

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF ST. VRAIN LAKES METROPOLITAN DISTRICT NOS. 1, 3, & 4

HELD  
April 8, 2025

The Regular Meeting of St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 was held via Zoom and Teleconference on Tuesday, April 8, 2025, at 6:30 p.m.

### ATTENDANCE

#### Directors in Attendance:

Christopher Bremner  
Lyndsey Paavilainen  
Anastasia Urban  
Neil Simpson

#### Also in Attendance:

Jon Wagner; White Bear Ankele Tanaka & Waldron, P.C.  
Kevin Mitts, Tracie Kaminski, Logan Powell, Stanley Holder, Doug Campbell, and Andrew Kunkel; Pinnacle Consulting Group, Inc.  
Heather Coonts and Kathryn Rorer; The Management Trust  
Graham Oakley; Rocky Mountain Paddle Board  
Several Members of the Public.

### ADMINISTRATIVE ITEMS

Declaration of Quorum/Call to Order: Mr. Mitts noted that a quorum was present, with four out of four Directors in attendance. The Regular Meeting of the Boards of Directors (collectively, the “Boards”) of the St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 (collectively, the “District”) was called to order by Director Bremner at 6:34 p.m.

Coordinated Meetings: The Boards determined to hold joint meetings of the Districts and to prepare joint minutes of actions taken by the Districts at such meetings. Unless otherwise noted herein, all official actions reflected in these minutes shall be deemed to be the actions of all the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

Director Qualifications/Disclosure of Potential Conflicts of Interest: All Board Members confirmed their qualifications to serve on the Boards. Mr. Wagner advised the Boards that pursuant to Colorado law, certain disclosures by Board Members might be required prior to taking official action at a meeting. Mr. Wagner reported that disclosures for those Board Members who provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Colorado Secretary of State’s Office and the Boards at least 72 hours

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prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Mr. Wagner inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

Approval of Agenda: The Boards considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as amended to move IV Community Management Item D Discussion and Approval of the ICA with Rocky Mountain Paddle Board for 2025 Services to follow II Consent Agenda and to add United Power Relocation and Easement Dedication to VII Legal Items.

ICA with Rocky Mountain Paddle Board for 2025 Services: Ms. Rorer and Mr. Oakley presented the ICA with Rocky Mountain Paddle Board for 2025 Services to the Boards and discussed operating plans for the 2025 season. Director Bremner asked if any conflicts occurred with residents using their own paddleboards during the 2024 season and Mr. Oakley responded in the negative. Director Paavilainen asked when the concession stand will open and Mr. Oakley responded stating it would open on Memorial Day. Director Paavilainen asked what days of the week the concession stand will be open and Mr. Oakley responded stating it would be open on the weekends. Director Becker of the District No. 2 Board noted his initial opposition to the engagement of Rocky Mountain Paddle Board for the 2024 season and stated the engagement was a success and had a positive impact on the community. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the ICA with Rocky Mountain Paddle Board for 2025 Services, as presented.

Acknowledge Resignation of Director Corinne Echevarria and Discussion on Notice of Vacancy Publication: Mr. Wagner requested the Boards acknowledgement of Director Corrinne Echevarria's resignation from the Boards of Directors. Director Paavilainen asked if Director Echevarria will appear on the 2025 election ballot and Mr. Wagner responded in the affirmative and provided additional information. The Boards and Mr. Wagner discussed the process for publishing a Notice of

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Vacancy publication. It was the decision of the Boards to submit a Notice of Vacancy publication following the May 6, 2025, election and to appoint a Director to the Boards at the July Board meeting.

### Public Comment:

A resident of the District commented regarding zebra mussel concerns from paddle board use. Director Becker described how zebra mussels are typically transferred from watercraft to bodies of water and stated the chances of contamination are minimal. Director Bremner noted boats are typically in water longer than paddleboards and have more surface area that can be contaminated.

### Director Comment:

Director Paavilainen discussed a comment presented at the District No. 2 Board meeting regarding the removal of a barrier on Ronald Regan Blvd. Director Urban and Director Bremner discussed plans to construct a traffic signal and discussed the removal or modification of the barrier.

