

JEFFERSON CENTER METROPOLITAN DISTRICT NO. 1

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 . 800-741-3254
Fax: 303-987-2032

NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Gregg Bradbury	President/Chairman	2020/May 2020
Jeff L. Nading	Treasurer	2022/May 2022
Charles Church McKay	Assistant Secretary	2020/May 2020
Diana K. Ten Eyck	Assistant Secretary	2020/May 2020
Steve Nading	Assistant Secretary	2022/May 2022
David Solin	Secretary	

DATE January 28, 2020 (Tuesday)

TIME: 9:30 A.M.

PLACE: Special District Management Services, Inc.
141 Union Boulevard, Suite 150
Lakewood, Colorado

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda, confirm location of the meeting and posting of meeting notices and designate 24-hour posting location.

C. Review and approve Minutes from the December 17, 2019 special meeting (enclosure).

II. PUBLIC COMMENT

A. _____

II. CONSENT AGENDA – these items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Ratify approval of Change Order No. 1 to the Contract between the District and Hogan Action Services, for seeding and mulching, in the amount of \$10,450.
 - Ratify approval of Task Order No. 2 to Storm Water Oversight Services (SWAP), for stormwater oversight services, in the amount of \$25,000.
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III. FINANCIAL MATTERS

- A. Review and consider approval of the payment of claims through the period ending January 24, 2020, in the amount of \$773,963.90 (enclosure).
 - B. Review Expense Tracking Report (to be distributed) and consider approval of District Expenditures Verification Report (to be distributed).
 - C. Review forecast of General Fund Revenues and Expenditures (to be distributed).
 - D. Review Non-Eligible Expense Tracking Report (to be distributed at meeting).
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IV. MANAGEMENT MATTERS

- A. Discuss status of Water Allocations and Facilities Fees Collections (to be distributed at meeting).
 - B. Discuss status of FEMA Grant Close-Out.
 - C. Discuss July 2020 Water Purchase.
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V. LEGAL MATTERS

- A. **Post-Closing Agreement and Escrow Instructions (Phase One Improvements) by and among the District, Cimarron Development Company, Sisters of Charity of Leavenworth Health System, Inc., and First American Title Insurance Company (“Phase One Agreement”); and Post-Closing Agreement and Escrow Instructions (Phase Two Improvements) by and among the same parties (“Phase Two Agreement”):**

1. Discuss status of construction under the Phase One Agreement and Phase Two Agreement.
 - a. Consider ratifying approval of District Engineer's Verification of Expenditures for Candelas Medical Phase One Improvements dated December 17, 2019 in the amount of \$228,218.81, and District Engineer's Verification of Expenditures for Candelas Medical Phase Two Improvements dated December 17, 2019 in the amount of \$370,423.73.

 - b. Consider approval or ratification of new Verification(s) of Expenditures under the Phase One Agreement and/or the Phase Two Agreement (to be distributed).

 - c. Consider ratifying approval of Disbursement Request No. 7 under the Phase One Agreement, in the amount of \$228,218.81.

 - d. Consider ratifying approval of Disbursement Request No. 2 under the Phase Two Agreement, in the amount of \$370,423.73.

 - e. Consider ratifying approval of Disbursement Request No. 8 under the Phase One Agreement, in the amount of \$101,561.38.

 - f. Consider ratifying approval of Disbursement Request No. 3 under the Phase Two Agreement, in the amount of \$638,989.15.

 - g. Consider approval or ratification of new Disbursement Request(s) under the Phase One Agreement and/or the Phase Two Agreement (to be distributed).

B. Series 2020 Bond Issuance(s) (the "Bonds"):

1. Discuss status and structure of the proposed Bonds. Authorize any necessary actions required in connection with the Bonds.

2. Discuss status of Request for Proposals process for banks/lenders in connection with the Bonds.
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3. Discuss process and schedule for organization of new districts. Authorize any necessary actions required in connection therewith.
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- C. Discuss status of Agreement to Resolve Reimbursement Obligations between the District and Foothills Community Church (to be distributed).
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- D. Discuss and consider approval of McGeady Becher P.C. District Document Retention Policy (enclosure).
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- E. Discuss status of Supplemental Agreement Regarding Project Administration Pursuant to Paragraph 12.0 of Amended Parkway IGA for the Jefferson Parkway by and among the Jefferson Parkway Public Highway Authority, Jefferson Center Metropolitan District No. 2, and Jefferson Center Metropolitan District No. 1.
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VI. CONSTRUCTION MATTERS

