

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: February 3, 2022 at 3:00pm
At District Offices, 188 Inverness Drive West, Suite 150
Englewood, CO 80112
Also held via <https://zoom.us>
Meeting ID 857 9670 2327
Passcode 167955 or calling 346-248-7799

ATTENDEES

Directors present in person:

Joel Christensen, Bill Woodward, Tom Morton, Charles Davis and Brett Stone.

Others present in person:

Luis Tovar, Laurie Tatlock, Clay Boelz, Kelly Conover and Toby Austin with Mulhern MRE, Inc. and Erin Smith with Norton and Smith P.C.

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, the Agenda was approved as presented.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the December 2, 2021 meeting, the disbursements dated December 2, 2021 through January 31, 2022 and financial statements through January 2022.

Following Board discussion and upon motion duly made by Director Morton, seconded by Director Davis and upon vote, the Board unanimously approved the minutes of the December 2, 2021 meeting.

Toby Austin reviewed the disbursements and the District's financial position. Upon motion duly made by Director Morton, seconded by Director Davis and upon vote, the Board ratified the disbursements and financial statements presented.

2022 ELECTION RESOLUTION

Erin Smith reviewed the Election Resolution for the Board. There are 3 members' seats with terms ending in 2022. These terms will be for 3-years until 2025. Erin discussed the election is designated as a mail-ballot election with the office of Mulhern MRE as the election polling place and Laurie Tatlock as the

Designated Election Official.

Upon motion duly made by Director Woodward, seconded by Director Davis and upon vote, the Board unanimously approved the 2022 Election Resolution.

PROJECT UPDATES

The Board was provided a project update memo in the packet. Luis Tovar and Laurie Tatlock discussed the Inverness Bike Lanes Project, the County Line Improvements, and the Park Identity Signs. Director Christensen said the Dry Creek median improvements are a great improvement with minimal upkeep and maintenance for the landscapers.

Luis discussed a separate memo prepared for the Board regarding the Inverness Bike Lane project. The Inverness Hotel requested that the District work with their traffic engineer for further alternatives to the project and provide a peer review of Arapahoe County's work. Following discussion, the Board directed staff to draft a response that the District would decline their request.

CONTRACTS

Luis reviewed the contract items listed below and in the Board packet:

1. **Bike Lane Project** – Change Order for \$90,349 to complete lighting design along the corridor.
2. **I-25 Sign Landscape Restoration** – Bloom Floralscapes will implement the landscape plan for \$9,640
3. **John Derry Park South Parking Lot** – Bloom Floralscapes will install trees and bushes between the two parking lots for \$8,390
4. **2021 Financial Audit** – Logan and Associates will complete and file the 2021 Financial audit for the District for \$5,000

Following Board discussion and upon motion duly made by Director Morton, seconded by Director Stone and upon vote, the Board unanimously approved the contract items as listed.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, April 7, 2022 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: April 7, 2022 at 3:00pm
At District Offices, 188 Inverness Drive West, Suite 150
Englewood, CO 80112
Also held via <https://zoom.us>
Meeting ID 857 9670 2327
Passcode 167955 or calling 346-248-7799

ATTENDEES

Directors present in person:

Joel Christensen, Bill Woodward, Tom Morton, Charles Davis and Brett Stone.

Others present in person:

Luis Tovar, Laurie Tatlock, Kelly Conover and Toby Austin with Mulhern MRE, Inc. and Erin Smith and Alicia Garcia with Norton and Smith P.C.

Mr. Clay Boelz attended by phone.

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, the Agenda was approved as presented.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the February 3, 2022 meeting, investments from February 28 and March 31, 2022, disbursements dated February 1 through April 4, 2022 and financial statements through February 2022.

Toby Austin reviewed the disbursements and financials with the Board. Director Christensen likes the new format.

Following Board discussion and upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, the Board unanimously approved the consent agenda.

PROJECT UPDATES

The Board was provided a project update memo in the packet. There were exhibits provided for the bike lane project with proposed roundabouts along Inverness Drive West. Exhibits were also included showing the County Line intersection alignment. There was Board discussion.

Staff has been contacted by a company offering e-Bike rentals within the District. Following Board discussion, staff was directed to continue discussions with the representative for more details.

