and consider authorizing approval and execution of new contract between the CAB and BrightView (to be distributed).
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- S. Consider ratifying approval of letter to Douglas County Development Department providing the CAB's recommendations regarding the Sterling Ranch Filing No. 1, 5th Amendment, Lot 23A and Tract M-1 Administrative Lot Line Adjustment (enclosed).
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6. EXECUTIVE SESSION, IF NECESSARY

7. FINANCIAL MATTERS

- A. Review and Consider Ratifying Approval of Claims Totaling \$375,883.88, Represented by Check Numbers 804 through 841, and EFT (enclosed)
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- B. Review and Consider Approval of Engineer's Report and Certification No. 33 in the Amount of \$0.00, Dated March 8, 2018, Submitted by Manhard Consulting, Ltd for the Period from February 1, 2018 through February 28, 2018 (enclosed)
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- C. Review and Consider Approval of Pay Application No. 33 in the Amount of \$0.00, Submitted by Mortenson Construction for Construction Costs during the Period from February 1, 2018 through February 28, 2018 (enclosed)
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- D. Review and Consider Approval of Cost Certification No. 1 for Monks Construction for Filing No. 2 and Sterling Gulch Improvements in the Amount of \$125,590, Dated March 15, 2018, Submitted by CORE Consultants, Inc. for the Period of February 1, 2018 through February 28, 2018 (enclosed)
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- E. Review and Consider Approval of Pay Application No. 1 for Monks Construction in the Amount of \$125,590.00 for the Period from February 1, 2018 through February 28, 2018 (enclosed)
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- F. Review and Consider Approval of Cost Certification No. 1 for BrightView Landscape Development for Filing #1, Off-Site Water & Wastewater, Titan Lift Station & Force Main, Tank & Connection to Roxborough WWTP in Filing No. 1 in the Amount of \$290,036.81, Dated March 14, 2018, Submitted by Manhard Consulting, Ltd for the Period of February 1, 2018 through February 28, 2018
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- G. Review and Consider Approval of Pay Application No. 1 for BrightView Landscape Development in the Amount of \$290,036.81 for the Period from February 1, 2018 through February 28, 2018 (enclosed)

- H. Review and Consider Approval of Cost Certification No. 1 for Total Property for Filing No. 2 and Sterling Gulch Improvements in the Amount of \$94,517.05, Dated March 15, 2018, Submitted by CORE Consultants, Inc. for the Period of February 1, 2018 through February 28, 2018 (enclosed)

- I. Review and Consider Approval of Pay Application No. 1 for Total Property in the Amount of \$94,517.05 for the Period from February 1, 2018 through February 28, 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 (enclosed)

C. Discuss and Consider Approval of General Manager Recommendations:

1. CAB Workshops Remain at 2:30 p.m. the Second Tuesday of Every Month at 1805 Shea Center Drive, Suite 140, Highlands Ranch, CO 80129
 2. CAB Regular Board Meetings Move to 9:00 a.m. the Third Thursday of Every Month at 9350 Roxborough Park Road, Littleton, CO 80125
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12. ADMINISTRATIVE MATTERS

A. Review and Consider Approval of Minutes of the February 20, 2018 Regular Meeting (enclosed)

B. Confirm Quorum for Next Board Meeting to be Held Tuesday, April 17, 2018 at 3:00 p.m. at the Offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111

C. Other

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

Tuesday, April 17, 2018 – 3:00 p.m.

CliftonLarsonAllen LLP

8390 E. Crescent Pkwy., Suite 500

Greenwood Village, CO 80111

2018 REGULAR BOARD MEETING SCHEDULE

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. Discuss Prairie Conservation Plan Overview / Don Rosier
2. Discuss and Consider Approval of Rules, Regulations and Conditions for Use of Sterling Ranch Information Center
3. Review and Consider Approval of Service Agreement for Landscape Master Plan Design and Entitlements between the CAB and PCS Group, Inc.
4. Review Bids for Removal and Replacement of Existing Concrete Fence / Consider Selection of Contractor