



**COLFAX BUSINESS IMPROVEMENT DISTRICT
AND UPPER COLFAX COMMUNITY FOUNDATION**

March 8, 2016 Special Board Meeting Minutes

10:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

	<p>Directors Present: Jimmy Balafas, Sean O’Connell, Crystal Sharp, Vicky Hales, Ron Vaughn, Gardiner Hammond and Julia Grother</p>
	<p>Others Present: Denise Denslow; CliftonLarsonAllen LLP Frank Locantore; CBID Community Director Sara Randall; CBID Public Information Coordinator Jack Curtin; Front Range Services Dawn Schilling; Schilling and Company Lacy Bell; RTD Tim Baldwin & Ryan Billings; Bus Rapid Transit Curt Upton; Community Planning & Development of Main Street Design Mackenzie Victory –Oatman</p>
	<p>Call to Order; Declaration of Quorum; Certification of Agenda Director Balafas called the meeting to order at 10:04 a.m. Upon a motion duly made by Director Sharp, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Agenda.</p>
	<p>Consent Agenda Intended Outcome: A. Minutes from February 9, 2016 Regular Board Meeting and January 14, 2016 Special Meeting Session (enclosed) – <u>VOTE</u> B. February 2016 Maintenance Report, Front Range Services (enclosed) – <u>VOTE</u> It was noted that a correction was made to the Minutes to clarify that Director Balafas will not be leaving the Board after 2016, but rather will be stepping down from the role as President. Upon a motion duly made by Director O’Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved items of the Consent Agenda.</p>

Financial Items:

Intended Outcomes: VOTE to Approve the Financials

- A. CBID December 2015 and January 2016 Financial Statements and Cash Position Report (enclosed)

Ms. Schilling reviewed with the Board noting that the December financials were included in the packet. She directed the Board to page 15 of the packet to compare the budget to actuals. The budgeted revenue was less than budgeted, but that was due to the fact that the grant for lights was not applied for last year. Expenditures were less than budgeted, allowing for an ending fund balance of \$358,870. Ms. Schilling then reviewed the January financials. Upon a motion duly made by Director Sharp, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board accepted the December 2015 and January 2016 financial statements and cash position. Director Hales was requested to bring the interest rates for the UMB accounts back to the Board.

- B. CBID February 2016 Claims totaling \$25,349.01 and EFT payments to CenturyLink and Xcel Energy (enclosed)

Ms. Schilling noted that a check will be added for \$87.85 to Sara Randall for reimbursement of expenses. Director O'Connell inquired as to the status of the lease. Mr. Locantore indicated that it is still status quo, but that Alta Court is showing the space. The lease is still place for two years until it is sub-leased. Upon a motion duly made by Director O'Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board approved the February 2016 claims.

- C. Summary of Credit Accounts

Ms. Schilling stated that there are some instances where Mr. Locantore and Ms. Randall are using personal credit cards for business purposes from time to time. The summary in the packet outlined some options for business accounts/credit cards. Discussion ensued. Upon a motion duly made by Director O'Connell, seconded by Director Sharp, and upon a vote, unanimously carried, the Board directed the District to apply for accounts at Office Depot and FedEx, and to raise the limit on the debit card to \$500 and to add Ms. Randall as a user on the card.

- D. Establish Office Depot account:

Discussed preciously under Summary of Credit Accounts.

- E. Approval of Insurance Reinstatement Letter - \$300

After discussion, the Board declined to approve this reinstatement letter. The check for this will be voided.

Community Director Report

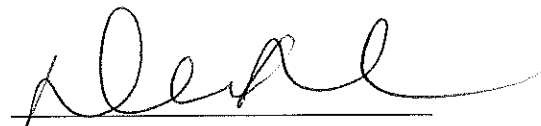
Intended Outcome: Progress update & Board feedback

- A. Streetscape Design proposal update

	<p>The Board discussed and determined that the rating should be focused on a strong design component, versus outreach and financing. Mr. Locantore will revise the schedule of values.</p> <ul style="list-style-type: none"> B. Safety Proposals Update C. Communications Plan Update <p>Mr. Locantore asked the Board to consider membership to INC. Upon a motion duly made by Director Grother, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved membership to INC.</p> <p>As a follow up from last month's meeting, Mr. Locantore recommended donations to the police to purchase bicycles (\$1,000), firefighters (\$500), and use the money from the hearts on Colfax to the annual DPD6 Kids Halloween Party (last year was nearly \$1,000). Discussion ensued. The Board's consensus was to proceed with the hearts and defer the other two items, pending additional information.</p>
	<p>TOPIC 1: Colfax Street Context Briefings Intended Outcome: Understand some of the dynamics at play relevant to our streetscape and transportation along Colfax</p> <ul style="list-style-type: none"> A. Community Planning and Development on Main Street Design- Curt Upton, Community Planning and Development, City of Denver <p>Mr. Upton presented the vision, from a planner's perspective on what a main street like Colfax is. He stated that it is meant to be more than a transportation corridor, but also a destination. Mr. Upton presented the survey data gathered by ULI as well as some information about the "main street code." Mr. Upton provided many examples of this code at work already on Colfax, as well as some images from the city of Phoenix.</p> <ul style="list-style-type: none"> B. Public Works on the Bus Rapid Transit <p>Ryan Billings and Tim Baldwin presented the Colfax corridor Connections to the Board. The key challenge is to add capacity to Colfax without tearing down buildings. Mr. Baldwin indicated that numerous options were considered, but that it was pared down to three options, bus rapid transit, modern streetcar, and enhanced bus. The BRT has a lower cost than the streetcar, and has high ridership, as well as strong economic benefit. The recommendation was to implement bus rapid transit during peak times, and replaces the 15L. There would be exclusive lanes during peak times, and 5 minute intervals. The modifications to the stops only will result in a 13 spot loss, end to end. Costs estimated to be \$125,000,000 - \$135,000,000 in capital, \$21,000,000 in operating costs. This will increase ridership by 23,000 riders, and 10 minute travel time savings, one direction for the full route.</p> <ul style="list-style-type: none"> C. RTD on the New 15L Bus Shelters <p>Lacy Bell made a brief presentation on the 15L bus shelters. RTD has applied for grants and received approximately \$11,000,000 in funding over the next several years for improvements to the stops. This will include security cameras, enhanced lighting, transit</p>

	<p>signal priority, and canopies that can be rolled into the BRT project. Ms. Bell showed the Board the visual preference survey that they performed, noting that transparency and open shelters received preference by the public. A charrette was held to engage stakeholders, and the outcome was that the character of the structure was less important than other items, such as seating. Ms. Bell showed a visual of what the structures will likely look like.</p>
	<p>Officer Elections Intended Outcome: Oaths of Office</p> <p>Oaths of Office were administered to Directors Balafas, O'Connell, Grother and Hammond.</p>
	<p>Other Items, Announcements None.</p>
	<p>Adjourn There being no other business before the Board, upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board adjourned the meeting at 12:33 p.m.</p>

Respectfully Submitted,



Secretary of the Meeting