

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 Tuesday, August 21, 2018 at the hour of 2:00 p.m. at the Sterling Ranch Information Center, 8220 Piney River Avenue, Littleton, CO 80125. 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"
SPECIAL 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: August 21, 2018 - Tuesday **PLEASE NOTE TIME AND LOCATION OF MEETING**
Time: 2:00 p.m.
Location: Sterling Ranch Information Center
8220 Piney River Avenue
Littleton, CO 80125

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. PUBLIC COMMENTS

5. UTILITY MATTERS

6. LEGAL MATTERS

A. Review and Consider Adoption of Resolution No. 2018-08-___, Regarding Employee Credit Card Use (to be distributed)

1. Review and Approve District Draft Credit Card Policy (enclosed)

- B. SECOND READING – Discuss and Consider Establishing Water and Sewer Rates for Commercial Usage / Consider Approval of Amendment to Rate Study
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- C. Review and consider ratifying approval of the following documents relating to the July 27, 2018 Irrevocable Letter of Credit (No. 8894676) issued to the CAB by FirstBank (enclosed)

1. Irrevocable Standby Letter of Credit Application between the CAB and FirstBank, with the Board of County Commissioners of the County of Douglas as Beneficiary
 2. Irrevocable Standby Letter of Credit Reimbursement Agreement between the CAB and FirstBank
 3. Commercial Borrowing Authorization (of the CAB)
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- D. Review and Consider Adoption of Resolution No. 2018-08-___, Regarding the Sterling Ranch CAB 457(b) Plan (enclosed)
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- E. Review and consider ratifying approval of the following documents relating to Grist Brewing Company, LLC ("Grist") (enclosed):

1. Sublease Agreement between the CAB and Grist
 2. Guaranty provided by Grist for the benefit of the CAB
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- F. Review and consider approval of the following documents, as revised from the versions previously approved by the CAB on October 17, 2017 (enclosed):

1. Intergovernmental Agreement for the Financing, Design and Construction of the Castle Rock Pipeline Project by and between Dominion Water & Sanitation District, the CAB, UMB Bank, n.a., and CliftonLarsonAllen LLP
2. Construction Disbursement Agreement – Castle Rock Pipeline Project by and between Dominion Water & Sanitation District, the CAB, UMB Bank, n.a., and CliftonLarsonAllen LLP

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- G. Ratify the CAB's consent and acknowledgement Approval of the Water Tap Assignment between Wonderland at Sterling Ranch, LLC, and Parkwood Homes – Sterling Ranch, LLC (enclosed)
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- H. Review and Consider Approval of Intergovernmental Agreement Between the Sterling Ranch Community Authority Board and the Board of County Commissioners of the County of Douglas, State of Colorado, Regarding Financial Payment for Design of Willow Creek Improvements (enclosed)
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- I. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Agreement for Civil Engineering between the CAB and Atwell LLC:

1. Approve Work Order No. 1, Filing No. 1 for Recreation Center Design Development, for an Anticipated Budget Amount of \$42,500 (enclosed)
 2. Approve Work Order No. 1, Filing 4C for Townhomes Design and Development, for an Anticipated Budget Amount of \$49,500 (enclosed)
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- J. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Agreement for Surveying and GIS Services (For Certain Limited Projects in Filing No. 1 and Future Filings) between the CAB and Aztec Consultants, Inc.:

1. Approve Change Order No. 1 to Work Order No. 1, Filing No. 4 to Reallocate Dollars from Filing 4A Plat to the Filing 4C Plat – No Change in Cost (enclosed)
2. Approve Change Order No. 1 to Work Order No. 2, Filing No. 1 for Easement Research and Drafting, GIS Conversions, Attribution and Integration for an Increase in Budgeted Amount of \$2,000 (enclosed)

3. Approve Change Order No. 1 to Work Order No. 2, Filing No. 2 for Easement Research and Drafting, GIS Conversions, Attribution and Integration for an Increase in Budgeted Amount of \$2,000 (enclosed)
 4. Approve Work Order No. 2, Sterling Ranch Filing Overall Project for GIS Services/UtiliSync for an Anticipated Budget of \$3,600 per Year for up to Three Access Accounts, and \$5,000 per Year for 811 Utility Locates Integration, up to 30,000 Tickets (enclosed)
 5. Approve Work Order No. 5, Filing No. 1 for Surveying Services for Recreation Center for an Anticipated Budget Amount of \$490 (enclosed)
 6. Approve Work Order No. 7, Filing No. 4A for Sterling Ranch Filing No. 4A, Super Lot 247 Replat for an Anticipated Budget Amount of \$6,125 (enclosed)
 7. Approve Work Order No. 8, Filing No. 4B for Sterling Ranch Filing No. 4B, Super Lots 120 & 121 Replat for an Anticipated Budget Amount of \$11,375 (enclosed)
 8. Approve Work Order No. 9, Filing No. 4C on Sterling Ranch Filing No. 4C, Super Lots 116 & 117 Replat for an Anticipated Budget Amount of \$5,625 (enclosed)
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K. Review and Consider Approval and/or Ratify Approval of the Following Documents Relating to the Landscaping Contract between the CAB and BrightView Landscape Development:

