

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF SANTA FE BUSINESS IMPROVEMENT DISTRICT

HELD: Tuesday, January 20, 2015 at 3:00 pm at 901 W. 10th Ave., Unit 2A, Denver, Colorado.

ATTENDANCE:

A regular meeting of the Board of Directors of Santa Fe Business Improvement District, City and County of Denver, Colorado was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Board Members Present:

Jack Pappalardo
Debbie Stoner
Andrea Barela
Lindi Sinton
Cheryl Spector
Howard Snyder
Rusty Brown

Board Members Absent:

none

Board Advisors:

Mark Raeburn
Macy Dorf

Members of the Public:

none

CALL TO ORDER:

On behalf of the Board the meeting was called to order at 3:10 pm.

APPROVAL OF DECEMBER 2014 MINUTES

The board reviewed and approved the meeting minutes from the prior board meeting that took place on December 16, 2014.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

Andrea opened with disclosing a conflict of interest by announcing that a proposal to handle all administrative functions of the BID by NEWSED would be distributed toward the end of the meeting. The board would not be asked to vote at this time only to accept the proposal. At next month's meeting two other administrative options will be given for the board to consider and then a resolution and vote will be made.

PRESIDENT'S REPORT AND FINANCIAL MATTERS:

Website - Andrea opened with the announcement that a website has been created at www.SantaFeBID.org. The website is intended to explain what the BID is, how it came to be, post meeting announcements, provide monthly reports, post meeting minutes, provide a comment and contact link and be a general resource for the Santa Fe BID community.

Meter Letter - From December's meeting discussion regarding the façade water meters on Santa Fe Drive Andrea wrote a draft letter that was given to Mark Raeburn for revisions. When Mark completes his revision a copy will be distributed to the board. When a final draft is complete we will submit the letter to Jose Conejos of Public Works.

Bank Account - Andrea and Rusty are in the process of opening up a new checking account with Chase Bank. The account will be used to deposit the public assessments and pay for the various services that the Santa Fe BID agrees to fulfill throughout the year.

Maintenance - Andrea presented a spreadsheet that outlined various maintenance options and contractor pricing for the board to review. After much discussion the following resolutions were made;

RESOLUTION TO PROCEED WITH BUMP OUT MAINTENANCE:

The board agreed that the bump outs between the 600 and 900 block will need to be cleaned out (remove old bushes and trash), leveled, mulched and the trees will be trimmed. In order for the trees to be trimmed the decorative lights will need to be removed and placed back up once trimmed. Also back flow preventers, per Denver Water regulation, will need to be raised and caged in this area in order to maintain the bump out irrigation. Watering of the trees will be handled by a combination of irrigation and a contracted monthly watering service for the entire BID area.

Upon further discussion, on motion duly made by Lindi Sinton, seconded by Debbie Stoner, and unanimously approved, the Board approved the Resolution as presented.

Note: The board agreed that a certain amount of trees will need to be either replaced or planted in areas where they are missing, plus the bump outs should have matching shrubs and/or grasses installed but agreed to table any decisions on this matter until early spring.

RESOLUTION TO PROCEED WITH TRASH/GRAFFITI REMOVAL AND RECYCLING PROGRAM:

The board agreed to contract a service to remove trash, paint over graffiti and conduct a sweep and clean of sidewalks and curbs at five times a month for the entire corridor. Trash removal will take place before each weekend and one extra time after First Fridays. The board requested a 90 day option trail period of the contractor.

The board also agreed to keep the existing recycle dumpster program with Alpine Waste & Recycling.

Upon further discussion, on motion duly made by Lindi Sinton, seconded by Debbie Stoner, and unanimously approved, the Board approved the Resolution as presented.

Note: The board recognized that trash and clean up at five times a month may not be adequate for the corridor and tasked Andrea to speak with an individual contractor to conduct daily inspections and to remove trash and paint over graffiti when needed in between regularly scheduled cleanings. An update on this will be emailed to the board.

RESOLUTION TO PROCEED WITH REGULAR LIGHT POLE SERVICING AND NEW INSTALLATION OF DECORATIVE LIGHTS ON TREES FROM 1000 to 1200 BLOCKS:

The board agreed to contract a service to conduct regular monthly maintenance of black light poles to replace the blue LED bulbs and downed poles when needed.

The board agreed to extend the tree lights from 1000 to 1200 Blocks. The light will be purchased and owned by the BID but a contractor will place the lights. The lights will not be seasonal but year round to provide place making and extra light for the corridor.

Upon further discussion, on motion duly made by Lindi Sinton, seconded by Jack Pappalardo, and unanimously approved, the Board approved the Resolution as presented.

RESOLUTION TO PROCEED WITH INSURANCE IMPLEMENTATION:

Prior to the meeting the board agreed to seek general liability and directors and officers insurance from the Colorado Special Districts Property and Liability Pool. Andrea only received the insurance quote from the Pool the day of the meeting and did not have the opportunity to review it in full. Board members had various questions about the coverage. Andrea agreed to follow up and report back to the board over email. Once questions have been satisfied and the policy vetted with the SFBID lawyer the insurance will be enacted.

Upon further discussion, on motion duly made by Debbie Stoner, seconded by Cheryl Spector, and unanimously approved, the Board approved the Resolution as presented.

RESOLUTION TO EMPOWER PRESIDENT TO CHOOSE MAINTENANCE CONTRACTORS:

The board agreed to allow Santa Fe BID Board President, Andrea Barela, to choose the appropriate contractor to carry out the various services described in the aforementioned resolutions.

Upon further discussion, on motion duly made by Lindi Sinton, seconded by Mark Raeburn, and unanimously approved, the Board approved the Resolution as presented.

VISION AND PHYSICAL IMPROVEMENT PRIORITIES:

The board agreed that more work outside of regular board meetings will need to take place to create the physical improvement priority list to present to Jose Conejos as discussed in December's meeting.

ADJOURNED:

The meeting was adjourned at 5:45 pm.

The foregoing minutes constitutes a true and correct copy of the minutes of the above referenced meeting and was approved by the Board of Directors of the Santa Fe Business Improvement District.

NEXT MEETING:

The next meeting of the Santa Fe BID Board of Directors will take place on Tuesday, February 17, 2015 at the office of NEWSSED CDC, 901 W 10th Avenue Suite 2A at 3:00 pm.