

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE VISTA RIDGE METROPOLITAN DISTRICT HELD SEPTEMBER 26, 2013

A special meeting of the Board of Directors of the Vista Ridge Metropolitan District (referred to hereafter as the "Board") was convened on Thursday, the 26th day of September, 2013, at 8:00 A.M., at the Vista Ridge Community Center, 2750 Vista Parkway, Erie, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Christopher Koch
Michael Lund
Daniel Fishman

Following discussion, upon motion duly made by Director Fishman, seconded by Director Koch and, upon vote, unanimously carried, the absences of James Spehalski and Richard Cori were excused.

Also In Attendance Were:

Lisa A. Johnson, Lisa A. Jacoby, Dan Cordova and Divena Mortimeyer; Special District Management Services, Inc.

Brandon Carter; Colorado National Golf Club

Holly Thiede; Vista Ridge Homeowner's Association

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board noted it was in receipt of disclosures of potential conflict of interest statements for each of the Directors and that statements had been filed with the Secretary of State at least seventy-two hours in advance of the meeting in accordance with the statute. Ms. Johnson requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed. It was noted that Director Spehalski is a consultant to Colorado National Golf Club and is working with the Town of Erie ("Town") on other development applications in the Town.

ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson requested that the Board review and approve the proposed Agenda for the District's special Board meeting.

Following discussion, upon motion duly made by Director Fishman, seconded by Director Koch and, upon vote, unanimously carried, the Agenda was approved, as amended.

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Minutes: The Board reviewed the Minutes of the July 18, 2013 regular meeting.

Following discussion, upon motion duly made by Director Koch, seconded by Director Fishman and, upon vote, unanimously carried, the Minutes of the July 18, 2013 regular meeting were approved.

FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims through the period ending August 15, 2013, totaling \$67,668.02 for general fund expenses.

Following discussion, upon motion duly made by Director Koch, seconded by Director Fishman and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period ending August 15, 2013.

The Board then considered approval of the payment of claims through the period ending September 26, 2013, totaling \$39,278.53 for general fund expenses.

Following discussion, upon motion duly made by Director Fishman, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending September 26, 2013, as presented.

Financial Statements: Ms. Mortimeyer presented the unaudited financial statements for the period ending August 31, 2013 and the schedule of cash position for the period ending August 31, 2013.

Following review, upon motion duly made by Director Koch, seconded by Director Fishman and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending August 31, 2013 and the schedule of cash position for the period ending August 31, 2013.

LEGAL MATTERS

Irrigation Water Facilities Common Use Agreement (“the Agreement”): Ms. Jacoby has completed an analysis of the Irrigation Water Facilities Common Use Agreement between the District and the Golf Club. She provided the Board with an outline of portions of the agreement that staff would like to amend. She asked the Board to review the outline and provide comments back to her by Friday, October 4, 2013. She will then schedule a meeting with staff and Director Lund to review the comments and then schedule a meeting with Golf Club representatives to discuss the potential amendments.

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Allocation of Responsibility between the District and the Town of Erie for Maintenance of Streets and Sidewalks in the Community: The Board deferred discussion.

Masonry/Stonework Repair: The Board deferred discussion.

OPERATIONS AND MAINTENANCE

Project Manager's Report: Mr. Cordova reviewed with the Board the Project Manager Report (the "Report"). A copy of the Report is attached hereto, and incorporated herein, by this reference.

2014 Landscape Maintenance and Snow Removal: Mr. Cordova reviewed with the Board the bids for the landscape maintenance and snow removal services. He noted that the lowest responsible bidder was CoCal Landscape. A copy of the bid summary is attached hereto, and incorporated herein, by this reference.

Following discussion, upon motion duly made by Director Koch, seconded by Director Lund and, upon vote, unanimously carried, the Board approved a contract with CoCal Landscape for landscape maintenance and snow removal services for 2014.

Trail Repairs West of Alpine Court: Mr. Cordova advised the Board that during the recent flooding the trail west of Alpine Court was washed out. Mr. Cordova contacted the District's engineer who met with him on site to evaluate the repairs and provided Mr. Cordova with a contractor to complete the repairs. Mr. Cordova requested a proposal from Hirschfield Backhoe & Pipeline to repair the area. Mr. Cordova reviewed the proposal with the Board and noted that the proposal is for \$18,983.00.

Following discussion, upon motion duly made by Director Koch, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the proposal from Hirschfield Backhoe & Pipeline to repair the area for an amount not to exceed \$18,983.00.

Tree Replacements: Mr. Cordova presented to the Board a proposal from CoCal Landscape for tree replacements due to storm events.

Following discussion, upon motion duly made by Director Fishman, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the proposal from CoCal Landscape for tree replacements in the amount of \$9,080.00, subject to CoCal Landscape assuming winter watering responsibilities and warranty for one year.

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Mr. Cordova presented another proposal from CoCal Landscape for tree replacements on Vista Parkway and Mountain View Boulevard.

Following discussion, upon motion duly made by Director Fishman, seconded by Director Koch and, upon vote, unanimously carried, the Board approved the proposal from CoCal Landscape for tree replacements on Vista Parkway and Mountain View Boulevard in the amount of \$4,060.00, subject to CoCal Landscape assuming winter watering responsibilities and warranty for one year.

Integrated Water System Update: Mr. Carter presented his report on the integrated water system and the Board reviewed. No action was taken.

Non-Potable Water System Energy Assessment: Mr. Carter reported that the selected contractor will re-visit the solicitation for grant funding for this assessment in 2014.

