

**Blackstone Metropolitan District**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**MINUTES**  
**November 7, 2023**

**I. ATTENDANCE & CALL TO ORDER**

Board Members in attendance were Shawn McGoff, Perry Deeds, Lee McCall, Marty Liles, and Lisa Monahan.

Also, in attendance were Clint Waldron (White Bear Ankele Tanaka & Waldron), Curtis Bourgooin (CliftonLarsonAllen LLP), Ben Zand (LandTech Contractors, LLC), Jordan Devine (Westwind Management Group, LLC), and members of the public. The meeting was called to order at 6:00 pm by President, Shawn McGoff.

**II. DISCLOSURE OF ANY CONFLICTS OF INTEREST** – There were no conflicts to disclose.

**III. AGENDA REVIEW / UPDATES OR APPROVAL** – Ms. Devine requested to amend the agenda to include a review of email correspondence with LandTech, consideration of a service request from Design Concepts, and discussion of the existing concrete at the Smoky Hill entrance under VIII. COMMITTEE REPORTS, a. Landscape Committee. Ms. Devine also requested to amend the agenda to include a contract with That Eighties Band for consideration of approval under VIII. COMMITTEE REPORTS, c. Social, and a discussion of a newly planted tree with a broken post under VII. LANDSCAPE REPORT. Upon motion duly made by Director McGoff, seconded by Director Deeds, upon vote, unanimously carried, the Board approved the agenda as amended.

**IV. PUBLIC COMMENT**

Attorney Waldron opened the meeting for public comment.

- An owner expressed their concerns with the landscaping and current capital project and inquired about the District mill levy.

**V. CONSENT AGENDA**

Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the consent agenda items as follows:

- a. Approve September 19, 2023, Regular Meeting Minutes
- b. Approve September 26, 2023, Annual Meeting Minutes
- c. Approve September 26, 2023, Special Meeting Minutes
- d. Approve and Ratify Payment of Claims in the amount of \$1,110,095.87
- e. Approve Special District Disclosure Notice Pursuant to 32-1-809, C.R.S.
- f. Approve Workers' Compensation Coverage with Colorado Special Districts Property and Liability Pool
- g. Approval of 2024 Agency Fee Invoice from T. Charles Wilson for Broker Services
- h. Approval of Independent Contractor Agreement with Stormwater Asset Protection, LLC (SWAP)
- i. Approval of Independent Contractor Agreement with Lee Design Group, LLC for Design Services
- j. Approval of First Amendment Independent Contractor Agreement with Full Spectrum Lighting, Inc. for Lighting Maintenance Services
- k. Independent Contractor Agreement with Pet Scoop

- I. Approval of Intergovernmental Agreement with City of Aurora Regarding Snow Removal on City Streets
- m. Ratify 2022 Annual Report

## VI. FINANCIAL REPORT

- a. Mr. Bourgouin of CliftonLarsonAllen LLP presented the financial statements updated as of September 30, 2023.
- b. The Board reviewed the Special Districts Master Services Agreement with CliftonLarsonAllen LLP.
- c. The Board reviewed the Special Districts Preparation Statement of Work and Payroll Services Statement of Work with CliftonLarsonAllen LLP.

Following discussion, upon motion duly made by Director McGoff, seconded by Director Deeds, upon vote, unanimously carried, the Board approved the Special Districts Master Services Agreement and Special Districts Preparation Statement of Work and Payroll Services Statement of Work with CliftonLarsonAllen LLP.

- d. Conduct Public Hearing on 2023 Budget Amendment and Consider Adoption of Resolution Amending 2023 Budget – An amendment was not necessary.
- e. Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution Adopting 2024 Budget, Imposing Mill Levy, and Appropriating Funds – Mr. Bourgouin presented the 2024 budget and resolution to the Board. Attorney Waldron opened the public hearing on the proposed 2024 Budget. Attorney Waldron noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed. Upon motion duly made by Director McGoff, seconded by Director Deeds, upon vote, unanimously carried, the Board adopted the resolution adopting the 2024 Budget, appropriating funds therefore and certifying mill levies for the general fund, debt service fund and ARI fund, subject to receipt of the final assessed valuation, any legislative changes, final legal review and final accounting review and revisions.
- f. Consider Approval of Proposal for 2023 Audit Services – Upon motion duly made and seconded, upon vote, unanimously carried, the Board approved the proposal for 2023 audit services.
- g. Other Financial Matters – None.