- A. Review Construction Status Report.
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- B. Consider approval of contracts, work orders and change orders.
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- C. Discuss status of water tank construction negotiations at Highway 93 and Candelas Parkway with the City of Arvada.
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1. Discuss Purchase and Sale Agreement between Cimarron Commercial, LLC and Jefferson Center Metropolitan District No. 1 or No. 2 for the purchase of the Tank Site.
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2. Discuss Intergovernmental Agreement for the Purchase of Tank Site among Jefferson Center Metropolitan District Nos. 1 and 2 and the City of Arvada.
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VII. CAPITAL IMPROVEMENTS

A. _____

VIII. OTHER BUSINESS

A. _____

IX. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
FEBRUARY 25, 2020.**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE JEFFERSON CENTER METROPOLITAN DISTRICT NO. 1 HELD DECEMBER 17, 2019

A Special Meeting of the Board of Directors of the Jefferson Center Metropolitan District No. 1 (referred to hereafter as "Board") was convened on Tuesday, the 17th day of December, 2019, at 9:30 A.M., at the offices of the District, 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Gregg Bradbury
Jeff Nading
Charles Church McKay
Diana K. Ten Eyck
Steve Nading

Also In Attendance Were:

David Solin and Judy Leyshon; Special District Management Services, Inc.

Megan Becher, Esq.; McGeady Becher P.C.

Joy Tatton; Simmons & Wheeler, P.C. (via speakerphone for a portion of the meeting)

Wes Back (in Person) and Elesha Carbaugh-Gonzales (via speakerphone); Independent District Engineering Services, LLC

Brandon Dooling; Golden Triangle Construction

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Solin noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Becher noted that all Directors'

RECORD OF PROCEEDINGS

Disclosure Statements had been filed and that no additional conflicts were disclosed at the meeting.

ADMINISTRATIVE MATTERS

Agenda: Mr. Solin distributed for the Board's review and approval a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Ten Eyck, seconded by Director Jeff Nading and, upon vote, unanimously carried, the Agenda was approved, as amended.

Approval of Meeting Location: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, upon motion duly made by Director Ten Eyck, seconded by Director Jeff Nading and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated location. The Board further noted that notice of the time, date and location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries.

Minutes: The Board reviewed the Minutes from the November 26, 2019 regular meeting.

Following discussion, upon motion duly made by Director Steve Nading, seconded by Director Ten Eyck and, upon vote, unanimously carried, the Minutes from the November 26, 2019 regular meeting were approved, as presented.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

The Board considered the following actions:

- Ratify approval of Change Order No. 2 to the Contract between the District and Brightview Landscape for detention pond irrigation, in the amount of \$8,216.
- Ratify approval of Change Order #27 to the Contract between the District and Premier Earthworks & Infrastructure for removal of Lot 1 sidewalk and add ramps, in the amount of \$11,688.86.

RECORD OF PROCEEDINGS

- Ratify approval of Change Order #28 to the Contract between the District and Premier Earthworks & Infrastructure for Candelas Parkway widening depth, in the amount of \$13,863.89.
- Ratify approval of Change Order #29 to the Contract between the District and Premier Earthworks & Infrastructure for Candelas Medical Pavement Design, in the amount of \$89,851.40.
- Ratify approval of Change order No. 1 to the Contract between the District and Hogan Works, for wire fencing at Candelas Medical Phase 2 Grading, in the amount of \$7,400.
- Ratify approval of Task Order No. 13 to the Master Service Agreement for Construction Observation and Materials Testing Services between the District and CTL/Thompson, Inc., for Candelas Medical Phase 2 grading, in the amount of \$31,585.
- Ratify approval of Task Order No. 8 to the Service Agreement for District Oversight Services between the District and Independent District Engineering Services, LLC, for Metro District Oversight Services, in an amount not to exceed \$74,260.
- Ratify approval of Task Order No. 2 to the Master Service Agreement for Design Services between the District and Norris Design, for Master Planning and graphics, in the amount of \$15,000.
- Ratify approval of Task Order No. 1 to the Service Agreement between the District and Peak to Peak, for Forebay Railing, in the amount of \$5,728.
- Ratify approval of Task Order No. 1 to the Service Agreement, between the District and S&S Signage and Striping, to replace signs at Kings North, in the amount of \$400.

Following review, upon motion duly made by Director Jeff Nading, seconded by Director Bradbury and, upon vote, unanimously carried, the Board approved and/or ratified approval of, as appropriate, the above Consent Agenda actions.

