

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
BEEBE DRAW FARMS AUTHORITY  
HELD  
MARCH 8, 2016**

A regular meeting of the Board of Directors (referred to hereafter as the "Board") of the Beebe Draw Farms Authority (referred to hereafter as the "Authority") was convened on Tuesday, the 8<sup>th</sup> day of March, 2016, at 6:00 P.M., at the Pelican Lake Ranch Community Info and Sales Center, 16502 Beebe Draw Farms Parkway, Platteville, Colorado. The meeting was open to the public.

**ATTENDANCE**

**Directors In Attendance Were:**

Paul "Joe" Knopinski; President (via speakerphone)  
Christine Hethcock  
Linda Cox  
Glen Adkins

**Also In Attendance Were:**

Lisa A. Johnson; Special District Management Services, Inc.

Elisabeth Cortese, Esq. McGeady Becher P.C. (via speakerphone)

Josh Freeman (via speakerphone) and Doug Tabor; Beebe Draw Farms Metropolitan District No. 1 Board Members

Kelly Deitman and Erin Hare; Halcyon Design, LLC

Eric Wernsman; Resident and consultant to Halcyon Design, LLC

Gary Moore; Employee

**DISCLOSURE OF  
POTENTIAL  
CONFLICTS OF  
INTEREST**

**Disclosures of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State.

Ms. Johnson noted that a quorum was present and requested members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that Directors Hethcock and

Knopinski's Disclosure Statements have been filed.

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**ADMINISTRATIVE  
MATTERS**

**Agenda and Confirmation of Notice Posting:** Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the Authority's regular meeting.

Following discussion, upon motion duly made by President Knopinski, seconded by Director Cox and, upon vote, unanimously carried, the Agenda was approved as amended and Ms. Johnson noted meeting notices were posted as required.

**Designation of 24-Hour Posting Location:** Following discussion, upon motion duly made by President Knopinski, seconded by Director Cox and, upon vote, unanimously carried, the Board determined that notices of meetings of the District Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted within the boundaries of the District at least 24 hours prior to each meeting at the following location: Pelican Lake Ranch Community Info and Sales Center, 16502 Beebe Draw Farms Pkwy., Platteville, CO

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**CONSENT  
AGENDA**

Director Cox joined the meeting.

**Consent Agenda:** The Board considered the following actions:

- Approve Minutes of the February 9, 2016 regular meeting.
- Consider approval of the payment of claims through the period ending March 8, 2016 as follows:

General Fund:	\$ 56,257.39
Infrastructure Fund	\$ 57,744.56
Amenities Fund	<u>\$ 134,218.15</u>
Total:	<b>\$ 248,220.10</b>

- Accept unaudited financial statements through the period ending February 29, 2016

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, the Board approved the consent agenda.

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**PUBLIC  
COMMENTS**

**Public Comments:** There were no public comments.

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## **LEGAL MATTERS**

**Status of Beebe Draw Farms Metropolitan District Nos. 1 and 2 Director's Elections:** Ms. Johnson reported that the elections for Beebe Draw Farms Metropolitan District Nos. 1 ("BBDRAWMD1") and 2 ("BBDRAWMD2") have been cancelled.

There were no self-nomination and acceptance forms received for BBDRAWMD1 and therefore after the May 3, 2016 election date, there will be two vacancies on the Board.

In BBDRAWMD2, Ms. Johnson received two self-nomination and acceptance forms by the deadline. Director Knopinski and McCarthy have been deemed elected and will begin their new terms after the May 3, 2016 election date. There will also be one vacancy on the Board after the May 3, 2016 election date.

### **SECOND READING:**

**Status of Amended Leases with Farmers Reservoir and Irrigation Company ("FRICO")- EXECUTIVE SESSION:** Attorney Cortese reported that she recently spoke with the attorney for FRICO and is working to coordinate a meeting with FRICO representatives, President Knopinski, Director Hethcock, Mr. Bowman and Attorney Cortese.

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## **OPERATIONS AND MAINTENANCE**

**Action Items Status:** The Board reviewed the action items status matrix, which is attached hereto and incorporated herein by this reference.

Mr. Moore reported that there was a recent fire at Lake Christina whereby vandals used the picnic table for firewood. The picnic table will need to be replaced.

