

**STERLING RANCH COMMUNITY AUTHORITY BOARD**  
**DOUGLAS COUNTY, COLORADO**

This notice is given by order of the Board of Directors of the Authority.

By: /s/ Denise Denslow  
Manager

**STERLING RANCH COMMUNITY AUTHORITY BOARD "CAB"**  
**REGULAR MEETING 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, Assistant Secretary (representing Sterling Ranch Colorado MD No. 1)	November 20, 2022
Denise Denslow, Secretary	N/A
7 VACANCIES	

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**Date:** January 15, 2019 - Tuesday **\*\*Please note the new location\*\***  
**Time:** 3:00 p.m.  
**Location:** Sterling Ranch Civic Center  
Siemens 2<sup>nd</sup> Floor Conference Room  
8155 Piney River Avenue  
Suite 2100  
Littleton, CO 80125

1. CALL TO ORDER / DECLARATION OF QUORUM

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2. DISCLOSURE OF CONFLICTS OF INTEREST

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3. REVIEW AND APPROVE AGENDA AND MEETING LOCATION; APPOINT ACTING SECRETARY FOR MEETING, IF NECESSARY

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4. Acknowledge Appointment of Darrell J. Schulte as a Representative of Sterling Ranch Colorado Metropolitan District No. 1 to the Board of Directors of the CAB, for a 4-year Term Ending on January 15, 2023; Consider Appointment of Darrell J. Schulte as an Assistant Secretary

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5. PUBLIC COMMENTS

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6. MANAGEMENT MATTERS / Tom Martinez

A. General Updates

1. Operations Report (enclosed)
  2. Update on Civic Center Project
  3. Update on Recreation Center
  4. Snow Removal for CAB Leased Properties
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7. LEGAL MATTERS

- A. Review and Consider Approval of "Verification of Costs Eligible for Payment by the CAB – Sterling Ranch Colorado Metropolitan District Nos. 2-7 (2018 Package of Invoices – 3 Notebooks)", Prepared by EVO Consulting Services, Inc. Dated January 9, 2019, and Consider Acceptance of \$6,238,424.48 in CAB Eligible Expenses (enclosed)
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B. Discuss the Following Work Orders with Siemens Industry, Inc.:

1. Filing No. 1, Work Order No. 25, for Closed Circuit Television Cameras for Filing No. 1, for an Anticipated Budget Amount of \$5,068.00 per Unit (enclosed)
  2. Filing No. 1, Work Order No. 26, for Desigo Mass Notification Software and License, for an Anticipated Budget Amount of \$103,322.00 (enclosed)
  3. Filing No. 1, Work Order No. 27, for Desigo Surveillance Video Management System (VMS), for an Anticipated Budget Amount of \$84,860.00 (enclosed)
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C. Presentations by Ben Both:

1. Work Order Tracker (enclosed)
  2. Construction Contract versus 2019 Budget Allocation Report (enclosed)
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D. Review and Consider Approval of Work Orders and Change Orders to Review under  
Existing Master Service Agreements:

1. A.G. Wassenaar – Filing No. 3, Change Order No. 1 to Work Order No. 3 for Attendance of Douglas County Planning Commission & County Commissioners Meetings, Preparation for Meetings and Presentation, for an Increase in Budgeted Amount of \$5,700.00 (enclosed)
  2. Atwell LLC – Filing No. 4, Change Order No. 1 to Work Order No. 1 (Filing 4C Townhomes), for Site Plan Revisions Based on Builder's Concept and Due to County Pre-Submittal Comments (eliminating cul-de-sac), for an Increase in Budgeted Amount of \$9,488.00 (enclosed)
  3. Aztec Consultants, Inc. – Filing No. 2, Change Order No. 1 to Work Order No. 1, for Changes in Scope of Services, for an Increase in Budgeted Amount of \$19,080.00 (enclosed)
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E. Consider a Policy Setting the Procedure for Authorization of Use of Electronic Signature for Tom Martinez and Designating Individual(s), If Any, Who can Place this Electronic Signature (to be distributed)

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F. Review and Consider Approval of Financial Services Agreement between the CAB and Piper Jaffray & Co. (enclosed)

