

# RECORD OF PROCEEDINGS

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MINUTES OF THE COORDINATED  
REGULAR MEETING OF  
CENTERRA METROPOLITAN DISTRICT NO. 1  
CENTERRA METROPOLITAN DISTRICT NO. 2  
CENTERRA METROPOLITAN DISTRICT NO. 3  
CENTERRA METROPOLITAN DISTRICT NO. 4  
CENTERRA METROPOLITAN DISTRICT NO. 5

HELD  
February 16, 2017

The Boards of Directors of Centerra Metropolitan District No. 1, Centerra Metropolitan District No. 2, Centerra Metropolitan District No. 3, Centerra Metropolitan District No. 4, and Centerra Metropolitan District No. 5 held a coordinated regular meeting, open to the public, at 2725 Rocky Mountain Avenue, Loveland, Colorado 80538, at 12:00 p.m., Thursday, February 16, 2017. Notice of the meeting has been duly posted with the Larimer County Clerk and Recorder and posted in three public places within the boundaries of each District.

ATTENDANCE

Directors in Attendance:

Kim Perry, President  
Josh Kane, Treasurer & Assistant Secretary  
Tom Hall, Secretary

Directors Absent but Excused:

David Crowder, Assistant Secretary & Assistant Treasurer

Also in Attendance:

Alan Pogue; Icenogle Seaver Pogue, P.C.  
Jim Niemczyk, Dave Betley; McWhinney  
Peggy Dowswell, Shana Morgan, Jason Woolard, Kirsten Starman, Dylan Engberg, Jim Worley, and Darcy Chilton; Pinnacle Consulting Group, Inc.

CALL MEETING TO  
ORDER

The meeting was called to order at 12:05 p.m. by President Perry, noting that a quorum was present. The Directors in attendance confirmed their qualifications to serve.

COMBINED  
MEETING

The Districts are meeting in a combined Board meeting. Unless otherwise noted, the matters set forth below shall be deemed to be the actions of the Centerra Metropolitan District No. 1, with concurrence by the Centerra Metropolitan Districts Nos. 2, 3, 4, and 5.

CONFLICT OF  
INTEREST

Alan Pogue, legal counsel, stated that notices of potential conflicts of interest for all Board Members were filed with the Colorado Secretary of State's Office,

# RECORD OF PROCEEDINGS

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## DISCLOSURE

disclosing potential conflicts as all Board Members are employees of McWhinney Real Estate Services, Inc., which is associated with the primary landowners and developer within the Districts. Mr. Pogue advised the Boards that pursuant to Colorado law, certain disclosures by the Board Members might be required prior to taking official action at a meeting. The Boards reviewed the agenda for the meeting, following which each Board Member present confirmed the contents of the written disclosures previously made stating the fact and summary nature of any matters as required under Colorado law to permit official action to be taken at the meeting. Additionally, the Boards determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Boards to act.

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## PUBLIC COMMENT

There were no comments made by members of the public.

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## CONSENT AGENDA ITEMS

The Boards considered the consent agenda items:

- A. Approval of February 16, 2017 amended agenda
- B. Minutes of the January 19, 2017 regular meeting
- C. Ratification of Payables: December 22, 2016 through January 25, 2017
- D. Ratification of Contract Modifications
- E. Approval of Enhancement Projects:
  - i. Bed Rehab (I25 Frontage Road) - \$46,298
  - ii. Centerra Parkway "Pork Chop" Islands Rehab - \$35,478
  - iii. Landscape Rehab (Sky Pond Monument Sign) - \$30,740
  - iv. Rock/Mulch Conversion - \$60,000
- F. Ratification of Actions taken at January 19, 2017 Board Meeting.

