

## **RECORD OF PROCEEDINGS**

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

**HELD:** Tuesday, February 17, 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  
Howard Snyder  
Rusty Brown

#### **Board Members Absent:**

Cheryl Spector

#### **Board Advisors:**

Mark Raeburn - over phone  
Macy Dorf

#### **Members of the Public:**

George Lim  
Mickki Langston

#### **CALL TO ORDER:**

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

#### **APPROVAL OF JANUARY 2015 MINUTES**

The board reviewed and approved the meeting minutes from the prior board meeting that took place on January 20, 2015.

#### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND ADMINISTRATION DISCUSSION:**

Andrea opened with disclosing a conflict of interest by addressing the proposal to handle all administrative functions through NEWSED CDC that was presented at January's meeting. Also the board was presented with proposals from two other BID administrative firms. The board was advised to decide on which organization should take on the administration functions of the BID while Andrea left the room.

**RESOLUTION TO HIRE NEWSED CDC TO PERFORM THE ADMINISTRATIVE FUNCTIONS OF THE SANTA FE BID:**

The board resolved to hire NEWSED CDC as administrator for the Santa Fe BID for 2015.

Upon further discussion, on motion duly made, seconded and unanimously approved, the Board approved the Resolution as presented.

**PRESIDENT’S REPORT AND FINANCIAL MATTERS:**

Website - The Santa Fe BID website has been updated to include a link to available properties on Santa Fe Drive and the surrounding streets. The website will continue to be updated with public postings of the next BID Board meetings and minutes for previous month’s meetings.

Meter Letter - A letter was created in January regarding the façade water meters on Santa Fe Drive and 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. Andrea also purchased a copy of Quickbooks Premier to handle the BID’s bookkeeping.

Budget - Andrea presented a final 2015 budget for the board approval. After much discussion the following resolution was made;

**RESOLUTION TO ACCEPT THE PROPOSED BUDGET FOR 2015:**

See appendix 1 for the finalized budget.

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

**RESOLUTION CLARIFYING THE SPECIAL ASSESSMENTS FOR FISCAL YEAR 2015:**

A resolution was adopted to clarify the date of assessment dues and date of delinquency.

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

**PHYSICAL IMPROVEMENT PRIORITY LIST UPDATE FROM SUB GROUP:**

Andrea recapped on January’s priority list sub group with Mark, Cheryl and Rusty. Rusty presented the ideas of creating two way lanes on Santa Fe Drive and presented a visual map. The group still needs to consult with infrastructure and traffic engineers before putting together a plan to present to Jose Conejos of Public Works. Rusty suggested that something be drafted in terms of an actual list before the next BID board meeting.

**NEW BUSINESS:**

It was emphasized that the BID must do a good job in terms of maintenance in its first year but that we may want to have a reserve pass over into the next year. Andrea agreed to contact the City’s Finance

department to find out how much of a reserve is allowed. Others mentioned that while maintenance is very important so are the other service areas of economic development, physical improvements and safety and they must be addressed.

**ADJOURNED:**

The meeting was adjourned at 5:05 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, March 24, 2015 at the office of NEWSSED CDC, 901 W 10th Avenue Suite 2A at 12 pm.

## Appendix 1

Santa Fe BID - FY 2015 Proposed Budget		
REVENUE		CONTRACTOR
Maintenance District A Reserve	\$ 19,000.00	
Maintenance District B Reserve	\$ 34,000.00	
Special Assessment	\$ 100,000.00	
Interest/Other income		
<b>Total Revenue</b>	<b>\$ 153,000.00</b>	
EXPENSE		
Maintenance		
Trash removal, Graffiti paint over, sidewalk & curb sweep	\$ 13,200.00	Front Range Services
Recycling Dumpsters	\$ 2,650.00	Alpine
Raise Back Flow Preventers and Cage	\$ 6,900.00	BackflowTech
Watering Service	\$ 6,118.00	Swingle
Clean out and Mulching of 13 Bump Outs	\$ 715.00	Front Range Services
Tree Trimming 600 to 900 Blocks	\$ 3,510.00	Front Range Services
4 x per year bed & boarder weed control program w/ pre & post emergent	\$ 506.00	Swingle
Emerald Ash Borer - Soil Injection - Late Sum/Fall All Ash trees on Santa Fe from 10th Ave to 6th Ave W & E side of street (42 trees 237" total DBH)	\$ 669.00	Swingle
Blow out and winterize irrigation system	\$ 250.00	Tom Higgins
Start up and inspect irrigation system	\$ 250.00	Tom Higgins
Irrigation repair contingency	\$ 1,000.00	Tom Higgins
Power Washing & Sidewalk Degumming	\$ 5,000.00	Front Range Services or CAM
Tree Removal and/or Planting of new trees (up to 6)	\$ 5,000.00	Kohler Landscaping
Planting of grasses and/or bushes in bump outs	\$ 2,600.00	Front Range Services
Utilities – electrical and water	\$ 4,800.00	Denver Water / Xcel
Light Pole Maintenance	\$ 3,000.00	Radiant Lighting
Light Pole Replacement and Ballast Repair 600 - 900	\$ 17,000.00	Radiant Lighting
Decorative Light Removal	\$ 1,222.00	Front Range Services
Decorative Light Placement	\$ 6,120.00	Kohler Landscaping
Decorative Light Purchase	\$ 1,000.00	TBD
Extra Labor for trash/graffiti removal a misc duties (Denny @ 5 hrs a week x \$15.00 an hour contracted)	\$ 3,600.00	Denny Thompson
Concrete Repair & Bollard Replacement	\$ 2,000.00	TBD
Misc Contingency	\$ 5,000.00	
<b>Total Maintenance</b>	<b>\$ 92,110.00</b>	
Physical Public Improvements		
Total Physical Improvements	\$ 20,000.00	
Economic Development		
Total Economic Development	\$ 15,000.00	
Safety		
Total Safety	\$ 2,724.00	
Other Costs		
Legal	\$ 7,000.00	Rick Kron
Admin	\$ 10,000.00	NEWSSED CDC
Insurance	\$ 2,546.00	Colorado Insurance Pool
Assessment contractor cost	\$ 3,620.00	Lynda Seele
<b>Total Other Costs</b>	<b>\$ 23,166.00</b>	
<b>ACTUAL TOTAL EXPENSE</b>	<b>\$ 153,000.00</b>	
<b>NET/LOSS</b>	<b>\$ -</b>	