Director Paavilainen discussed a comment presented at the District No. 2 Board meeting regarding an email distributed by the Little Thompson Water District. Director Urban provided clarification regarding the Windy Gap Firming Fee and the agreement in question stating the parties to the agreement are the Town of Firestone and the Little Thompson Water District and that the agreement is regarding a water authority treatment plant not water supplies to the District.

Report From District No. 2 Board of Directors: Director Becker noted the District No. 2 Board of Directors had nothing to report at this time.

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### CONSENT AGENDA

Mr. Mitts reviewed the items on the consent agenda with the Boards. Mr. Mitts advised the Boards that any additional item may be removed from the consent agenda to the regular agenda upon the request of any Director and answered questions. Director Becker from the District No. 2 Board requested the District No. 1 Board consider a hybrid model for operations and maintenance to cut costs. No additional items were requested to be removed from the consent agenda. Upon a motion duly made by Director Bremner, seconded by Director Simpson, the following items on the consent agenda were unanimously approved, ratified, and adopted:

- A. Minutes – February 11, 2025, Regular Meeting.
- B. Payment of Claims.
- C. Contract Modifications.

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- i. Ratification of 11<sup>th</sup> Addendum to ICA with Environmental Designs Inc.
- ii. Ratification of 12<sup>th</sup> Addendum to ICA with Environmental Designs Inc.
- iii. Ratification of 13<sup>th</sup> Addendum to ICA with Environmental Designs Inc.
- iv. Ratification of 14<sup>th</sup> Addendum to ICA with Environmental Designs Inc.
  - i. Ratification of 1<sup>st</sup> Addendum to ICA with Solitude Lake Management

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### DISTRICT MANAGER ITEMS

District Manager's Report: Mr. Mitts presented the District Manager's Report to the Boards. Mr. Mitts highlighted efforts to coordinate an enhancement committee meeting, discussed holding the July Board meeting in person at The Cove, and provided an update regarding website ADA compliance. Mr. Powell presented the operations and maintenance report to the Boards. Director Urban requested clarification regarding the timing for opening the lake dock and Mr. Powell responded noting the lake dock was installed early and does not officially open until May 1<sup>st</sup>. Director Bremer asked how full the lake is and Mr. Powell and Director Becker from District No. 2 stated it is full.

Modifications Committee Meeting: Mr. Mitts provided an update regarding the impending Modifications Committee Meeting to the Board. Mr. Mitts noted he is working to arrange the meeting and anticipates holding it by either the end of April or May

Native Area Consulting Services: Mr. Powell discussed Native Area Consulting Services with the Boards. Mr. Powell discussed the history of native area management in the district and limited options for native area consulting service contractors. Director Bremner requested clarification regarding the district's contact for services and Mr. Powell responded and provided options and costs associated with engaging High Plains Environmental Center and Resilient Roots Ecology, LLC. Director Bremner asked if there are benefits to retaining the existing contractor due to their District specific experience. Mr. Campbell responded noting the owner of Resilient Roots Ecology lead District native area consulting efforts for HPEC and her District specific knowledge and experience would transfer with Resilient Roots Ecology if engaged. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

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**RESOLVED** to engage Resilient Roots Ecology, LLC for Native Area Consulting Services, as presented.

Electrical Bid for Monument Sign: Mr. Powell presented the bid summary for repairing the Monument Sign and the details of the needed repairs. Director Paavilainen requested clarification regarding the costs presented and Mr. Powell provided clarification. Director Urban asked which budget line item would be utilized to achieve the repairs and Mr. Powell responded. Director Urban asked if it is common to pay for diagnostics and Mr. Powell responded in the affirmative. Director Paavilainen asked if the existing contractor can perform a diagnostic. Mr. Powell responded stating Fiske Electric has already performed a diagnostic and recommended replacement. Mr. Powell requested the engagement of Radiant Light Services to perform a diagnostic in order to provide an additional option for the overall repair of the monument at sign at a lower overall cost to the District. Director Bremner recommended proceeding with the engagement to obtain an additional bid on the overall repair cost for the monument sign. Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to engage Radiant Light Services to perform a diagnostic on the Monument Sign.

