

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 Tuesday, November 13, 2018 at the hour of 2:30 p.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: November 13, 2018 – Tuesday
Time: 2:30 p.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 Designating Three Posting Locations for the 72-Hour Posting Requirement and One Location for the 24-Hour Posting Requirement for 2019
 - B. Consider Pre-Funding the Design IGAs for Willow Creek and Sterling Gulch
 - C. Review and Discuss 2018 Budget Amendment and the 2019 Draft Budget (enclosures)
 - D. Status Report on Possible Revisions to Rules & Regulations
 - E. Discuss Possible Engagement of a Codifier for the Rules & Regulations in 2019
 - F. Discuss Records Retention / Custodian of Records
 - G. Discuss Amending Employee Handbook (Employee Manual) / Performance Review (enclosed)
 - H. Discussed Authorizing Tom Martinez, General Manager, to Execute or Incur Expenditures up to \$10,000, if Within an Approved Budget

- I. Discuss Having the Ability to Issue a Type of Agreement and/or Work Orders for Various Maintenance, Warranty Acceptance, and Other Various Time Sensitive Scopes Less Than or Even Greater than the \$60,000 Public Bid Threshold where the CAB is able to Move Forward with the Work and the Approvals are Later Ratified
- J. Discuss Issuing of Credit Card(s)
- K. Consider Short-Form Construction Contract (to be distributed); Consider Approving the Following Proposal(s) under a Short-Form Construction Contract:
 - a. Thoutt Bros. Concrete Contractors Inc. – Concrete Work at Blue River Avenue and Taylor River Avenue for Mortenson Construction - \$39,912.81 (enclosed)
- L. Work Orders and Change Orders:

Advanced Concrete:

- a. Filing No. 2, Change Order No. 2 – Add In Tract Fine Grading and Cut Grading for an Increase in Budgeted Amount of \$4,869.00 (enclosed)

A.G. Wassenaar: None

American Civil (dba ACC Mountain West): None

Atwell: None

Aztec:

- a. Filing No. 4, Work Order No. 12 – Surveying Services for Sterling Ranch Filing 4B Improvements Project for an Anticipated Budget Amount of \$57,130.00 (enclosed)

BrightView: None

Calibre: None

Engineering Underground: None

HydroSystems: None

Iron Woman:

- a. Filing No. 2, Change Order No. 7 – RWSD Water Treatment Plant Vault Removal for an Increase in Budget Amount of \$9,593.11 (enclosed)

LT Environmental: None

Martin Marietta:

- a. Filing No. 2, Change Order No. 4, for Reductions to Motor Court Paving and Motor Court ABS Island; and Increase to Minor Collector Addition to Pavement Design, Additional 1" HBP, Design Change from 7" HBP to 7.5" HBP on Plateau Creek Lane, General Conditions, P&P Bond, and Builder's Risk Insurance, for a Total Increase in Budgeted Amount of \$29,178.28 (enclosed)
- b. Filing No. 2, Change Order No. 5, for Saw Cut, Removal of Asphalt Pavement, Subgrade Prep, Temp Paving, Shouldering, Additional Re-Mob for Shouldering, General Conditions, P&P Bond, Builder's Risk Insurance, and a Reduction of Pay App for Temp/Col Weather Paving, for a Total Increase of \$20,967.47 (enclosed)
- c. Filing No. 2, Change Order No. 6, for a Reduction to: Trunk, General Conditions, P&P Bond, and Builder's Risk Insurance, for a Decrease in Budgeted Amount of (\$14,080.22) (enclosed)

Martin/Martin: None

Manhard: None

Matrix:

- a. Filing No. 2, Change Order No. 2 to Work Order No. 7 - Construction Administration Services for Titan Road and Roxborough Park Road Intersection for an Increase in Budgeted Amount of \$20,500 (enclosed)
- b. Filing No. 3, Change Order No. 5 to Work Order No. 1 – Reconciliation of Filing 1, Work Order No. 1 Based on Approved and Paid Invoices to Date, for an Increase in Budgeted Amount of \$66,844.74 (enclosed)
- c. Filing No. 1, Change Order No. 7 to Work Order No. 1 – Engineering Underground and Aztec Consultants for Dry Utility Coordination and Survey Support for an Increase in Budgeted Amount of \$109,550.00 (enclosed)

Monks: None

PCS Group:

- a. Filing No. General, Work Order No. 2 – Landscape Master Plan Design and Entitlements for an Anticipated Budget Amount of \$99,250.00 (enclosed)

Redland:

- a. Filing No. 1, Work Order No. 43 – Construction Bid Package for Filing 1 Fence, for an Anticipated Budget Amount of \$7,000 (enclosed)

SA Miro: None

Siemens:

- a. Filing No. 1, Work Order No. 29 – On Demand/Emergency Street Lighting Repair and Replacement Services to be Billed on a Time and Material Basis (enclosed)
- b. Filing No. 1, Work Order No. 30 – Replace Pole on SW Side of Roundabout at Titan Road and Eagle River Street for an Anticipated Budget Amount of \$7,845.00 (enclosed)

Total Property: None

M. Pay Applications and Cost Certifications for October 2018:

CORE Cost Certification No. 9, Filing No. 2 - \$1,351,292.24 (enclosed)

- a. Pay Application No. 7 from Iron Woman - \$900,332.90 (included with Cost Cert)
- b. Pay Application No. 9 from Monks - \$126,675.73 (included with Cost Cert)
- c. Pay Application No. 3 from Martin Marietta - \$182,459.00 (included with Cost Cert)
- d. Pay Application No. 3 from Advanced Concrete Construction – \$141,824.61 (included with Cost Cert)

Manhard Cost Certification for BrightView: None

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

NEXT WORK SESSION:
Tuesday, December 11, 2018