

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, October 16, 2018 at the hour of 3:00 p.m. at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 250, 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: **October 16, 2018 - Tuesday**

Time: **3:00 p.m.**

Location: **CliftonLarsonAllen LLP**
 8390 E. Crescent Parkway
 Suite 250 / Second Floor
 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. PUBLIC COMMENTS

5. UTILITY MATTERS

6. LEGAL MATTERS

A. Discuss Ownership of Water Meters

B. FIRST READING – Revisions to Rules & Regulations

C. Ratify Approval of the Following Documents Approved as Amended Agenda Items (distributed as Post Packet Items) at the September 20, 2018 Special Board Meeting:

1. Work Orders and Change Orders under Existing Master Service Agreements:

Atwell LLC –

Change Order No. 1 to Work Order No. 1, Filing No. 2, for Additional Design Development for Updating Site Plan and Grading Due to a Change in the Prospective Builder and Again for Altering Roadway/Alley Widths Per the Direction of the Client, for an Increase of Budgeted Amount of \$4,800.00

Matrix Design Group, Inc. –

Change Order No. 3 to Work Order No. 1, Filing No. 1, for Changes to the Sterling Gulch Design, for an Increase in Budgeted Amount of \$435,500.00 (enclosed)

Change Order No. 4 to Work Order No. 1, Filing No. 1, for Design of Titan Road Phase 2 and Includes Issues Outside of Their Control, for an Increase in Budgeted Amount of \$629,623.00 (enclosed)

Change Order No. 5 to Work Order No. 1, Filing No. 1, for the Sterling Ranch Project for the Program Management Tasks that were Requested that Matrix Perform, for an Increase in Budgeted Amount of \$330,000.00 (enclosed)

Change Order No. 3 to Work Order No. 3, Filing No. 2, for Additional Changes to the Filing 2 Design Caused by New Douglas County Standards, New Dominion Water & Sanitation District Standards, and Requests by the CAB, for an Increase in Budgeted Amount of \$48,250.00 (enclosed)

A.G. Wassenaar, Inc. –

Change Order No. 1 to Work Order No. 1, Filing No. 3, for 5 Additional Test Borings, for an Increase in Budgeted Amount of \$3,360 (enclosed)

2. Change Orders under Existing Bid Awarded Contracts:

Advanced Concrete Construction –

Change Order No. 1, Filing No. 2, for Addition of 7" Thick Motor Court Paving with Sawed and Sealed Joints, and Add 1" Thickness to Curb Pans, for an Increase of Budgeted Amount of \$75,576.40 (enclosed)

CORE Consultants, Inc. –

Change Order No. 6 to Work Order No. 3, Filing No. 1, to Remove Tasks 3-6, and Extend Tasks 1 & 2 for Cost Certification Services for the Remainder of Filing No. 1 Landscaping, for an Increase in Budgeted Amount of \$15,000.00 (enclosed)

BrightView Landscape Development, Inc. –

Change Order No. 7, Filing No. 1, for 24" Aluminum Plaque to be Installed on Existing Pat Gallagher Park Sign, for an Increase in Budgeted Amount of \$1,567.78 (enclosed)

R.E. Monks Construction Company, LLC –

Change Order No. 3, Filing No. 2, for Trunk – Titan Rd/Moore Rd Improvements – Slope Adjustment/Soil Riprap Install, for an Increase in Budgeted Amount of \$32,609.87 (enclosed)

3. New Master Service Agreements:

BrightView Landscape Development, Inc. –

Master Service Agreement for Landscape & Maintenance Services, and Work Order No. 1 in the amount of \$205,056 (annual cost) (to be distributed)

D. Consider Approving Engagement of Codifier for the Rules & Regulations

E. Discuss Records Retention / Custodian of Records

- F. Discuss Amending Employee Handbook (Employee Manual) / Performance Review (enclosed)
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- G. Review and Consider Approval and Ratification of Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 4B between Sterling Ranch Development Company, the Sterling Ranch Community Authority Board, Dominion Water & Sanitation District, and the Board of County Commissioners of the County of Douglas (to be distributed)
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- H. Review and Consider Approval and Ratification of Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 4C between Sterling Ranch Development Company, the Sterling Ranch Community Authority Board, Dominion Water & Sanitation District, and the Board of County Commissioners of the County of Douglas (to be distributed)
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- I. Review and Consider Adoption of Resolution No. 2018-10-__ to Appropriate Funds for Sterling Ranch Filing Nos. 4A, 4B, and 4C (enclosed)
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- J. Discuss Potential Agreement(s) with Richmond Homes to Allow Step-In Rights behind the CAB Relating to the Eastern Regional Pipeline and/or the Sterling Ranch Filing No. 2 SIA in the Event of an Uncured Default
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- K. Review and Consider Approval of Proposal and Work Order from Redland Consulting to Bid Out the In-Tract Improvements for Filing 4C
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- L. Review and Consider Approval of Proposal from Dewberry Engineers, Inc. for Denver Water and Aurora Water Conduit Crossing Evaluation for a Not to Exceed Amount of \$13,480 (enclosed)
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- M. Review and Consider Approval of Master Agreement for Project Management Services between the CAB and Alec Garbini
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- N. Acknowledge Drainage Easement Agreement, Temporary Construction Easement Agreement, and Utility Easement Agreement between Sterling Ranch Too, LLC and Mirabelle Metropolitan District No. 1 (enclosures)
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- O. Work Orders and Change Orders to Consider for Approval and/or Ratification of Approval under Existing Master Service Agreements:

- 1. **A.G. Wassenaar, Inc. / Geotechnical Services**

- 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)