Ms. Johnson reported that Ms. Leah Checketts has agreed to return as the 2016 Pool Manager. Ms. Johnson met with Ms. Checketts prior to the Board meeting to discuss hiring of pool assistants and scheduling the pool opening.

**Fish Kill at Lake Christina:** Director Hethcock informed the Board that Lake Christina appears to have experienced a fish kill this year due to ice and snow on the lake. Director Hethcock presented a cost to shock the water in the amount of \$1,500. This action will help determine which species were killed and which species will need restocking.

The Board discussed the information and will take action at the April meeting.

**RV Storage Rental Payment Arrangements Request:** Ms. Johnson reported that she was recently contacted by a resident who rents a space at the RV

Storage Facility. The renter asked if she could make monthly payments on her space rather than pay the annual rent in full.

The Board discussed the request and determined not to allow renters to make monthly payments on the annual RV Storage rent due to the cost to administer and record monthly payments.

The Board also considered allowing refunds of the annual rent should a renter terminate the rental agreement during the year and determined to allow refunds of pro-rated rent during the year after 30 days notice has been given of the termination of a rental agreement.

#### **FIRST READING:**

**2016 Pool Fees:** The Board discussed increasing the annual pool fees for 2016 and determined to take action on this increase at the April board meeting.

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#### **CAPITAL AMENITIES**

#### **Status of New Maintenance Facility:**

*Status of project:* Ms. Deitman presented color schemes for the outside of the building and roof. The Board considered the options and approved the green scheme subject to final review by President Knopinski and Mr. Freeman.

**Change Order No. 1 to DS Constructors Contract:** Ms. Deitman presented Change Order No. 1 for the deletion of gyp ceiling from shop area in the amount of -\$4,063.00.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, with Directors Cox and Adkins voting yes and Directors Hethcock and Knopinski supporting, the Board approved Change Order No. 1 for the deletion of gyp ceiling from shop area in the amount of -\$4,063.00.

**Change Order No. 2 to DS Constructors Contract:** Ms. Deitman presented Change Order No. 2 for increase in permit fees in the amount of \$1,423.00.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, with Directors Cox and Adkins voting yes and Directors Hethcock and Knopinski supporting, the Board approved Change Order No. 2 for increase in permit fees in the amount of \$1,423.00.

**Change Order No. 3 to DS Constructors Contract:** Ms. Deitman presented Change Order No. 3 \$0 charge in-house change order.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, with Directors Cox and Adkins voting yes and Directors Hethcock and Knopinski supporting, the Board approved Change Order No. 3 \$0 charge in-house change order.

**Change Order No. 4 to DS Constructors Contract:** Ms. Deitman presented Change Order No. 4 steel corners in lieu of wood in the amount of \$565.00.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, with Directors Cox and Adkins voting yes and Directors Hethcock and Knopinski supporting, the Board approved Change Order No. 4 steel corners in lieu of wood in the amount of \$565.00.

**Pay Application No. 1 to DS Constructors Contract:** Ms. Deitman presented Pay Application No. 1 in the amount of \$73,224.10.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, with Directors Cox and Adkins voting yes and Directors Hethcock and Knopinski supporting, the Board approved Pay Application No. 1 in the amount of \$73,224.10.

**Pay Application No. 2 to DS Constructors Contract:** Ms. Deitman presented Pay Application No. 2 in the amount of \$57,777.10.

Following discussion, upon motion duly made by Director Cox, seconded by Director Adkins and, upon vote, unanimously carried, with Directors Cox and Adkins voting yes and Directors Hethcock and Knopinski supporting, the Board approved Pay Application No. 2 in the amount of \$57,777.10.

**FIRST READING:**

**Signage for Maintenance Facility:** Director Cox presented two options for signage at the new maintenance facility. Ms. Deitman will confirm the address of the facility with Weld County and transmit the information to Ms. Johnson. The Board will consider approval of signage at the new maintenance facility at the April board meeting.

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**INFRASTRUCTURE**

**Planning of Filing 2, Platting of Next Phases:**

**Status of Project:** There was nothing new to report.

**Filing 1:** Director Hethcock reported that currently there is a small berm of dirt located behind Lot 22. The developer was planning to have the berm removed but the buyer of Lot 22 would like the berm to remain in place and the Developer has agreed to this request.

