

**Pleasant View Metropolitan District**  
**Minutes of the Regular Board of Directors Meeting**  
**November 21, 2017**

**President:** Adrian Waller called the meeting to order on November 21, 2017, at 6:09 p.m.

**Roll Call:**

**Present:** Adrian Waller, H.D. McDonald, Devin Keen, Elmer W. Dudden and Tiffany Smith.

**Also Present:** Tammy Waller, Chris Malmgren, Bart Miller and Julia Mullis and Karey Baker.

**Pledge of Allegiance**

**Approval of Agenda:**

Devin Keen made a motion to accept the agenda for November 21, 2017. Tiffany Smith seconded the motion and it was unanimously approved.

**Budget Hearing:**

**1. 2018 Budget Hearing**

The Board reviewed the proposed budget for 2018.

- **Payroll & Benefits:** Includes three new full-time Firefighters/Engineers, 3% salary increase for current employees and a new parks person.
- **Healthcare Costs:** The Board requested that Tammy Waller give an overview of the three healthcare plans at the meeting in December. Plans will not be able to be changed until the 2019 benefit election time.
- **Professional Services Fees:** The increase in 2017 is for legal expenses that will not be reflected in the 2018 budget.
- **Fire Operations Expense:** Personal Protective Equipment is increased for 2018 for bunker gear for new firefighters.
- **Target Solutions:** Program is no longer used, instead they use Jeffcom which is the dispatch service. This budget was changed from \$43,000 to \$33,000.
- **Park Building Repairs & Maintenance:** Changed from \$10,000 to \$8,000.

- Park and Infrastructure Improvements: Camp George West and Wolf Park improvements. \$100,000 more for this budget.
- There is money in a Gun Club Account \$8,155, for an incident that happened 10 years ago. That money could be used to cover other expenses.

Public Comments: No public in attendance, no public comments.

## 2. Amend 2017 Budget Discussion

The Board discussed the Amended Budget for 2017.

- Revenue: There is \$195,974.49, in insurance claims that hasn't been used and shows as an increase in revenue, but really isn't an increase in Revenue.
- Vacation and Sick Payout: Shows \$249,000, for 2017, but should be \$24,000. Julia will make the correction in the Budget.
- Money will need to be taken from Reserve for parking lots, bleachers, landscaping at Camp George West, but they are projects that have been on the table for years. They have finally been completed. There will be a Resolution to Amend the 2017 Budget at the December meeting.

Public Comments: No public in attendance, no public comments.

President Waller closed the Budget Hearing for the 2018 Budget and the 2017 Amended Budget Discussion.

### Approval of Minutes:

Devin Keen requested that the minutes be changed to reflect the correct spelling of Geri Lewis. With that change made a motion was made by Devin Keen to approve the October 17, 2017, meeting minutes. Tiffany Smith seconded the motion and it was unanimously approved.

Correspondence: None.

### Reports:

#### A. Treasures Report:

Financial Secretary Devin Keen read the submitted Treasurer's Report as printed. Elmer W. Dudden made a motion to approve the balance as printed in the amount of \$1,675,461.92. Devin Keen seconded the motion was unanimously approved.

**B. Bills Paid:**

Devin Keen made a motion to accept the Bills Paid as of October 1 - 31, 2017, in the amount of \$92,833.16. Tiffany Smith seconded and the motion was unanimously approved.

**C. Bills to be Paid:**

Devin Keen made a motion to accept the Bills to be Paid in the amount of \$554.10. H.D. McDonald seconded the motion and it was unanimously approved.

**D. Bank & CC Reconciliations: The Board had no questions.**

**E. Fire Department:**

**1. New Motorola Portable Radios**

The Fire Department portable radios are 9 - 10 years old and the manufacture doesn't make replacement parts or support upgrades. The quote for new radios is \$36,084.58. Chief Malmgren would like to reallocate money from the 2017 communication budget to purchase the radios. Only \$2,808.95 of the \$40,024.00, communication budget was used this year. H.D. McDonald made a motion to approve the reallocation of funds for the Motorola Portable radios. Tiffany Smith seconded the motion and it was unanimously approved.

