

PAINT BRUSH HILLS METROPOLITAN DISTRICT

Administrative Offices

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 □ 800-741-3254
Fax: 303-987-2032

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Kim Griffin	President	2014/May 2014
Calvin Pollard	Vice President	2016/May 2016
Doug Burrer	Treasurer	2016/May 2016
Floyd Roberts	Assistant Secretary	2014/May 2014
John Bruszenski	Assistant Secretary	2014/May 2014

DATE: February 20, 2014
TIME: 7:00 p.m.
PLACE: Paint Brush Hills Metropolitan District Office
9830 Liberty Grove Drive
Falcon, Colorado 80831

I. ADMINISTRATIVE MATTERS

- A. Present Disclosures of Potential Conflicts of Interest.
- B. Approve Agenda.
- C. 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).
- D. Discuss request from resident regarding her water bill.
- E. 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.
 - Acknowledge Manager’s Report (to be distributed under separate cover).
 - Acknowledge Staff Report (enclosure).
 - Acknowledge Billing Report (to be distributed).
 - Acknowledge Operations Report (enclosure).
 - Review and approve Minutes of the October 10, 2013 special meeting and January 16, 2014 regular meeting (enclosures).
 - Ratify employment of Kelcey Riggs as an Office Assistant and Bill Rider, Jr. as a Field Technician.

II. FINANCIAL MATTERS

- A. Review and approve the payment of claims for the period ending February 20, 2014, as follows (enclosure):

General Fund:	\$	12,812.84
Debt Service Fund:	\$	-0-
Enterprise Fund:	\$	4,375.48
Total:	\$	<u>17,188.32</u>
- B. Review and accept unaudited financial statements for the periods ending December 31, 2013 and January 31, 2014 (enclosures).
- C. Review and consider fixing or increasing fees, rates, tolls, penalties or charges for water and sewer services and facilities (enclosure).
 - a. Consider adoption of Resolution No. 2014-02-01, Amended and Restated Resolution concerning the Imposition of Various Fees, Rates, Penalties and Charges for Water and Sewer Service and Facilities (enclosure).
- D. Discuss requirements and ability to establish Availability of Service Charges and consider provision of notice regarding same.

III. LEGAL MATTERS

- A. Discuss and consider authorizing Legal Counsel to draft an Enterprise Resolution.
- B. Discuss and consider the development of Rules and Regulations and engagement of the District’s Legal Counsel and District Engineer regarding the same.
- C. Discuss and consider approval of an Independent Contractor Agreement for Engineering Services between the District and JDS-Hydro Consulting, Inc. (enclosure).
- D. Update on the May 6, 2014 Directors’ Election.
- E. Discuss and consider adoption of Resolution No. 2014-02-02, FACT Act Resolution for the Prevention of Identify Theft (enclosure).
- F. Discuss and consider adoption of Employee Handbook and consider approval of Job Descriptions (to be distributed under separate cover). Enter into Executive Session, if necessary pursuant to §24-6-402(4)(f) and (b), C.R.S.

IV. OPERATIONS AND MAINTENANCE

- A. Discuss and consider Request for Proposal for development of site plan for the District’s office, shop and water treatment facility (to be distributed).

V. OTHER BUSINESS

VI. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 20, 2014.**