Upon motion duly made by Director Hall, seconded by Director Kane, and upon vote, unanimously carried, it was

**RESOLVED** to approve the consent agenda items.

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## SAVANNA 2<sup>ND</sup> SUBDIVISION

Construction Contract - GE Construction, Inc. - Dry Utility Sleeving: Mr. Niemczyk presented a Construction Contract with GE Construction, Inc. for Dry Utility Sleeving. Mr. Pogue noted that the sleeving was necessary to prevent future damage to roadway improvements. Upon motion duly made by Director Hall, seconded by Director Kane, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the Construction Contract with GE Construction, Inc. for Dry Utility Sleeving in an amount not to exceed \$8,157.50.

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## RECORD OF PROCEEDINGS

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PARCEL 206  
GRADING/  
INFRASTRUCTURE

Mr. Niemczyk reported that curb and gutter work directly adjacent to RV 5 was accelerated in order to meet the onsite contractor's core & shell turnover date of April 10, 2017. Overall the project is on schedule for a June 1, 2017 completion.

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PARCEL 102  
STREETSCAPE

Construction Contract - Metco Landscaping, Inc. - Tree Lawn Landscaping and Irrigation: Mr. Woolard presented a bid analysis for the Tree Lawn Landscaping and Irrigation project. Two bids were received and the lowest most responsive bid was submitted by Metco Landscaping, Inc. Upon motion duly made by Director Kane, seconded by Director Hall, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Construction Contract with Metco Landscaping, Inc. for Tree Lawn Landscaping and Irrigation in an amount not to exceed \$47,408.

Change Order No.1 - D&D Concrete - Winter Protection: Mr. Niemczyk presented Change Order No. 1 with D&D Concrete for Winter Protection. Upon motion duly made by Director Kane, seconded by Director Hall, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Change Order No. 1 with D&D Concrete for Winter Protection in an amount not to exceed \$3,504.00.

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PARCEL 504

First Amendment to the Professional Service Agreement - Harris Kocher Engineering Group, Inc.: The Board determined to table discussion of this matter to the regular meeting in March.

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MCWHINNEY BLVD  
STREETSCAPE

Professional Services Agreement - Interwest Consulting Group: Mr. Niemczyk presented a Professional Service Agreement with Interwest Consulting Group for Engineering Design Services. Upon motion duly made by Director Kane, seconded by Director Hall, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Professional Service Agreement with Interwest Consulting Group for Engineering Design Services in an amount not to exceed \$30,000.

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CAPITAL FUND  
SUMMARY

Ms. Dowswell reviewed the Capital Fund Summary with the Boards.

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# RECORD OF PROCEEDINGS

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## FINANCIAL ITEMS

2017 Financing: Director Kane, Mr. Pogue and Ms. Dowswell provided an update on the 2017 financing to the Boards.

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## ITEMS FROM DISTRICT MANAGERS

Operations and Maintenance Report: Ms. Morgan noted that winter operations are currently being conducted including winter watering and pruning. Ms. Morgan noted that the District team is working on an audit of the hydrozone and irrigation management plan, as well as a tree management plan to mitigate pests and set forth a replacement plan.

Professional Services Agreement - CWC Consulting Group: Ms. Morgan presented the Professional Services Agreement with CWC Consulting Group for map updates. Following review and discussion and upon motion duly made by Director Hall, seconded by Director Kane, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the Professional Services Agreement with CWC Consulting Group for map updates, in an amount not to exceed \$6,500.

Enhancement Projects: Ms. Morgan presented Work Orders with EDI for Master Valve and Flow Sensors and Turf and Tree Installation projects. The Board discussed the pricing of the enhancement projects, and of the four projects approved under the consent agenda. Following review and discussion and upon motion duly made by Director Kane, seconded by Director Perry, and upon vote, unanimously carried, it was

**RESOLVED** to approve the six landscape enhancement projects, subject to a bid process and final review and approval by the Board President.

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## LEGAL ITEMS

There were no matters brought before the Boards by Legal Counsel.

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## ADJOURNMENT

There being no further business to come before the Boards and upon motion and second, the meeting was adjourned at 1:18 p.m.

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The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully Submitted,

  
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Shana L. Morgan, Secretary for the Meeting