

RECORD OF PROCEEDINGS

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

HELD: February 6, 2020 at 3:00pm
at
188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES Directors present: Tom Morton, Joel Christensen, Brett Stone and Charles Davis. Others present: Randy Warren, Luis Tovar and Kelly Conover; Mulhern MRE, Inc., Charles Norton and Alicia Garcia; Norton and Smith P.C.

Upon motion duly made and seconded, Director Woodward was excused.

**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.

ELECTION OF OFFICERS

The floor was open for nomination of Board positions. Director Christensen was nominated for President. Director Stone was nominated for Vice President. Director Davis was asked to retain his current seat as the Board Secretary.

Upon motion duly made by Director Morton, seconded by Director Davis and upon vote, the Board accepted the proposed positions and the nominees accepted.

AGENDA

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

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the December 5, 2019 meeting. Upon motion duly made by Director Morton, seconded by Director Christensen, and unanimously carried, the Board approved the minutes.

Randy Warren reviewed the disbursements dated December 1, 2019 through February 5, 2020 and the investment statement dated January

2020. Upon motion duly made by Director Davis, seconded by Director Stone and upon vote, unanimously carried, the Board ratified the disbursements and accepted the investments as presented.

Randy reviewed the preliminary year-end financial position. There are some year-end numbers that are still being compiled by accounting. Randy noted that the projected snow removal costs for 2019 is high and may require a budget amendment at the next meeting. Staff will work on completing year-end numbers and will schedule as necessary.

PROJECT UPDATES

Randy Warren provided a memo reviewing District projects. Douglas County is holding progress meetings on the County Line intersection improvements. They have asked the Metro District to carry costs for intersection signal upgrades beyond the County standard costs within their jurisdiction. The County is waiting on utility analysis before finalizing legal descriptions for the parcel needed from the golf course or the parcels that the District requested from the Counties after project completion. Director Morton asked about costs for upgrades regarding landscaping once the project is complete. Randy addressed some potential improvements but plans and costs have not been drafted.

Luis discussed the proposed changes to the John Derry parking lot. The map presented showed that the current “loop” driveway would be removed and make four additional parking spaces.

Douglas County consented to a crosswalk at the intersection of Inverness Drive South and Inverness Lane South with additional signage and lighting. Proposed costs for improvements amount to \$40,000. Staff also proposed to provide the same pedestrian safety measures along Inverness Drive West.

Staff is researching installation of fitness stations along the trail in the John Derry Park.

CONTRACTS

Randy Warren reviewed the Contract requests below:

1. **Pedestrian Crossing** – Inverness Drive South - \$40,000
2. **Pedestrian Crossing** – Inverness Drive West - \$20,000
3. **John Derry Park improvements** - \$20,000
4. **2020 Trash patrol ratification** - \$51,744

Following Board discussion and upon motion duly made by Director Morton, seconded by Director Davis and upon vote, unanimously carried, the Board ratified and approved contract items listed above.

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 April 2, 2020 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____

READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: June 4, 2020 at 3:00pm
at
188 Inverness Drive West, Suite 150
Englewood, CO 80112
<https://zoom.us>; meeting ID 833 2192 0621, password 725998
or calling 646-558-8656

ATTENDEES Directors present: Bill Woodward and Brett Stone; Joel Christensen, Tom Morton and Charles Davis attended via electronic device. Others present: Randy Warren and Luis Tovar; Clay Boelz and Kelly Conover Mulhern MRE, Inc., attended via electronic device; Erin Smith; Norton and Smith P.C., attended via 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 seconded, and upon vote, the Board approved the agenda as presented.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the April 2, 2020 meeting. Mr. Boelz noted that he attended the meeting in April via phone however was not listed in the attendees. Upon motion duly made by Director Morton, seconded by Director Christensen, and unanimously carried, the Board approved the minutes with the above-mentioned correction.

Randy Warren reviewed the disbursements dated February 6, 2020 through May 29, 2020 and the investment statement as of May 2020.

Upon motion duly made by Director Woodward, seconded by Director Christensen and upon vote, unanimously carried, the Board ratified the disbursements and accepted the investments as presented.

Randy Warren also reviewed the District Financials with the Board. Randy noted that this year the property tax equivalents are now being collected by Douglas and Arapahoe Counties.

Upon motion duly made by Director Morton, seconded by Director Christensen and upon vote, the Board unanimously accepted the financial statements.

