

# DENARGO MARKET METROPOLITAN DISTRICT NOS. 1 AND 2

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
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<https://denargo.colorado.gov>

## **NOTICE OF SPECIAL MEETINGS AND AGENDA**

<u>Board of Directors</u>	<u>Office</u>	<u>Term/Expires</u>
Laura H. Newman	President	2023/May 2023
Donald D. Cabrera	Treasurer	2023/May 2023
Jeffrey D. Jones	Asst. Secretary	2022/May 2022
Todd T. Wenskoski	Asst. Secretary	2022/May 2022
VACANT		2022/May 2022
Matt Cohrs	Secretary	

DATE: February 24, 2022

TIME: 4:30 p.m.

LOCATION: Zoom Meeting

<https://us02web.zoom.us/j/85652487836?pwd=czVoOGx2aFhOK2txbVBKK0FuK2o2QT09>

**Phone:** 1 (346) 248-7799

**Meeting ID:** 856 5248 7836

**Password:** 040630

**One tap mobile:** +13462487799,,85652487836#

### I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

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B. Confirm quorum, location of meetings and posting of meeting notices. Approve agenda.

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C. Review and approve the Minutes of the November 16, 2021 and January 18, 2022 Special Meetings (enclosures).

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D. Acknowledge the resignation of David Smith from the Boards of Directors of Denargo Market Metropolitan District Nos. 1 and 2 (“District No. 1”, “District No. 2” and collectively, the “Districts”) effective February 1, 2022 (enclosure).

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E. Discuss vacancy on the Boards and consider the appointment of eligible elector, Wade Davidson, to the Boards of Directors of the Districts. (Notice of Vacancy published February 3, 2022). Administer Oaths of Office.

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II. PUBLIC COMMENT

- A. Members of the public may express their views to the Boards on matters that affect the Districts. Comments will be limited to three (3) minutes per person.
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III. FINANCIAL MATTERS

- A. District No. 2 - Conduct Public Hearing to consider Amendment to the 2021 Budget and consider adoption of Resolution to Amend the 2021 Budget and Appropriate Expenditures (to be distributed).
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IV. LEGAL MATTERS

- A. Discuss and consider approval of Partial Termination of Easement by District No. 1 (enclosure).
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- B. Discuss Service Plan Amendments and authorize necessary actions related thereto.
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V. OTHER MATTERS

- A. District No. 1 - Review and consider approval of the following proposals:
1. Proposal for Independent Professional Engineer's Review of Costs Incurred and Verification of Costs Associated with Design and Construction of Public Improvements from Schedio Group LLC (enclosure).

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  2. Proposal for Cost Certification Services from Independent District Engineering Services, LLC (enclosure).

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VI. ADJOURNMENT **THE NEXT REGULAR MEETINGS ARE SCHEDULED FOR MARCH 15, 2022**

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DENARGO MARKET METROPOLITAN DISTRICT NO. 1 HELD NOVEMBER 16, 2021

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of the Denargo Market Metropolitan District No. 1 (referred to hereafter as the “District”) was held on Tuesday, the 16<sup>th</sup> day of November 2021, at 4:30 p.m. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held and properly noticed to be held via Zoom. The meeting was open to the public via Zoom.

#### ATTENDANCE

#### Directors In Attendance Were:

Laura H. Newman  
Donald D. Cabrera  
Jeffrey D. Jones  
David Smith  
Todd T. Wenskoski

#### Also In Attendance Were:

Matt Cohrs; Special District Management Services, Inc. (“SDMS”)

Erica L. Montague, Esq.; McGeady Becher P.C.

Jason Carroll and Lindsay Ross; CliftonLarsonAllen LLP

Wade Davidson; Golub & Company LLC

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure 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. It was noted that disclosures of potential conflicts of interest statements for each of the Directors had been filed with the Secretary of State seventy-two hours in advance of the meeting. Attorney Montague requested that the Directors consider whether they had any additional conflicts of interest to disclose. It was noted for the record that there were no additional disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statutes.

## RECORD OF PROCEEDINGS

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### ADMINISTRATIVE MATTERS

**Confirmation of Quorum and Approval of Meeting Location:** Mr. Cohrs confirmed the presence of a quorum. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Newman and, upon vote, unanimously carried, the Board determined that due to concerns regarding the spread of COVID-19 and the benefits to the control of the virus by limiting in-person contact, this meeting was conducted via Zoom meeting. The Board further noted that notice of the time, date and meeting access information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed were received from taxpaying electors within the District's boundaries.

**Agenda:** Mr. Cohrs reviewed with the Board a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Newman and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Minutes:** The Board reviewed the Minutes of the October 5, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Jones and, upon vote, unanimously carried, the Minutes of the October 5, 2021 Special Meetings were approved, as presented.

**Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting 24-Hour Notices:** The Board discussed Resolution No. 2021-11-01; Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

Mr. Cohrs reviewed the business to be conducted in 2022 to meet the statutory compliance requirements. The Board determined to meet on March 15, June 21, September 20 and November 15, 2022 at 4:30 p.m., via Zoom meeting.

Following discussion, upon motion duly made by Director Newman, seconded by Director Cabrera and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01; Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices. A copy of the Resolution is attached hereto and incorporated herein by this reference.

