

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, December 11, 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:

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| James Yates, President (representing Sterling Ranch Colorado MD No. 2) | January 15, 2023 |
| 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 |
| David Little, _____ (representing Sterling Ranch Colorado MD No. 1) | November 20, 2022 |
| Denise Denslow, Secretary | N/A |
| 8 VACANCIES | |

Date: December 11, 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. PUBLIC COMMENTS

5. UTILITY MATTERS

6. LEGAL MATTERS

- A. DISCUSS CONTINUED SECOND READING – Discuss Revisions to Rules & Regulations; Resolution No. 2018-11-__ Resolution of the Board of Directors of the Sterling Ranch Community Authority Board Amending its Rules and Regulations Compilation to Update and Conform the Provisions, Fees, Policies and Procedures Set Forth in These Documents (enclosures)

1. Employee Handbook (enclosures)
 2. Employee Review Process
 3. Budgeting for Winter Watering of Landscaping
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B. Work Orders and Change Orders for Review under Existing Master Service Agreements:

1. A.G. Wassenaar, Inc. – Filing No. 4A, Work Order No. 5 for Providing Requested Construction Testing Services (grading) for Sterling Ranch Filing 4A for an Anticipated Budget Amount of \$32,265.00 (enclosed)
 2. Aztec Consultants, Inc. – Filing No. 2, Change Order No. 1 to Work Order No. 3 for Revisions to all Lots and Place Private Drives within Tracts per County Comments, and Revisions to All Lots and Place Provide Drives Back within Easements per County Comments, for an Increase in Budgeted Amount of \$2,400 (enclosed)
 3. HydroSystems-KDI, Inc. – Filing No. 3, Work Order No. 1 for Design per Douglas County Standards/Regulations, Client Requirements and to Match Existing Equipment for an Anticipated Budget Amount of \$44,590.00 (enclosed)
 4. Redland Consulting Group – Filing No. 4A, Work Order No. 10 for Design Coordination and Project Meetings and Coordination, and Construction Plan Notice of Change for an Anticipated Budget Amount of \$9,000.00 (enclosed)
 5. Redland Consulting Group – Filing No. 4B, Work Order No. 11 for Design Coordination and Project Meetings and Coordination, and Construction Plan Notice of Change, for an Anticipated Budget Amount of \$9,000 (enclosed)
 6. Redland Consulting Group – Filing No. 4C, Work Order No. 12 for Design Coordination and Project Meetings and Coordination, Additional Water Line and Sanitary Sewer Line, Structural Inlet Design, and Construction Plan Notice of Change, for an Anticipated Budget of \$23,000 (enclosed)
 7. Siemens Industry, Inc. – Filing No. 1, Work Order No. 31 for Mechanical, Plumbing, Technology (MEPT) Deliverables, for an Anticipated Budget Amount of \$57,640.00 (enclosed)
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C. Change Orders for Review under Existing Awarded Contracts:

1. Advanced Concrete Construction, Inc. – Filing No. 2, Change Order No. 4 for 30 LF of 18" Median Curb/Gutter Damaged by Martin Marietta Materials, Inc. for an Increase in Budgeted Amount of \$1,479.84 (enclosed)
2. Brightview Landscape Development Inc. – Filing No. 2, Change Order No. 2 for In-Tract Permit Fee Reimbursement for an Increase in Budgeted Amount of \$354.49 (enclosed)
3. Brightview Landscape Development Inc. – Discuss up to \$76,000 in Snow Removal Change Orders for Ongoing 2018-2019 Winter Snow Removal Events
4. Martin Marietta Materials, Inc. – Filing No. 2, Change Order No. 8 for Moore Road Westside Turn Lane for an Increase in Budgeted Amount of \$23,281.22 (enclosed)
5. Martin Marietta Materials, Inc. – Filing No. 2, Change Order No. 9 for Deduction for Damage to 30 LF of 18" Median Curb/Gutter Repaired by Advanced Concrete Construction, Inc. for a Reduction of Budgeted Amount of (\$1,479.84) (enclosed)
6. R.E. Monks Construction Company, LLC – Filing No. 2, Change Order No. 5 for Potholing Titan & Roxborough, Shoefly Asphalt Removal, and Blade Road and Moore Road Grade Changes for an Increase in Budgeted Amount of \$30,924.94 (enclosed)

D. Change Orders to Discuss under Service Agreements:

Schultz Janitorial – Filing No. General, Change Order No. 1 to Work Order No. 1 for 2019 Price Escalations Beginning January 1, 2019 - \$285.00 per Month Increase for Construction Trailer and \$200.00 per Month Increase for Information Center (enclosed)

