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**Briargate Special Improvement Maintenance District Advisory Board**

**Meeting Minutes**

Library 21C Meeting Rm. B2

1175 Chapel Hills Dr.
September 12, 2019

1:00 PM

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

**Absent:** Kathleen Tillman

**Guest:** John Stoffey

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

1. **Call to Order:** Meeting called to order at 1:03 p.m.
2. **Approval of Aug Minutes:**
3. Naomi indicated a correction is needed for item 7 (ii.); the spelling of Naomi’s name will be corrected.
4. Motioned: Thomas Hayden
5. 2nd: Naomi Boswell
6. Passed: Unanimously
7. **Old Business**
8. Briargate Planning Team Update:
9. Community Meetings
10. Eric discussed the printing and postage costs associated with the distribution of the postcards to the Briargate SIMD residents. There was a good attendance at the recent Town Hall meeting, with a good sense of support for the creation of a new district. The next Planning meeting will be on Friday, 9/13/19, with the next Town Hall meeting will be on Monday, 9/16/19.
11. Retaining Outside Legal Counsel
12. Options for outside legal counsel are being researched, in addition to which party will be responsible for the legal expense. Marc Smith, City Attorney, is currently writing a request for proposal (RFP) to obtain cost estimates for outside legal counsel. The RPF should be completed within a week, and it will then be sent to Eric for review; David would like the Board to review the RFP. A total of $50K has been placed in the budget to potentially cover this cost.
13. Potential Election Expenses
14. If the progression of the redistricting process maintains as it is currently going, Eric has been in contact with the City Clerk, who has reached out the EPC County Elections to try and obtain a cost to have this item listed on the Nov. 2020 ballot. While Eric is still waiting for an estimated cost, $100K from the Reserve Fund has been designated for the 2020 budget to potentially cover this expense. Eric stated there are still many questions to be answered regarding this process and more information will follow.
15. Woodmen Median Landscape Project Phase II Completed:
16. This phase of the project has been completed. A complimentary email was received by a citizen who observed the project. Eric discussed the landscaping that was part of the project. Phase III of the project is scheduled to be completed by July 2020, in which the General Funds will be used to cover the expenses. Four native conversions have been completed in the Briargate SIMD district this year.
17. A discussion was had regarding the reporting of different irrigation issues or citizen concerns, using the new GoCOS! phone app.
18. **District Update:**
19. 2019 Period 8 Budget Report:
20. Eric asked if there were any questions about current expenses and prior expenses for the year. Thomas asked about the increase in costs for gopher control. Eric stated new gopher colonies were discovered within the medians completed in the Woodmen Median Project. Eric discussed different utility expenses, which may not be reflected in the current budget report. A discussion was had about the remaining budget balances for the current budget.
21. 2020 Budget and Fund Balance
22. A discussion was had on the budget preparation and the roll-over of the Reserve Fund. Eric discussed the remaining budget balances for the current budget. There will be a projected 12.5% budget increase for 2020.
23. 2020 Budget Focus Areas
24. Eric presented a list of various budget items for consideration for the 2020 budget. Eric stated he had a meeting with his staff members regarding items they need or could use to allow them to improve daily performance within the community.
25. A discussion was had about the responsibility and maintenance of trees within the SIMD and the assistance the City Forestry Department can provide. City Forestry is still assisting with the tree debris removal from this past spring’s snow storm.
26. **New Business:**
27. Thomas suggested reserving funds each year to put forth xeriscaping projects.
28. Naomi suggested adding an agenda item to create a list of topics and/or ideas for varying projects.
29. **Other Business:**
30. None reported.
31. **Adjournment:** Meeting adjourned at 2:30 PM
32. **Next Meeting**
33. TBD