Bid for Reserve Study: Mr. Powell presented the bid summary for the Reserve Study to the Boards. Director Urban asked when the last Reserve Study was completed and Mr. Campbell and Director Paavilainen responded noting one had not yet been completed. Director Urban asked if the Reserve Study must be completed by a certain date and Mr. Campbell responded in the negative and noted it is a best practice to complete a study. Director Paavilainen requested a draft prior to the twelve week mark to review and edit the study as needed. The Boards discussed existing reserves and budgeting to cover the cost of the study. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to engage Association Reserves for Reserve Study services in an amount not to exceed \$4500 subject to review of the District's allocations for the eight week study.

Dock Winterization Contractor: Mr. Powell discussed the need to engage a contractor for Dock Winterization with the Boards. Director Paavilainen asked if Contract Modification No. 14 covers these services and Mr. Powell responded in the affirmative. Director Paavilainen and Director

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Urban requested clarification between the difference in the Contract Modification vs the contract presented for winterization and Mr. Powell provided clarification. Following review and discussion, upon a motion duly made by Paavilainen, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to engage Environmental Designs Inc for Dock Winterization services.

Budget for Reserve Study: Ms. Kaminski informed the Boards that funds for the Reserve Study (\$6,000) were included with engineering and professional services in the 2025 budget, which will support the eight week turnaround time.

### COMMUNITY MANAGEMENT ITEMS

Community Manager's Report: Ms. Coonts presented the Community Manager's Report to the Boards. Ms. Coonts highlighted repairs to the Matrix System being completed and the quality of work being completed by KG Facility Solutions. Ms. Coonts noted the fitness center equipment repairs and replacements have been completed. Ms. Coonts discussed preparations for the 2025 pool season and plans to hire staff. Director Urban asked about the contract duration for KG Facility Solutions and Mr. Mitts noted it would be discussed later in the meeting. Director Paavilainen requested clarification regarding the repair process for the Matrix System and the specific parts to be replaced and Ms. Coonts responded. Director Paavilainen asked if the TVs are repaired and Ms. Coonts responded in the affirmative with the exception of the locker rooms and hallways.

Community Management Debit Card: Ms. Coonts discussed the need for Community Management staff to have access to a debit card with a monthly limit of \$1,000.00 per month with the Boards. The Boards discussed specific considerations for the account that would be connected to the debit card, the purchases that would be made, and safety considerations for District funds. Director Paavilainen requested clarification regarding the existing process for reimbursements and Ms. Coonts responded stating she would need to look into the matter further. Mr. Wagner discussed considerations for the use of metropolitan district funds and outlined the public nature of the funds.

The Cove & Cove Parking Lot for a Fundraising 5K Race in September: Ms. Rorer provided an explanation of the event and the request to utilize The Cove and The Cove parking lot during the event. Director Bremner requested clarification regarding the specific use of The Cove and Ms. Rorer responded. Samantha Alexander introduced herself and provided

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additional information regarding the request to utilize the District's facilities. Director Bremner requested clarification regarding plans for vendors and Samantha Alexander responded providing clarification. Director Urban requested clarification for the operating hours of the event and Samantha Alexander responded. Director Urban asked if the Districts existing policies allow such events and if The Cove would remain open to residents during this time and Samantha Alexander responded. Director Bremner requested a written explanation be provided regarding the contingency plan for the use of The Cove in the event of unexpected weather and Samantha Alexander stated it would be provided. Ms. Rorer presented additional detail from the Community Manager's report regarding events planned in the District.

New Social Committee Member: Ms. Rorer discussed the appointment of Katrin Tobler to the Social Committee. Following review and discussion, upon a motion duly made by Urban, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to appoint Katrin Tobler to the Social Committee.

KG Solutions for Amenity Janitorial Services: Ms. Coonts discussed the expiration date of the existing contract with KG Solutions for Amenity Janitorial Services with the Boards and noted difficulty in obtaining bids for these services due to the limited number of contractors operating in the area. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the KG Facility Solutions for Amenity Janitorial Services contract expiring July 31, 2025.

Education Session with Little Thompson Water District on Waterwise Resources Offered to Residents: Ms. Rorer discussed an upcoming meeting with the Little Thompson Water District to discuss Waterwise resources and educational tools for residents. Director Urban asked if a virtual option to attend the meeting will be available and Ms. Rorer stated one could be provide along with a summary of the meeting.