FINANCIAL MATTERS

Claims: The Board considered approval of the payment of claims for the period ending December 17, 2019 as follows:

General Fund:	\$ 7,374.04
Debt Service Fund:	\$ -0-
Capital Projects Fund:	\$ <u>675,182.79</u>
Total:	\$ <u>682,556.83</u>

Following discussion, upon motion duly made by Director Steve Nading, seconded by Director Ten Eyck and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending December 17, 2019.

RECORD OF PROCEEDINGS

Expense Tracking Report (ETR): Mr. Solin reviewed the Expense Tracking Report with the Board.

District Expenditures Verification Report prepared by Independent District Engineering Services, LLC (“IDES”): Mr. Back reviewed IDES’ report entitled “District Expenditures Verification for December 2019,” which summarizes IDES’ review and verification of the expenditures of the District for December 2019 related to certain District construction contracts. The Verification Report identified \$542,504.05 of District Eligible Expenses and \$140,052.78 of Non-Eligible Expenses.

Following discussion, upon motion duly made by Director Jeff Nading, seconded by Director Ten Eyck and, upon vote, unanimously carried, the Board determined to accept the District Eligible Expenses in the amount of \$542,504.05.

Forecast of General Fund Revenues and Expenditures: Ms. Tatton reviewed, and the Board discussed, the forecast of General Fund revenues and expenditures.

Non-Eligible Expense Tracking Report (ETR): Ms. Tatton reviewed with the Board the Non-Eligible ETR.

MANAGEMENT MATTERS

Water Allocations and Facilities Fees Collections: Mr. Solin discussed the status of water allocations and facilities fees billing and collection with the Board, and noted that there was no update at this time.

FEMA Grant Close-Out: There was no update at this time.

LEGAL MATTERS

Post-Closing Agreement and Escrow Instructions (Phase One Improvements) by and among the District, Cimarron Development Company, Sisters of Charity of Leavenworth Health System, Inc., and First American Title Insurance Company (“Phase One Agreement”); and Post-Closing Agreement and Escrow Instructions (Phase Two Improvements) by and among the same parties (“Phase Two Agreement”):

Construction under the Phase One Agreement and Phase Two Agreement: Mr. Back discussed with the Board the status of construction under the Phase One Agreement and Phase Two Agreement.

Verification of Expenditures Under the Phase One Agreement and/or Phase Two Agreement: Mr. Back discussed with the Board. Following

RECORD OF PROCEEDINGS

discussion, upon motion duly made by Director Jeff Nading, seconded by Director Steve Nading and upon vote, unanimously carried, the Board ratified approval of the District Engineer's Verification of Expenditures for Candelas Medical Phase One Improvements dated December 17, 2019 in the amount of \$228,218.81, and the District Engineer's Verification of Expenditures for Candelas Medical Phase Two Improvements dated December 17, 2019 in the amount of \$370,423.73.

Disbursement Request(s) under the Phase One Agreement and/or Phase Two Agreement: Mr. Back discussed with the Board the status of disbursement requests.

Disbursement Request No. 7 under the Phase One Agreement: The Board discussed Disbursement Request No. 7 under the Phase One Agreement.

Following review and discussion, upon motion duly made by Director Jeff Nading, seconded by Director Steve Nading and upon vote, unanimously carried, the Board ratified approval of Disbursement Request No. 7 under the Phase One Agreement, in the amount of \$228,218.81.

Disbursement Request No. 2 under the Phase Two Agreement: The Board discussed Disbursement Request No. 2 under the Phase Two Agreement.

Following review and discussion, upon motion duly made by Director Jeff Nading, seconded by Director Steve Nading and upon vote, unanimously carried, the Board ratified approval of Disbursement Request No. 2 under the Phase Two Agreement, in the amount of \$370,423.73.

Amendment to Amended and Restated Capital Pledge Agreement and Assignment among Jefferson Center Metropolitan District Nos. 1 and 2 and Vauxmont Metropolitan District: Attorney Becher discussed with the Board an Amendment to the Amended and Restated Capital Pledge Agreement and Assignment among Jefferson Center Metropolitan District Nos. 1 and 2 and Vauxmont Metropolitan District.

Following review and discussion, upon motion duly made by Director Jeff Nading, seconded by Director Steve Nading and upon vote, unanimously carried, the Board ratified approval of the Amendment to the Amended and Restated Capital Pledge Agreement and Assignment among Jefferson Center Metropolitan District Nos. 1 and 2 and Vauxmont Metropolitan District.

