

RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CORNERSTAR METROPOLITAN DISTRICT  
JULY 23, 2020**

A special meeting of the Board of Directors of the Cornerstar Metropolitan District was held on July 23, 2020 at 9:00 a.m.

*Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting was held via zoom teleconferencing*

<https://zoom.us/j/91715911908?pwd=MFlnlduTzhiUzRKT1lXRghXSHg3QT09>

Call-In Number: 720-707-2699

Meeting ID: 917 1591 1908 Password: 056611

Attendance: In attendance were Directors:

Austin Tillack  
Adrian Frank  
Brent Chod

Also in Attendance:

Bob Blodgett & Paul Wilson; CliftonLarsonAllen LLP  
George Rowley; White Bear Ankele Tanaka & Waldron

I. Call to Order

Director Frank called the meeting to order at 9:05 a.m.

II. Declaration of Quorum/Disclosure of Conflicts

The Directors in attendance confirmed their qualifications to serve.

Mr. Rowley reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Waldron inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

III. Accept Resignation of Anna Evans.

Mr. Blodgett reported that Director Evans did not file a petition for a new term beginning in May 2022. Therefore, she has not been officially on the Board since May 5<sup>th</sup>.

IV. Election of Officers

Upon a motion duly made by Director Tillack, seconded by Director Chod, and upon a vote, unanimously carried, the Board elected Director Tillack as President, Director Frank as Secretary/Treasurer and Director Chod as Assistant Secretary/Treasurer.

V. Public Comment

None.

**CONSENT AGENDA**

VI. Review/Approve the March 26, 2020 Regular Meeting Minutes

VII. Financial Matters

- A. Ratify Approval of bill.com Payments from April 7, 2020 through July 21, 2020  
Totaling \$126,601.81

VIII. Manager Items

- A. Ratify 2019 Annual Report
- B. Information Items
- C. Approve Agreement with CLA to prepare One Page Website for Board Meeting  
Electronic Posting Notices – NTE \$750

IX. Attorney Items

- A. Consider Approval of Resolution 202-07-01; Establishing an Electronic Signature Policy
- B. Consider Approval of Resolution 2020-07-02; Extending Emergency Procedures and Continuing the Authorization of Teleconferencing for Regular and Special Meetings
- C. Consider Approval of Resolution 2020-07-03; Amended and Restated Public Records Request Policy Adopted July 23, 2020

X. Director Items

None.

Upon a motion duly made by Director Tillack, seconded by Director Chod, and upon a vote, unanimously carried, the Board approved the Consent Agenda as submitted.

## **DISCUSSION AGENDA**

### **XI. Financial Items**

#### **A. Review and Accept June 30, 2020 Financial Statements and July 2020 Cash Position Report**

Mr. Wilson reviewed with the Board. He reported the sales and use tax receipts are approximately 75% of the prior year through June 30<sup>th</sup>. This is due to the pandemic and vacancies in the center. He is projecting that the District could be as much as \$425,000 short by year-end which will impact the District's principal and interest payments due December 1<sup>st</sup>. Sales and use taxes are pledged to the 2017 bond payments.

He reviewed two options to address this shortfall with the Board: 1) utilizing the District's surplus fund in the Debt Service Fund. However, this would mean having to increase the mill levy further in 2021 to replenish the Surplus Fund as well as an increase for future declining sales tax revenues; and 2) utilizing the General Fund balance that is available so that the overall mill levy is not impacted for 2021.

The Board tentatively agreed that Option 2 is preferable to use the available General Fund balance to make up the shortfall in 2020 principal and interest payment on the District bonds.

Mr. Wilson indicated this decision can be finalized at the September 24<sup>th</sup> Board meeting or the November meeting in conjunction with approval of the 2021 Budget.

### **XII. Manager's Items**

#### **A. Property Manager's Report**

##### **1. Status of Street Repaving Bids**

Director Frank reviewed the two bids received from Alliance and Denver Commercial Property Services. Alliance is a lower bid at approximately \$49,000. However, they are covering only one third of the square footage of repair and replacement as the other bid.

The second bid is from Denver Commercial Property Services in the amount of \$59,999.68 which makes repairs to all the District owned streets. He recommended approval of Denver Commercial Property Services.

Upon a motion duly made by Director Frank, seconded by Director Tillack, and upon a vote, unanimously carried, the Board approved the repaving bid with Denver Commercial Property Services in the amount of \$59,999.68. Director Frank indicated this work can begin in August.

2. Status of Detention Pond Maintenance Proposal

Director Frank reported he does not yet have a proposal. He will obtain one or more for the September meeting.

3. Tree Replacements

The Board discussed the approximate 30-40 dead trees along S. Chambers Way within the District. The tree replacement budget is \$25,000. After discussion, Director Frank will obtain a proposal for the dead tree removal and replacement for the September Board meeting.

B. 2021 Budget Schedule

1. August 25, Extended to October 13 – Preliminary AV Received
2. October 15 – Draft 2021 Budget to Board of Directors
3. November 19 – 2021 Budget Public Hearing and Approval
4. December 15 – Mill Levy Certification

Mr. Wilson reviewed the 2021 Budget schedule with the Board. He will have a draft 2021 Budget for discussion at the September meeting.

C. 811 Locates Update

Director Frank indicated he has replaced prior Director Evans as the District's contact. This process is working well.

D. Discuss District Manager Transition

Mr. Blodgett reported he will be retiring from CLA at the end of 2020. Matt Urkoski, Principal with CLA and Andrew Williams, Assistant Manager, will likely be the future contacts for the Board. Further discussion at the September and November Board meetings.

XIII. Attorney Items

A. Status of Detention Pond at Southwest Corner of Arapahoe Road & Chambers Way

Mr. Rowley reported there has been no feedback from Alberta regarding the status of the detention pond at this location.

B. Discuss Overview of 2020 Legislation Affecting Special Districts,  
Municipalities and Community Associations

Mr. Rowley reviewed the summary of 2020 legislation affecting Special District, Municipalities and Community Associations. None of the items directly affect the Cornerstar Metro District at this time.

XIV. Director Items


A. Development Update

Director Tillack discussed the status of development issues within the District. It appears the 24-Hour Fitness location within the District will be closing in the near future.

XV. Adjournment

Upon a motion duly made by Director Tillack, seconded by Director Frank, and upon a vote unanimously carried, the Board adjourned the meeting at 10:10 a.m. A quorum was confirmed for the September 24, 2020 Board meeting.

Respectfully submitted by,

  
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Secretary of the Board