

NOTICE OF WORK SESSION

**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 work session on Monday, October 15, 2018 at the hour of 8:00 a.m. at the offices of Sterling Ranch Development Company, 1805 Shea Center Drive, Suite 140, Highlands Ranch, CO 80129. No Board action is anticipated at the work session. The meeting is 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"
WORK SESSION 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: **October 15, 2018 – Monday** *****PLEASE NOTE THE SPECIAL DATE AND TIME*****

Time: **8:00 a.m.**

Location: **Sterling Ranch Development Company**
 1805 Shea Center Drive
 Suite 140
 Highlands Ranch, CO 80129

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. DISTRICT BUSINESS FOR DISCUSSION
 - A. Discuss Overall Staffing
 - B. Review and Discuss 2019 Draft Budget (enclosed)
 - C. Status Report on Possible Revisions to Rules & Regulations
 - D. Discuss Possible Engagement of a Codifier for the Rules & Regulations in 2019
 - E. Discuss Records Retention / Custodian of Records
 - F. Notice of Award for Filing No. 4A, 4B, and 4C / Contractor Selections (enclosed)
 - G. Discuss Amending Employee Handbook (Employee Manual) / Performance Review (enclosed)
 - H. SIAs/IGAs for Filings 4B and 4C
 - I. Resolution to Appropriate Funds for Filing 4A, 4B, and 4C

- J. Proposal with Dewberry Engineers, Inc. – Denver Water and Aurora Water Conduit Crossing Evaluation for a Not to Exceed Amount of \$13,480 (enclosed)
- K. Master Service Agreement and Work Order with Alec Garbini
- L. Discuss Potential Agreement(s) with Richmond Homes to Allow Step-In Rights behind the CAB Relating to the Eastern Regional Pipeline and/or the Filing No. 2 SIA in the Event of an Uncured Default
- M. Discuss Proposal and Work Order from Redland Consulting to Bid Out the In-Tract Improvements for Filing 4C
- N. Project Cost-Sharing Form between CAB and Dominion - \$30,000 to Be Split 50/50 (enclosed)
- O. Drainage Easement Agreement between Sterling Ranch Too, LLC and Mirabelle Metropolitan District No. 1 (enclosed)
- P. Temporary Construction Easement Agreement between Sterling Ranch Too, LLC and Mirabelle Metropolitan District No. 1 (enclosed)
- Q. Utility Easement Agreement between Sterling Ranch Too, LLC and Mirabelle Metropolitan District No. 1 (enclosed)
- R. Work Orders and Change Orders:

A.G. Wassenaar:

- a. Work Order No. 4, Filing No. 4, for Bedrock Investigation – Sterling Gulch Phase II for an Anticipated Budget Amount of \$4,200 (enclosed)
- b. Work Order No. 1, Filing No. General, for a Soil and Foundation Study for Four Proposed Drainage-way Crossings to be Located along the Proposed Waterton Road at the Subject Site for an Increase in Budgeted Amount of \$6,500 (enclosed)

American Civil (dba ACC Mountain West):

- a. Change Order No. 1, Filing No. 2 – Removing Providence Park Items, for a Decrease in Budgeted Amount of (\$78,217.35) (enclosed)

Atwell: None

Aztec:

- a. Work Order No. 6 - Filing No. 1 – Ortho-Rectified Aerial Photos, GIS Data Management, for an Anticipated Budget Amount of \$4,500.00 (enclosed)
- b. Work Order No. 10 - Filing No. 4 – Small Unmanned Aerial (sUAS) Topographic Survey, for an Anticipated Budget Amount of \$3,500 (enclosed)
- c. Work Order No. 11 - Filing No. 4 – Surveying Services for Filing 4A for an Anticipated Budget Amount of \$77,315.00 (enclosed)
- d. Work Order No. 4 - Filing No. 2 – Sterling Gulch Phase 2 Test Holes, for an Increase in Budgeted Amount of \$630.00 (enclosed)
- e. Work Order No. 3, Filing No. 3, for Final Plats for Filings 3A and 3B, for an Anticipated Budget Amount of \$84,475, plus \$650 for each Additional Standard Legal Descriptions (enclosed)