- 2. **Aztec Consultants, Inc. / Surveying and GIS Services**

- 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)

3. **Engineering Underground, LLC**
 - 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)
4. **HydroSystems-KDI, Inc.**
 - 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)
5. **LT Environmental, Inc.**
 - 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)
6. **Martin/Martin, Inc.**
 - 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)
7. **Matrix Design Group, Inc.**
 - 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)
- 8. **PCS Group, Inc.**
 - 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)
- 9. **Redland Consulting Group, Inc.**
 - 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)

- P. Change Orders to Consider for Approval and/or Ratification of Approval under Existing Awarded Contracts:
1. **American Civil Constructors LLC (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)
 2. **BrightView Landscape Development, Inc.**
 - 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)
 3. **Iron Woman Construction & Environmental Services, LLC**
 - 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)
 4. **Martin Marietta Materials, Inc.**
 - a. Change Order No. 3, Filing No. 2, for Traffic Signal Poles for an Increase in Budgeted Amount of \$24,513.46 (enclosed)
 5. **Monks Construction Company LLC**
 - 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)
 6. **Total Property Inc.**
 - 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)

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- Q. Review and Consider Approval of Cost Sharing Agreement between the CAB and Dominion Water & Sanitation District, for Wastewater System Master Planning, in the Amount of \$15,000 (enclosed)
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- R. Ratify Approval of Architectural Services Agreement between the CAB and Burkett (EUA) for Tenant Improvement Projects in the Civic Center - Perform Architectural Design and Document Services for an Anticipated Budget Amount of \$12,000 (enclosed)
 - 1. Ratify Approval of Modification of Architect Agreement Proposal from Burkett (EUA) for Additional Scope/Effort – to Provide Mechanical, Electrical and Plumbing Consultants along with Additional Coordination Services Needed by Architect to Complete Construction Document Phase for an Anticipated Budget Amount of \$25,824.00 plus Hourly Rates for Construction Administration (enclosed)
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- S. Discuss Status of Removal/Hauling of Defective Fencing and Installation of New Fencing
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- T. Ratify Approval of Special Warranty Deed between the CAB and the Board of County Commissioners of Douglas County (enclosed)
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7. FINANCIAL MATTERS

- A. Review and Consider Ratifying Approval of Claims Totaling \$3,422,672.80, Represented by Check Numbers 1116 through 1159 (enclosed)
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- B. Review and Consider Approval of Cost Certification No. 8 for Filing No. 2 for Sterling Gulch Improvements, Titan & Roxborough Road, and Titan & Moore Road, in the Amount of \$1,798,531.74, Dated October 4, 2018, for the Period of September, 2018, Submitted by CORE Consultants, Inc. for the Following Pay Applications (enclosed):

- 1. Review and Consider Approval of Pay Application No. 8 for R.E. Monks Construction Company, LLC in the Amount of \$9,880.00 for the Period Ending September 25, 2018 (included with Cost Cert)

2. Review and Consider Approval of Pay Application No. 6 for Iron Woman Construction & Environmental Services, LLC in the Amount of \$1,334,882.81 for the Period Ending September 25, 2018 (included with Cost Cert)
3. Review and Consider Approval of Pay Application No. 2 for Martin Marietta in the Amount of \$259,506.50 for the Period Ending September 20, 2018 (included with Cost Cert)
4. Review and Consider Approval of Pay Application No. 2 for Advanced Concrete Construction in the Amount of \$90,400.68 for the Period Ending September 21, 2018 (included with Cost Cert)
5. Review and Consider Approval of Pay Application No. 5 for Total Property, Inc. in the Amount of \$103,861.75 for the Period Ending September 20, 2018 (included with Cost Cert)

C. First Reading of 2018 Budget Amendment (to be distributed)

D. First Reading of 2019 Draft Budget (to be distributed)

8. BOARD MATTERS

A. Discuss Overall Staffing

9. CONSTRUCTION MATTERS / Tim Mangnall

A. Status of Acceptance by Douglas County of Infrastructure

B. Construction Updates

C. Discussion on GeoLens

D. Review Bid Summary and Consider Notices of Award for Sterling Ranch Filing Nos. 4A, 4B, and 4C Construction Projects (enclosed)

10. MANAGEMENT MATTERS / Tim Mangnall

A. General Updates

11. ADMINISTRATIVE MATTERS

A. Review and Consider Approval of Minutes of the July 13, 2018 Work Session, Minutes of the August 9, 2018 Special Meeting, Minutes of the August 20, 2018 Work Session, Minutes of the August 21, 2018 Special Meeting, Minutes of the September 10, 2018 Work Session, Minutes of the September 20, 2018 Work Session, and Minutes of the September 20, 2018 Regular Meeting (to be distributed)

B. Confirm Quorum for Next Board Meeting to be Held Tuesday, November 20, 2018 at 3:00 p.m. at the Offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 250, Greenwood Village, CO 80111

C. Other

12. EXECUTIVE SESSION, IF NECESSARY
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13. ADJOURNMENT
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NEXT SCHEDULED BOARD MEETING

Tuesday, November 20, 2018 – 3:00 p.m.

CliftonLarsonAllen LLP

8390 E. Crescent Pkwy., Suite 250

Greenwood Village, CO 80111

2018 REGULAR BOARD MEETING SCHEDULE

November 20, 2018

December 18, 2018

DEFERRED/PENDING ITEMS:

1. SECOND AND FINAL READING – Rules & Regulations - November
2. SECOND AND FINAL READING - 2018 Budget Amendment and 2019 Budget – November