

BEEBE DRAW FARMS AUTHORITY

8390 E. Crescent Pkwy., Suite 300
Greenwood Village, Colorado 80111
Tel: 303-779-5710 Fax: 303-779-0348

A copy of the agenda/meeting packet is available at the Beebe Draw Farms website at www.colorado.gov/beebedrawfarms

NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term Expires:</u>
Paul “Joe” Knopinski	President	June 2023
Christine Hethcock	Vice-President	June 2022
Michael Welch	Treasurer	June 2023
Eric Wernsman	Assistant Secretary	June 2022
Lisa A. Johnson	Secretary	

DATE: March 9, 2022
TIME: 6:00 P.M.
PLACE: Hybrid Meeting:
Pelican Lake Ranch Community Info and Sales Center
16502 Beebe Draw Farms Parkway
Platteville, CO 80641

Or Microsoft Teams via link or telephonic:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWU2YjM0YjMtMjRmYy00ZGQ2LThlYmYtNmIzYjNhZDZhMWQ2%40thread.v2/0?context=%7b%22id%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d

Dial In: 720-547-5281, Conference ID: 334 730 344#

1. ADMINISTRATIVE MATTERS
 - A. Present Disclosures and Potential Conflicts of Interest.
 - B. Approve Agenda and confirm posting of meeting notices.
 - C. Status of May elections for Beebe Draw Farms MD No. 1 and No. 2.
 - D. FIRST READING:
 - 1.
 - E. SECOND READING:

1. Consider Approval of Proposal from Employer's Council for HR Services (enclosed – 001)

F. EMERGENCY READING:

- 1.

2. CONSENT AGENDA

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

1. Review and approve Minutes of the January 12, 2022 Regular Meeting (enclosed 002).
2. Ratify approval of payment of claims through the period ending February 28, 2022, as follows (enclosed - 003).

Total Claims: \$94,348.41

3. Consider approval of the Unaudited Financial Statements for the period ending January 31, 2022 (to be distributed).

3. PUBLIC COMMENT

A.

4. FINANCIAL MATTERS

- A. Review and approve Statement of Work from CLA for Accounting Services (to be distributed).

B. FIRST READING:

- 1.

C. SECOND READING:

- 1.

D. EMERGENCY READING

- 1.

5. OPERATIONS & MAINTENANCE

A. Discuss maintenance and pool manager positions for 2022.

B. FIRST READING

1.

C. SECOND READING:

1.

D. EMERGENCY READING:

6. CAPITAL AMENITIES

A. FIRST READING:

1.

B. SECOND READING:

1.

C. EMERGENCY READING:

1.

7. INFRASTRUCTURE

A. Filing No. 2:

1.

B. FIRST READING:

1.

C. SECOND READING:

1.

D. EMERGENCY READING:

1.

8. LEGAL MATTERS

A. Executive Session Pursuant to Section 24-6-402(4)(b), C.R.S., to receive legal advice from special counsel and general counsel related to contractual disputes with the Farmers Reservoir and Irrigation Company.

B. FIRST READING:

1.

C. SECOND READING:

1.

D. EMERGENCY READING:

1.

9. OTHER BUSINESS

A.

10. ADJOURNMENT:

THE NEXT REGULAR MEETING IS SCHEDULED FOR MAY 11, 2022.

To: Beebe Draw Farms Authority Board
From: District Manager, CLA
RE: Employer’s Council – HR Manager
c

Findings

I. Membership Levels at Employer’s Council:

Three Levels of Membership:

Core - \$1,500	Consulting - \$3,300	Enterprise - \$7,200
<ul style="list-style-type: none"> • Dedicated Experience Member Team • Members-only Online Resource Library & Online Community • Member Pricing on Pay-As-You-Go HR & Legal Services • Member Pricing on Training & Events • Benchmark Compensation Survey Included 	<ul style="list-style-type: none"> • Dedicated Experience Member Team • Members-only Online Resource Library & Online Community • Member Pricing on Pay-As-You-Go HR & Legal Services • Member Pricing on Training & Events • Benchmark Compensation, HR Metrics and Benefits Surveys • 10 Hours Annually for up to 10 Individuals for Consultation with HR Specialists & Employment Law Attorneys • Free Compensation Data • Employee Handbook (Reviewed by HR Professional) 	<ul style="list-style-type: none"> • Dedicated Experience Member Team • Members-only Online Resource Library & Online Community • Member Pricing on Pay-As-You-Go HR & Legal Services • Member Pricing on Training & Events • All Surveys Included • Unlimited Hours for Unlimited Consultation with HR Specialists & Employment Law Attorneys • Free Compensation Data • Custom employee handbook with Legal review • Free Training Assessment Consultation • Free Consultation and Organizational Development Plan • Market Pricing Reports for Jobs • Free Special Half-Day Training

