
RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District March 5, 2019, Meeting Minutes

Minutes of the Regular Meeting of the Board of Directors Chatfield Corners Metropolitan District March 5, 2019,

The Regular meeting of the Board of Directors of the Chatfield Corners Metropolitan District, Eagle County, Colorado, was held Tuesday, March 5, 2019, at 5:30 p.m. at the Town of Gypsum Council Chambers located at 50 Lundgren Blvd, Gypsum, Eagle County, Colorado in accordance with State regulations.

Attendance The following Directors were present and acting:

- David Barton
- Grant Murphy
- Joe Schwan
- Mike Woods
- Sherri Wilde-Sisneros

Also in attendance were:

- Chris Huffman, Sagebrush Services
- Ken Marchetti, Marchetti & Weaver LLC
- Beth Johnston, Marchetti & Weaver, LLC, Secretary for the Meeting

Call to Order The Regular Meeting of the Board of Directors of Chatfield Corners Metropolitan District was called to order at 5:35 by Director Murphy noting a quorum was present.

Conflict of Interest

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.

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

RESOLVED to approve the October 25, 2018, meeting minutes as presented.

Consumer Data

Privacy

Policy

Mr. Marchetti reviewed the Consumer Data Privacy Policy Resolution included in the board packet explaining that a state statute required Districts to adopt a policy

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to handle private data. Following discussion, and by motion duly made and seconded, it was unanimously

RESOLVED to approve the Resolution Adopting Procedures for Protecting And Destroying Customer Information Maintained By The District.

District Manager's

Reports The Board reviewed the District Managers Report included in the packet.

Vendor

Contracts Ms. Johnston reviewed the 2019 Landscaping agreement noting it was the final year of the three-year contract that was signed in 2017, if the Board decided to accept. The Board discussed additional mows for the native and wetlands areas along the recreation path and decided to evaluate during the summer if the extra native area mows were necessary. Following review, and upon motion duly made and seconded, it was unanimously

RESOLVED to continue with Brush Creek Landscaping for the 2019 landscaping season.

Ms. Johnston presented the tree care proposal for summer 2019. Following review, and upon motion duly made and seconded, it was unanimously

RESOLVED to approve the tree care proposal dated 10/7/2018 by Brush Creek Landscaping for an amount not to exceed \$3,513.

The Board reviewed the proposal from Mountain Maintenance for crack seal and seal coating of the recreation paths in 2019. Ms. Johnston explained that the areas to be patched were marked directly on the path for review. The Board requested that Ms. Johnston obtain additional bids for the service.

The Board had a general discussion on snow removal for the 2018-2019 season. Overall, the Board was satisfied with the snow removal, however the contractor was leaving snow piles at the end of sidewalks or pushing the snow piles into the streets. The Board requested Ms. Johnston to contact Brush Creek Landscaping and request that the snow be pushed into approved snow storage areas.

Underground

Locates Ms. Johnston gave background on the underground locates reviewing the discussion and action taken to date. Ms. Johnston and Mr. Marchetti reported they had researched an option for the District to hire an employee to do the locates for the District's raw water infrastructure explaining that the District's liability insurance would cover an employee. Mr. Marchetti reviewed the

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estimate for hiring an employee for completing the locates. The Board reviewed the Utility Locates Specialist position job description and general discussion continued. Mr. Huffman confirmed his willingness to be employed by the District for the position. Following discussion, and upon motion duly made and seconded, it was unanimously

RESOLVED to approve hiring a part-time, as needed, employee for the District to complete underground infrastructure locates; and

FURTHER RESOLVED to terminate the USIC Agreement effective once a District employee is hired and trained.

Irrigation System

Report

Mr. Huffman reported that the McBrayer Ditch head gate repairs were completed and had been inspected and approved by Bill McEwen with the Colorado Division of Water Resources. Mr. Huffman reviewed the repairs and new apparatus reporting that everything was working as expected and the water could now be completely shut off. Ms. Johnston reviewed the final project cost reporting that the project came in slightly under budget and refund checks would need to be sent to the contributing ditch owners. General discussion continued on the ditch and water rights for the District and the Board authorized the refund checks to be released.

Mr. Huffman reported that the fall irrigation system shut down had gone smoothly and that the Pond 2 liner repair and replacement was scheduled to be completed in the spring 2019.

Financial

Statements

Mr. Marchetti reviewed the Financial statements ending December 31, 2018, that were included in the board packet. Mr. Marchetti reported that the Town of Gypsum approved the de-Gallagerization of the mill levy increase and that the additional funds collected would be used to supplement the water fund. Mr. Marchetti explained that the residential assessment rate was previously projected by the Colorado Division of Property Taxation to decline significantly in 2019 but their more recent projections show the assessment rate staying approximately the same for 2019. A final rate will be introduced into the General Assembly in mid-April. The Board entered into general discussion on the Gallagher Amendment and residential assessment rate.

Audit

Exemption

Mr. Marchetti reviewed the 2018 Application for Exemption from Audit noting that it contained the same information as the financial statements but in a different format. The Board, after discussion, and upon motion duly made and seconded, unanimously

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RESOLVED to approve the 2018 Application for Exemption from Audit; and

FURTHER RESOLVED to approve the Resolution Approving an Exemption from Audit for the Fiscal Year 2018.

Accounts Payable

Ms. Johnston reviewed the Accounts Payable list included in the packet. After discussion and review, by motion duly made and seconded it was unanimously

RESOLVED to approve and ratify the accounts payable list distributed in the Board packet.

Investment of Funds

Mr. Marchetti recommended that a portion of the District's cash be invested in certificates of deposit to get higher returns. Mr. Marchetti and the Board discussed potential investment options. Following discussion, the Board requested that a brokerage account be opened with Multi-Bank Securities (MBS) and approximately half of the cash reserves be invested in brokered CDs with differing maturity dated of no longer than 5 years.

Direct Deposit

The Board discussed direct deposit of payroll checks. Following discussion, the Board requested that direct deposit be set up for Directors and employees.

CCOA

Ms. Johnston updated the Board on the Accounts Receivable for Chatfield Corners Owners Association.

Future Meetings

The Board reviewed the 2019 meeting calendar and tentatively confirmed the June 18, 2019 meeting.

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

RESOLVED to adjourn the Regular meeting of the Chatfield Corners Metropolitan District Board of Directors this 5th day of March 2019.

Respectfully submitted,



Beth Johnston
Secretary for the Meeting