PROJECT UPDATES

Randy Warren provided a memo reviewing District projects. Randy reviewed three proposals for work related to the Dry Creek southbound on-ramp partnering with Arapahoe County, work by SavATree and a feasibility study for a recreation facility. Randy informed the Board of a new sub-contractor for AGI completing punch list items on the sign program and the decreased traffic volume throughout the park using the radar speed sign.

CONTRACTS

Randy Warren reviewed the Contract requests below:

1. **Dry Creek southbound on-ramp improvements** - Partnership with Arapahoe County for \$24,000.
2. **Tree Projects** – SavaTree for \$11,290
3. **Recreation Feasibility Study** – Ballard King & Associates for \$9,700

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

EXECUTIVE SESSION

Upon motion duly made by Director Christensen, seconded by Director Woodward and upon vote, the Board unanimously moved into an executive session pursuant to C.R.S. 24-6-402(4) subsection(a) for discussions related to the purchase, acquisition, lease, transfer or sale of any real, personal, or other property interest; and subsection(e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, all related to property acquisition.

Upon motion duly made by Director Christensen, seconded by Director Stone, the Board unanimously moved out of executive session. There was no Board action.

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 August 6, 2020 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____

READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: August 6, 2020 at 3:00pm
at
188 Inverness Drive West, Suite 150
Englewood, CO 80112
<https://zoom.us>; Meeting ID **842 6152 0967**,
Password **144779** or calling either **(312) 626-6799** or **(646) 558-8656**

ATTENDEES

Directors present: Bill Woodward, Brett Stone, Joel Christensen, and Charles Davis attended via electronic device. Others present: Randy Warren, Luis Tovar, Clay Boelz and Kelly Conover Mulhern MRE, Inc., attended via electronic device; Erin Smith, Norton and Smith P.C.; attended via electronic device. Also present via electronic device was Kyle Logan with Logan and Associates.

Upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, Director Morton was excused.

**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 comment.

AGENDA

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

CONSIDER 2019 DRAFT AUDIT REPORT

Kyle Logan was present to discuss the 2019 Draft Audit Report. He reviewed the financial statements and addressed Board questions.

Upon motion duly made by Director Christensen, seconded by Director Stone, and upon vote, the Board unanimously moved to accept and approve the 2019 Audit and authorized staff to sign the management letter and submit documentation to the state.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the June 4, 2020 meeting.

Randy Warren reviewed the disbursements dated May 30, 2020 through August 5, 2020 and the investment statement as of July 2020.

Randy Warren also reviewed the District Financials with the Board and addressed Board questions.

Following Board discussion and upon motion duly made by Director Woodward, seconded by Director Davis and upon vote, the Board unanimously approved the June 4th minutes, ratified the investments and disbursements and accepted the financial statements of the District

PROJECT UPDATES

Randy Warren provided a memo reviewing District projects. MRE staff has been working on review of necessary sidewalk repairs. Staff recommends that the District implement an annual maintenance program for repairs and replacement of approximately 20% of the sidewalks each year. Randy requested that the Board consider authorization for staff to implement the program.

Randy discussed two medians that need landscaping, along Dry Creek and County Line. A proposal from Inverness Landscaping shows costs of approximately \$25,000 in improvements. There was Board discussion regarding the importance of landscaping related to the image of Inverness and support of these proposed improvements.

CONTRACTS

Following Board discussion and upon motion duly made by Director Woodward, seconded by Director Stone and upon vote, unanimously carried, the Board approved the contract items listed below;

1. **Annual Sidewalk Maintenance Program** – Approximately \$40,000 annually for repairs and replacement of 20% of the District sidewalks.
2. **Median Landscaping** – Dry Creek and County Line – Inverness Landscaping provided a proposal for \$25,000

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 October 1, 2020 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____

READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: November 13, 2020 at 3:00pm
at
188 Inverness Drive West, Suite 150
Englewood, CO 80112
Via phone conference
888-330-9939

ATTENDEES

Directors present: Joel Christensen, Brett Stone, Bill Woodward and Charles Davis. Others present: Randy Warren, Luis Tovar, Clay Boelz and Kelly Conover Mulhern MRE, Inc.; Erin Smith, Norton and Smith P.C.

Upon motion duly made, seconded and upon vote, the Board excused Director Morton.