II. Cost Analysis: Hourly Pricing

Updated 2022 Pricing for an HR Manager is \$115/Hour for Members and \$135/hour for Non-Members

To: Beebe Draw Farms Authority Board
From: District Manager, CLA
RE: Employer's Council – HR Manager

Membership Level	# of Hours Needed to Take Advantage of Membership Pricing
Core	75+ Hours
Consulting	165+ Hours
Enterprise	360+ Hours

III. Block Pricing:

Block Hours	Discounted Block Rate (Member)	Discounted Block Rate (Non-Member)	Savings From Block & Membership
80	\$113/hour = \$9,040	\$133/ hour = \$10,640	\$1,600
100	\$111/hour = \$11,100	\$131/hour = \$13,100	\$2,000
200	\$106/hour = \$21,200	\$126/hour = \$25,200	\$4,000

*Block Hours must be used in six months or the Client is still charged for 80

hours.

IV. Recommendation

It is recommended to become a **Core-Level Member at a cost of \$1,500 annually and then utilize the HR Manager at the Member Rate of \$115/Hour.** If 80 block hours are purchased (at a member rate) rather than buying the hours individually, the result would be six-months of savings of \$160. However, if the 80 hours are not used in six-months, the District is still charged for the hours as part of the Block Rate even if they are not utilized.

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
BEEBE DRAW FARMS AUTHORITY
HELD
JANUARY 12, 2022**

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 Wednesday, the 12th day of January 2022, at 6:00 P.M. This meeting was held via Microsoft TEAMS. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Paul “Joe” Knopinski
Christine Hethcock
Michael Welch
Eric Wernsman

The Directors in attendance confirmed their qualifications to serve.

Also In Attendance Were:

Lisa Johnson and Jenny Hackelman; CliftonLarsonAllen LLP
Alan Pogue, Esq. Icenogle ; Seaver, Pogue, P.C.

William Caldwell & Todd Sundeen; BBDFMD #1 Board Members
Diane Wheeler; Simmons & Wheeler, P.C.
Charles Norton, Esq. and Alicia Garcia, Esq.; Norton Smith Law

Tina Wernsman, Crystal Clark, Mary Jo Farrell, Kent and Brenda Lewis, Mary Jo Majors, Dave Miller, John Skalak, , and Melanie Briggs; members of the public

ADMINISTRATIVE
MATTERS

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 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 Welch, Wernsman, Hethcock, and Knopinski’s Disclosure Statements have been filed.

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

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

Other: None.

FIRST READING:

1. None.

SECOND READING:

1. **Consider Approval of Proposal for HR Services:** The Board discussed the proposal and determined an audit on past employment matters is not needed. The Board would like to proceed with an engagement that is billed on a time and materials basis, and would like Ms. Johnson to analyze the benefits of membership and present that information at a future meeting for final determination on how to proceed.

EMERGENCY READING: None.

CONSENT AGENDA

The Board considered the following actions:

- Minutes of the November 10, 2021 Special Meeting.
- Ratify payment of claims through the period ending December 31, 2021 as follows: \$43,102.90.
- Unaudited Financial Statements for the period ending November 30, 2021.
- Ratify approval of a proposal from T Case Construction for crack seal work in an amount not to exceed \$9,950.

Following discussion, upon motion duly made by President Knopinski, seconded by Director Wernsman and, upon vote, unanimously carried, the Board approved and/or ratified approval of the Consent Agenda with the revisions to the minutes noted by President Knopinski.

Public Comment: Mr. Caldwell addressed the Board with two questions: 1) what was the total cost of the bridge project, and 2) does the crack seal work approved include filling new and old cracks in the roads? Ms. Johnson will

provide Mr. Caldwell with the total cost of the bridge work, and Director Hethcock commented that the proposal for crack seal work does include filling the new and old cracks in the roads.

FINANCIAL
MATTERS

Status of solicitation of proposals for Accounting Services: Ms. Johnson provided an update on the solicitation of accounting services. CLA will provide a proposal and she will include that in the next Board packet.

FIRST READING: None.

SECOND READING:

- **Consider approval of proposal from Wipfli for 2021 Audit:** Following review, upon a motion duly made by Director Hethcock, seconded by Director Wernsman and, upon vote, unanimously carried, the Board approved the proposal from Wipfli to prepare the 2021 Audit.

EMERGENCY READING: None.

OPERATIONS AND
MAINTENANCE

Discuss estimate to repair Coolerado Air: Director Wernsman presented a proposal regarding the repair of the cooling system at the Maintenance Facility. He requested to defer this item until a need is established.