## VII. LANDSCAPE REPORT

- a. Ben Zand, Account Manager with LandTech Contractors, LLC, presented the recent landscape activities – Fall cleanup schedule; Hilltop Park shrubs; sod replacement at the Monahan entrance; detention pond inspections; installation of holiday lighting update.
  - 1. Consider 2024-2025 Landscape Maintenance Contract with LandTech – Upon motion duly made by Director McCall, seconded by Director Liles, upon vote, unanimously carried, the Board approved the 2024-2025 Landscape Maintenance Contract with LandTech with the 2% increase in 2025-2026.
  - 2. Consider 2024 Tree Installation Proposal – Tabled until April 2024.
- b. Consider Work Order for 2024 Tree Planting Management for New & Warranty Trees Proposal from Tree Analysis Group, LLC – Following discussion, upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the Work Order for 2024 Tree Planting Management for New & Warranty Trees Proposal from

Tree Analysis Group, LLC. Upon motion duly made by Director McCall, seconded by Director Deeds, upon vote, unanimously carried, the Board amended the previous motion to not approve the Work Order for 2024 Tree Planting Management for New & Warranty Trees Proposal from Tree Analysis Group, LLC.

## **VIII. COMMITTEE REPORTS**

### **a. Landscape Committee**

1. Review Email Correspondence from LandTech – The Board reviewed the email correspondence from LandTech and requested Attorney Waldron to follow up on contractual obligations.
2. Consider Additional Service Request from Design Concepts – Upon motion duly made by Director McGoff, seconded by Director Deeds, upon vote, unanimously carried, the Board approved the Additional Service Request from Design Concepts at a cost of \$8,810.00.
3. Discuss the Existing Concrete at the Smoky Hill Entrance – The Board reviewed the current condition of the concrete at the Smoky Hill Entrance and tabled further discussion until the area could be assessed more thoroughly.
4. Consider Proposal for 3 Dog Waste Stations from LandTech – Following discussion, upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the proposal for 3 dog waste stations, two on South Blackstone Parkway and one on East Mineral Drive.
5. Capital Projects
  - i. Median and Entryway Project Update – Carol Hesketh and Cheryl Hamilton presented the updates to the Board and asked the Board to consider proposals for conceptual plans to be shared at a later meeting.

### **b. Architectural / Design Review**

1. The Board reviewed the updated version of the compliance advisory letter template.

### **c. Director McCall presented the recent activities of the Social Committee.**

1. The Board considered the resignation of Estrella Gallegos from the Social Committee. Upon motion duly made by Director McCall and seconded, upon vote, unanimously carried, the Board accepted the resignation of Estrella Gallegos from the Social Committee.
2. Director Deeds presented The Eighties Band contract for the summer event. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the contract with The Eighties Band for the 2024 summer event.

## **IX. LEGAL REPORT**

- a. Attorney Waldron presented the 2024 Annual Administrative Resolution. Upon motion duly made by Director McGoff, seconded by Director Monahan, upon vote, unanimously carried, the Board adopted the 2024 Annual Administrative Resolution.

- b. Mr. Bourgouin reviewed the implementation of accessibility standards for individuals with a disability for information technology systems employed by the District.

## **X. MANAGEMENT REPORT**

- a. Ms. Devine presented the District Management Report
- b. The Board reviewed proposals from Heatherly Creative and Streamline for District website management. Upon motion duly made Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the proposal for District website management from Streamline.
- c. The Board reviewed the insurance general liability schedule and limits and considered authorization to bind coverage. Upon motion duly made and seconded, upon vote, unanimously carried, the Board approved the general liability schedule and authorization to bind coverage.
- d. The Board reviewed the Independent Contractor Agreement with Westwind Management Group, LLC for District management services. Upon motion duly made by Director McCall, seconded by Director Deeds, upon vote (4:1), the Board approved the Independent Contractor Agreement with Westwind Management Group, LLC for District management services.
- e. Ms. Devine presented the delinquency and compliance report.
- f. Ms. Devine presented the fee waiver requests for consideration of approval by the Board. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the fee waiver request from account 85907. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the fee waiver request from account 86085. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the fee waiver request from account 85808. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the fee waiver request from account 86026. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board denied the fee waiver request from account 86071. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote, unanimously carried, the Board approved the fee waiver request from account 86084 so long as the owner was currently in compliance. Upon motion duly made and seconded, upon vote (4:1), the Board approved the fee waiver request from account 86508. Upon motion duly made by Director McCall, seconded by Director Monahan, upon vote (4:1), the Board approved the fee waiver request from account 91279.
- g. The Board discussed the payment process for quarterly statements and ACH change.
- h. There were no other management matters to discuss.

## **XI. DISTRICT MEMBERSHIP/REPRESENTATIVE REPORTS**

- a. Wheatlands Park and Rec – Director Deeds reported on the upcoming meeting scheduled November 20, 2023.

## **XII. OTHER BUSINESS**

- No other business reported.

## **II. PUBLIC COMMENT**

- An owner asked for clarification on the District management fee, capital project funding, and expressed concerns with Singing Hills Landscape. They also asked to have the meeting agenda included as an attachment in the community email announcement of upcoming Board meetings.

**III. ADJOURNMENT**

- A motion was duly made by Director McCall, seconded by Director Monahan, and unanimously carried, to adjourn the meeting at 9:02 pm.

Minutes approved: *Lisa Monahan* Date: Jan 26, 2024  
[Lisa Monahan \(Jan 26, 2024 10:11 PST\)](#)