

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, January 7, 2019 at the hour of 3:00 p.m. at the Sterling Ranch Civic Center, Siemens 2nd Floor Conference Room, 8155 Piney River Avenue, Suite 2100, Littleton, CO 80125. 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, 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
8 VACANCIES	

Date: January 7, 2019 - **Monday** ****Please note the special day, time & location****
Time: **3:00 p.m.**
Location: **Sterling Ranch Civic Center**
Siemens 2nd Floor Conference Room
8155 Piney River Avenue
Suite 2100
Littleton, CO 80125

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. MANAGEMENT MATTERS / Tom Martinez

A. General Updates

1. Operations Report (to be distributed)
2. Newsletter Analytics Report 2018 (enclosed)
3. Presentation of Work Order Tracker / Ben Both (enclosed)

6. LEGAL MATTERS

A. Engagement of Special Counsel/Covenant Enforcement

1. Discuss Status of Engagement of Winzenburg, Leff, Purvis, & Payne LLP as Covenant Enforcement Counsel (enclosed)

B. Review 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. Review Agreement with Roxborough Water & Sanitation District Regarding Locate Request Response

D. Ascent Village Supplemental Covenants

1. Discuss Acceptance of Supplemental Declaration of Covenants, Conditions and Restrictions for Ascent Village (Filing 4C)
2. Discuss Need to Set Fee for Ascent Village Covenant Required Maintenance

E. Filing 4A Superblock

1. Discuss Tap and Facilities Fee Purchase Agreement for Filing 4A Superblock with DFH Mandarin, LLC

- F. Operations and Maintenance Fees for Elements at Providence Village and the Filing 4C Cluster Community
1. Discuss Whether the \$25 Annual Fee for Elements at Providence Village is Sufficient or Needs to be Increased or Decreased
 2. Determine an Amount Certain for the Fee to be Imposed on the Filing 4C Cluster Community
-
-

- G. Review Construction Contract for Irrigation Exploratory Work – Filing 1 with Premier Earthworks & Infrastructure, Inc. (enclosed)
-
-

- H. Review 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)
-
-

- I. Review 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)
-
-

- J. Review Master Service Agreement for Cost Verification Services with EVO Consulting Services, Inc. (enclosed)
-
-

- K. Review Water, Sewer, and Stormwater Financial Plan and Rate and Tap Fees Study Proposal from Carollo Engineers for Dominion Water & Sanitation District (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)

7. FINANCIAL MATTERS

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

- B. Discuss Authorizing Monthly Recurring Wire Payments to SR Civic Center LLC c/o Shames Makovsky Property Management for Monthly Rent and CAM Expenses Due the 1st of Each Month
-
-

- C. Status of Notice of Final Payment to M.A. Mortenson d/b/a Mortenson Construction (enclosed)
-
-

D. Cost Certifications and Pay Applications for **Filing No. 1:**

1. Manhard – Filing No. 1 - Cost Certification No. 8 for BrightView - (November 2018) - \$32,877.93 (enclosed)
 - a. BrightView - Filing No. 1 – Pay Application No. 8 – \$32,877.93 (enclosed)
 2. Manhard – Filing No. 1 - Cost Certification No. 9 for BrightView – (December 2018) \$78,493.18 (enclosed)
 - a. BrightView – Filing No. 1 - Pay Application No. 9 – (December 2018) \$78,493.18 (enclosed)
-
-

E. Pay Applications and Cost Certifications for **Filing No. 2:**

1. CORE – Filing No. 2 - Cost Certification No. 11 - (December 2018) \$925,640.60 (enclosed)
 - a. Advanced Concrete Construction - 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 – 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)
-
-

F. Pay Applications and Cost Certifications for **Filing No. 4:**

1. CORE – Filing No. 4 (4A, 4B and 4C) - Cost Certification No. 1 (November 2018) - \$17,100 (enclosed)
 - a. R.E. Monks – Filing No. 4 (4A, 4B and 4C) - Pay Application No. 1 (November 2018) - \$17,100 (enclosed)
2. CORE – Filing No. 4 (4A) - Cost Certification No. 2 (December 2018) - \$58,297.43 (enclosed)
 - a. R.E. Monks – Filing No. 4 - Pay Application No. 2 (December 2018) - \$58,297.43 (enclosed)

8. CONSTRUCTION MATTERS / Tim Mangnall

A. General Construction Update

B. Recreation Center

1. Progress Report / Alec Garbini (to be distributed)

9. BOARD MATTERS

A. Report on Status of Hiring of Project Accountant

10. ADMINISTRATIVE MATTERS

- A. Review 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 (enclosures); Review the Minutes of the November 20, 2018 Special Meeting, the Minutes of the

December 11, 2018 Work Session, and the Minutes of the December 18, 2018
Regular Meeting (to be distributed)

B. Review Resolution Establishing Regular Meeting Dates, Time and Location, and
Designating Locations for Posting of 72-Hour and 24-Hour Notices (enclosed)

C. Confirm Quorum for Next Board Meeting to be Held Tuesday, January 15, 2019 at
3:00 p.m. at the Sterling Ranch Civic Center, Siemens 2nd Floor Conference Room,
8155 Piney River Avenue, Suite 2100, Littleton, CO 80125

D. Other

11. EXECUTIVE SESSION, IF NECESSARY

12. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

Tuesday, January 15, 2019 – 3:00 p.m.

REGULAR MEETINGS ARE HELD AT 3:00 P.M. AT:

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

WORK SESSIONS ARE HELD AT 2:30 P.M. AT:

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

2019 REGULAR BOARD MEETING/WORK SESSION SCHEDULES

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:

Discuss Ownership of Water Meters (early 2019)