



9985 Towner Avenue
Falcon, Colorado 80831
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NOTICE OF SPECIAL MEETING AND AGENDA

Board of Directors:

Kim Griffin
Calvin Pollard
John Bruszenski
Chris Olney
George Cerbasi

Office:

President
Vice President
Secretary
Treasurer
Assistant Secretary

Term/Expires:

2018/May 2018
2020/May 2020
2020/May 2020
2018/May 2018
2020/May 2018

DATE: December 20, 2017
TIME: 7:00 p.m.
PLACE: Paint Brush Hills Metropolitan District
Administration & Maintenance Building
9985 Towner Avenue
Falcon, Colorado 80831

1. ADMINISTRATIVE MATTERS

- 1.1. Pledge of Allegiance
- 1.2. Present Disclosures of Potential Conflicts of Interest.
- 1.3. Approve Agenda.
- 1.4. Public Comments. (For items, not on the agenda only. Comments limited to 3 minutes per person and are taken in order listed on the sign-in sheet).
- 1.5. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.
 - 1.5.1. Acknowledge Manager’s Report (enclosure).
 - 1.5.2. Acknowledge Staff Report (enclosure).
 - 1.5.3. Acknowledge Operations Report (enclosure).
 - 1.5.4. Approve Minutes of the November 15, 2017 Special Meeting (enclosure).
 - 1.5.5. Accept Engineer’s Report (enclosure).
 - 1.5.6. Approval and Renewal of Consultant Agreements as amended for 2018 Services (copies of all agreements available upon request; no changes in scope or fees unless otherwise noted):
 - 1.5.6.1. ICA with Christopher Jilek for Site and Open Space Mowing Services dated March 20, 2014.
 - 1.5.6.2. ICA with G.D.M Corp. dba Reliable Sanitation for Wastewater Removal Services dated April 17, 2014.
 - 1.5.6.3. ICA with Chiddix Bros., Inc. for General Excavation and Pipeline Repair Services dated April 17, 2014.
 - 1.5.6.4. ICA with Advanced Mechanical Services, Inc. for Lift Station Repair Services dated June 3, 2015.
 - 1.5.6.5. ICA with B&L Plumbing, Inc, for Excavation Services dated January 1, 2016.
 - 1.5.6.6. ICA with Encore Electric, Inc. for Electrician Services dated July 16, 2014.
 - 1.5.6.7. ICA with Trax Construction, Inc., for Asphalt Paving and Repair dated November 6, 2014.
 - 1.5.6.8. ICA with RG and Associates, LLC for District Engineering Services dated January 1, 2015.
 - 1.5.6.9. ICA with Layne Christensen Company for General Pump and Pump Controls Maintenance Services, dated January 15, 2015.
 - 1.5.6.10. ICA with Land Development Consultants, Inc. for District Tank Sites Survey Services dated March 23, 2015.
 - 1.5.6.11. ICA with Franks and Beans Landscaping, LLC dba F & B Landscaping for Landscaping, dated August 20, 2015.
 - 1.5.6.12. ICA with JC Jones Excavation, LLC for Excavation and Pipeline Repair Service dated September 17, 2015.
 - 1.5.6.13. ICA with Timken Motor and Crane Services LLC for Pump Controls Repair Services, dated February 17, 2015.

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- 1.5.6.14. Remote Electronic Check Processing Agreement with Farmers State Bank of Calhan for Remote Electronic Processing dated May 21, 2015.
- 1.5.6.15. Software License Agreement with Continental Utility Solutions, Inc. for billing software dated February 25, 2016.
- 1.5.6.16. ICA with Schilling and Company for Accounting Services dated March 17, 2016.
- 1.5.6.17. ICA with Colorado Hi-Tech Solutions, Inc. for Server and Technology Management Services dated March 17, 2016
- 1.5.6.18. ICA with Mug-A-Bug, Inc. for Pest Control Services dated June 15, 2016.
- 1.5.6.19. ICA with LandTech Contractors, Inc. for Landscape Maintenance Services dated April 1, 2017.
- 1.5.6.20. Services Agreement with Falcon Broadband, Inc. for Phone and Internet Services dated July 10, 2017.
- 1.5.7. Termination of ICA with Kumar and Associates for Construction Materials Testing Services dated November 17, 2016.
- 1.5.8. Approve 2018 Employee Paid Holidays Schedule (enclosure).
- 1.5.9. Adopt Resolution 2017-12-01: Annual Administrative Resolution (to be distributed).
- 1.5.10. Adopt Resolution 2017-12-02: Resolution Calling Election, May 2018 (to be distributed)
- 1.5.11. Adopt Amended and Restated Public Records Request Policy (enclosure).
- 1.5.12. Approve Ninth Addendum to Agreement with Layne Christensen Company – Well 9 Pump Reinstallation (enclosure)
- 1.5.13. Review and approve the payment of claims for the period ending December 20, 2017 as follows (to be distributed):

Source Fund	Amount
General Fund	TBD
Capital Project Fund	TBD
Conservation Trust Fund	TBD
Enterprise Fund	TBD
Subdistrict A	TBD
Total	TBD

- 1.6. Discuss modified 2018 office schedule.
- 2. FINANCIAL MATTERS
 - 2.1. Conduct Public Hearing on the proposed amendment to the 2017 Budget and consider adoption of Resolution No. 2017-12-03 Amending the 2017 Budget (enclosure).
 - 2.2. Review and accept updated 2017 Budget Priorities (enclosure).
 - 2.3. Discuss and consider approval of engagement of Osborne, Parsons & Rosacker to conduct the 2016 Audit for an amount not to exceed \$5,550 (enclosure).
 - 2.4. Discuss implementation of Irrigation Only water usage rates.
 - 2.5. Discuss 2018 vehicle purchases.
- 3. LEGAL MATTERS
 - 3.1. _____
- 4. EMPLOYMENT MATTERS
 - 4.1. Discuss and consider Position Descriptions revisions.
 - 4.1.1. Billing Administrator
 - 4.1.2. Administrative Assistant
 - 4.2. Discuss and consider employee compensation.
- 5. EXECUTIVE SESSION (§§24-6-402(4)(b), (e), and (f) C.R.S.) (if necessary)
 - 5.1. Employment Matters
 - 5.2. Woodmen Hills MD Intergovernmental Agreement
 - 5.3. Negotiations
- 6. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED ON JANUARY 18, 2018