## RECORD OF PROCEEDINGS

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**Section 32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2022:** The Board discussed Section 32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2022 and directed staff to post the Transparency Notice on the Special District Association’s website and the District website.

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**CONSENT  
AGENDA**

There were no items on the Consent Agenda.

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**PUBLIC  
COMMENT**

Mr. Davidson introduced himself to the Board, noting that he is a new member of the development team and will be coordinating certain action items between the District and Golub & Company LLC.

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**FINANCIAL  
MATTERS**

**Claims:** The Board considered ratifying the approval of the payment of claims as follows:

<b>Fund</b>	Period Ending Sept. 30, 2021	Period Ending October 31, 2021	Period Ending Special Payment Nov. 2, 2021
General	\$ 12,667.48	\$ 36,724.00	\$ 24,351.89
Debt Service	\$ -0-	\$ -0-	\$ -0-
Capital Projects	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	<b>\$ 12,667.48</b>	<b>\$ 36,724.00</b>	<b>\$ 24,351.89</b>

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

**Unaudited Financial Statements:** Mr. Carroll reviewed the unaudited financial statements through the period ending September 30, 2021 and Schedule of Cash Position, updated as of November 3, 2021, with the Board.

Following review, upon motion duly made by Director Newman, seconded by Director Jones and, upon vote, unanimously carried, the Board accepted the unaudited financial statements through the period ending September 30, 2021 and Schedule of Cash Position, updated as of November 3, 2021.

**2021 Audit:** The Board reviewed the proposal from Dazzio & Associates, P.C. to perform the 2021 Audit.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Jones and, upon vote, unanimously carried, the Board approved the

## RECORD OF PROCEEDINGS

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engagement of Dazzio & Associates, P.C. to perform the 2021 Audit, for an amount not to exceed \$4,000.

**2021 Budget Amendment Hearing:** The President opened the public hearing to consider the Resolution to Amend the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2021 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Following review and discussion, the Board determined that an amendment to the 2021 Budget was not necessary.

**2022 Budget Hearing:** The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to or at this public hearing. No public comments were received and the President closed the public hearing.

Mr. Carroll reviewed the estimated year-end 2021 revenues and expenditures and the proposed 2022 estimated revenues and expenditures.

The Board discussed the mill levy and determined that 0.000 mills would be certified.

Following discussion, the Board considered the adoption of the Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and the Resolution to Set Mill Levies. Upon motion duly made by Director Smith, seconded by Director Cabrera and, upon vote, unanimously carried, Resolution No. 2021-11-02 and Resolution No. 2021-11-03 were adopted, as discussed, and execution of the Certification of Budget was authorized. Mr. Cohrs was authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. A copy of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

**DLG-70 Mill Levy Certification Form:** Following discussion, upon motion duly made by Director Newman, seconded by Director Cabrera and, upon vote,

## RECORD OF PROCEEDINGS

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unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form (zero mill levy) for certification to the Denver Assessor and other interested parties.

**2023 Budget Preparation:** The Board discussed the preparation of the 2023 Budget.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Jones and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2023 Budget. The Board determined to hold the public hearing to consider adoption of the 2023 Budget on November 15, 2022.

**Master Service Agreement for Accounting Services by and between the District and CliftonLarsonAllen LLP and related Statement(s) of Work:** The Board entered into discussion regarding a Master Service Agreement for Accounting Services by and between the District and CliftonLarsonAllen LLP and related Statement(s) of Work.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board approved the Master Service Agreement for Accounting Services by and between the District and CliftonLarsonAllen LLP and related Statement(s) of Work.

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### **LEGAL MATTERS**

**May 3, 2022 Regular Director Election:** The Board entered into discussion regarding the May 3, 2022 Regular Director Election regarding new legislative requirements and related expenses for same.

**Resolution Calling a Regular Election for Directors on May 3, 2022, Appointing the Designating Election Official (“DEO”), and Authorizing the DEO to Perform all Tasks Required for the Conduct of Mail Ballot Election (“Resolution No. 2021-11-04”):** The Board discussed Resolution No. 2021-11-04.

Following discussion, upon motion duly made by Director Newman, seconded by Director Jones and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-04. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

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## RECORD OF PROCEEDINGS

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### OPERATIONS AND MAINTENANCE

**Proposal from Consolidated Divisions Inc., Dba CDI Environmental Contractor for 2022 Detention Pond Maintenance:** The Board reviewed a proposal from Consolidated Divisions Inc., dba CDI Environmental Contractor for 2022 Detention Pond Maintenance.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board directed the District Manager to prepare a draft Service Agreement for 2022 Detention Pond Maintenance by and between the District and Consolidated Divisions Inc., dba CDI Environmental Contractor for review by District Counsel.

**Proposal from Brightview Landscape Services, Inc. to Add Rock to Planter Areas:** The Board deferred action on this matter, pending a walk-thru of the property with Mr. Cohrs to identify future work.

**Status of the Dog Park:** Mr. Cohrs updated the Board on the status of the dog park, noting that materials and fencing are scheduled to arrive any day, and it is anticipated that the park will be installed in the next 2-3 weeks.