1. Approve Change Order No. 4, Filing No. 1 to Delete Seed and Add Rock at Titan Road Median for an Increase in Budgeted Amount of \$2,160.66 (enclosed)
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L. Review and Consider Approval of Master Service Agreement for Civil Engineering between the CAB and Calibre Engineering, Inc. (enclosed)

M. Review and Consider Approval of the Following Document(s) Relating to the Master Service Agreement for Dry Utility Coordination and Lighting Design Services (Filing No. 2 and Future Filings) between the CAB and Engineering Underground, LLC:

1. Approve Work Order No. 1, Filing No. 3 for Dry Utility Coordination and Street

- Lighting Design for an Anticipated Budget Amount of \$124,750 (enclosed)
2. Approve Work Order No. 1, Filing No. 4 for Dry Utility Coordination and Street Lighting Design for an Anticipated Budget Amount of \$121,250 (enclosed)
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- N. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Utilities Contract between the CAB and Iron Woman Construction & Environmental Services, LLC:
1. Approve Change Order No. 4, Filing No. 2 for Redesign of Sanitary, Storm and Water in the Trunk, Tract and Pond, for an Increase in Budgeted Amount of \$186,277.43 (enclosed)
 2. Approve Change Order No. 5, Filing No. 2, Titan Road Phase 2, Titan Road and Roxborough Park Road Intersection, and Sterling Gulch, for an Increase in Budgeted Amount of \$88,910.37 (enclosed)
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- O. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Asphalt Paving, Signage, Striping and Traffic Signals between the CAB and Martin Marietta Materials, Inc.:
1. Approve Change Order No. 1, Filing No. 2 for Traffic Signal (temporary), and Traffic Signal at Titan & Moore for an Increase in Budgeted Amount of \$78,723.09 (enclosed)
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- P. Review and Consider Approval of Master Service Agreement for Engineering Services for Sterling Ranch Filing Overall Project between the CAB and Manhard Consulting, LTD., and Review and Consider Approval of the Following Related Document(s) (enclosed):
1. Approve Work Order No. 1, Overall Project, for Conceptual Engineering and Surveying Services, and Grading Concept Analysis, for an Anticipated Budget Amount of \$135,700 (enclosed)
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- Q. Review and Consider Approval of the Following Document(s) Relating to the Earthwork and Grading Contract for Filing No. 2 between the CAB and Monks Construction Company, Inc.:
1. Approve Change Order No. 2, Filing No. 2 for Titan Road Phase 2, Titan Road and Roxborough Park Intersection, and Sterling Gulch, for an Increase in Budgeted Amount of \$3,264.32 (enclosed)
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- R. Discuss need for New Current Service Agreement for Landscape Master Plan Design and Entitlements between the CAB and PCS Group, Inc., or expanding the scope of the current agreement
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- S. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Service Agreement for Planning Services between the CAB and PCS Group, Inc.:
1. Approve Work Order No. 4, Filing No. 1 for Location and Extent Services for the Recreation Center in Providence Filing No. 1 for an Anticipated Budget Amount of \$12,000 (enclosed)
 2. Approve Work Order No. 5, Filing No. 1 for Landscape Construction document Services for Recreation Center in Providence Filing No. 1 for an Anticipated Budget Amount of \$19,000 (enclosed)
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- T. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Master Service Agreement for Master Planning and Design Support (for Certain Limited Projects in Filing No. 1 and Future Filings) between the CAB and Redland Consulting Group, Inc.:
1. Approve Change Order No. 1 to Work Order No. 1, Filing 2 for Construction Services to Extend for an Additional Six Months for an Increase of Budgeted Amount of \$20,000 (enclosed)
 2. Approve Change Order No. 1 to Work Order No. 2, Filing 2 for Construction Services to Extend for an Additional Six Months for an Increase in Budgeted Amount of \$20,000 (enclosed)

