

**COLFAX BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES**

**DATE:** January 13, 2015  
**TIME:** 10:00 a.m.  
**PLACE:** 1635 East Colfax Avenue (UMB Bank)  
Denver, Colorado 80218

Directors Present:

Jimmy Balafas  
Anthony Loeffler  
Ron Vaughn  
Vicky Hales

Others Present:

Chuck Reid & Sandy Brandenburger; CliftonLarsonAllen LLP (CLA)  
Dawn Schilling; Schilling & Co, Inc.  
Jack Curtin; Consolidated Services Group  
Anna Jones; City Council Candidate  
Johanna Glaviano & Reynaldo Mireies; SAGE of the Rockies  
Hilleary Waters; Life on Capitol Hill

1. Call to Order, Declaration of Quorum, Certification of Agenda:  
At 10:01 a.m. Director Balafas called the meeting to order and a quorum was declared present. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the agenda was approved as submitted.
2. Consent Agenda  
Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon vote, unanimously carried, the Board approved the Consent Agenda, which included the following items:
  - A. Minutes from December 9, 2014 Regular Board Meeting
  - B. Preferred Maintenance Report
  - C. Thai Monkey Club Letter of Support, Hotel & Restaurant Liquor License Application
3. Financial Items
  - A. November 31, 2014 Financial Statements and Cash Position  
  
Ms. Schilling reviewed the November 2014 Financial Statements and Cash Position with the Board. Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the November 31, 2014 Financial Statements and Cash Position.
  - B. Review and Consider Approval of the January 2015 Claims Totaling \$33,172.50 and EFT Payments to Century Link and Xcel Energy

January 13, 2015

Ms. Schilling distributed the revised claims to the Board. The January 2015 Front Range invoice was discussed, and the Board decided the invoice will be paid in arrears at the next meeting. Following discussion, upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the January 2015 claims and EFT payments.

C. January 2015 UCCF Claims Totaling \$500.00 Represented by Check Number 2190

Upon a motion duly made by Director Loeffler, seconded by Director Hales, and upon a vote, unanimously carried, the Board approved the January 2015 UCCF claim totaling \$500.00 represented by check number 2190.

4. Guest Introductions & Scheduled Public Presentations

A. Introductions of all present were made.

B. Johanna Glaviano, SAGE of the Rockies, The GLBT Community Center of Colorado

Director Balafas introduced Johanna Glaviano and Reynaldo Mireies with The GLBT Community Center of Colorado. Ms. Glaviano distributed literature and she and Mr. Mireies gave a brief description of the Center. Ms. Glaviano stated that the Center receives approximately 40,000 visitors annually, and noted that she works with SAGE of the Rockies, who provide advocates for GLBT seniors. She indicated they are working to expand a Capital Hill comeback which is focused on "Aging in Place" services. The program implementation steps she discussed include:

1. Needs assessment
2. Building partnerships
3. Improve programs

Ms. Glaviano discussed the 2015 Gay Pride event and parade which is scheduled for June 21<sup>st</sup> & 22<sup>nd</sup>, and indicated they would like to work with CBID on this event.

C. Ms. Anna Jones, candidate for City Council, introduced herself to the Board. She currently works for Progressive Urban Management Association (PUMA) that helped CBID do strategic planning back in the mid 2000's, and wants to see Colfax thrive.

D. Ms. Hilleary Waters was introduced. Director Balafas explained that Ms. Waters will be providing interim administrative functions and "office presence" in exchange for use of the CBID offices. Ms. Waters requested approval to update the CBID website and wants to begin updating the contract/members list. The Board approved for her to do so, and requested a proposal from Ms. Waters to update the CBID map. Ideas for a 2015 map update were discussed.

Ms. Waters stated she has received a request from someone to purchase banners, and asked the Board if they would like to sell their banners. Discussion ensued, and the idea of creating posters for distribution was discussed. No action was taken on this request.

5. 2015 Goals, Updates, Discussion & Possible Action Items

A. Safety

1. Safety Manager Position Update

The Board requested the resumes be forwarded to Director Hales and Pachorek for review. The next steps will be determined by the number of applications and skill sets.

2. Other

None.

B. Place Making

1. Façade Improvement – Directors Balafas and O’Connell

No action was taken and discussion will be brought back at a future meeting.

2. Other

None.

C. Streetscapes

1. Consolidated Services Group (CSG) Report – Director Vaughn

The 2015 contract is still being finalized by Directors Vaughn and Loeffler. Roles, tasks and responsibilities will be added to the Operations Matrix which is being developed, and which will show all CBID duties and responsible parties.

Mr. Curtin discussed how restrictive indoor smoking laws and the expansion of outside seating, have led to CBID assuming responsibility for private business’ cleaning responsibilities. Options for how to address this issue were discussed. Mr. Curtin will bring a sample letter to the next CBID Board meeting, along with a list of suggested properties that could be contacted about this issue.

D. Banner Program

The Board discussed administration of the banners program, and asked Mr. Reid for a proposal to complete a banner policy. Discussion ensued regarding the Valentine Hearts’ banners, and whether it was feasible to proceed with this program in 2015. No decisions were made on this matter.

6. Other

A. Transition Plan – Director Balafas

Director Balafas provided an update on the transition, and a draft operational matrix was provided. The needs for the Administrative and Safety roles were discussed, and whether or not the tasks can be done by one or two people. It was noted that the posted job description was a blending of the two roles. After discussion, the consensus was to wait and see what applications come in and what the skills include. The Board asked that Directors Hales and Pachorek acknowledge receipt of the applications.

B. Contract for District Manager – Director Balafas

This item was postponed until the next meeting. CBID and CliftonLarsonAllen are currently negotiating monthly fees, based on work done.

CBID

January 13, 2015

C. Office Space Update – Director Balafas

Director Balafas stated Director Pachorek is exploring other office locations that offer street visibility. More information will be provided when Director Pachorek is present.

D. BASECAMP Policy – Mr. Reid

The Board will continue to utilize BASECAMP, and this will be disclosed on the CBID Website with an opportunity for anyone to access the BASECAMP tool by request.

E. Draft Annual Calendar

Mr. Reid distributed and reviewed with the Board. He was asked to have this item added each month to the monthly agendas.

F. Crowd Funding

This item was postponed until the next meeting.

G. Valentine Banners

Previously discussed.

H. Salazar Post Employment Contract

Upon a motion duly made by Director Loeffler, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board authorized Director Balafas to execute a post-employment contract with Ms. Salazar for work she provides to CBID.

7. Other Public Comments

Ms. Schilling was requested to review the Root 40 Website contract with GoDaddy. She also asked if vendors could send electronic invoices by mail to her email address or whether they should mail them to her Schilling address. The Board determined that CBID's address still be used, and to keep the original Post Office box for now. Ms. Schilling is to reach out to the vendors and ask for electronic invoices to be sent to her as a preference.

8. Adjournment

Upon a motion duly made by Director Balafas, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:03 p.m.

Respectfully Submitted,

  
Secretary of the Meeting