CONTRACTS

Luis reviewed the contract items listed below and in the Board packet:

1. **Street Paving – Mulhern MRE – Project Management** \$10,000
2. **Bike Lane Project – Mulhern MRE – Project Management and District representation** \$20,000
3. **District Landscaping – Inverness Landscaping – Annual Flowers and maintenance** \$65,472
4. **District Landscaping – Inverness Landscaping – Pond treatments at Dry Creek and John Derry Park** \$4,012
5. **District Landscaping – Inverness Landscaping – Demonstration Gardens weed control** \$2,965
6. **District Landscaping – Inverness Landscaping – Refresh rock cobble John Derry Park** \$7,202
7. **District Landscaping – Bloom Floralscapes – Finish landscaping at John Derry Park** \$20,374
8. **District Landscaping – Inverness Landscaping – Refresh mulch throughout the District** \$29,125
9. **District Landscaping – Bloom Floralscapes – Finish Landscaping at I-25 monument sign** \$10,299
10. **Inverness County Line Entry Plantings – Wenk and Associates -** \$36,000

Wenk and Associates provided a proposal for entryway landscaping and planting that was presented to the Board for consideration at the meeting.

Following Board discussion and upon motion duly made by Director Woodward, seconded by Director Davis and upon vote, the Board unanimously approved contract items #1, 2, 7, 9, & 10.

Upon motion duly made by Director Christensen, seconded by Director Stone and upon vote the Board approved contract items #3, 4, 5, 6, and 8. Director Woodward abstained from the vote due to a conflict of interest.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, June 2, 2022 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: June 15 2022 at 3:00pm
At District Offices, 188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES

Directors present in person:

Joel Christensen, Bill Woodward, Charles Davis and Brett Stone.

Others present in person:

Luis Tovar, Kelly Conover and Steve Wasiecko with Mulhern MRE, Inc. and Alicia Garcia with Norton and Smith P.C.

Ms. Laurie Tatlock attended by phone.

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, the Agenda was approved as presented.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the April 7, 2022 meeting, investments from April 30, 2022, disbursements dated April 5 through May 27, 2022 and financial statements through March 2022.

Steve Wasiecko and Luis Tovar reviewed the disbursements and financials with the Board. Director Christensen likes the new format.

Following Board discussion and upon motion duly made by Director Davis, seconded by Director Stone and upon vote, the Board unanimously approved the consent agenda.

PROJECT UPDATES

The Board was provided a project update memo in the packet. There was board discussion regarding development in the park. Luis discussed the bike lane project and provided exhibits to show the proposed landscape medians the District requested. The Board discussed the type of landscaping that medians need to make it appealing and successful. The Board would like to review design plans when the time comes. The Roundabout concrete was considered and discussed.

Luis provided an exhibit on the County Line intersection showing a requested second left turn lane. The Board is in favor of going forward with Douglas and Arapahoe Counties' proposed design improvement. Upon motion by Director Christensen, seconded by Director Woodward, the Board unanimously agreed to support the project design as proposed.

Staff has been contacted by a company offering e-Bike rentals within the District. A pilot program is proposed extending the Meridian District's geo-fencing allowing ridership to extend to the Douglas County portion of the District. The Board is in support of the pilot program and gathering use data to support a future decision.

Laurie Tatlock provided an update on IPACC. Director Woodward asked about plans for the vacant lot neighboring 188 Inverness Drive West. At this time there is preliminary planning for a multi-family development.

CONTRACTS

Luis discussed the contract item regarding the Parks Master Plan. The District will work with Wenk and Associates to form an RFP for combined park services with Meridian. Costs for services will be shared with Meridian Metro District. Following discussion, upon motion duly made, seconded and upon vote, the Board unanimously approved moving forward with working with Wenk and Associates to form an RFP and circulate for pricing.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, August 4, 2022 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: August 11, 2022 at 9:00am
At District Offices, 188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES

Directors present in person:

Joel Christensen, Bill Woodward, Charles Davis and Brett Stone.
Tom Morton participated by electronic device.

Others present in person:

Luis Tovar, Laurie Tatlock, Clay Boelz and Steve Wasiecko with Mulhern MRE, Inc. and Erin Smith with Norton and Smith P.C.

Kelly Conover with Mulhern MRE attended by electronic device.

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, the Agenda was approved as presented.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the June 15, 2022 meeting, investments from June 30, 2022, disbursements dated May 28 through August 3, 2022 and financial statements through June 2022.

Steve Wasiecko and Luis Tovar reviewed the disbursements and financials with the Board.

Following Board discussion and upon motion duly made by Director Davis, seconded by Director Stone and upon vote, the Board unanimously approved the consent agenda.