3. Approve Change Order No. 2 to Work Order No. 1, Filing 4A for Project Meetings, Coordination & Entitlement Support for an Increase of Budgeted Amount of \$15,000 (enclosed)
 4. Approve Work Order No. 7, Filing No. 4 for Construction Bid Package and Construction Support for Filings 4A, 4B and 4C for an Anticipated Budget Amount of \$147,000 (enclosed)
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- U. Review 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. Approve Work Order No. 4, Filing No. 1 for Geotechnical Study for the Proposed Creational Center for an Anticipated Budget Amount of \$3,800 (enclosed)
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- V. Review and Consider Approval of Master Service Agreement for Civil Engineering between the CAB and S.A. Miro, Inc. (enclosed)
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- W. Review and Consider Approval and/or Ratify Approval of the Following Document(s) Relating to the Erosion Control Contract between the CAB and Total Property, Inc.:

1. Approve Change Order No. 4, Filing 2, for Removal of Wire Fence along Roxborough Park Road, and Removal of Old SCL Log along Roxborough Park Road, for an Anticipated Budget Amount of \$5,650.00 (enclosed)
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- X. Review and Consider Approval of the Following Items 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. Ratify Approval of Work Order No. 4, Filing No. 4 for Consulting Services for Design on Sterling Gulch and Un-Named Tributary, Filing 4a and 4b, for an Anticipated Budget Amount of \$66,584 (enclosed)
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- Y. Review and Consider Approval of licenses/ easements between the CAB and Xcel Energy, the City of Aurora, and the Denver Water Board (to be distributed)
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7. FINANCIAL MATTERS

- A. Review and Consider Ratifying Approval of Claims Totaling \$2,462,059.31, Represented by Check Numbers 1023 through 1055 (enclosed)
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- B. Review and Consider Acceptance of Unaudited Financial Statements as of June 30, 2018 (enclosed)
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- C. Review and Consider Approval of Cost Certification No. 6 for Filing No. 2 for Sterling Gulch Improvements, Titan & Roxborough Road, and Titan & Moore Road, in the Amount of \$1,678,474.52, Dated August 2, 2018, for the Period of July, 2018, Submitted by CORE Consultants, Inc. for the Following Pay Applications (enclosed):

1. Review and Consider Approval of Pay Application No. 6 for R.E. Monks Construction Company, LLC in the Amount of \$350,096.80 for the Period Ending July 24, 2018 (included with Cost Cert)
2. Review and Consider Approval of Pay Application No. 4 for Iron Woman Construction & Environmental Services, LLC in the Amount of \$1,146,997.47 for the Period Ending July 25, 2018 (included with Cost Cert)
3. Review and Consider Approval of Pay Application No. 4 for Total Property Inc. in the Amount of \$164,233.45 for the Period Ending July 20, 2018 (included with Cost Cert)
4. Review and Consider Approval of Pay Application No. 1 for Advanced Concrete Construction in the Amount of \$17,146.80 for the Period Ending July 11, 2018 (included with Cost Cert)

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- D. Review and Consider Approval of Cost Certification No. 6 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 \$132,790.18, Dated July 27, 2018, Submitted by Manhard Consulting, Ltd for the Period of July 1, 2018 through July 31, 2018, and the Following Pay Application (enclosed):

1. Review and Consider Approval of Pay Application No. 6 in the Amount of \$132,790.14, Dated July 11, 2018, Submitted by BrightView Landscape Development for the Period from July 1, 2018 through July 31, 2018 (enclosed)
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8. BOARD MATTERS

- A. Discussion on GeoLens
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- B. Discuss Overall Staffing
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9. CONSTRUCTION MATTERS / Tim Mangnall

- A. Status of Acceptance by Douglas County of Infrastructure
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- B. Construction Updates
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10. MANAGEMENT MATTERS / Tim Mangnall

A. General Updates

11. ADMINISTRATIVE MATTERS

A. Review and Consider Adoption of Resolution No. 2018-08-___, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices (enclosed)

B. Review and Consider Approval of Minutes of the May 8, 2018 Work Session, Minutes of the June 15, 2018 Work Session, and Minutes of the July 17, 2018 Regular Meeting (to be distributed)

C. Confirm Quorum for Next Board Meeting to be Held Tuesday, September 18, 2018 at 3:00 p.m. at the Offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 250, Greenwood Village, CO 80111

D. Other

12. EXECUTIVE SESSION, IF NECESSARY

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

Tuesday, September 18, 2018 – 3:00 p.m.

CliftonLarsonAllen LLP

8390 E. Crescent Pkwy., Suite 250

Greenwood Village, CO 80111

2018 REGULAR BOARD MEETING SCHEDULE

September 18, 2018

October 16, 2018

November 20, 2018

December 18, 2018

DEFERRED/PENDING ITEMS:

1. Discuss Prairie Conservation Plan Overview
2. Discuss and Consider Approval of Rules, Regulations and Conditions for Use of Sterling Ranch Information Center
3. FIRST READING - Review and Consider Adoption of Rules & Regulations