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CAPITAL  
INFRASTRUCTURE  
ITEMS

District Project Manager Update: Mr. Holder provided the District Project Manager Update to the Boards. Mr. Holder highlighted plans for weed mitigation in the Filing 4.1 project area. Mr. Holder discussed the recent initial District acceptance walk for Filing 6 and the quality of the assets to be accepted. Director Urban asked if the playground is open in filing 6 and Mr. Holder responded in the affirmative. Director Urban asked if

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notification of the operational status of the playground had been distributed to the residents in the District newsletter and Mr. Holder responded in the affirmative.

Filing 7 Landscape Project Update: Mr. Holder discussed the bidding process for the Filing 7 Landscape Project with the Boards completed by Barefoot LLC. The Boards discussed the need to hold a special Board meeting to present the bid analysis summary memorandum prepared by Barefoot LLC's and to award the needed contracts for construction services.

Funding and Reimbursement Agreement with Barefoot LLC for Filing 7 Landscaping Project Capital Costs: Mr. Holder presented the Funding and Reimbursement Agreement with Barefoot LLC for Filing 7 Landscaping Project Capital Costs in the amount of \$62,257.13. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Funding and Reimbursement Agreement with Barefoot LLC for Filing 7 Landscaping Project Capital Costs, as presented.

Construction Management Services Agreement – Barefoot LLC: Mr. Holder requested ratification of the Construction Management Services Agreement with Barefoot LLC by the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the Construction Management Services Agreement with Barefoot LLC.

Landscape Engineer Services Agreement – Design Workshop: Mr. Holder requested ratification of the Landscape Engineer Services Agreement with Design Workshop by the Boards. Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the Landscape Engineer Services Agreement with Design Workshop.

Capital Services Agreement – Pinnacle Consulting Group, Inc.: Mr. Holder requested ratification of the Capital Services Agreement with Pinnacle Consulting Group, Inc. by the Boards. Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

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**RESOLVED** to ratify the Capital Services Agreement with Pinnacle Consulting Group, Inc.

### FINANCIAL ITEMS

Financial Statements: Ms. Kaminski reviewed the unaudited Financial Statements for the period ending February 28, 2025, with the Boards. Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to accept the unaudited Financial Statements for the period ending February 28, 2025, as presented.

2024 Audit Exemption for District No. 3: Ms. Kaminski requested ratification of the 2024 Audit Exemption for District No. 3 by the Boards. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the 2024 Audit Exemption for District No. 3, as presented.

### LEGAL ITEMS

Updating Policies & Procedures Governing the Barefoot Recreation Amenities to Impose a Per-Household Limit of Facilities Access: Mr. Wagner discussed updating the Policies & Procedures Governing the Barefoot Recreation Amenities to Impose a Per-Household Limit of Facilities Access with the Boards. Director Urban asked if the recommended updates could be considered a best practice to avoid future issues and Mr. Wagner responded in the affirmative. Director Urban asked what the per-household threshold for residents might be and Mr. Wagner responded noting six residents is standard. Director Bremner recommended putting a policy into place to begin the process of standardizing the requirement with the intention of amending the requirement as needed. Director Paavilainen suggested tabling the item until the November Board meeting to allow time for the summer pool season to expire so detailed data could be compiled for evaluation. It was the decision of the Boards to table this item until the November Board meeting.

Collection Accounts: Mr. Wagner provided an update regarding accounts in collections to the Boards. Mr. Wagner discussed the total amount in collections for the six largest accounts. Mr. Wagner discussed options collections council can pursue to resolve the accounts in collections.

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2025 Election: Mr. Wagner provided an update on the 2025 Election to the Boards.

United Power Relocation and Easement Dedication: Director Urban discussed a request from United Power to grant a utility in Filing 6 Tract F with the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to grant the easement to United Power, as presented.

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### ADJOURNMENT

There being no further business to come before the Boards, upon motion duly made by Director Bremner, seconded by Director Paavilainen, and upon unanimous vote, the meeting was adjourned at 8:38 p.m.

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The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully submitted,

*Andrew Kunkel*

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Andrew Kunkel, Recording Secretary for the Meeting