PROJECT UPDATES

The Board was provided a project update memo in the packet. Luis discussed and provided a presentation on the Inverness Bike Lane project. There was board discussion regarding the roundabout, the lane design and proposed improvements. There is a meeting scheduled next week regarding the County Line Intersection Project. The E-Bike program was discussed. There was one proposal received

for the Parks Master Plan from Wenk and Associates. Luis also discussed completing the sidewalk connection from Lima to Easter Ave and has asked Arapahoe County to share in the costs.

CONTRACTS

Luis discussed the contract items below.

1. District Landscaping – Acme Tree Services – Tree maintenance not to exceed \$14,950
2. District Maintenance – CDR Construction – Refurbish picnic tables at John Derry Park not to exceed \$12,000
3. District Landscaping – Bloom Floralscapes – Finish existing sloped tree bed in John Derry Park not to exceed \$6,000
4. Sidewalk Repairs – Chavez Services – Concrete sidewalk and driveway repairs not to exceed \$45,238
5. Pedestrian Connection to Easter Ave – TBD – In cooperation with Arapahoe County, complete the remaining 750 feet of sidewalk from S. Lima to Easter Ave not to exceed \$52,500

Following Board discussion, upon motion duly made by Director Christensen, seconded by Director Davis, and upon vote, the Board approved the above expenditures.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, October 6, 2022 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: September 29, 2022 at 9:00am
Via Zoom Meeting
Meeting ID 852 0522 4847
Passcode 521601

ATTENDEES

Directors present via electronic device:

Joel Christensen, Bill Woodward, Charles Davis, Tom Morton and Brett Stone.

Others present via electronic device:

Luis Tovar, Laurie Tatlock, Kelly Conover, Steve Wasiecko, Lucas Stafford and Clay Boelz with Mulhern MRE, Inc. and Erin Smith with Norton and Smith P.C.

Public present via electronic device;

Kyle Logan with Logan and Associates

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

CONSIDER ACCEPTANCE OF 2021 FINANCIAL AUDIT

Kyle Logan presented the 2021 Financial Audit to the Board. He reviewed the audit process and internal controls and testing used. The auditor's opinion is unmodified. Kyle addressed Board questions. A motion was presented by Director Davis to accept the financial statements subject to non-material clerical changes provided by staff. The motion was duly seconded by Director Stone and upon vote the Board unanimously accepted the 2021 Financial Audit. Staff is to provide changes to the Auditor to finalize the document for submitting to the Office of the State Auditor.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, October 6, 2022 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: October 6, 2022 at 3:00pm
At District Offices, 188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES

Directors present in person:

Joel Christensen, Charles Davis, and Brett Stone.
Directors Morton and Woodward was excused.

Others present in person:

Luis Tovar, Laurie Tatlock, Lucas Stafford and Steve Wasiecko with Mulhern MRE, Inc. and Erin Smith with Norton and Smith P.C.
Kelly Conover with Mulhern MRE attended by electronic device.

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, the Agenda was approved as presented.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the August 11th and September 29, 2022 meetings, investments from September 30, 2022, disbursements dated August 4 through September 27, 2022 and financial statements through September 2022.

Steve Wasiecko and Luis Tovar reviewed the disbursements and financial statements with the Board.

Following Board discussion and upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, the Board unanimously approved the consent agenda and ratified the investments and disbursements.

DRAFT 2023 BUDGET

The Board was provided a draft 2023 budget at the meeting as required by statute. The Board discussed line item expenditures. There was no Board action.

Luis reviewed with the Board the excluded properties in the District serviced through exclusion agreements. The District is to collect those property tax revenues through a fee in lieu of. There is a meeting scheduled at the end of the month with a representative of the Department of Local Affairs regarding the methods of collection for these fees.

PROJECT UPDATES

The Board was provided a project update memo in the packet for their review.

Luis provided exhibits for the landscaping project that Wenk and Associates are proposing. There was Board discussion on plant options that would work well with the location and water source.

CONTRACTS

Luis discussed the contract items below.

- 1. **2022 Street Striping and Maintenance** – Catalyst Contractors has provided pricing to re-stripe areas throughout the District for a total of **\$16,700**
- 2. **2022-2023 District Snow Removal** – JPL has provided time and materials pricing for the upcoming season showing a 5% increase in labor rates.

Following Board discussion, upon motion duly made by Director Christensen, seconded by Director Davis, and upon vote, the Board approved the above expenditures.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, December 1, 2022 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF
THE INVERNESS METROPOLITAN IMPROVEMENT DISTRICT**

HELD: December 1, 2022 at 3:00pm
At District Offices, 188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES

Directors present in person:

Joel Christensen, Charles Davis, Tom Morton, Bill Woodward and Brett Stone.