**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.

CONTRACTS

Randy Warren briefly updated the Board on the John Derry Park improvements and Luis Tovar discussed the County Line and Inverness Drive West intersection project.

Randy requested the Board consider renewing the snow removal contract with JPL Cares on a time and materials basis. Upon motion duly made by Director Christensen, seconded by Director Stone and upon vote, the Board unanimously approved renewal of the contract for the upcoming season.

Randy and Luis addressed Board questions regarding the cost sharing agreement with Arapahoe County for the proposed bikeway along Inverness Drive West. Staff has been participating in public meetings with Arapahoe County and Inverness Business owners that may be impacted by the bikeway. Staff has also been providing input to the County regarding design and construction. Arapahoe County has been open in working with the District and Owners concerns. The Board was provided detail on the breakdown of costs. Any costs over budget will be negotiated. The Board discussed the long term transportation needs anticipated with this project. Following Board discussion and upon motion duly made by Director Davis, seconded by Director Christensen and upon vote, the Board unanimously approved the Agreement with Arapahoe County for cost sharing in the project.

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 December 3, 2020 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____

READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: December 3, 2020 at 3:00pm
Via Zoom Meeting
<https://zoom.us>
Meeting ID **832 9401 7247**,
Password **122337** or calling **(346) 248-7799**

ATTENDEES Directors present: Joel Christensen, Bill Woodward, Brett Stone, Tom Morton, and Charles Davis. Others present: Randy Warren, Luis Tovar, Clay Boelz and Kelly Conover Mulhern MRE, Inc.; Erin Smith, Norton and Smith P.C.

Due to the current gathering restrictions, this meeting was held only via Zoom Meeting.

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 seconded, and upon vote, the Board approved the agenda as presented.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the October 1 and November 13, 2020 meetings. Upon motion duly made by Director Christensen, seconded by Director Stone and upon vote, the Board unanimously approved the minutes as presented.

Randy Warren reviewed the investment statement dated November 30, 2020, the disbursements dated October 1 through November 30, 2020 and the financial statements through September 30, 2020. Following Board discussion and upon motion duly made by Director Christensen, seconded by Director Stone and upon vote, the Board unanimously ratified the investments, disbursements and financial statements.

The Board reviewed the designated posting locations and meeting dates for 2021. Upon motion duly made by Director Christensen, seconded by Director Stone, and upon vote, the Board approved the posting locations and meeting dates.

PUBLIC HEARING ON 2021 BUDGET
Director Christensen opened a public hearing for discussion of the proposed 2021 Budget. There was no public present.

Randy Warren reviewed the District draft budget for 2021. The mill levy is

anticipated to remain the same, 4.500 for the General Fund and 1.650 for the Debt Fund. The last principle payment on the bonds are scheduled for 2022. Following Board discussion and there being no public present, the public hearing was closed.

CONSIDER RESOLUTION ADOPTING 2021 BUDGET AND APPROPRIATING FUNDS

Upon motion duly made by Director Christensen, seconded by Director Davis, and upon vote, the Board unanimously approved the Resolution Adopting the 2021 Budget and Appropriating Funds.

CONSIDER RESOLUTION CERTIFYING THE 2021 MILL LEVY

Upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, the Board unanimously approved the Resolution Certifying the 2021 Mill Levy at 4.500 mills for the General Fund and 1.65 for the Debt Fund.

PROJECT UPDATES

Randy Warren provided a memo reviewing District projects. Randy circulated a report regarding the feasibility of a public recreation facility. There was no Board action.

Randy informed the Board that he plans to retire at the end of the 1st quarter of 2021.

CONTRACTS

Following Board discussion and upon motion duly made by Director Stone, seconded by Director Davis and upon vote, unanimously carried, the Board approved the contract items listed below;

1. 2021 District Management & Accounting with MMRE for \$224,400
2. 2021 District Landscape Maintenance with Inverness Landscaping for \$227,484
3. 2021 District Management Oversight with Clay Boelz for \$22,270
4. 2021 District Trash patrol with Inverness Services Group for \$53,808
5. 2020 Financial Audit with Logan & Associates for \$5,000
6. Covenant Enforcement/IPACC:
 - a. Mulhern MRE \$30,000
 - b. PJF Design \$20,000
 - c. Alan Colussy \$10,000
 - d. H McNeish \$10,000

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 February 4, 2021 at 3:00 p.m. at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____

READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary