

# COLFAX AVE

## COLFAX BUSINESS IMPROVEMENT DISTRICT AND UPPER COLFAX COMMUNITY FOUNDATION

December 12, 2017 Regular Board Meeting Minutes

9:00 a.m.

UMB Bank, 1635 E. Colfax Avenue

Denver, CO 80218

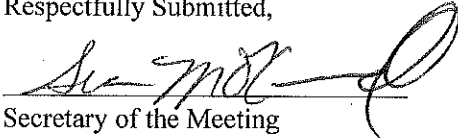
	<p><b>Directors Present:</b> Sean O’Connell, Ron Vaughn, Vicky Hales, Jimmy Balafas, and Andy Baldyga</p>
	<p><b>Others Present:</b> Patrick Shannon &amp; Anna Jones; CliftonLarsonAllen LLP Frank Locantore; CBID Director Michelle Valeri ;CBID Public Information Coordinator Jack Curtin; Front Range Services Jimmy Callahan; Prohibition Kathy Bettis; Kentro</p>
	<p><b>Call to Order; Declaration of Quorum; Certification of Agenda</b> The meeting was called to order at 9:11 a.m. by Director O’Connell and the absences of Directors Grother and Hammond were excused. Upon a motion duly made by Director Vaughn, seconded by Director O’Connell, and upon a vote, unanimously carried, the Board approved the Agenda as amended to add Topic 5: Review and Consider Approval of Frank and Michelle’s Contracts.</p>
	<p><b>Consent Agenda</b></p> <p>A. Minutes from November 14, 2017 Regular, November 28, 2017 Special and December 1, 2017 Special Board Meetings</p> <p>Mr. Locantore explained a revision to the Minutes should reflect that the staff report name is Jonny Barber. Topic 2, A – C should reflect as: to participate in CDP neighborhood planning exercise. Change the word Directory to Director, and for 11/28 excuse the absence of Directors Grother and Hammond.</p> <p>Upon a motion duly made by Director Vaughn, seconded by Hales, and upon a vote, unanimously carried, the Board approved the minutes as amended with the abovementioned revisions.</p> <p>Mr. Locantore also explained the process of adding new Board members, noting that they are in the process with the City.</p>

	<p>B. October 2017 Maintenance Report, Front Range Services</p> <p>Upon a motion duly made by Director Vaughn, seconded by Director Hales and upon a vote, unanimously carried, the Board accepted the November 2017 Maintenance Report.</p>
	<p><b>Financial Items:</b> Intended Outcomes: <u>VOTE</u> to approve the financials</p> <p>A. CBID October 31, 2017 Financial Statements and Cash Position Report</p> <p>Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the October 31, 2017 Financial Statements and Cash Position Report</p> <p>B. CBID Current Claims Totaling \$52,387.99 and EFT Payments to CenturyLink and Xcel</p> <p>Upon a motion duly made by Director Hales, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the current total claims amount of \$52,387.99 and EFT payments to Century Link and Xcel.</p> <p>C. Debit Card Transactions \$1,281.38</p> <p>Upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved the Debit Card transactions totaling \$1,281.38.</p>
	<p><b>Staff Report</b></p> <p>Intended Outcomes: Progress update &amp; Board feedback</p> <p>A. <u>VOTE</u>: Dues Renewal: CHUN and INC</p> <p>B. Office Safety</p> <p>C. 2018 Staff Responsibilities and Committee Support</p> <p>D. Rising Tides 2018 Topic Suggestions</p> <p>Mr. Locantore noted the 500 block has been bad over the last couple of months, shooting on Wednesday. He is meeting with block captains and police lieutenant tomorrow to discuss bike patrols</p> <ul style="list-style-type: none"> <li>• Jimmy Callahan recommended moving bus bench</li> <li>• Director Vaughn recommended parking squad car on the block</li> <li>• The Board discussed issues on Pearl/Penn block</li> <li>• The Board discussed signs noting halo cameras</li> </ul>

	<p>Mr. Locantore stated he met with BRT consultants, and articulated Board and business community thoughts. He also met with the Office of Economic Development and discussed strategy to mitigate destruction.</p> <p>Ms. Valeri noted the Ready Willing Working will figure out who will be best partners and met with Boulder Bridge House</p> <ul style="list-style-type: none"> <li>• She discussed the potential of partnering a group such as Boulder Bridge House</li> <li>• Also discussed vision and how to develop a plan for moving forward</li> <li>• Noted to add in Life on Capitol Hill, hoping to put add in quarterly</li> <li>• It was also recommended to print pamphlets explaining CBID</li> </ul> <p>Mr. Locantore recommended renewing membership with CHUN and INC. Upon a motion duly made by Director Vaughn, seconded by Director Baldyga, and upon a vote, unanimously carried, the Board approved renewing memberships.</p>
	<p><b>TOPIC 1: Certifiably Green Denver</b> Intended Outcome: Contemplate/Calculate District Benefits</p> <p>This topic was tabled.</p>
	<p><b>TOPIC 2: Debrief on Finance Meeting</b> Intended Outcome:</p> <ul style="list-style-type: none"> <li>A. Next Steps</li> <li>B. Timeline</li> </ul> <p>Director O’Connell reviewed information presented by Troy from UMB Bank. The Board discussed hiring a consultant, such as a mutual advisor to find best funding. The Board discussed the need to RFP and interview potential candidates. Director Vaughn noted that the Board should hear a presentation on the option to take out bonds. CliftonLarsonAllen LLP will set up a special meeting to discuss bonding. They will also help do the leg work to look at and present potential terms to the Board broadly and discuss projects going forward as well as the financial buckets for which they will be funded. The Board ensued discussion regarding the process going forward regarding loan/bond, design, etc.</p>
	<p><b>TOPIC 3: Bus Rapid Transit Discussion</b> Intended Outcome: Identify Priorities, Concerns, Support</p> <p>Mr. Locantore noted that he met with BRT consultants to understand their timeline. He distributed a draft memo from the BID’s perspective of topics requiring greater attention and discussion in regard to BRT..</p>

	<p><b>TOPIC 4: 2018 Calendar</b>  Intended Outcome: Identify Dates to Note: Events, Budget Due, Financial Plan, Installation, Etc.</p> <p>Mr. Locantore presented a draft calendar for the 2018 year review by the Board.</p>
	<p><b>TOPIC 5: Frank and Michelle's Contracts</b></p> <p>Mr. Locantore asked for the Board to consider hiring himself and Ms. Valeri as employees rather than independent contractors. Ms. Valeri noted that roles will be evolving in the next couple of years. Mr. Locantore recommended that Ms. Valeri's title be changed to Director of Information and Programs.</p> <p>After discussion, upon a motion duly made by Director O'Connell, seconded by Director Vaughn, and upon a vote, unanimously carried, the Board approved Mr. Locantore and Ms. Valeri's contracts for 2018 with 5% increases in pay as well as a \$5,000 bonus for Mr. Locantore and a \$2,000 bonus for Ms. Valeri for 2017.</p>
	<p><b>Other Items: Announcements</b></p> <p>A. Vacation Schedule</p> <p>Not discussed.</p> <p>B. January Board Meeting Challenge with the Second Tuesday – tabled or confirmed?</p> <p>The Board decided to hold the meeting the third Tuesday in January instead of the 2<sup>nd</sup> Tuesday, due to Holiday schedules.</p>
	<p><b>Adjourn</b></p> <p>There being no other business before the Board, upon a motion duly made by Director Hales seconded by Director Vaughn, and upon vote, unanimously carried, the Board adjourned the meeting at 11:00 a.m.</p>

Respectfully Submitted,

  
Secretary of the Meeting