Others present in person:

Luis Tovar, Laurie Tatlock, Lucas Stafford and Steve Wasiecko with Mulhern MRE, Inc. and Erin Smith with Norton and Smith P.C.

Kelly Conover with Mulhern MRE attended by electronic device.

**CONFLICT OF
INTEREST**

Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, the Agenda was approved as presented.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the October 6, 2022 meeting, investments dated October 31, 2022, disbursements from September 27, 2022 through November 28, 2022 and financial statements through October 2022. The Board also considered the meeting notice posting locations and meeting dates for 2023.

Steve Wasiecko and Luis Tovar reviewed the investments, disbursements and financials with the Board.

Following Board discussion and upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, the Board unanimously approved the consent agenda, ratified the investments, disbursements and financial statements and approved the 2023 meeting notice posting location and meeting dates.

PUBLIC HEARING ON 2023 BUDGET

The Board opened a public hearing on the 2023 Budget. There was no public present. Steve Wasiecko reviewed the District budget and each of the funds. Luis Tovar and Steve Wasiecko addressed Board questions.

Upon motion duly made, seconded and upon vote the Board unanimously closed the public hearing.

RESOLUTION ADOPTING 2023 BUDGET AND APPROPRIATING SUMS OF MONEY

Following Board discussion, upon motion duly made by Director Morton, seconded by Director Christensen and upon vote, the Board unanimously approved the Resolution Adopting 2023 Budget and Appropriating Sums of Money.

RESOLUTION CERTIFYING 2023 MILL LEVY

Following Board discussion, upon motion duly made by Director Morton, seconded by Director Christensen, and upon vote the Board unanimously approved the Resolution Certifying the Mill Levy providing staff the ability to amend the mill levy based on final assessed values provided by each county.

RESOLUTION TO APPROVE 2022 MID-YEAR FUND ESTABLISHMENT AND BALANCE

Steve Wasiecko reviewed the Resolution with the Board discussing the establishment of segregated funds and distributing monies between the different funds in the 2022 Budget to reflect the 2023 Budget format.

Upon motion duly made by Director Woodward, seconded by Director Davis and upon vote, the board unanimously approved the Resolution.

RATIFICATION OF RESOLUTION CONSENTING TO OVERLAPPING SERVICES WITH SOUTHEAST PUBLIC IMPROVEMENT METROPOLITAN DISTRICT

The Resolution was provided to the Board for review via email in August and was approved via email at that time. Director Davis addressed the Board regarding the intent of the Resolution for the Southeast Public Improvement Metropolitan District to expand their funding assistance to local governments to include parks and recreation services.

Upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, the Board unanimously ratified the Resolution Consenting to Overlapping Services with Southeast Public Improvement Metropolitan District.

PROJECT UPDATES

The Board was provided a project update memo in the packet for their review.

Luis Tovar discussed the Parks Master Plan with Wenk and Associates, the Dry Creek Improvements and entry sign improvements. The Board discussed viewing the Dry Creek entry sign prior to the project commencing.

CONTRACTS

Luis discussed the contract items below for consideration;

- 1. Douglas County Road Diet Traffic Study – Felsburg, Holt and Ullevig - \$23,500**
- 2. Dry Creek Entry Sign Improvements – 3D Sign Systems - \$112,000**
- 3. Inverness-Meridian Parks Master Plan – Wenk and Associates - \$50,000**
- 4. 2023 District Management – Mulhern MRE - \$179,220**
- 5. 2023 District Accounting - Mulhern MRE- \$55,620**
- 6. 2023 District Management Oversight - Mulhern MRE - \$22,938**
- 7. 2023 Landscape Contract – Inverness Landscaping - \$232,032**

- 8. 2023 District Annual Flowers – Inverness Landscaping - \$66,975**
- 9. 2023 District Trash Removal – Inverness Services Group - \$58,188**
- 10. 2023 Covenant Enforcement - Administration - Mulhern MRE- Time and Materials**
- 11. 2023 IPACC Committee Consultants – Time and Materials**
- 12. 2022 Financial Audit - Mulhern MRE - \$7,000**

Upon motion duly made by Director Davis, seconded by Director Stone and upon vote, the Board approved items 7 & 8 with Inverness Landscaping. Director Woodward abstained from the vote due to a conflict of interest.

Upon motion duly made by Director Morton, seconded by Director Davis and upon vote the Board unanimously approved items 1-6 and 9-12. Approval of item #2 Dry Creek Entry Sign Improvements is subject to the Board reviewing the proposed improvements as discussed.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, February 2, 2023 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary