**­­­­**

**Briargate Special Improvement Maintenance District Advisory Board**

**Meeting Minutes**

Library 21C Meeting Rm. B2

1175 Chapel Hills Dr.  
February 20, 2019

1:00 PM

­­­­­

**Board members present**: Thomas Hayden/ David Litzleman/Kathleen Tillman

**Absent:** Naomi Boswell/Richard Dubose

**Guests:** Fred Dudek

**Staff members present:** Eric Becker/Desirée Bridgman

1. **Call to Order:** Meeting called to order at 1:05 p.m.
2. **Approval of October Minutes:**
3. Motioned: Kathleen Tillman
4. 2nd: David Litzleman
5. Passed: Unanimously
6. **Old Business:**
7. Woodmen Median Landscape Project:
8. Eric provided an update on Phase II of the Woodmen Median Project. General funds were received to do this project, and it will be an in-house project. Phase II will begin 6/3/19, and it should be completed by 6/14/19. Native plants and grass, along with irrigation will be placed in the medians.
9. Dead Tree Removal:
10. City Forestry will be responsible for the median trees and the right-of-way trees, and all other trees would be under the responsibility of the SIMD. There are trees between Union and Rangewood that need to be assessed to determine if removal is needed. Thomas asked if the removed trees would be replaced, in which Eric stated the trees would be replaced if there was a budget allocated to do so. Currently, there is no budgetary fund for tree replacements. Eric discussed there is a process in place through the City of Colorado Springs Risk Management Department to process an insurance claim if trees are damaged by a vehicle. City Forestry will determine the value of the tree. Kathleen suggested that during the SIMD tour, areas for tree replacement can be identified and/or notated during the tour. There is a possibility of implementing a budgetary line item for tree replacement for 2020, either from SIMD or from the Reserves Fund. The Board will have to identify whether tree planting/replacement should be a priority item and to determine where the funding should come from. Eric can review the tax assessment in June to determine next year’s revenue to be applied for the 2020 Briargate SIMD budget.
11. Briargate Neighborhood Planning Group:
12. Eric stated the group is looking at possible solutions for the Briargate SIMD funding challenges, the structure and ordinances applicable to the SIMD, and the boundaries of the Briargate SIMD. The idea for the group is to educate the residents on the role the Briargate SIMD serves within the community. Thomas asked for a broader explanation on the role and/or responsibility for the Briargate SIMD board members. Eric discussed the opportunity for attending the planning team meetings scheduled the 2nd Friday of every month; Eric encouraged the board members to attend these meetings.
13. **District Update:**
14. 2019 Period 4 Budget Report:
15. Eric presented the period 4 budget report. Irrigation expenses are on the horizon, which $350K has been budgeted for irrigation projects. Kathleen asked if the SIMD Division is fully staffed; Eric indicated the Division is understaffed; looking at the 2020 budget to possibly hire a full-time employee for the Briargate SIMD. Eric discussed the breakdown of salaries between the different SIMD jurisdictions. Excess funds from the budget will be moved to the Reserve Fund, or it can be used for other projects at the end of the year. In June, the Reserve Fund will be listed on the budget report.
16. 2019 Budget and Fund Balance:
17. Eric discussed the 2019 budget Reserve Fund, which currently stands at $270,505. Approximately $28K was reallocated to this year’s budget for the purchase a new mower and a few other items, such as herbicide applications. Eric will provide suggestions and accept suggestions for projects to be completed through the Reserve Fund.
18. 2019 Maintenance Focus Areas
19. Eric discussed repairs being done as a result of contractors damaging irrigation systems, in addition to other structures. Eric indicated contractors will be held accountable for damages done on City property. Eric discussed the Tier I locate system, in which contractors will need to have locate requests performed, before contractors can begin work.
20. Eric stated the flower beds will soon have annuals and perennials planted.
21. Mowing operations will be performed by seasonal-staff.
22. Weed control application for hardscaped areas, in which a pre-emergent application has been done; post-emergent applications will follow, given the availability of time and resources.
23. Two larger expenses include irrigation costs and the cost for a backflow replacement at Meadowridge.
24. **Other Business:**
25. Citizen Fence Request:
26. Eric discussed a citizen request to the replacement of a fence in the Tall Trees Community. It was determined that the area of fence in question would not be the responsibility of the Briargate SIMD to repair and/or replace.
27. District Tour Date:
28. The Briargate SIMD tour will take place on Wed., 6/19/19, between

9:00 AM – 11:00AM.

1. **Adjournment:** Meeting adjourned at 2:39 PM
2. **Next Meeting:** TBD