

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
COMPARK BUSINESS CAMPUS METROPOLITAN DISTRICT
HELD
November 27, 2018**

A special meeting of the Board of Directors of the Compark Business Campus Metropolitan District was held on Tuesday, November 27, 2018 at 12:15 p.m. at 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111.

Attendance In attendance were Directors:

Michael P. Vickers, President
Tom List, Vice-President/Secretary/Treasurer (via phone)
Kevin Michalek, Asst. Secretary/Treasurer
Peter Elzi, Asst. Secretary/Treasurer

Also in attendance were:

Bob Blodgett, Anna Jones and Janece Soendker; CliftonLarsonAllen LLP
Tom George; Spencer Fane LLP
David Strauss; Strauss Building Services
Russ Burrows; Calibre Engineering (via phone)

Call to Order President Vickers called the meeting to order at 12:45 p.m.

Disclosures of
Potential Conflicts The Board disclosed possible conflicts of interest. No additions were
Of Interest reported.

Discuss Board
Vacancies No report

CONSENT AGENDA

- IV. Administrative Items
 - A. Review and Approve Minutes of the August 28, 2018 Regular Meeting
 - B. Approve October Claims \$34,804.16
 - C. Ratify August and September Claims - \$74,109.32
 - D. Ratify September 30, 2018 Continuing Disclosure Statement
 - E. Ratify Offset Agreement between CBCMD, SVMD, and CLC

- V. Engineering and Maintenance Items
 - A. Ratify DTEC Agreement for Filing 11 Pond Erosion Control Work in the amount of \$10,932.50

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- VI. Attorney Items
- VII. Manager's Items
 - A. Approve District Insurance \$6,833.10 and Renewal of same; Approve of SDA Membership
 - B. Approve Transparency Notice and Mode of Eligible Elector Notification for 2019 (post on SDA and CBCMD website)
 - C. Approve Resolution Concerning Annual Administrative Matters in 2019
 - D. Accept SVMD Meeting Information
 - E. Accept SMWSA Meeting Information
 - F. Information Items and Referrals

Mr. Blodgett reported the current claims totaled \$34,804.16. Upon a motion duly made by Director Vickers, seconded by Director List, and upon vote unanimously carried, the Board approved the Consent Agenda as presented.

DISCUSSION AGENDA

- VIII. SVMD Updates – Sarah Sjobakken, SVMD Manager

No report.

- IX. Engineering/Construction Items – Russ Burrows

- A. Filing 7 Detention Pond Construction Update

Mr. Vickers reported this is complete.

- B. Filing 8 Sanitary Sewer Line Extension Update- deferred indefinitely

Director Vickers reported this work is still on hold.

- C. Review Filing 11 Detention Pond Cost Allocations– estimated completion May 2018

Mr. Vickers reported this is complete.

- D. Update on SVMD Lift Station in CBCMD Usage

No report

- E. Discuss Charter Communications Filing 2 Parking Lot Erosion Issues

Mr. Vickers reported he reviewed the site. It appears to be complete but he will confirm with Mr. Burrows.

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F. Status of RACS Covenant

Mr. George will contact Mr. Burrows to determine status.

G. Status of SFE Water Right Tracking Chart

1. Belford North MD Allocation
2. Belford South MD Allocation
3. Etkin Johnson Allocation

Director Vickers reviewed with the Board. Mr. Blodgett review the pending contact with Etkin Johnson for 32 SFEs. He did not involve SVMD since a preliminary site plan has not yet been approved.

X. Landscape Maintenance/Construction Report

A. Maintenance Updates and Proposals

Mr. Strauss provided an update to the Board.

B. Tree Care

Mr. Strauss is monitoring. They have been watered and look good.

C. Other – 2019 contract

Mr. Strauss reported the 2019 Landscape contract needs to be approved. It provides for \$4,000 per month from April – November and \$500 for December – March for landscape maintenance. It provides a flat rate of \$1,750 per month during winter months for snow removal. Upon a motion duly made by Director Vickers seconded by Director Elzi, and upon vote unanimously carried, the Board approved the 2019 landscape contract.

XI. Financial Items

A. Review and Approve September 30, 2018 Financial Statements and Cash Position Report Updated as of November 14, 2018

Ms. Soendker reviewed the Financial Statements with the Board. Upon a motion duly made by Director Elzi, seconded by Director List, and upon vote unanimously carried, the Board approved the September 30, 2018 Financial Statements and Cash Position Report.

B. Discuss Capital Project Fund Budget and Future Priorities

No report.

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C. Other

None.

XII. Manager's Items

A. Conduct Public Hearing to Consider Amending the 2018 Budget;
Consider Adoption of Resolution to Amend 2018 Budget

Director Vickers opened the public hearing at 1:20 p.m. There were no public comments. Director Vickers closed the public hearing at 1:21 p.m.

Ms. Soendker reported that the 2018 Budget need to be amended. Upon a motion duly made by Director List, seconded by Director Elzi, and upon vote unanimously carried, the Board approved the necessary budget amendments.

B. Conduct Public Hearing to Consider Adoption of 2019 Budget,
Appropriate Expenditures and Set Mill Levy; Consider Adoption of
Resolution to Adopt 2019 Budget, Appropriate Expenditures and Set Mill
Levy

Director Vickers opened the Public Hearing at 1:33 p.m. There were no public comments. Director Vickers closed the Public Hearing at 1:34 p.m.

Ms. Soendker reviewed the 2019 budget with the Board. After discussion, upon a motion duly made by Director Vickers, seconded by Director List, and upon vote unanimously carried, the Board approved the 2019 budget and adopted the Resolution to Adopt 2019 Budget, Appropriate Expenditures and Set Mill Levy.

C. Website Update

No report.

D. Other

None

XIII. Attorney's Items

None.

XIV. Director's Items

A. Development Update

Mr. Vickers reported the Etkin Johnson is moving forward with due diligence on Filing 4 acquisition.

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XV. Other Items

- A. Confirm 2019 Quarterly Meetings: 4th Tuesday of February, May, August, and November, 2019 at 12:15pm at CliftonLarsonAllen, LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO

The Board confirmed.

XVI. Adjournment

Director Vickers adjourned the meeting at 1:35 p.m.

Respectfully submitted,



Secretary for the Meeting