RECORD OF PROCEEDINGS

Series 2020A Bond Issuance:

Structure of Proposed Bonds and Authorize any necessary actions required in connection with the Bonds: Attorney Becher and Director Bradbury discussed with the Board the proposed structure relative to the proposed bonds. No action was taken by the Board.

Request for Proposals Process for Banks/Lenders in connection with the Bonds: The Board deferred discussion.

Process and Schedule for Organization of New Districts: It was noted that Attorney Becher and Director Bradbury are reviewing the process and schedule for organization of new Districts. No action was taken at this time.

Agreement to Resolve Obligations between the District and Foothills Community Church ("FCC"): Attorney Becher updated the Board on the status of the Agreement to Resolve Obligations between the District and Foothills Community Church.

Following discussion, upon motion duly made by Director Bradbury, seconded by Director Jeff Nading, and upon vote, unanimously carried, the Board approved the Agreement to Resolve Obligations between the District and Foothills Community Church, subject to final legal review.

McGeady Becher P.C. District Records Retention: The Board deferred discussion.

CONSTRUCTION MATTERS

Construction Status Report: Mr. Back discussed with the Board the Project Status Report dated December 17, 2019. A copy of the report is attached hereto and incorporated herein by this reference.

Contracts, Task Orders, Work Orders and Change Orders: Mr. Back discussed the following Task Orders, Work Orders and Change Orders:

- Consider approval of Change Order No. 1 to the Contract between the District and Hogan Action Services, for seeding and mulching, in the amount of \$10,450.
- Consider approval of Task Order No. 2 to Storm Water Oversight Services (SWAP), for stormwater oversight services, in the amount of \$25,000.

Following discussion, upon motion duly made by Director Jeff Nading, seconded by Director Bradbury and, upon vote, unanimously carried, the

RECORD OF PROCEEDINGS

Board approved (or ratified approval of, as appropriate) the Contracts, Change Orders, Task Orders and Work Orders listed above.

Status of Water Tank Construction Negotiations: Attorney Becher reported to the Board that the Intergovernmental Agreement is back with the City of Arvada for review.

Purchase and Sale Agreement between Cimarron Commercial, LLC and the District for the purchase of the Tank Site: The Board deferred discussion.

Intergovernmental Agreement for the Purchase of Tank Site between the District and the City of Arvada: The Board deferred discussion.

**CAPITAL
IMPROVEMENTS**

None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director McKay, seconded by Director Ten Eyck and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: _____
Secretary for the Meeting

JEFFERSON CENTER METRO DISTRICT NO. 1

Board Meeting Project Status

December 17, 2019

Project Work

Candelas Point

- Hogan Works is installing the wire fence in B1 Lot 1, B2 Lots 1 & 2 and B3 Lot 1.



- Hogan Action will crimp mulch the site when weather allows. Block 2 shown below.



Kings North

- The Chase Bank building is receiving exterior finishes and the parking lot has been paved with asphalt.



- Wire fence has been installed by Hogan Works in Lot 4 & 5.



Candelas Medical

- Peak to Peak Railings is coordinating with Martin/Martin on the forebay handrail shop drawings to get the handrail approved and into production.
- PEI has installed sections of curb and gutter along W. 91st Drive and placed road base.



- PEI has inlets and curb to finish before asphalt paving on W. 91st to complete their contract.



- PEI has completed the Candelas Parkway widening and paved back all sections.



- Kelley Trucking is placing and processing fill north of Big Dry Creek. Shoring is being installed by BrandSafway on the inside of the box culvert to prepare for hauling material from the stockpile.



- Kelley Trucking's scraper fleet moving the stockpile for fill on the west side of the project.



Construction Contract Documents

Contractor Contracts

- None

Potential Contracts

- None

Contractor Change Orders

- Hogan Action Services
CO #1 – Crimp Mulching with Tackifier - \$10,450.00

Contractor Potential Change Orders

- Premier Earthworks & Infrastructure
Galloway costs for drainage structure inspection - <-\$850.00>
Remove Candelas Point Erosion Control Blanket - <-\$19,178.32>
Remove Candelas Point Sediment Basin - <-\$1,943.09>
Remove Candelas Point Diversion Ditch - <-\$823.20>