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G. Adjourn to EXECUTIVE SESSION to Receive Legal Advice from the District's Attorney Regarding Mediation with M.A. Mortenson d/b/a Mortenson Construction

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8. FINANCIAL MATTERS

- A. Review and Consider Ratifying Claims Totaling \$2,194,009.51, Represented by Check Numbers 1280 through 1285, 1287 through 1331 (enclosed)
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9. CONSTRUCTION MATTERS / Tim Mangnall

A. General Construction Update

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10. BOARD MATTERS

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11. ADMINISTRATIVE MATTERS

- A. Review and Consider Approval of the Minutes of the October 15, 2018 Work Session, the Minutes of the October 16, 2018 Work Session, the Minutes of the October 16, 2018 Regular Meeting, the Minutes of the November 13, 2018 Special Meeting, the Minutes of the November 20, 2018 Special Meeting, the Minutes of the December 11, 2018 Work Session (enclosures); and Review and Consider Approval of the Minutes of the December 18, 2018 Regular Meeting (to be distributed)
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- B. Confirm Quorum for Next Board Meeting to be Held Tuesday, February 19, 2019 at 3:00 p.m. at the Sterling Ranch Civic Center, Siemens 2<sup>nd</sup> Floor Conference Room, 8155 Piney River Avenue, Suite 2100, Littleton, CO 80125
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- C. Other
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12. CONSENT AGENDA

**Consider Ratifying Approval and Execution of the Following Items, All Discussed and Reviewed at the January 7, 2019 Work Session Meeting:**

- A. M.A. Mortenson Company d/b/a Mortenson Construction - Filing No. 1, Change Order No. 25, for Water Line Exploration for an Increase in Budgeted Amount of \$1,308.00 (enclosed)
- B. Cost Sharing Agreement between the CAB and Dominion Water & Sanitation District, for Filing No. 4 Water Distribution System Model in the Amount of \$15,000 (enclosed)
- C. Agreement with Roxborough Water & Sanitation District Regarding Locate Request Response (enclosed)
- D. Ascent Village Supplemental Covenants
  - 1. Acceptance of Supplemental Declaration of Covenants, Conditions and Restrictions for Ascent Village (Filing 4C)
- E. Filing 4A Superblock
  - 1. Tap and Facilities Fee Purchase Agreement for Filing 4A Superblock with DFH Mandarin, LLC
- F. Construction Contract for Irrigation Exploratory Work – Filing 1 with Premier Earthworks & Infrastructure, Inc. in the Amount of \$22,897.73 (enclosed)
- G. Master Service Agreement for Hosting Services with GeoLens Inc. (enclosed)
  - 1. Work Order No. 1 for Hosting Services for the 2019 Fiscal Year, in the Anticipated Budget Amount of \$69,600.00 (enclosed)
- H. Master Service Agreement for Market Consultancy Services with Metrostudy (enclosed)
  - 1. Work Order No. 1 for Market Consultancy Services to be Updated Quarterly (Community Trends Excel Workbook/Dashboard, Previous Residence Analysis, Quarterly Briefing Invites, Traffic & Contracts Report), for an Anticipated Budget Amount of \$20,000 (enclosed)
- I. Master Service Agreement for Cost Verification Services with EVO Consulting Services, Inc. (enclosed)
- J. Water, Sewer, and Stormwater Financial Plan and Rate and Tap Fees Study Proposal from Carollo Engineers for Dominion Water & Sanitation District (enclosed)
- K. Cost Sharing Agreement between the CAB and Dominion Water & Sanitation District, for Preparation of Water, Sewer, and Stormwater Financial Plan and Rate and Tap Fee Study by Carollo Engineers, Inc., for a CAB Expenditure in the Amount of \$50,784.00 (enclosed)
- L. Work Orders and Change Orders to Review under Existing Master Service Agreements:
  - 1. A.G. Wassenaar – Filing No. 2 (1 Limited), Change Order No. 1 to Work Order No. 3 for Pavement Thickness Report, in an Increase of Budgeted Amount of \$156.50 (enclosed)
  - 2. A.G. Wassenaar – Filing No. 5, Work Order No. 1 for Geotechnical Site Development Study for Filings 5A and 5B, for an Anticipated Budget Amount of \$17,600.00 (enclosed)
  - 3. A.G. Wassenaar – Filing No. 6, Work Order No. 1 for Geotechnical Site Development Study for Filings 6A, 6B, and 6C, for an Anticipated Budget Amount of \$28,100.00 (enclosed)

