

# SOUTHLANDS METROPOLITAN DISTRICT NO. 1

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: (303) 987-0835  
Fax: (303) 987-2032

Website: <https://www.colorado.gov/southlandsmdl>

## NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Martin Liles	President	2022/May 2020
Skye Bailey	Vice President	2020/May 2020
Michael Sandhoff	Treasurer	2022/May 2022
Joyce Rocha	Secretary	2020/May 2020
April Elliott	Assistant Secretary	2022/May 2020

DATE: January 21, 2020  
TIME: 9:00 a.m.  
PLACE: Southlands Shopping Center  
Management Office  
6155 South Main Street, Suite 260  
Aurora, Colorado 80016

### I. ADMINISTRATIVE MATTERS

- A. Present Disclosures of Potential Conflicts of Interest.  
\_\_\_\_\_
- B. Approve Agenda; confirm location of the meeting and posting of meeting notices.  
\_\_\_\_\_
- C. Review and approve Minutes of the December 17, 2019 Regular Meeting (enclosure).  
\_\_\_\_\_
- D. Acknowledge resignation of Director Sandhoff, effective \_\_\_\_\_.  
\_\_\_\_\_

### II. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes.  
\_\_\_\_\_

III. FINANCIAL MATTERS

A. Review and ratify approval of the payment of claims for the period ending December 31, 2019 totaling \$121,875.01 (enclosure).

---

B. Review and accept Cash Position Schedule, dated December 31, 2019, updated as of \_\_\_\_\_, 2020 and Operations Fee Report (to be distributed).

---

IV. LEGAL MATTERS

A. Review and approve revised Special Use Permit.

---

1. Discuss imposition of fees.

---

V. OPERATIONS AND MAINTENANCE

A. Maintenance Report (M & J Wilkow):

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Maintenance Report (SDMS):

---

---

---

1. Medians.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Detention Ponds.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. Discuss the Pomeroy/Calibre emergency access and detention pond maintenance access plans. Review revised civil drawings (to be distributed).

---

---

---

- D. Consider approval of a proposal for engineering services to prepare an easement/maintenance map (to be distributed).

---

---

---

VI. CAPITAL IMPROVEMENTS

- A. Discuss status of the 2020 Capital Improvement Project (the HUB and Landscape Improvements).

---

---

---

- 1. Review bids and award Contract (to be distributed).

---

---

- 2. Discuss public art requirements.

---

---

VII. OTHER MATTERS

- A. Discuss transparency and reconciliation of 2019 contracts.

---

---

VIII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR  
FEBRUARY 18, 2020.**

# RECORD OF PROCEEDINGS

---

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SOUTHLANDS METROPOLITAN DISTRICT NO. 1 HELD DECEMBER 17, 2019

A Regular Meeting of the Board of Directors (referred to hereafter as "Board") of the Southlands Metropolitan District No. 1 (referred to hereafter as "District") was convened on Tuesday, the 17th day of December, 2019, at 9:00 a.m., at the Southlands Shopping Center, Management Office, 6155 South Main Street, Suite 260, Aurora, Colorado 80016. The meeting was open to the public.

---

### ATTENDANCE

#### Directors In Attendance Were:

Martin Liles  
Skye Bailey  
Michael Sandhoff  
Joyce Rocha  
April Elliott

#### Also In Attendance Were:

Ann E. Finn and Dan Cordova; Special District Management Services, Inc.

Clint C. Waldron, Esq.; White Bear Ankele Tanaka & Waldron P.C.

Thuy Dam; CliftonLarsonAllen, LLP

Austina Edwards; M & J Wilkow

Kurt Sinclair and Michelle Whitted; 505Designs, Inc. (via speakerphone)

---

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure of Potential Conflicts of Interest:** Ms. Finn noted that a quorum was present. Attorney Waldron advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Attorney Waldron reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Attorney Waldron asked the Board whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

## RECORD OF PROCEEDINGS

---

### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Finn distributed for the Board's review and approval a proposed Agenda for the District's Regular Meeting.

Following discussion, upon motion duly made by Director Liles, seconded by Director Rocha and, upon vote, unanimously carried, the Agenda was approved, as amended.

**Minutes:** The Board reviewed the Minutes of the November 19, 2019 Regular Meeting.

Following discussion, upon motion duly made by Director Liles, seconded by Director Elliott and, upon vote, unanimously carried, the Minutes of the November 19, 2019 Regular Meeting were approved, as presented.

---

### PUBLIC COMMENTS

There were no public comments at this time.

---

### FINANCIAL MATTERS

**Claims:** Ms. Finn reviewed with the Board the payment of claims for the period ending November 30, 2019, totaling \$123,012.61.

Following discussion, upon motion duly made by Director Elliott, seconded by Director Rocha and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as presented.

**Financial Statements:** Ms. Dam reviewed with the Board the unaudited financial statements of the District for the period ending October 31, 2019, Cash Position Schedule, updated December 9, 2019 and Operations Fee Report.

Following discussion, upon motion duly made by Director Sandhoff, seconded by Director Elliott and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending October 31, 2019, Cash Position Schedule, updated December 9, 2019 and Operations Fee Report.

---

### LEGAL MATTERS

There were no legal matters to discuss at this time.