E. Discuss Engagement of Winzenburg, Leff, Purvis, & Payne LLP as Covenant Enforcement Counsel (to be distributed)

7. FINANCIAL MATTERS

- A. Review Claims Totalling \$ _____, Represented by Check Numbers _____ through _____

- B. Review Unaudited Financial Statements for the Period Ending September 30, 2018 (enclosed)

- C. Review Cost Certification No. 10 for Filing No. 2 for Sterling Gulch Improvements, Titan & Roxborough Road, and Titan & Moore Road, in the Amount of \$1,274,546.44, Dated December 3, 2018, for the Period of November, 2018, Submitted by CORE Consultants, Inc. for the Following Pay Applications (enclosed):

1. Review Pay Application No. 10 for R.E. Monks Construction Company, LLC in the Amount of \$28,829.81 for the Period Ending November 19, 2018 (included with Cost Cert)
2. Review Pay Application No. 8 for Iron Woman Construction & Environmental Services, LLC in the Amount of \$609,743.25 for the Period Ending November 27, 2018 (included with Cost Cert)
3. Review Pay Application No. 4 for Martin Marietta in the Amount of \$264,238.98 for the Period Ending November 15, 2018 (included with Cost Cert)
4. Review Pay Application No. 4 for Advanced Concrete Construction in the Amount of \$95,598.22 for the Period Ending November 21, 2018 (included with Cost Cert)
5. Review Pay Application No. 1 for Brightview Landscape Development, Inc. in the Amount of \$194,155.18 for the Period Ending November 28, 2018 (included with Cost Cert)
6. Review Pay Application No. 6 for Total Property, Inc. in the Amount of \$71,981.00 for the Period Ending November 20, 2018 (included with Cost Cert)

- D. DISCUSS CONTINUED SECOND READING: Discuss Amending 2018 Budget; Discuss Resolution No. 2018-12-__, Resolution of the Sterling Ranch Community Authority Board to Amend the 2018 Budget (enclosed)

- E. DISCUSS CONTINUED SECOND READING: Discuss 2019 Budget; Resolution No. 2018-12-__ to Adopt 2019 Budget and Appropriate Sums of Money (enclosures)

8. BOARD MATTERS

- A. Discuss Overall Staffing

- B. Discuss Policy for Payment to Board Members

9. CONSTRUCTION MATTERS / Tim Mangnall

- A. Status of Acceptance by Douglas County of Infrastructure

- B. Construction Updates

- C. Discuss Proposal with GeoLens for Reduction of Work

- D. Review Recommendations regarding Contracts for 4C

10. MANAGEMENT MATTERS / Tom Martinez

- A. General Updates

11. ADMINISTRATIVE MATTERS

- A. Discuss Minutes of the October 15, 2018 Work Session, Minutes of the October 16, 2018 Work Session, Minutes of the October 16, 2018 Regular Meeting, and Minutes of the November 20, 2018 Special Meeting (enclosures)

- B. Confirm Quorum for Next Board Meeting to be Held Tuesday, December 18, 2018 at 3:00 p.m. at the Offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 275, Greenwood Village, CO 80111

- C. Other

12. EXECUTIVE SESSION, IF NECESSARY

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

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

REGULAR MEETINGS ARE HELD AT:

CliftonLarsonAllen LLP
8390 E. Crescent Pkwy., Suite 275
Greenwood Village, CO 80111

WORK SESSIONS ARE HELD AT:

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

2019 REGULAR BOARD MEETING/WORK SESSION SCHEDULES

January 8, 2019 – Work Session
January 15, 2019 – Regular Meeting
February 12, 2019 – Work Session
February 19, 2019 – Regular Meeting
March 12, 2019 – Work Session
March 19, 2019 – Regular Meeting
April 9, 2019 – Work Session
April 16, 2019 – Regular Meeting
May 14, 2019 – Work Session
May 21, 2019 – Regular Meeting
June 11, 2019 – Work Session
June 18, 2019 – Regular Meeting
July 9, 2019 – Work Session
July 16, 2019 – Regular Meeting
August 13, 2019 – Work Session
August 20, 2019 – Regular Meeting
September 10, 2019 – Work Session
September 17, 2019 – Regular Meeting
October 8, 2019 – Work Session
October 15, 2019 – Regular Meeting
November 12, 2019 – Work Session
November 19, 2019 – Regular Meeting
December 10, 2019 – Work Session
December 17, 2019 – Regular Meeting

DEFERRED/PENDING ITEMS:

1. Discuss Ownership of Water Meters (early 2019)