Consider approval of Change Order with Red Willow Construction for \$2,865 for work related to bridge repair: Director Wernsman presented the Change Order in the amount of \$2,865 to the Board. Following review, upon a motion duly made by Director Wernsman, seconded by Director Welch and, upon vote, unanimously carried with Directors Welch and Wernsman voting yes and Directors Hethcock and Knopinski supporting, the Board approved the Change Order with Red Willow Construction for work related to the bridge repair in the amount of \$2,865.

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

CAPITAL
AMENITIES

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

INFRASTRUCTURE MATTERS

Filing No. 2: Director Hethcock provided an update on the infrastructure phasing and development. She will be hosting a community meeting to present this information to residents within the next 30-60 days.

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

LEGAL MATTERS**FIRST READING:**

1. **Consideration and Approval of Land Conveyance to REI:** Director Hethcock gave a presentation concerning the land that is being considered for conveyance from the Authority back to REI. Attorney Pogue addressed the Board regarding the review of the deed documents. Following discussion, upon a motion duly made by President Knopinski, seconded by Director Wernsman and, upon vote with Directors Knopinski, Welch and Wernsman voting yes and Director Hethcock abstaining, the Board approved the transfer of property back to REI, subject to receipt of funds to reimburse the Authority for expenditures made to construct, improve and maintain the RV Storage Facility, and further subject to confirmation that the road to the Authority's improvements has been platted. If it has not been platted, REI must grant an easement for access the facilities. The Authority will continue to maintain the road.

2. **Executive Session Pursuant to Section 24-6-402(4)(b), C.R.S., to receive a legal advice from special counsel and general counsel related to contractual disputes with the Farmers Reservoir and Irrigation Company:** Upon a motion duly made by President Knopinski, seconded by Director Wernsman and, upon vote, unanimously carried, the Board entered into executive session at 7:06 p.m.

Upon a motion duly made by Director Wernsman, seconded by Director Hethcock and, upon vote, unanimously carried, the Board exited executive session at 7:46 p.m. No action was taken.

SECOND READING: None.

EMERGENCY READING: None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Wernsman, seconded by President Knopinski

and, upon vote unanimously carried, the Board approved to adjourn the meeting at 7:49 p.m.

Respectfully submitted,

By _____
Secretary for the Meeting

Beebe Draw Authority
Claims for 3/9/2022 Meeting

Invoice #	Vendor	Invoice Date	Invoice Amount
6821	Acklam, Inc	9/3/2021	1,066.00
6822	Acklam, Inc	9/3/2021	5,532.00
7046	Acklam, Inc	11/2/2021	4,539.00
7205	Acklam, Inc	12/20/2021	10,004.00
7204	Acklam, Inc	12/20/2021	328.00
7402	Acklam, Inc	2/24/2022	3,977.00
7403	Acklam, Inc	2/24/2022	14,322.00
7456	Acklam, Inc	3/3/2022	2,103.50
39	B&C Refuse	1/28/2022	146.00
3121723	CliftonLarsonAllen	1/10/2022	2,139.90
2208-1	Delich Associates	2/28/2022	5,527.00
227650	Fairfield and Woods, P.C.	2/3/2022	3,845.35
20583	Goodell Machinery & Construction	12/23/2021	4,916.00
17393	Icenogle Seaver Pogue, PC	11/30/2019	24.00
18139	Icenogle Seaver Pogue, PC	5/31/2020	2,078.90
20586	Icenogle Seaver Pogue, PC	9/30/2021	959.50
20850	Icenogle Seaver Pogue, PC	11/30/2021	4,435.50
21026	Icenogle Seaver Pogue, PC	12/31/2021	2,910.00
18139	Icenogle Seaver Pogue, PC	1/8/2022	6,542.90
21130	Icenogle Seaver Pogue, PC	1/31/2022	4,225.00
135477	Ireland Stapleton	12/31/2021	2,113.00
136071	Ireland Stapleton	2/7/2022	682.00
01 31 2022	Norton & Smith, P.C	1/31/2022	3,910.50
32111	Simmons & Wheeler, P.C.	12/31/2021	453.75
32468	Simmons & Wheeler, P.C.	1/31/2022	1,679.10
01/21/2022	Special District Association of Colorado	1/21/2022	576.99
164329	Special Markets Insurance Consultants, Inc	10/12/2021	235.00
222010108	UNCC	1/31/2022	1.30
114-12739784	United Site Services	1/3/2022	75.22
1882400	Wipfli LLP	8/30/2021	<u>5,000.00</u>
	Total		94,348.41