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**Briargate Special Improvement Maintenance District Advisory Board**

**Meeting Minutes**

Library 21C Meeting Rm. B2

1175 Chapel Hills Dr.  
November 20, 2019

1:00 PM

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**Board members present**: Naomi Boswell/Fred Dudek/Thomas Hayden/ David Litzleman/

Kathleen Tillman

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

1. **Call to Order:** Meeting called to order at 1:00 PM
2. **Introductions:** Fred Dudek was introduced as a new board member.
3. **Approval of Sept. Minutes:**
4. Motioned: Naomi Boswell
5. 2nd: Thomas Hayden
6. Passed: Unanimously
7. **Old Business**
8. Briargate Planning Team Update:
9. Community Meetings
10. Eric provided an update on the recent Town Hall meetings. There has been an overall good attendance at the meetings, in addition to a showing mostly positive support for the creation of a new district. The next Briargate Planning Team meeting will be Tuesday, 12/3/19, at the PPLD 21C.
11. Thomas asked about the possibility for City Council Member David Geislinger do a media piece to promote the initiative to create of a new district and to garner resident and/or property owner participation for the voting process.
12. Retaining Outside Legal Counsel
13. Eric handed out a copy of the RFP drafted by the City Attorney’s Office for the purpose of seeking outside legal counsel. Eric requested feedback on the RFP to be sent to him directly by 11/22/19. Eric would like this RFP posted by the end of November. More discussion to follow on this item.
14. Potential Election Expenses
15. For the 2020 budget, $150K has been allocated for the legal fees and election costs. The estimated cost for this ballot initiative could range from $25-$50K, with approximately 10K ballots being issued to the Briargate SIMD residences.
16. Timeline for November Ballot
17. Eric presented a timeline for the ballot process.
18. **District Update:**
19. Winter Work
20. Eric indicated there are 3 full-time technicians, with a new full-time position being created for the Briargate SIMD.
21. Snow removal is the priority for daily operations, with tree maintenance and clean-up. Irrigation repair work is also taking place during the winter months.
22. 2019 Period 10 Budget Report
23. Postage for the SIMD postcards is accounted for in this period. Lawn maintenance service is a new line item for the Briargate SIMD budget. More funds have been placed into this budget for 2020. The water budget for 2019 has been exhausted. Kathleen asked if the Briargate SIMD operations will be under budget for year-end costs. Any monies left in the current budgeted year will be placed into the Reserve Fund for the next year. The Miscellaneous Services line item in the 2020 Budget holds the funds for the legal fees and election costs. A discussion was had on 2020 water rate increases. Kathleen asked about the increase in pest control costs. Eric indicated the services were rendered for the removal of gophers for the work completed along the Research medians.
24. 2020 Budget and Fund Balance
25. A discussion was had about the 2020 budget and reserve fund balance. Eric discussed the Reserve Fund and Drawn-on-Fund balance, with a strong Reserve Fund being in place for 2020.
26. 2020 Budget Focus Areas
27. Eric presented a list of focus areas for 2020 budget. Some of the items listed in the focus area are from the discussion Eric had with the SIMD staff members, regarding items they need or could use to allow them to improve daily performance within the community. The items included a mower, a locator, and a year-round seasonal worker, along with additional native mowing services.
28. Other items Eric included in the 2020 focus areas include native conversions, along with the completion of the Woodmen Phase III median project.
29. Fred asked about salary expenses and reimbursements, in which 2019 has a positive fund, while there appears to be a negative fund for 2020; Eric will research this item.
30. **New Business:**
31. Naomi asked about the recognition for former Board Chair Richard Dubose. Eric will look into this item.
32. Naomi asked about the crosswalk that could be placed at Meadowridge and Rangewood. Eric will provide the Board members with a contact name and phone number for City Engineering.
33. **Other Business:**
34. None reported.
35. **Adjournment:** Meeting adjourned at 2:18 PM
36. **Next Meeting:** February 13, 2020, at 1:00PM