---

### OPERATIONS AND MAINTENANCE

**M & J Wilkow's Maintenance Report:** There was no report at this time.

**Maintenance Report (SDMS):** The Board entered into discussion regarding the need for an updated easement and maintenance map. Following discussion, the

## RECORD OF PROCEEDINGS

---

Board authorized staff to obtain proposals for the preparation of an easement and maintenance map.

2020 Floral Program: The following contractors presented their 2020 Floral Program to the Board:

Justin Ball and T.J. Leonard with Metco Landscape.

John Provost and Tara Fayard with Western Proscapes.

Tim Flanagan with Sustainable Landscapes Colorado.

The Board reviewed and discussed the bid tab as presented by Mr. Cordova for the 2020 Floral Program.

Following discussion, upon motion duly made by Director Liles, seconded by Director Elliott and, upon vote, unanimously carried, the Board awarded the Independent Contractor Agreement to Western Proscapes, subject to confirmation of hand watering costs for the hanging baskets.

Following discussion, upon motion duly made by Director Rocha, seconded by Director Elliott and, upon vote, unanimously carried, the Board appointed a committee consisting of Director Liles and Bailey to award the 2020 Floral Program contract once the hand watering costs have been verified.

Medians: Mr. Cordova reported to the Board on the meeting with the City of Aurora regarding the need for a minor amendment to the Site Plan for the median renovation project. No action was taken by the Board at this time.

Request from Xcel Energy regarding Tree Removal: Ms. Finn reported to the Board that Xcel Energy provided notice to the District that the trees behind the monument sign located at Southlands Parkway and South Aurora Parkway need to be removed after the Holidays.

Pomeroy/Calibre Emergency Access and Detention Pond Maintenance Access Plans: Ms. Finn noted for the Board that she has a meeting with the developer on Wednesday December 18, 2019 at 9:30 to discuss the new design for the emergency access road into the boundaries of the District.

### CAPITAL IMPROVEMENTS

2020 Capital Improvement Project ("Project"): Ms. Finn noted that the Invitation to Bid for The HUB and Landscape Improvement Project will be published on December 19, 2019.

## RECORD OF PROCEEDINGS

---

Consultant Agreement with 505Designs, Inc.: Attorney Waldron discussed the status of the Consultant Agreement between the District and 505Designs, Inc.

Following discussion, upon motion duly made by Director Liles, seconded by Director Sandhoff and, upon vote, unanimously carried, the Board approved the Consultant Agreement between the District and 505Designs, Inc., subject to final review by Attorney Waldron.

Timing for Phasing Work and Bidding Process: The Board discussed the timing of the Project. Ms. Finn noted the following schedule of events:

- Pre-Bid Conference 01/06/20
- Bid opening 01/17/20
- Award Contract 01/21/20
- Start Date 03/01/20

Public Art Requirements: Ms. Finn noted for the Board that once the fountain has been demolished the District will need to obtain approval from the City on replacing the art work, for an estimated amount of \$325,358.

---

### OTHER MATTERS

Street Sweeping: The Board reviewed the street sweeping proposal from Common Area Maintenance Services (“CAM”).

Following review, upon motion duly made by Director Liles, seconded by Director Rocha and, upon vote, unanimously carried, the Board approved an Independent Contractor Agreement between the District and CAM for street sweeping services, for the amount of \$1,962 per month.

Transparency and Reconciliation of 2019 Contracts: The Board entered into discussion regarding performing a reconciliation of expenses for 2019 with M&J Wilkow. Ms. Finn noted she will be reaching out to Director Elliott for the information needed for the 2019 reconciliation.

---

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Liles, seconded by Director Elliott, and upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

Southlands Metropolitan District #1  
December 2019 Claims

Process Date	Vendor	Invoice Number	Payment Method	Amount
12/13/2019	Allied Universal	9405823	Bill.com Check	\$ 6,395.68
12/13/2019	Altura Land Consultants	171296	Bill.com Check	\$ 1,450.00
12/13/2019	Aurora Water	Multiple	EFT	\$ 1,091.20
12/13/2019	BLING Entertainment and Events	Holiday Parade	Bill.com Check	\$ 13,089.00
12/13/2019	CliftonLarsonAllen LLP	2305324	Bill.com Check	\$ 3,098.59
12/13/2019	CO Special Districts P&L Pool	POL-0000320 2019	Bill.com Check	\$ 400.00
12/13/2019	Full Spectrum Lighting, Inc	Multiple	Bill.com EFT	\$ 4,510.50
12/13/2019	GRAINGER	9361721906	Bill.com Check	\$ 376.23
12/13/2019	M & J Wilkow Properties, LLC	18633	Bill.com Check	\$ 9,336.24
12/13/2019	Metco Landscape, Inc	Multiple	Bill.com Check	\$ 42,055.80
12/13/2019	Rocky Mountain Flag Company	15130	Bill.com Check	\$ 2,566.00
12/13/2019	Special District Management Services, Inc.	Oct-19	Bill.com EFT	\$ 3,479.50
12/13/2019	Western Proscapes	Multiple	Bill.com Check	\$ 24,820.32
12/13/2019	Wildflower Meadows	33359	Bill.com Check	\$ 4,355.95
12/24/2019	P & G Services	65500	Bill.com EFT	\$ 4,850.00
				<u><u>\$ 121,875.01</u></u>