4. Aztec Consultants, Inc. – Filing No. 4, Work Order No. 13 for Surveying Services for Filing 4C Trunk Improvements, in an Anticipated Budget Amount of \$59,985.00 (enclosed)
  5. Aztec Consultants, Inc. – Filing No. 4, Work Order No. 14 for Surveying Services for Filing 4C in Tract Improvements, for an Anticipated Budget Amount of \$109,900.00 (enclosed)
  6. CORE Consultants, Inc. – Filing No. 4, Work Order No. 1 for Filing No. 4A Water and Sanitary Improvements and On Call Services, for an Anticipated Budget Amount of \$40,000 (enclosed)
  7. CORE Consultants, Inc. – Filing No. 4, Work Order No. 1 for Filing No. 4B Water and Sanitary Improvements and On Call Services, for an Anticipated Budget Amount of \$55,000 (enclosed)
  8. Engineering Underground, LLC – Filing No. 2, Work Order No. 4 for Submission of Application and Design to Relocate Overhead Electric Poles NE of the Roxborough Road and Titan Road Intersection to Xcel Energy, and Assisting in Field Coordination with Xcel Construction Crews, for an Anticipated Budget Amount of \$4,200.00 (enclosed)
  9. Engineering Underground, LLC – Filing No. 2, Work Order No. 5 for Dry Utility Construction Coordination for Titan Road Phase 2, for an Anticipated Budget Amount of \$10,000.00 (enclosed)
  10. Engineering Underground, LLC – Filing No. 5, Work Order No.1 for Dry Utility Coordination and Street Lighting Design for Filing No. 5, for an Anticipated Budget Amount of \$84,000.00 (enclosed)
  11. Matrix Design Group, Inc. – Filing No. 2, Work Order No. 9 for Survey Services and Legal Description Preparation for Titan & Roxborough Park Road Xcel Easement, for an Anticipated Budget Amount of \$1,200.00 (enclosed)
  12. Matrix Design Group, Inc. – Filing No. 4, Change Order No. 1 to Work Order No. 4, for Consulting Services for Sterling Gulch Adaptive Management Plan-Revision 1, for an Increase in Budget Amount of \$9,911.00 (enclosed)
- M. Change Orders to Review under Existing Awarded Contracts:
1. Advanced Concrete Construction, Inc. – Filing No. 2, Change Order No. 5 for Cold Weather Blanketing and Subgrade Blanketing for an Increase in Budgeted Amount of \$9,103.03 (enclosed)
  2. Brightview Landscape Development, Inc. – Filing No. 1, Change Order No. 11 for Hydrant Meter Readings for an Increase in Budgeted Amount of \$28,645.94 (enclosed)
  3. R.E. Monks Construction Company, LLC – Filing No. 2, Change Order No. 6 for Blade Road, Class 6 Tilling-Eagle River, Reconditioning Subgrade-Moore Road & Moore Road Barricade Relocation, for an Increase in Budgeted Amount of \$28,204.13 (enclosed)
  4. R.E. Monks Construction Company, LLC – Filing No. 4B, Change Order No. 1 for CAB Earthwork Obligation, CAB Erosion Control and District Obligations, for an Increase in Budgeted Amount of \$441,816.00 (enclosed)