BrightView:

- a. Change Order No. 8, Filing No. 1 – Trunk-Water Bill Meter Readings, for an Increase of \$80,898.95 (enclosed)
- b. Change Order No. 1, Filing No. 2 – NOC 98 Resubmittal Plan Changes, for a Reduction of Budgeted Amount of (\$17,527.35) (enclosed)

Calibre: None

Engineering Underground:

- a. Work Order No. 2, Filing No. 4, for Superblock Utility Coordination in Filing 4A / Lot 247, for an Increase in Budgeted Amount of \$6,800 (enclosed)
- b. Work Order No. 3, Filing No. 4, for Superblock Utility Coordination in Filing 4B / Lots 124 and 125, for an Increase in Budgeted Amount of \$11,000 (enclosed)
- c. Work Order No. 4, Filing No. 4, for Superblock Utility Coordination in Filing 4C / Lots 105 and 106, for an Increase in Budgeted Amount of \$6,500 (enclosed)

HydroSystems:

- a. Work Order No. 1, Filing No. 1 – Sterling Ranch Rec Center – Douglas County, Colorado (approximately 1.25 acres), for an Anticipated Budget Amount of \$3,965.00 (enclosed)

Iron Woman:

- a. Change Order No. 6, Filing No. 2 – Topsoil & OverEx, Miscellaneous Changes, Townhome Addition, and Storm Bid Drawings vs. Final Drawings, for an Increase in Budgeted Amount of \$327,877.84 (enclosed)

LT Environmental:

- a. Change Order No. 2 to Work Order No. 1, Filing No. 2, for Additional Budget for Tasks 2 & 3, Extending Contract Period through August 31, 2019 for an Increase in Budgeted Amount of \$14,160.00 (enclosed)
- b. Work Order No. 1, Filing No. 4, for SWMP Updates & GESC Permit Acquisition Assistance, Site Inspections, and SWMP Modifications/Updates, Permit Administration, Meetings/Consultation, for an Increase in Budgeted Amount of \$6,275 (enclosed)

Martin Marietta:

- a. Change Order No. 3, Filing No. 2, for Traffic Signal Poles for an Increase in Budgeted Amount of \$24,513.46 (enclosed)

Martin/Martin:

- a. Change Order No. 1 to Work Order No. 2, Filing No. 3 – for Additional Services for Preliminary Plan 3 for an Increase in Budget Amount of \$85,000.00 (enclosed)

Manhard: None

Matrix:

- a. Rescind Approval of Change Order No. 3 to Work Order No. 1, Filing No. 1 – Changes to the Sterling Gulch Design – Reduction of (\$435,500.00)
- b. Change Order No. 3 to Work Order No. 1, Filing No. 1 - Changes to the Sterling Gulch Design for an Increase in Budgeted Amount of \$437,500.00 (enclosed)
- c. Rescind Approval of Change Order No. 4 to Work Order No. 1, Filing No. 1 – Design of Titan Road Phase 2 and Includes Issues Outside of Their Control – Reduction of (\$629,623.00)
- d. Change Order No. 4 to Work Order No. 1, Filing No. 1 – Design of Road Phase 2 and Includes Issues Outside of Their Control for an Increase in Budgeted Amount of \$645,000.00 (enclosed)
- e. Change Order No. 5 to Work Order No. 1, Filing No. 1 – Program Management Tasks for an Increase in Budgeted Amount of \$330,000 (enclosed)
- f. Change Order No. 1 to Work Order No. 4, Filing No. 2 – Additional Fee for Changes to the Sterling Gulch Design Caused by Matrix Having to Take a Larger Role During Construction than was

Anticipated, for an Increase in Budgeted Amount of \$40,000.00 (enclosed)