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### OTHER MATTERS

**Status of Development:** The Board discussed various matters relative to the status of development within the project.

**Easement:** The Board discussed the potential need to vacate or amend the current easement relative to maintenance of the detention pond.

**Phase III / Phase IV:** It was noted that Phase III had been closed out and Phase IV is underway.

**Street Closures:** It was reported that streets had been successfully closed October 15-17, 2021.

**Work Session:** The Board discussed the potential need for a work session in January of 2022 to coordinate next steps in the development.

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## RECORD OF PROCEEDINGS

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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 Special Meeting was adjourned.

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DENARGO MARKET METROPOLITAN DISTRICT NO. 2 HELD NOVEMBER 16, 2021

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of the Denargo Market Metropolitan District No. 2 (referred to hereafter as the “District”) was held on Tuesday, the 16<sup>th</sup> day of November 2021, at 4:30 p.m. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held and properly noticed to be held via Zoom. The meeting was open to the public via Zoom.

#### ATTENDANCE

#### Directors In Attendance Were:

Laura H. Newman  
Donald D. Cabrera  
Jeffrey D. Jones  
David Smith  
Todd T. Wenskoski

#### Also In Attendance Were:

Matt Cohrs; Special District Management Services, Inc. (“SDMS”)

Erica L. Montague, Esq.; McGeady Becher P.C.

Jason Carroll and Lindsay Ross; CliftonLarsonAllen LLP

Wade Davidson; Golub & Company LLC

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure 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. It was noted that disclosures of potential conflicts of interest statements for each of the Directors had been filed with the Secretary of State seventy-two hours in advance of the meeting. Attorney Montague requested that the Directors consider whether they had any additional conflicts of interest to disclose. It was noted for the record that there were no additional disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statutes.

## RECORD OF PROCEEDINGS

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### ADMINISTRATIVE MATTERS

**Confirmation of Quorum and Approval of Meeting Location:** Mr. Cohrs confirmed the presence of a quorum. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Newman and, upon vote, unanimously carried, the Board determined that due to concerns regarding the spread of COVID-19 and the benefits to the control of the virus by limiting in-person contact, this meeting was conducted via Zoom meeting. The Board further noted that notice of the time, date and meeting access information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed were received from taxpaying electors within the District's boundaries.

**Agenda:** Mr. Cohrs reviewed with the Board a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Newman and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Minutes:** The Board reviewed the Minutes of the June 15, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Minutes of the June 15, 2021 Special Meetings were approved, as presented.

**Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting 24-Hour Notices:** The Board discussed Resolution No. 2021-11-01; Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

Mr. Cohrs reviewed the business to be conducted in 2022 to meet the statutory compliance requirements. The Board determined to meet on March 15, June 21, September 20 and November 15, 2022 at 4:30 p.m., via Zoom meeting.

Following discussion, upon motion duly made by Director Newman, seconded by Director Cabrera and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01; Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices. A copy of the Resolution is attached hereto and incorporated herein by this reference.

**Section 32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2022:** The Board discussed Section 32-1-809, C.R.S. reporting

## RECORD OF PROCEEDINGS

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requirements and mode of eligible elector notification for 2022 and directed staff to post the Transparency Notice on the Special District Association's website and the District website.

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### CONSENT AGENDA

There were no items on the Consent Agenda.

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### PUBLIC COMMENT

Mr. Davidson introduced himself to the Board, noting that he is a new member of the development team and will be coordinating certain action items between the District and Golub & Company LLC.

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### FINANCIAL MATTERS

**Unaudited Financial Statements:** Mr. Carroll reviewed with the Board the unaudited financial statements through the period ending September 30, 2021 and Schedule of Cash Position, updated as of November 3, 2021.

Following review, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board accepted the unaudited financial statements through the period ending September 30, 2021 and Schedule of Cash Position, updated as of November 3, 2021.

**2021 Audit:** The Board reviewed the proposal from Dazzio & Associates, P.C. to perform the 2021 Audit.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board approved the engagement of Dazzio & Associates, P.C. to perform the 2021 Audit, for an amount not to exceed \$4,500.

**2021 Budget Amendment Hearing:** The President opened the public hearing to consider the Resolution to Amend the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2021 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Following discussion, Director Jones moved to adopt the Resolution to Amend 2021 Budget, Director Newman seconded the motion and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-02 to Amend the 2021 Budget. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

## RECORD OF PROCEEDINGS

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**2022 Budget Hearing:** The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to or at this public hearing. No public comments were received and the President closed the public hearing.

Mr. Carroll reviewed the estimated year-end 2021 revenues and expenditures and the proposed 2022 estimated revenues and expenditures.

Following discussion, the Board considered the adoption of the Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (General Fund: 11.000 mills; Debt Service Fund: 33.257 mills; Total: 44.257 mills). Upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, Resolution No. 2021-11-03; Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution No. 2021-11-04; Resolution to Set Mill Levies were adopted, as discussed, and execution of the Certification of Budget was authorized. Mr. Cohrs was authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. A copy of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

**DLG-70 Mill Levy Certification Form:** Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Denver Assessor and other interested parties.

**Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan:** The Board reviewed Resolution No. 2021-11-05, Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan.