5. R.E. Monks Construction Company, LLC – Filing NO. 4C, Change Order No. 1, for CAB Earthwork Obligation, CAB Erosion Control and District Obligations, for an Increase in Budgeted Amount of \$625,078.00 (enclosed)
- N. Authorizing Monthly Recurring Wire Payments to SR Civic Center LLC c/o Shames Makovsky Property Management for Monthly Rent and CAM Expenses Due the 1<sup>st</sup> of Each Month
- O. Cost Certifications and Pay Applications for **Filing No. 1:**
  1. Manhard Consulting, LTD. – Filing No. 1 - Cost Certification No. 8 for Brightview Landscape Development, Inc. - (November 2018) - \$32,877.93 (enclosed)
    - a. Brightview Landscape Development, Inc. - Filing No. 1 – Pay Application No. 8 – \$32,877.93 (enclosed)
  2. Manhard Consulting, LTD. – Filing No. 1 - Cost Certification No. 9 for Brightview Landscape Development, Inc. – (December 2018) \$78,493.18 (enclosed)
    - a. Brightview Landscape Development, Inc. – Filing No. 1 - Pay Application No. 9 – (December 2018) \$78,493.18 (enclosed)
- P. Cost Certification and Pay Applications for **Filing No. 2:**
  1. CORE Consultants, Inc. – Filing No. 2 - Cost Certification No. 11 - (December 2018) \$925,640.60 (enclosed)
    - a. Advanced Concrete Construction, Inc. - Filing No. 2 - Pay Application No. 5 (December 2018) - \$227,236.68 (included with Cost Cert)
    - b. Brightview Landscape Development, Inc. - Filing No. 2 - Pay Application No. 1 (December 2018) - \$56,953.25 (included with Cost Cert)
    - c. Iron Woman Construction and Environmental Services, LLC - Filing No. 2 - Pay Application No. 9 (December 2018) - \$361,968.53 (included with Cost Cert)
    - d. Martin Marietta Materials, Inc. – Filing No. 2 – Pay Application No. 5 (December 2018) - \$267,607.14 (included with Cost Cert)
    - e. R.E. Monks Construction Company, LLC – Filing No. 2 – Pay Application No. 11 (December 2018) - \$11,875.00 (included with Cost Cert)
- Q. Pay Applications and Cost Certifications for **Filing No. 4:**
  1. CORE Consultants, Inc. – Filing No. 4 (4A, 4B and 4C) - Cost Certification No. 1 (November 2018) - \$17,100 (enclosed)
    - a. R.E. Monks Construction Company, LLC – Filing No. 4 (4A, 4B and 4C) - Pay Application No. 1 (November 2018) - \$17,100 (included with Cost Cert)
  2. CORE Consultants, Inc. – Filing No. 4 (4A) - Cost Certification No. 2 (December 2018) - \$58,297.43 (enclosed)
    - a. R.E. Monks Construction Company, LLC – Filing No. 4 - Pay Application No. 2 (December 2018) - \$58,297.43 (included with Cost Cert)
- R. Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices (enclosed)



- S. Service Agreement with Faurot Construction, Inc. to Provide Cost Estimate for the Recreation Center Project on a Time and Materials Basis for an Amount Not to Exceed \$2,000 (enclosed)
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13. EXECUTIVE SESSION, IF NECESSARY
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14. ADJOURNMENT
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**WORK SESSIONS ARE HELD THE 2<sup>ND</sup> TUESDAY OF EVERY MONTH AT 2:30 P.M. AT:**

Sterling Ranch Civic Center  
Siemens 2<sup>nd</sup> Floor Conference Room  
8155 Piney River Avenue, Suite 2100  
Littleton, CO 80125

**REGULAR MEETINGS ARE HELD THE 3<sup>RD</sup> TUESDAY OF EVERY MONTH AT 3:00 P.M. AT:**

Sterling Ranch Civic Center  
Siemens 2<sup>nd</sup> Floor Conference Room  
8155 Piney River Avenue, Suite 2100  
Littleton, CO 80125

**2019 REGULAR BOARD MEETING/WORK SESSION SCHEDULES**

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)
2. Include under the Supplemental Declaration as part of the next amendment to the Rules and Regulations: Set Fee for Ascent Village Covenant Required Maintenance
3. Include under the Supplemental Declaration as part of the next amendment to the Rules and Regulations: Operations and Maintenance Fees for Elements at Providence Village and the Filing 4C Cluster Community
  1. Determine an Amount Certain for the Fee to be Imposed on the Filing 4C Cluster Community