Consultant/Vendor Agreements & Task Orders

Consultant/Vendor Agreements

- None

Task Orders and Work Orders

- SWAP
TO #2 – Storm Water Oversight Services - \$25,000.00

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-06750	0	10700	599B 12/19	12/31/2019	01/24/2020	December Legal	4,218.00
03-000-06750	0	10700	599B 12/19	12/31/2019	01/24/2020	December Legal	4,790.00
**** TOTAL ****							9,008.00
McGeady Sisneros							
01-000-06100	0	10701	Sept 2019	12/31/2019	01/24/2020	Management	544.16
**** TOTAL ****							544.16
Special District Management							
03-000-07840	0	10702	20222316	12/12/2019	01/24/2020	Candelas Med Dist	3,410.00
**** TOTAL ****							3,410.00
Martin/Martin							
01-000-06950	0	10703	664659617	12/09/2019	01/24/2020	53-0012476521-2	11.30
01-000-06950	0	10703	664860197	12/10/2019	01/24/2020	53-0011750780-6	54.30
01-000-06950	0	10703	666308405	12/20/2019	01/24/2020	53-8995525-9	10.50
**** TOTAL ****							76.10
Xcel Energy							
03-000-07840	0	10704	87840	12/17/2019	01/24/2020	King North Lot	742.50
**** TOTAL ****							742.50
Galloway & Company, Inc.							
03-000-07500	0	10705	Pay App 13	12/25/2019	01/24/2020	Landscape & Irr	666.67
03-000-03311	0	10705	Pay App 13	12/25/2019	01/24/2020	Landscape & Irr	(33.33)
**** TOTAL ****							633.34
BrightView Landscape Services							
03-000-07800	0	10706	DEN085.40	12/31/2019	01/24/2020	Dec 2019	17,685.56
**** TOTAL ****							17,685.56
IDES, LLC							
03-000-07500	0	10707	1360	12/17/2019	01/24/2020	Silt Fence Repair	195.00
**** TOTAL ****							195.00
WYOCO Erosion Control, Inc.							
03-000-07800	0	10708	985	12/24/2019	01/24/2020	Dec Eligible Expenses	27,302.27
**** TOTAL ****							27,302.27
Pappillon LLC							
03-000-07840	0	10709	SWAP05.34	12/31/2019	01/24/2020	Dec 2019	2,578.88
**** TOTAL ****							2,578.88
Storm Water Asset Protction, LLC							
03-000-07500	0	10710	Pay App 19	12/25/2019	01/24/2020	Grading, Utilities, Pavin	91,239.14
03-000-03311	0	10710	Pay App 19	12/25/2019	01/24/2020	Grading, Utilities, Pavin	(4,561.96)
**** TOTAL ****							86,677.18
Premier Earthworks & Infrastructure							
01-000-07110	0	10711	125765	01/02/2020	01/24/2020	Snow Removal 11/26-11/30	3,539.00
01-000-07110	0	10711	125782	01/03/2020	01/24/2020	Snow Removal 12/28	150.00
01-000-07110	0	10711	125787	12/31/2019	01/24/2020	Snow Removal 10/29-10/31	1,090.00
01-000-07110	0	10711	125788	12/31/2019	01/24/2020	Snow Removal 11/11	90.00
01-000-07100	0	10711	126023	01/07/2020	01/24/2020	Jan Monthly Ground Servic	1,533.33
**** TOTAL ****							6,402.33
Environmental Designs							
03-000-07840	0	10712	01-55419	11/30/2019	01/24/2020	Master Planning & Graphic	2,706.08
03-000-07840	0	10712	01-55921	12/31/2019	01/24/2020	Mater Planning & Graphic	2,488.98
**** TOTAL ****							5,195.06
Norris Design							
03-000-03311	0	10713	Pay App 2	12/25/2019	01/24/2020	Retainage	5,347.65

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
03-000-07500	0	10714	12065	12/31/2019	01/24/2020	Wire Fence Install	10,979.75
**** TOTAL ****						Hogan Works	10,979.75
03-000-07500	0	10715	Pay App 3	12/25/2019	01/24/2020	Medical Phase 2 Earthwork	628,616.97
03-000-03311	0	10715	Pay App 3	12/25/2019	01/24/2020	Medical Phase 2 Earthwork	(31,430.85)
**** TOTAL ****						Kelley Trucking Inc	597,186.12
*** GRAND TOTAL ***							773,963.90

Document Retention Policy

Types of Documents

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

Documents You Provide to Us

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

The District's Record

As a part our engagement, we will maintain the District's official public Record (the "**Record**"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully-executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

Supplemental Documents

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

Documents We Retain

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

Delivery of the Record

Once a matter is concluded or our has representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.