Following discussion, upon motion duly made by Director Newman, seconded by Director Cabrera and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-05, Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan. A copy of the adopted Resolution is attached to these minutes and incorporated herein by this reference.

**2023 Budget Preparation:** The Board discussed the preparation of the 2023 Budget.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2023 Budget. The Board determined to hold the public hearing to consider adoption of the 2023 Budget on November 15, 2022.

**Master Service Agreement for Accounting Services by and between the District and CliftonLarsonAllen LLP and related Statement(s) of Work:** The Board entered into discussion regarding a Master Service Agreement for Accounting Services by and between the District and CliftonLarsonAllen LLP and related Statement(s) of Work.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, the Board approved the Master Service Agreement for Accounting Services by and between the District and CliftonLarsonAllen LLP and related Statement(s) of Work.

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### **LEGAL MATTERS**

**May 3, 2022 Regular Director Election:** The Board entered into discussion regarding the May 3, 2022 Regular Director Election regarding new legislative requirements and related expenses for same.

**Resolution Calling a Regular Election for Directors on May 3, 2022, Appointing the Designated Election Official (“DEO”) and Authorizing the DEO to Perform Tasks Required for the Conduct of a Mail Ballot Election (“Resolution No. 2021-11-06”):** Following discussion, upon motion duly made by Director Newman, seconded by Director Jones and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-06. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

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### **OTHER MATTERS**

There were no other matters.

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## RECORD OF PROCEEDINGS

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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 Special Meeting was adjourned.

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DENARGO MARKET METROPOLITAN DISTRICT NO. 1 HELD JANUARY 18, 2022

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of the Denargo Market Metropolitan District No. 1 (referred to hereafter as the “District”) was held on Tuesday, the 18<sup>th</sup> day of January 2022, at 4:30 p.m. The District Board meeting was held and properly noticed to be held via Zoom. The meeting was open to the public via Zoom.

#### ATTENDANCE

##### Directors In Attendance Were:

Laura H. Newman  
Donald D. Cabrera  
Jeffrey D. Jones  
Todd T. Wenskoski

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Newman and, upon vote, unanimously carried, the absence of Director Smith was excused.

##### Also In Attendance Were:

Matt Cohrs; Special District Management Services, Inc. (“SDMS”)

Paula Williams, Esq. and Erica Montague, Esq.; McGeady Becher P.C.

Jason Carroll and Lindsay Ross; CliftonLarsonAllen LLP

Josh Brooks; Sasaki Associates, Inc.

Wade Davidson; Golub & Company LLC

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure 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. It was noted that disclosures of potential conflicts of interest statements for each of the Directors had been filed with the Secretary of State seventy-two hours in advance of the meeting. Attorney Williams requested that the Directors consider whether they had any additional conflicts of interest to disclose. It was noted for the record that there were no additional disclosures made by the Directors present at the meeting and incorporated for the record



## RECORD OF PROCEEDINGS

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those applicable disclosures made by the Board members prior to this meeting in accordance with the statutes.

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### ADMINISTRATIVE MATTERS

**Confirmation of Quorum and Approval of Meeting Location:** Mr. Cohrs confirmed the presence of a quorum. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, this meeting was conducted via Zoom meeting. The Board further noted that notice of the time, date and meeting access information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed were received from taxpaying electors within the District's boundaries.

**Designation of 24-Hour Posting Location:** Following discussion, upon motion duly made by Director Jones, seconded by Director Newman, 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 at least 24 hours prior to each meeting on the District's website at: <https://denargo.colorado.gov> or if posting on the website is unavailable, notice will be posted on west side of Denargo Street just south of Wewatta Way on the southern boundary of Tract F.

**Agenda:** Mr. Cohrs reviewed with the Board a proposed Agenda for the District's Special Meeting.

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

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### OTHER MATTERS

**Presentation from Golub & Company LLC:** Mr. Brooks with Sasaki Associates, Inc. made a presentation to the Board regarding Golub & Company LLC development plans. The Board discussed the details of the plan and the operations and maintenance obligations related to same.

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### PUBLIC COMMENT

There were no public comments.

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### FINANCIAL MATTERS

**Alternatives for Use of Released Surplus Funds:** Mr. Carroll reviewed alternatives for the use of released surplus funds with the Board.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Jones, seconded by Director Cabrera and, upon vote, unanimously carried, the Board authorized depositing the released surplus funds into the Capital Reserve.

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### **LEGAL MATTERS**

**Service Plan Amendments:** Attorney Williams discussed with the Board possible Service Plan Amendments to update/refresh the Service Plans, increase the debt authority for funding of public improvements and to possibly remove the operations and maintenance mill levy cap. Attorney Williams noted that the first step of the amendment process is to submit a Letter of Intent to the City and County of Denver.

Following discussion, upon motion duly made by Director Jones, seconded by Director Cabrera and, upon vote, unanimously carried, the Board authorized District Counsel to draft a Letter of Intent and Service Plan Amendments for Board consideration at a Special Meeting to be held in February 2022.

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### **OTHER MATTERS**

**Status of Development:** Director Cabrera and Mr. Cohrs updated the Board on the status of development.

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### **ADJOURNMENT**

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

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DENARGO MARKET METROPOLITAN DISTRICT NO. 2 HELD JANUARY 18, 2022

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of the Denargo Market Metropolitan District No. 2 (referred to hereafter as the “District”) was held on Tuesday, the 18<sup>th</sup> day of January 2022, at 4:30 p.m. The District Board meeting was held and properly noticed to be held via Zoom. The meeting was open to the public via Zoom.

#### ATTENDANCE

#### Directors In Attendance Were:

Laura H. Newman  
Donald D. Cabrera  
Jeffrey D. Jones  
Todd T. Wenskoski

Following discussion, upon motion duly made by Director Cabrera, seconded by Director Newman and, upon vote, unanimously carried, the absence of Director Smith was excused.

#### Also In Attendance Were:

Matt Cohrs; Special District Management Services, Inc. (“SDMS”)

Paula Williams, Esq. and Erica Montague, Esq.; McGeady Becher P.C.

Jason Carroll and Lindsay Ross; CliftonLarsonAllen LLP

Josh Brooks; Sasaki Associates, Inc.

Wade Davidson; Golub & Company LLC

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure 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. It was noted that disclosures of potential conflicts of interest statements for each of the Directors had been filed with the Secretary of State seventy-two hours in advance of the meeting. Attorney Williams requested that the Directors consider whether they had any additional conflicts of interest to disclose. It was noted for the record that there were no additional disclosures made by the Directors present at the meeting and incorporated for the record

## RECORD OF PROCEEDINGS

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those applicable disclosures made by the Board members prior to this meeting in accordance with the statutes.

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### ADMINISTRATIVE MATTERS

**Confirmation of Quorum and Approval of Meeting Location:** Mr. Cohrs confirmed the presence of a quorum. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Jones, seconded by Director Newman and, upon vote, unanimously carried, this meeting was conducted via Zoom meeting. The Board further noted that notice of the time, date and meeting access information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed were received from taxpaying electors within the District's boundaries.

**Designation of 24-Hour Posting Location:** Following discussion, upon motion duly made by Director Jones, seconded by Director Newman, 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 at least 24 hours prior to each meeting on the District's website at: <https://denargo.colorado.gov> or if posting on the website is unavailable, notice will be posted on west side of Denargo Street just south of Wewatta Way on the southern boundary of Tract F.

**Agenda:** Mr. Cohrs reviewed with the Board a proposed Agenda for the District's Special Meeting.

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

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### OTHER MATTERS

**Presentation from Golub & Company LLC:** Mr. Brooks with Sasaki Associates, Inc. made a presentation to the Board regarding Golub & Company LLC development plans. The Board discussed the details of the plan and the operations and maintenance obligations related to same.

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### PUBLIC COMMENT

There were no public comments.

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### FINANCIAL MATTERS

**Alternatives for Use of Released Surplus Funds:** Mr. Carroll reviewed alternatives for the use of released surplus funds with the Board.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Jones, seconded by Director Cabrera and, upon vote, unanimously carried, the Board authorized depositing the released surplus funds into the Capital Reserve.

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### **LEGAL MATTERS**

**Service Plan Amendments:** Attorney Williams discussed with the Board possible Service Plan Amendments to update/refresh the Service Plans, increase the debt authority for funding of public improvements and to possibly remove the operations and maintenance mill levy cap. Attorney Williams noted that the first step of the amendment process is to submit a Letter of Intent to the City and County of Denver.

Following discussion, upon motion duly made by Director Jones, seconded by Director Cabrera and, upon vote, unanimously carried, the Board authorized District Counsel to draft a Letter of Intent and Service Plan Amendments for Board consideration at a Special Meeting to be held in February 2022.

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### **OTHER MATTERS**

**Status of Development:** Director Cabrera and Mr. Cohrs updated the Board on the status of development.

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### **ADJOURNMENT**

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

Respectfully submitted,

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

**From:** David Smith <[dsmith@goco.com](mailto:dsmith@goco.com)>  
**Sent:** Tuesday, February 1, 2022 7:25 AM  
**To:** Matt Cohrs <[mcohrrs@sdmsi.com](mailto:mcohrrs@sdmsi.com)>  
**Cc:** Jennifer (Jenny) Pino <[jpino@specialdistrictlaw.com](mailto:jpino@specialdistrictlaw.com)>; Paula Williams <[pwilliams@specialdistrictlaw.com](mailto:pwilliams@specialdistrictlaw.com)>  
**Subject:** Denargo Metro District Board - Dave Smith Resignation

Matt,

I would like to announce that I am resigning effective immediately from the Boards of Denargo Market Md Nos. 1-3. Please let me know if I need to do anything else.

-Dave

---

David Smith  
Vice President, Acquisitions  
Golub & Company LLC

Tel: 1-720-603-1106  
[dsmith@goco.com](mailto:dsmith@goco.com)

2724 Walnut Street, Denver, CO 80205  
[www.golubandcompany.com](http://www.golubandcompany.com)



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SPACE ABOVE FOR RECORDER'S USE ONLY

**PARTIAL TERMINATION OF EASEMENT**

This Partial Termination of Easement (the "**Partial Termination**") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2022, by the **DENARGO MARKET METROPOLITAN DISTRICT NO. 1**, a quasi-municipal corporation and political subdivision of the State of Colorado, whose address is 141 Union Blvd. #150, Lakewood, CO 80228 (the "**District**").

**WITNESSETH:**

WHEREAS, the District is the grantee of that certain drainage easement as set forth in that certain Easement Agreement [Detention Pond] dated as of April 19, 2012 and recorded in the official records of the City and County of Denver at Reception Number 201205904 (the "**Easement**"); and

WHEREAS, certain of the real property subject to the Easement is in the process of being replatted into additional lots for development (the "**Replat**") and in connection therewith the detention pond and drainage improvements subject to the Easement will be reconfigured;

WHEREAS, the City and County of Denver is requiring that the Easement be terminated with respect to any developable lot created by the Replat;

WHEREAS, the District has determined that to promote development within the District and to conform the Easement to the detention pond and drainage improvements as the same will be reconfigured, it is in the best interests of its taxpayers and inhabitants that the District terminate the Easement with respect to all real property encumbered thereby that is anticipated to be platted as a developable lot pursuant to a proposed plat for Denargo Market Filing No 3, the legal description of such area to be terminated is set forth on **Exhibit A** attached hereto and incorporated herein by reference (the “**Terminated Area**”).

NOW, THEREFORE, in consideration of the foregoing, the District hereby agrees and declares:

1. Partial Termination of Easement. Effective as of the Effective Date (defined below), the District hereby declares the Easement terminated and of no further force and effect with respect to the Terminated Area. The Easement with respect to any other land not contained within the Terminated Area shall remain burdened by the Easement. In furtherance thereof, the District hereby transfers, assigns and quitclaims to the owners of the Terminated Area any right, title and interest it has in, to and under the Easement.

2. Effective Date of Partial Termination. The Effective Date of this Partial Termination shall be the date first herein written.

IN WITNESS WHEREOF, the District has duly executed this Partial Termination of Easement as of the Effective Date.



**DENARGO MARKET METROPOLITAN  
DISTRICT NO. 1, a quasi-municipal  
corporation and political subdivision of the State  
of Colorado**

By: \_\_\_\_\_  
Laura Newman, President

**STATE OF COLORADO** )  
**CITY AND** ) ss.  
**COUNTY OF DENVER** )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Laura Newman, as President of the Denargo Market Metropolitan District No. 1, a quasi-municipal corporation and political subdivision of the State of Colorado.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

**EXHIBIT "A"**

**LEGAL DESCRIPTION OF TERMINATED AREA**

**Date: January 18, 2022**

**To: Board of Directors**

Denargo Market Metropolitan District No. 1  
c/o Paula Williams  
McGeady Becher, P.C.  
450 East 17<sup>th</sup> Avenue, Suite 400  
Denver, Colorado 80203

**From: Schedio Group LLC**

Timothy A. McCarthy, P.E., Managing Principal  
809 14<sup>th</sup> Street, Suite A  
Golden, CO 80401

**Subject: Proposal for Independent Professional Engineer's Review of Costs Incurred and Verification of Costs Associated with the Design and Construction of Public Improvements**

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Dear Board of Directors,

Schedio Group LLC ("Schedio Group") is pleased to present this proposal to Denargo Market Metropolitan District No. 1 ("District") for Professional Engineering Services.

Schedio Group understands that the District has a need for an independent professional engineer to review developer incurred costs for the purposes of verifying costs associated with the design and construction of public improvements and recommending a reimbursement amount to be paid by the District to the Developer.

Schedio Group has reviewed the Service Plan for Denargo Market Metropolitan District No. 1 - In the City and County of Denver, Colorado - prepared by McGeady Becher, P.C. and approved March 8, 2010. Per the Service Plan, the property within the Districts and the Inclusion Area is zoned RMU-30 and PUD. It is anticipated that the property with the Project will be utilized for residential and limited commercial and retail purposes. The peak population in the Project is estimated at 6,650 persons at build out. The total estimated costs of the Improvements necessary to serve the Project are approximately \$22,100,000.

This proposal will consist of one primary task:

**TASK 1 – INDEPENDENT PROFESSIONAL ENGINEER'S REVIEW OF COSTS INCURRED AND VERIFICATION OF COSTS ASSOCIATED WITH THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS**

Schedio Group's findings, methodologies and recommendations will be delivered to the District in the form of a Professional Report. Please see Task 1 of *Exhibit A – Scope of Services* for details. Schedio Group will collaborate with the District to determine if the completion of Task 1 would be best accomplished by issuing one or more Professional Reports.

Please see EXHIBIT A SCOPE OF SERVICES, EXHIBIT B COMPENSATION and SIGNATURE PAGE below.

Thank you for the opportunity to serve Colorado Special Districts.

Respectfully,

**Schedio Group LLC**



Timothy A. McCarthy, P.E. | Managing Principal

**EXHIBIT A**  
**SCOPE OF SERVICES**

**TASK 1 – INDEPENDENT PROFESSIONAL ENGINEER’S REVIEW OF COSTS INCURRED AND VERIFICATION OF COSTS ASSOCIATED WITH THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS**

This task includes, as applicable, the review of costs incurred and verification, to a degree deemed appropriate by Schedio Group, of soft, indirect, and hard costs associated with the design and construction of Public Improvements. Schedio Group will prepare a professional Engineer’s Report, Engineer’s Verification and supporting Exhibits (“Professional Report”) which will include, as a minimum, the following sections:

- Engineer’s Report
  - Title Page
  - Table of Contents
  - Introduction
  - Determination of Public Proration Percentage(s)
  - Summary of Findings
  - Verification of Quantities
  - Verification of Costs
  - Verification of Payments
  - Verification of Construction
  - Special Circumstances and Notable Methodologies
- Engineer’s Verification
- Summary of Costs Reviewed
- Summary of Documents Reviewed
- Maps (as deemed applicable by Schedio Group)

**Deliverables:**

1 Draft Professional Report for Review and Comments

1 Final Professional Report

*(signed and sealed by Professional Engineer # 0044349)*

Schedio Group will collaborate with the District to determine if the completion of Task 1 would be best accomplished by issuing one or more Professional Reports.

**TASK 2 – ON CALL SERVICES**

On Call Services will be performed as directed by the District.

**EXHIBIT B**  
**COMPENSATION**

**TASK 1 – INDEPENDENT PROFESSIONAL ENGINEER’S REVIEW OF COSTS INCURRED AND VERIFICATION OF COSTS ASSOCIATED WITH THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS**

Time & Materials      This task will be billed on a Time & Materials basis in accordance with the applicable Charge Rates Schedule. Please see the attached 2022 Charge Rates Schedule for reference.

**TASK 2 – ON CALL SERVICES**

Time & Materials      This task will be billed on a Time & Materials basis in accordance with the applicable Charge Rates Schedule. Please see the attached 2022 Charge Rates Schedule for reference.

**SIGNATURE PAGE**

This proposal is valid for 60 days from the date of its preparation. If this proposal is acceptable to the District, please execute below and return one copy (either PDF or Hard Copy) to Schedio Group LLC.



---

**Schedio Group LLC**

Timothy A. McCarthy  
Managing Principal

January 18, 2022

Date

---

President

Denargo Market Metropolitan District No. 1

---

Date



## 2022 CHARGE RATES SCHEDULE

### Hourly Rates

Managing Principal	\$ 220.00
Staff Engineer II	\$ 160.00
Staff Engineer I	\$ 140.00
Project Administrator	\$ 95.00

### Special Hourly Rates

Landscape Architect III	\$ 200.00
Expert Witness	\$ 350.00 (Preparation)
	\$ 450.00 (Deposition and Testimony)

### Reimbursable Expenses

Reimbursable Expenses may include but are not limited to:

- Mileage @ \$ 0.75 per mile
- Reproduction @ cost + 15%
- Subcontractors / Subconsultants @ cost + 15%

Revised December 28, 2021



1626 Cole Blvd, Suite 125  
Lakewood, CO 80104

January 12, 2021

Denargo Market Metropolitan District Board  
Attn: Erica Montague  
McGeady Becher, P.C.  
450 E. 17<sup>th</sup> Ave, Suite 400  
Denver, CO 80203

## **DENARGO MARKET METROPOLITAN DISTRICT COST CERTIFICATION SERVICES PROPOSAL**

Independent District Engineering Services, LLC (IDES) is pleased to respond to your request to provide Cost Certification Services for the Denargo Market Metropolitan District (District) in the City and County of Denver, Colorado.

### **SCOPE OF SERVICES**

**Cost Certification** – IDES will review the documentation provided by the District to determine the scope of District eligible improvements and the claimed cost for the initial improvements. The District will provide the following documentation for completed, designed or administrative elements of the Project associated with reimbursements:

- Service Plan
- Project Plans
- Plat or Exhibit showing District Tract Ownership and Easements
- ACAD Base Files for Exhibit Development (IDES can coordinate with DOR for this info)
- Other Legal Documents impacting reimbursements or eligibility of improvements
- Accountant Spreadsheets and other accounting tracking information
- Invoices and proofs of payments
- Any additional documentation of services provided and or fees paid that the Client believes would be a District eligible cost.
- Developer/District Reimbursement Agreements
- Developer/Local Jurisdiction Subdivision Improvement Agreements
- Other as may be requested or needed
- Contact for District Representative
- Contact for Developer Representative

Based on the information provided, IDES will prepare a cost certification of District eligible improvements and expenditures. Invoices will be reviewed for reasonableness and District eligibility. This information will be used to prepare an Engineer's Report for Cost Certification, which will include an exhibit showing the areas on site where improvement costs have been certified. The report will be prepared and signed by a Professional Engineer and will contain all necessary information to satisfy the requirements of the District Service Plan.

IDES will perform site visits as needed and participate in meetings and conference calls as needed to complete this report. IDES can also host a kick-off meeting to discuss the documentation requested to ensure the process is efficient.

This proposal is for periodic Cost Certification Reports. While the estimated costs recommended in this Report is expected to cover multiple reports, it should be noted that additional task orders may be necessary as the project progresses.