- g. Change Order No. 6 to Work Order No. 1, Filing No. 1 – Construction Support Related to filing 1 Tasks, for an Increase of Budgeted Amount of \$161,000 (enclosed)
- h. Work Order No. 1, General Filings – Land Plan Review & Coordination, Concept Layout Plan & Profile, and Meetings & Coordination, for an Anticipated Budget Amount of \$11,300 (enclosed)
- i. Work Order No. 2 for Filing No. General, for Consulting Services on Sterling Gulch and Un-Named Tributary-Offsite/Onsite Drainage Analysis, for an Increase in Budgeted Amount of \$47,640 (enclosed)
- j. Work Order No. 8 for Filing No. 2, for Titan Phase 2 Construction Support for an Anticipated Budget Amount of \$36,500 (enclosed)

Monks:

- a. Change Order No. 1, Filing No. 1, Recreation Center - \$56,590.00 (enclosed)
- b. Change Order No. 4, Filing No. 2, for Potholing Titan & Roxborough, Median Fill, Shoefly Asphalt Removal, and Titan & Roxborough Intersection, for an Increase in Budgeted Amount of \$64,421.17 (enclosed)

PCS Group:

- a. Change Order No. 1 to Work Order No. 2, Filing No. 2 – Providence Park Plan Revisions for an Increase in Budgeted Amount of \$5,395.00 (enclosed)
- b. Work Order No. 6, Filing No. 4 – Conceptual Site Plan for Preparation of the SIP for Filing No. 4A – Site Improvement Plan Landscape, for an Anticipated Budget Amount of \$10,500.00 (enclosed)
- c. Work Order No. 7, Filing No. 4 - Conceptual Site Plan for Preparation of the SIP for Filing No. 4B – Site Improvement Plan Landscape, for an Anticipated Budget Amount of \$16,500.00 (enclosed)
- d. Work Order No. 8, Filing No. 4 – Site Improvement Plan Landscape for Filing 4C, for an Anticipated Budget Amount of \$6,200.00 (enclosed)

Redland:

- a. Work Order No. 8, Filing No. 4 – For Water System Construction Revisions; Pressure Reducing Valve Construction Drawings; Filing 4B Temporary Detention Pond Construction Drawings and Revised Drainage Report; Filing 4C Site Plan Revisions; Filing 4C Construction

Drawing Revisions; and Additional Budget for Project Meetings, for an Anticipated Budget Amount of \$111,000.00 (enclosed)

- b. Change Order No. 1 to Work Order No. 7, Filing No. 4 – Filing 4A District Project Bid Assistance and Construction Assistance to Re-Advertise the Concrete Infrastructure Portion of the Project, for an Increase in Budgeted Amount of \$4,000 (enclosed)
- c. Work Order No. 9, Filing No. 4 – In-Tract Construction Bid Package and Construction Support for Filing 4C, for an Anticipated Budget Amount of \$64,000 (enclosed)

SA Miro: None

Total Property:

- a. Change Order No. 5, Filing No. 2, for 12" CMP at Titan and Roxborough Road (80 LF x \$40), and Sediment trap, for an Increase in Budgeted Amount of \$4,800.00 (enclosed)

S. Pay Applications and Cost Certifications for September 2018:

CORE Cost Certification No. 8, Filing No. 2 - \$1,798,531.74 (enclosed)

- a. Pay Application No. 6 from Iron Woman - \$1,334,882.81 (included with Cost Cert)
- b. Pay Application No. 8 from Monks - \$9,880.00 (included with Cost Cert)
- c. Pay Application No. 2 from Martin Marietta - \$259,506.50 (included with Cost Cert)
- d. Pay Application No. 2 from Advanced Concrete Construction – -\$90,400.68 (included with Cost Cert)
- e. Pay Application No. 5 from Total Property, Inc. - \$103,861.75 (included with Cost Cert)

Manhard Cost Certification for BrightView: None

- 5. Executive Session, if Necessary
- 6. Adjournment

NEXT WORK SESSION:
Tuesday, November 13, 2018