

SPECIAL MEETING
ESTANCIA METROPOLITAN DISTRICT

6800 South Liverpool Street, Suite A

Aurora, Colorado

Tuesday, November 19, 2019

10:00 A.M.

Harvey Alpert, President	Term to May 2020
Carol Bransfield, Secretary/Treasurer	Term to May 2020
Rodney Alpert, Assistant Secretary	Term to May 2020
Kevin T.K. Sullivan Assistant Secretary	Term to May 2022
Jason Dassinger, Assistant Secretary	Term to May 2022

AGENDA

1. ADMINISTRATIVE MATTERS

- a. Call to Order
- b. Declaration of Quorum and Confirmation of Director Qualifications
- c. Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest
- d. Approval of Agenda

2. PUBLIC COMMENT (Items Not on the Agenda)

3. CONSENT AGENDA ITEMS (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered in the regular agenda. Enclosures included in electronic packets only; hard copies available upon request.)

- a. Approval of Minutes from October 3, 2018 Special Meeting (**enclosure**)
- b. Adoption of Resolution No. 2019-11-01: Annual Administrative Resolution (**enclosure**)
- c. Adoption of Resolution No. 2019-11-02: Calling Election (**enclosure**)
- d. Adoption of Resolution No. 2019-11-03: Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges (**enclosure**)
- e. Approval of Eleventh Amendment to Funding and Reimbursement Agreement with Estancia 80, LLC and Issuance of Promissory Note to Estancia 80, LLC (**enclosures**)
- f. Ratification and Approval of Payment of Claims (October 4, 2018 – October 9, 2019) (\$42,630.59) (**enclosure**)
- g. Ratification and Approval of Payment of Operations Claims (October 4, 2018 – October 29, 2019) (\$53,084.02) (**enclosure**)
- h. Approval of Payment of Additional Claims (\$3,795.52) (**enclosure**)
- i. Acceptance of Unaudited Financial Statements as of September 30, 2019 (**enclosure**)
- j. Approval of Independent Contractor Agreement with Colorado Sign, Design & Print for Holiday Lights (\$864) (**enclosure**)

- k. Approval of Independent Contractor Agreement with Keesen Landscape Management for Snow Removal Services for 2019-2020 Winter Season (**enclosure**)
- l. Approval of Independent Contractor Agreement with Keesen Landscape Management for Landscape Maintenance Services for 2020 (**enclosure**)
- m. Approval of First Addendum to Independent Contractor Agreement with Keesen for Landscape Maintenance Services for Plant Health Care (\$878.36) (**enclosure**)
- n. Approval and Renewal of Consultant Agreements for 2020 Services (no changes in scope or fees):
 - i. Summit Management & Consulting Services, LLC for District Management Services
 - ii. Simmons & Wheeler, P.C. for Accounting Services
 - iii. WHITE BEAR ANKELE TANAKA & WALDRON, Attorneys at Law, for General Counsel Services
 - iv. Todd Companies, Inc., for Septic System Inspection and Reporting Services
 - v. Church Onsite Wastewater Consultants for Onsite Wastewater Treatment Engineering Services
 - vi. Sterling Design Associates for Architectural Design Review Services

4. FINANCIAL MATTERS

- a. Conduct Public Hearing on 2020 Budget and Adoption of Resolution No. 2019-11-04: Adopting Budget, Imposing Mill Levy and Appropriating Funds (**enclosure**)

5. LEGAL MATTERS

- a. Discuss Electronic Posting for Meeting Notices, Discuss District Website for Same and Consider Adoption of Resolution No. 2019-11-05: Concerning Online Notice of Regular and Special Meetings (**enclosure**)

6. COVENANT ENFORCEMENT AND COLLECTIONS MATTERS

- a. General Update from Manager
- b. Discuss Status of Collection Accounts (distributed under separate cover)

7. LANDSCAPE COMMITTEE MATTERS

8. DISTRICT MANAGER MATTERS (enclosure – Manager’s Report)

- a. General Update
- b. Discuss Status of Security Cameras
- c. Discuss Status of Installation of Mail Kiosk

9. OTHER BUSINESS

- a. Next Regular Meeting—October 14, 2020, at 1:00 P.M. (2021 Budget Hearing)

10. ADJOURNMENT