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**OTHER BUSINESS**

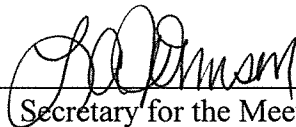
**Other Business:** There was no other business.

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**ADJOURNMENT**

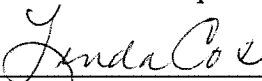
There being no further business to come before the Board at this time, upon motion duly made, seconded, and upon vote, unanimously carried, the meeting was adjourned.

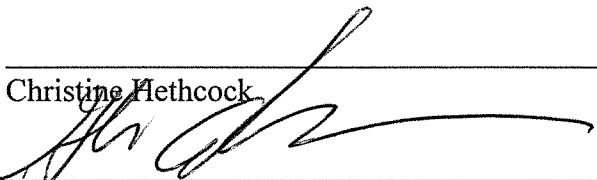
Respectfully submitted,

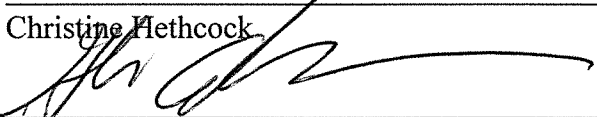
By  Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 8, 2016 MINUTES OF BEEBE DRAW FARMS AUTHORITY BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Paul "Joe" Knopinski

  
\_\_\_\_\_  
Linda Cox

  
\_\_\_\_\_  
Christine Hethcock

  
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Glen Adkins

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<u>Community Center Expansion</u>	03/08/11	Linda			X				<p>04/12/11 – Committee will meet on April 14, 2011 at 6 p.m. Four to five residents expressed interest in attending.</p> <p>05/10/11 – Linda Cox gave a report on the outcome of community meeting and presented a memo on the expansion of the community center. The Board asked the committee to share the information with Halcyon Design, LLC.</p> <p>06/3/11 – committee met with Halcyon Design (Kelly) and shared their information. Kelly will contact the committee when the work is complete.</p> <p>07/13/11 – committee meeting scheduled for July 21, 2011 at 7 p.m. Kelly will present 2 designs to the committee.</p> <p>08/04/11 – committee met and will present information to Authority Board in September.</p> <p>08/09/11 – The Board directed the committee to work with Halcyon Design, LLC to prepare a plan with elevations and then schedule a work session to present the information to the community.</p> <p>09/07/11 – Metro District/ POA Fall Pig Roast scheduled for 9/25/11 @ 5:00 pm where a presentation will be given on future Community Center Expansion</p> <p>09/25/11 – Community will preview sketches at Pig Roast.</p> <p>11/04/11 – Linda and Angie will give an update at the November board meeting.</p> <p>11/09/11 – Kelly to provide cost estimate of Phase 1, Phase 2 and full project. D1 will draft a survey to all residents soliciting input on future amenities.</p> <p>02/14/12 – Cost estimates were presented. Committee will prepare an FF&amp;E estimate and report back to BOD. BOD decided to hold a work session in March to solicit</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>feedback from the community.</p> <p>04/18/12 – work session held. Expansion will be included in amenities survey that will be distributed to residents soon.</p> <p>10/09/12 – BOD directed staff to add to the November agenda discussions on the design and construction of a new maintenance facility as the first phase of the expansion of the community center.</p> <p>01/06/16 – Kelly provided proposal for expanded design, etc. for Board to review at January meeting.</p> <p>02/03/06 – Kelly presented proposal at January meeting under First Reading. BOD will consider taking action at their February meeting.</p> <p>03/02/16 – BOD decided to re-visit again during budget season.</p>
<p><b><u>Rules and Regulations Regarding Amenities</u></b></p> <ul style="list-style-type: none"> <li>- <u>Enforcement of oil and gas property reclamation</u></li> <li>- <u>Policy for mail room postings (who is responsible and how long should things remain)</u></li> <li>- <u>Use of community of center and how to provide access</u></li> <li>- <u>Rental of community center</u></li> </ul>	08/14/12	Linda			X				<p>The Board will establish a resident committee to draft the Rules and Regulations. Joe to draft an email soliciting interest from community members and transmit to Liz for distribution.</p> <p>08/04/11 – email drafted and transmitted to residents. Jeff is the contact for interested parties.</p> <p>09/20/11 – Committee will be established in October 2011.</p> <p>12/13/11 – no new report.</p> <p>02/14/12 – no new report. Work in progress.</p> <p>04/18/12 – no new report.</p> <p>06/28/12 – no new report.</p> <p>07/10/12 – no new report.</p> <p>08/17/12 – Mike to establish a committee to create a process to solicit desires of community members and draft rules and regulations related to use of amenities. Include MaryAnn and T. Charles Wilson in review of draft rules.</p> <p>10/09/12 – Mike will schedule a meeting with the</p>



Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>committee in the next 30 days.</p> <p>11/7/12 – Mike held meeting on October 25, 2012. He will provide a report at the November board meeting.</p> <p>12/12/12 – Mike will schedule another committee meeting.</p> <p>02/12/13 – Doug will meet with committee members to draft revisions to the current pool rules and will present this information at the March board meeting.</p> <p>04/02/13 – Community meeting held on March 30, 2013 to solicit comments on current pool rules and regulations and suggestions for revisions.</p> <p>04/17/13 – BOD discussed the proposed revisions to the current rules and heard public comments. Doug will incorporate the suggested revisions into the document and present at the next board meeting.</p> <p>06/03/13 – 2013 pool rules have been revised and approved.</p> <p>07/07/15 – Board to appoint a committee to draft rules and regulations regarding Lake Christina.</p> <p>08/04/15 – Linda will solicit interest from the community to participate on a committee to draft rules and regulations related to amenities. Lisa and MaryAnn to provide examples of rules and regulations adopted by other districts or HOAs.</p> <p>01/06/16 – Lisa to schedule work sessions in 2016 to begin the preparation of Rules and Regulations.</p> <p>02/03/16 – BOD to hold work session prior to regular meeting in February to begin discussions.</p> <p>03/02/16 – Work session held. Template documents distributed to working group.</p>
<b><u>Lease at Milton Lake</u></b>	08/09/11	Joe Christine Elisabeth			X				<p>Joe, Christine and Jeff met with FRICO to discuss extending the term of the lease etc. They will schedule a follow-up meeting with FRICO to continue the discussions.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>11/09/11 – MaryAnn to draft an agreement with FRICO.</p> <p>12/13/11 – BOD directed MaryAnn to send FRICO the assignment of the lease to the Authority and ask them to execute and to request a meeting to discuss terms of the lease and expansion of use. BOD also directed staff to solicit proposals from Environmental Consultant.</p> <p>02/07/12 – MaryAnn has spoken with an Environmental consultant. Information that was received was transmitted to the Board. MaryAnn has also drafted the assignment to FRICO and transmitted it to FRICO for review and execution.</p> <p>04/18/12 – Geitner Environmental provided a report to the Board. BOD will review report and discuss further at May meeting.</p> <p>06/14/12 – BOD decided to review the results of the amenities survey to determine desire by community for recreational use on Milton Lake before moving this agenda item forward.</p> <p>07/18/12 – Surveys sent to residents for response.</p> <p>11/7/12 – surveys complete. Boating on Milton Reservoir ranked in the top five most desirable amenities and it also ranked very high with negative votes. Community seems divided on this potential future amenity.</p> <p>06/10/14 – Christine will schedule a meeting with Barry Bowman and Doug Tabor to review the current lease and then schedule a meeting with FRICO.</p> <p>07/08/14 – Christine, Joe, Doug and Barry Bowman have a meeting scheduled with FRICO.</p> <p>8/18/14 – met with FRICO in August. Elisabeth to draft term sheet for renewal of lease and transmit to BOD for review.</p> <p>11/05/14 – draft term sheet completed and routed to BOD for discussion at November board meeting.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>11/11/14 – BOD discussed term sheet and suggested revisions. Elisabeth will revise accordingly and then send to BOD for final approval.</p> <p>2/4/15 – Elisabeth will incorporate final comments from Christine and then circulate to the Board for final review prior to requesting meeting with FRICO.</p> <p>3/3/15 – Elisabeth will research various documents for horsepower limitations and research the possibility of pontoon boats of @ 20hp.</p> <p>4/7/15 – Elisabeth has transmitted the term sheet to Barry Bowman for review and comment.</p> <p>06/01/15 – Elisabeth is working with Tamarack regarding the legal description of the hunting area to be included in the new lease.</p> <p>07/07/15 – Christine in conjunction with Tamarack Consulting has prepared a map of the area.</p> <p>08/04/15 – Elisabeth to transmit draft agreement to FRICO and request a meeting.</p> <p>08/12/15 – Elisabeth will transmit the draft agreement and cover letter to Christine for final review prior to transmitting to FRICO.</p> <p>09/15/15 – Elisabeth transmitted draft documents to FRICO.</p> <p>02/03/16 – Joe and Christine to contact FRICO.</p> <p>03-02/16 – Christine has requested meeting with FRICO. Elisabeth continues to contact attorney for FRICO.</p>