Underdrain System: Mr. Cordova advised the Board that he recently received a phone call from a resident at 2063 Pinon Place, Mr. Chad Fabre regarding questions related to the operation and maintenance of the under drain system. Mr. Fabre recently experienced a back-up of his sump pump during a rain event and is concerned that the under drain system may have caused the back-up. The Board discussed the installation of the under drain system. The under drain system is connected to the storm drain system which is maintained by the Town of Erie. The Board directed Mr. Cordova to suggest that Mr. Fabre have his service line televised to ensure that the service line is free of debris and to further advise Mr. Fabre that District representatives will relay his concerns to the Town of Erie Public Works Director at a meeting they have scheduled on October 3, 2013.

OTHER BUSINESS

Communication with the HOA: There was nothing new to report.

District Website: Director Fishman requested that additional information be included on the website. The Board discussed and directed staff to add the additional information to the website.

2014 BUDGET WORKSHOP

2014 Budget: The Board reviewed the 2014 draft budget, 2013 and 2014 budget projections and 2013 preliminary assessed valuation. The Board provided comments and revisions.

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ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By  _____
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL SEPTEMBER 26, 2013 MINUTES OF THE VISTA RIDGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

James R. Spehalski

Christopher H. Koch



Michael Lund



Richard Cori



Daniel Fishman

Integrated Water System Update

Colorado National Golf Club

September 26, 2013

Coal Creek Station:

- Pumps have been off since 9/1/13
 - Community ditch was running until 9/10/13
 - Successfully siphoned ditch water from #13 to #17 pond
 - Filled #17 4 times in this manner
- CNGC replaced 6 broken bolts and a gasket in house on 9/12/13.
 - Pumping rates this season per combo have been 2x what they were in years past because of the repairs in May

- November 2013 -- Once pumps are turned off for season we will revisit the need to replace ductile pipe with stainless steel because of corrosion on the current pipes below the water line of the wet well.
 - This will be included in the budget for fiscal year 2014
 - We will get a quote and approval before proceeding
 - Grant money will be applied for in 2014 prior to the April 1 deadline

VRMD Pump 17:

- Filters have been regularly cleaned by COCAL with the use of CNGC pressure washer
- Will schedule fall winterization once watering is stopped for 2013 season

Community Ditch:

- Following the storm of 8/3/13 the Academy wet well needed pumped out because of extreme silt build up.
 - This caused the pumps to quit working and one was repaired on site
 - The other is being worked on by Freedom Pump and will be put back before the end of the year.

Project Manager Report

Vista Ridge Metropolitan District

7/10/13 – 9/16/13

General Landscaping

- ❖ The presence of calcium carbonate scale that was clogging sprinkler nozzles at the beginning of the year has decreased as the season has progressed.

August 3, 2013 Storm Damage

- ❖ Approximately 30 sections of district-maintained fence were blown down and 21 trees up-rooted during the storm that occurred on August 3rd. CoCal responded quickly to perform clean-up and begin fence repair. The total cost for fence replacement and repair was \$12,558.00. The total cost for clean-up of trees was \$517.00. A claim for these costs, along with a proposal from CoCal to replace fallen trees for \$9,080.00, was submitted to the insurance and all costs have since been approved for reimbursement, less the district's \$500.00 deductible.

September 15, 2013 Storm Damage

- ❖ Due to the heavy rainfall experienced Sunday, September 15th, the detention pond located on hole #2 of the golf course, west of Alpine Ct, was over-filled to capacity. The run-off from the pond created an erosion event that washed out an area directly to the north, making a section of district-maintained pedestrian path unstable. Currently the Project Manager is in the process of meeting with the district's engineer to determine appropriate corrective action.

Other

- ❖ 9 phone calls and 7 e-mails from residents regarding maintenance issues were responded to.

Vista Ridge Metropolitan District Landscape Maintenance and Snow Removal 2013-2014 Contract Evaluation

<i>Landscape Maintenance Services</i>	<i>CoCal</i>	<i>Brickman</i>	<i>JPL Cares</i>	<i>Vargas Property Services</i>
Contracted services to be provided between November 1, 2013 and October 31, 2014	\$89,004.00	\$124,992.00	\$125,775.00	\$242,600.00
Irrigation System Repairs	\$30.00 per hour	\$52.00 per hour	\$50.00 per hour	\$55.00 per hour
Fence Repair	\$25.00 per hour	\$45.00 per hour	\$45.00 per hour	\$30.00 per hour
Ash Bore Control Insecticide	\$1,000.00	\$1,900.00	\$75.00 per hour	\$4,200.00
General Insecticide Application	\$5,850.00	\$2,400.00	\$75.00 per hour	\$3,500.00
Deep-root Fertilization	\$5.00 per tree	\$3.00 per tree	\$15.00 per tree	\$2,850.00
Cost/Unit Austrian Pine	\$285.00	\$575.00	\$600.00	\$340.00
Cost/Unit Marshall Ash	\$300.00	\$524.00	\$500.00	\$330.00
Average Cost/Unit Deciduous Shrub	\$26.00	\$46.61	\$41.33	\$35.67
Average Cost/Unit Perennial	\$10.00	\$15.78	\$17.00	\$12.00
Average Cost/Unit Ornamental Grass		\$56.18	\$36.00	
Harvest Brown Mulch	\$62.00 per cub yd	\$95.00 per cub yd	\$75.00 per cub yd	\$65.00 per cub yd
River Rock 3/4"	\$72.00 per ton	\$96.80 per ton	\$85.00 per ton	\$50.00 per ton
<i>Snow Removal Services</i>				
ATV w/ snow plow	\$80.00 per hour	\$65.00 per hour	\$70.00 per hour	\$55.00 per hour
Ice melt	\$0.95 per lb	\$0.55 per lb	\$0.80 per lb	\$1.00 per lb
<i>Notes</i>	One person on crew dedicated to site 5 days a week; working with mowing crew 2 days; performing weed control & detail work 3 days			