**Aerial Photography** – IDES will provide Aerial shots unless site is in a restricted airspace per FAA regulations.

**Meetings** – IDES can participate in Project Meetings as necessary. Meetings may include District Board Meetings, project status meetings, local jurisdiction coordination meetings, construction progress meetings, miscellaneous field meetings and other meetings with Project Stakeholders as required or requested.

**Additional Services** – Additional Services that are not included in this proposal but can be provided under a separate proposal if desired are listed as an attachment.

## **FEE**

IDES proposes to perform Services on a Time and Material Basis in accordance with the Charge Rate Schedule below. Based on our experience, an estimated amount of \$20,000 should allocate the funds required for the tasks, and any excess funds may be used for additional services.

## **CHARGE RATE SCHEDULE**

Services will be provided on a Labor Time and Expenses basis as provided below. Hourly rates are revised periodically to reflect the current cost for delivery of services and the fees charged for services under this engagement may change without notice. The District agrees that IDES is authorized perform a task authorized under this scope of services at the direction of any individual board member.

### **Billing Rates:**

The following Billing Rates shall apply for the Task Order:

Project Administrator	\$ 115.00 per hour
Contract Administrator	\$ 125.00 per hour
Project Engineer	\$ 140.00 per hour
Project Manager	\$ 155.00 per hour
Professional Engineer	\$ 160.00 per hour
Sn. Project Manager	\$ 175.00 per hour
District Engineer	\$ 180.00 per hour

### **Reimbursable Expenses**

Mileage	IRS Rate + 10%
Plan Copies, outside copies, other items	at cost + 10%

If you have any comments or questions, please feel free to contact me. We appreciate the opportunity to submit this proposal.

Respectfully Submitted,  
Independent District Engineering Services, LLC

*Brandon Collins, PE*

Brandon Collins  
Director

# Attachment

## IDES ADDITIONAL SERVICES

**Infrastructure Acquisition** – IDES can provide monthly, quarterly, or annual reporting for Facilities Acquisition, Cost Certifications for Bonding, Useful Life Analysis and acceptance of District Infrastructure constructed by the District or the developer.

**Pre-Qualification, Bid and Award of Project** – IDES can provide contractor pre-qualification services including contractor notification, reviewing of AIA forms, and recommendation of qualified contractors. IDES can conduct the bid process which includes development of the bid documents, bid schedules and technical specifications, answer questions, prepare addendum, prepare engineer's probable cost estimate, and conduct a bid opening. IDES can make recommendations to the board for contractor selection.

**Constructability Reviews** - IDES can provide review of plans for constructability and completeness to assist the District and/or the design engineer in determining more efficient or cost effective alternatives. The work would likely involve plan reviews, site visits and investigations, meetings with the District, design engineer, local jurisdiction, and others, review of preliminary geotechnical report, phasing plans, and any other pertinent information to better qualify the design.

**Project Cost Estimating and Control** - Project cost estimating services may include updating of initial estimate, plan quantity and pay item take-offs and specialty cost estimates needed in support of various agreements, reporting requirements or other as-needed estimates. Special reports including cost share reimbursements, bonding agency reports and other specialized reports that can be produced as requested.

**Project Scheduling Services** - IDES may create an overall project schedule based on contractors schedule and provide updates which can include entitlement, planning, design, construction that would reflect additions, deletions and deviations in the timing of all the associated activities. Specialized schedules can be provided when requested. Schedules would be formatted in Microsoft Project unless otherwise directed.

**Construction Observation** – IDES can provide construction observation for general compliance with the contract documents for all phases of construction activities. Information gained by construction observation can be compiled in periodic reports and used for construction administration activities. Reports with photos can be submitted and maintained electronically.

**Construction Administration and Coordination** - IDES can provide construction administration activities including partial pay request processing, submittal review coordination, change orders review, force account, permit management, project close-out, claim reviews, warranty issues and other tasks as necessary to provide project documentation. IDES can provide construction coordination activities including project coordination with stakeholders, monitor project scheduling, jurisdictional coordination and other activities necessary to provide coordination. Assumptions include the same schedule as presented for the construction observation section.

**Project Administration and Coordination** – IDES can maintain District project files, issues tracking lists, meeting minutes, agreements and contract files, plan files, schedules, and other program administration activities as needed to support the project. IDES can provide project coordination with consultants, local agencies, traffic control, utilities, power companies and other public utilities, residents and other entities as required.

**District Compliance** - IDES can provide necessary on-going Metro District support services including but not limited to, coordination with the District, District consultant, contractors, local jurisdictions, adjacent developers, utility companies and other project stakeholders, participate in the development and administration of various agreements with project stakeholders required for the project, provide needed information and coordination with the board's legal counsel and accountants for District reporting requirements. This can also include invoice and pay application review monthly, expenditure verification for the District board and reporting of facilities acquisitions to the District board monthly.

**Consultant Administration** - IDES can provide support services for the progress and completion of Consultants services, including contracting, review and processing of task orders, coordination concerning construction needs, and tracking of contracts and invoices.

**Dry Utility Coordination** – IDES can provide the necessary coordination with dry utility companies including new service requests and meter service installations.

**Evaluation and Recommendation of Existing Infrastructure** – IDES can provide evaluation and make recommendations regarding existing deficiencies of infrastructure.