<b><u>New Maintenance Facility</u></b>	10/08/13	Kelly Committee			X				<p>BOD approved a proposal from Tamarack Consulting to survey the land needed for the new maintenance facility. Lisa to draft change order. Joe to discuss specifics with Tim and Kelly. MaryAnn to work with Doug on County process. Tim to survey land within 30 days. BOD to review entire proposal at November meeting.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>11/18/13 - Staff and Doug has located a site within Filing 1 that may be suitable to construct a new maintenance facility. Tamarack is currently surveying the desired site.</p> <p>01/08/14 - Kelly commented at the December 2014 board meeting that the site identified to be acquired is in a good location to meet the needs of a new maintenance facility.</p> <p>01/14/14 - Kelly will prepare color elevations for Option B for February board meeting.</p> <p>02/11/14 - Kelly presented color elevations. BOD discussed funding. Next step is to schedule a community meeting in April.</p> <p>04/02/14 - community meeting is scheduled for April 12, 2014 at 9 am.</p> <p>06/04/14 - Kelly to continue to work with the County on the approval process. MaryAnn to work with Kelly on the design/build concept and statutory requirements.</p> <p>06/10/14 - Kelly to work with MaryAnn on revisions to her proposal.</p> <p>07/08/14 - Kelly, Doug and Elizabeth have a meeting scheduled to discuss the proposal on July 9, 2014.</p> <p>08/18/14 - BOD approved addendum to AIA for design work. NTE \$51,802. \$500,000 limited liability for all but Civil and Structural engineer = \$1,000,000.</p> <p>10/01/14 - Addendum has been executed. Kelly has begun work.</p> <p>11/05/14 - Kelly updated the Board that due to setback requirements, the maintenance facility may not be able to be constructed on the preferred site. Kelly and Doug are working with the County to determine if the equipment and setbacks can be moved. Kelly has also provided two sketches to potentially use the existing</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>community center and Lot 84 in conjunction to build a new community center and maintenance facility on the entire site.</p> <p>2/4/15 - . Kelly and the committee have identified two new sites located in Beebe Draw Farms Metropolitan District No.2 ("District No. 2"). She presented the sites to the Board via Google Earth map. The Board discussed both options. Christine will provide a map of District No. 2 that shows the lot layout in the vicinity of the two options to determine which, if any, option is viable. Map indicating two possible locations circulated to BOD for review prior to February meeting.</p> <p>3/3/15 – Christine sent options for lots to purchase to locate the new maintenance facility on.</p> <p>4/8/15 – BOD negotiated the purchase of Lot 153. Kelly to confirm with the County that the maintenance facility can be constructed on the lot prior to Elisabeth drafting a Sale and Purchase Agreement for the lot.</p> <p>4/14/15 – Kelly received positive verbal feedback from the County regarding the location of the new maintenance facility. Elisabeth will contact Harold McCloud to obtain a verification of value/limited appraisal on the property.</p> <p>06/01/15 – Proposal from Harold McCloud was \$2500. The Board directed Elisabeth to obtain additional proposals.</p> <p>08/04/15 – Elisabeth has requested a proposal from Kennan Reinert for appraisal services. Kelly has prepared a change order in the amount of \$6,000 to cover the additional costs due to design changes (pre-engineered metal building to wood frame design) for the Board to approve at the August meeting.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>08/12/15 – BOD approved Halcyon Change Order in the amount of \$6,000. Kelly will prepare a first draft of a Request for Qualifications and then transmit to Elisabeth for review.