**2. Chief Vehicle Replacement**

Chief Malmgren is working on price quotes for a 2018 Explorer that includes all the emergency equipment. The cost of the vehicle \$34,930, is determined by the Government State bid process. He would like to place the order for the vehicle because it takes 90 -120 days to get it. Devin Keen made a motion for Chief Malmgren place an order for the 2018 Ford Explorer to be delivered in 2018. H.D. McDonald seconded the motion and it was unanimously approved. Chief's current vehicle will be sold once the new vehicle is received.

**3. 2018 Budget for Three Full-Time Firefighters/ Engineers**

Chief Malmgren asked the Board if he could start the hiring process in December if the Board approves the 2018 Budget at the December 12, 2017 meeting. He would like to have the engineers hired by January 1, 2018.

**4. October 2017 Stats**

The Department responded to 66 calls. Logs were attached for Board review.

F. Parks/Recreation/Facilities:

Camp George West and Building 48

- Dead trees have been removed along walking path
- Insight Engineering will complete Phase I
- Sign from the Historical Society has been installed

Wolf Park

- Dead trees have been removed

Orchard Park

- Apex put in concrete pad around bench

Westblade Park

- Urban Drainage completed the new sidewalk, seeded the area where the old sidewalk was and put in a wood fence along Lena Gulch.
- A new motor has been ordered for the fountain. The vendor stated that the fountain should not be in the water during the winter, so the new fountain will be installed in the spring and then removed for the winter.
- A female driver that drove into the park through the dealership caused fence damaged to both the southwestern and southeastern portions of the park. Elmer W. Dudden made a motion to have the fence repaired. Devin Keen seconded the motion and it was unanimously approved.

G. Building Committee:

- Parking lot is finished
- Office chairs were purchased
- Looking at the possibility of a new board table in 2018
- Railing for the stairs have been installed

H. Personnel: the Board had no questions

I. Work Log: The Board had no questions

New Business:

1. **Motorola Portable Radios**  
This item was discussed during the Fire Department Report. Radios will be purchased with reallocated monies from the 2017 communication budget.
2. **LexiPol**  
This company puts together policies and manuals for fire departments, but not parks. They keep these policies updated and there is a yearly fee, but there is nothing budgeted in 2018. The Board suggested that it be looked at for the 2019 budget.
3. **Vehicle Purchase**  
Was discussed during the Fire Department Report.

Old Business:

1. **Review and Approve New Policies**  
With the understanding the Policies & Procedures are a work in process, Devin Keen made a motion to approve the New Policies and Procedures for Building 48. Tiffany Smith seconded the motion and it was unanimously approved.
2. **Opening of Building 48**  
Tammy Waller stated that she talked to staff at Prospect Recreation & Park District. They hire a local person to open and close the building, including a clean walk though. They receive \$32.50 for one event. Tammy stated that she doesn't mind opening and closing the building until they find someone. The Board agreed that Tammy would get comp time for these events. President Waller abstained from the decision.
3. **Snow Plowing Bids**  
Metscape and The Grounds Guys were the only bids received for snow plowing. H.D. McDonald made a motion for The Grounds Guys to plow the Pleasant View Metropolitan District and Hatzis Hall parking lots. Sean will plow the Park properties as needed. Devin Keen seconded the motion and it was unanimously approved.
4. **Bear Brothers Roofing**  
The contract with Bear Brothers Roofing for Building 48 has been terminated due to the continued problems between them and the insurance company. The bidding process has begun and the information will be presented at the December 12, 2017 meeting.

5. Axtell Property

Tammy Waller stated that she didn't pursue the grant opportunity with Jeffco Open Space. There were only ten days to complete and submit the application and too much information was required. The Board requested that the District continue to pursue the possibility of incorporating the property into Westblade Park and to possibly submit a grant application with Open Space in 2018 for the 2019 grant cycle.

Public Comments: None

Adjournment: H.D. McDonald made a motion to adjourn at 8:20 p.m., Devin Keen seconded the motion and it was unanimously approved.

Respectfully submitted by:  
Karey Baker



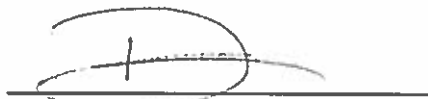
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Adrian Waller, President



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H.D. McDonald, Vice President



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Devin Keen, Secretary/Treasurer



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Tiffany Smith, Director



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Elmer W. Dudden, Director