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# RECORD OF PROCEEDINGS

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## Minutes of the Regular Meeting Of the Board of Directors Chatfield Corners Metropolitan District October 27, 2015

A Regular Meeting of the Board of Directors of the Chatfield Corners Metropolitan District, Eagle County, Colorado, was held October 27, 2015, at 5:45 p.m. at the Gypsum Creek Grill, 530 Cotton Ranch Drive, Gypsum, Eagle County, Colorado, in accordance with State regulations.

**Attendance** The following Directors were present and acting:

- Dave Barton
- Joe Schwan
- Mike Woods
- Grant Murphy
- Bill Hasselbach

Also in attendance were:

- Chris Huffman, Sagebrush Services
- Steve and Scott Tarrant, Brush Creek Landscaping
- Debbie Braucht, Marchetti & Weaver, LLC
- Nicole Hetzer, Marchetti & Weaver, LLC
- Ken Marchetti, Marchetti & Weaver, LLC

### Call to Order

The Regular Meeting of the Board of Directors of Chatfield Corners Metropolitan District was called to order by Director Murphy noting a quorum was present.

### Conflict Disclosure

Board members were asked to disclose any potential conflicts of interest in accordance with State Statute. There were no potential conflicts disclosed by any of the Board members.

### Changes to Agenda

There were no changes to the Agenda.

### Public Input

There was no public input offered at the meeting.

### Minutes

Upon review and by motion duly made and seconded it was unanimously

**RESOLVED** to approve the July 14, 2015 meeting minutes with minor changes.

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## **Irrigation System Report**

Mr. Huffman reviewed the irrigation system performance and issues that occurred during the 2015 season with the Board. He noted that he recently found a main line leak when blowing out the system and has made the necessary repairs. Mr. Huffman also stated that he will pull the pressure maintenance pump later this year to rebuild, and this cost was factored into his budget for 2015. He was recently talking with Stout Electric, who has a rebuilt motor for sale for approximately \$700 that would be compatible with the irrigation system. Mr. Huffman suggested shrink wrapping and storing in the pump station as a back-up. He will follow up with Stout to discuss purchasing the rebuilt pump. Mr. Huffman also mentioned that kids have constructed a bike jump by the butterfly valves, and he recommends putting a split rail fence around the manholes to prevent any potential injuries. The Board authorized this work to be done in 2015.

## **Landscape Management Report**

Steve Tarrant stated that the season ran smoothly, and his team feels very familiar with the property now. For the Board's information, Mr. Tarrant shared that his brother, Scott Tarrant, manages the turn/landscape maintenance and Michael is the irrigation technician that works with Mr. Huffman. Steve Tarrant's specialty is trees, and he commented that the trees throughout Chatfield are in good condition and preventative maintenance is done to stay ahead of potential bug issues. Director Murphy requested that Mr. Tarrant draft a short letter that can be emailed to homeowners and posted on the website, which offers tree spraying services for the trees on individual lots. The cottonwood trees planted at the beginning of the subdivision are getting bigger and are causing problems with walk ways and breaking limbs. Mr. Tarrant stated it would be prudent to consider removing the cottonwoods and replacing them with a different variety. He will provide a cost estimate for this work to the Board.

## **Records Retention Policy**

The District's attorney prepared a resolution outlining the procedure for records retention of the District's public documents. Upon motion duly made and seconded it was unanimously

**RESOLVED** to adopt the Records Retention Policy as presented. A copy of the Resolution which is incorporated herein by reference shall be retained in the District's permanent records.

## **2016 May Directors Election**

In May of even numbered years the District is required to have an election. The Resolution calls the election, lists the Directors whose terms are up,

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designates the election official and authorizes the Designated Election Official to cancel the election if there are no more candidates than terms to fill. Upon motion duly made and seconded it was unanimously

**RESOLVED** to adopt the Resolution Calling for the 2016 Regular District Election.

### **Public Hearing for the 2016 Budget and September Financials**

Mr. Marchetti reviewed the September financial statements and the 2016 draft budget with the Board. It was noted that the 2016 Budget includes an increase in the irrigation rates charged to homeowners. He stated today has been published as the public hearing for the 2016 Budget and opened the public hearing to public comment. There being no public comment the public hearing was closed. Upon review and by motion duly made and seconded it was unanimously

**RESOLVED** to approve the resolution to adopt the 2016 budget, subject to minor adjustments which may result from the final certification of assessed values;

**FURTHER RESOLVED** to approve the resolution to certify the mill levy at 10.000 mills for operations and 31.443 mills for debt service;

**FURTHER RESOLVED** to approve the resolution to appropriate funds for spending in 2016.

Copies of the formal resolutions adopting the budget, certifying the mill levy and appropriating funds are incorporated herein by reference and shall be retained in the District's permanent records.

### **2015 Application for Exemption from Audit**

Mr. Marchetti stated the District once again meet the guidelines to be exempt from audit so will be eligible to submit an Application for Exemption from audit for 2015. The Board could choose to have an audit performed if they wanted but it was not required. Upon motion duly made and seconded it was unanimously

**RESOLVED** to approve the preparation of the 2015 Application for Exemption from Audit by Marchetti & Weaver, LLC.

The Board will meet on March 29, 2016 to review and approve the Application for Exemption from Audit before the filing deadline of March 31<sup>st</sup>.

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## Accounts Payable

Upon review and by motion duly made and seconded it was unanimously

**RESOLVED** to approve and ratify the accounts payable list as presented.

## Adjournment

There being no further business to come before the Board, by motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the Special meeting of the Chatfield Corners Metropolitan District Board of Directors this 27<sup>th</sup> day of October 2015.

Respectfully submitted,

/s/ Debbie Braucht

Secretary for the Meeting