</p> <p>09/02/15 – draft RFQ has been prepared and transmitted to Elisabeth for review.</p> <p>09/15/15 – Kelly submitted site plan review package to Weld County. Elisabeth to provide comments and revisions to RFQ and sample contract to Kelly.</p> <p>10/07/15 – RFQ finalized and published.</p> <p>10/23/15 – RFQ responses received. Kelly provided summary of responders to BOD.</p> <p>11/30/15 – Kelly issued addendums to the bid package and extended bid date to December 8<sup>th</sup>.</p> <p>01/06/16 – Contract was awarded at December 2015 meeting. Working to obtain fully executed contract documents.</p> <p>02/03/16 – Mobilization to begin end of January.</p> <p>03/02/16 – Project is underway.</p>
<u>Development of 36 Lots Construction</u>	03/11/14	Christine							<p>03/12/14 - Pre-construction meeting was held and the project will begin later this month. Christine to work with Mark to ask Fiore to use access other than Beebe Draw Farms Parkway. Mark to draft summary of project. Lisa to distribute to community and post in mail room.</p> <p>05/07/14 – project is progressing. BOD will consider approval of change order nos. 1 and 2 at the May meeting.</p> <p>06/04/14 – BOD will consider approval of change orders 3-6 at June meeting.</p> <p>06/10/14 – BOD approved CO's 1-6. Project is almost complete.</p> <p>07/08/14 – BOD approved CO #7.</p> <p>8/18/14 – CO's # 7-11 approved.</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									<p>11/05/14 – CO's 12-14 were approved. Mark, Joe and Christine will meet with Fiore and Sons to discuss CO's 15, 17 and 19 and complete a punch walk.</p> <p>11/11/14 – Retainage payment was approved. Project is complete.</p> <p>2/4/15 – additional retainage payment was approved as well as CO # 15 and 16.</p> <p>3/3/15 – Fiore is working on re-locating the oil and gas access road.</p> <p>4/14/15 – Two trees were lost during the re-routing of the access road. The Infrastructure Fund will pay of the replacement of two trees.</p> <p>06/01/15 – Fiore and Sons contract is complete and final payment was made on May 29, 2015. Environmental Design to provide a proposal to repair the soil around the culvert pipe and install erosion control.</p> <p>07/07/15 – EDI proposal was approved for erosion control measures.</p> <p>08/04/15 – EDI completed erosion control work.</p> <p>08/12/15 – REI to re-seed certain lots due to dry utility installation.</p>
<b><u>Investment Rates</u></b>	08/11/15	Lisa Divena			X				<p>08/12/15 – BOD reviewed investment rates and determined not to take any action at this time. BOD will revisit when 1) interest rates change or 2) after the first of the year. Also, SDMS to contact FirstBank and ask if they would increase the current interest rate to the Colotrust rate. If not, BOD authorized opening an account at Colotrust and moving funds to their liquid account.</p> <p>08/17/15 – Divena contacted 1stBank regarding request to increase current rate to Colotrust rate or higher.</p> <p>09/15/15 – Divena will revisit with the Board after the</p>

Beebe Draw Farms MD Nos. 1 & 2 and Authority Action Items Status Matrix (Updated 03/02/16)

Action Items	Date of Meeting	Assigned To	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
									2016 budget has been approved.
<b><u>Part-Time Administrative Asst.</u></b>	11/10/15	Lisa Doug Linda Glen		X					Prepare job description, solicit interest and hire part-time administrative assistant in early 2016. 02/03/16 - preliminary job description drafted by Doug. Discussions to occur at February work session. 03/02/16 - job description was transmitted to Attorney Ferguson for review and comment.
<b><u>Financing Options for Community Center</u></b>	11/10/15			X					Research financing options to construct expanded community center.
<b><u>Budget Items and Future Projects for Consideration</u></b>		Authority				X			<b>Costs and/or decisions for the following:</b> 1. -Pool Lift to meet ADA requirements - on hold, Authority needs to develop a plan for addressing in future years once major structural changes are made to the pool. -Re-work irrigation system around sport court, not enough gpm to provide sufficient water to trees (were hand-watered all summer) -Landscape and Entryway Monumentation Project - possibly re-visit for 2016 budget.