

**West Colfax BID Board Meeting  
3275 West Colfax Ave.  
Denver, CO 80204**

**August 9, 2016**

**Members Present: Cameron Bertron, Dennis Gonzalez, Rene Doubleday, and Win King were in attendance. Cameron called meeting to order by phone (he later joined in person) at 4:35 pm.**

**Guest: Greg Kayne from Pig “N” Whistle Recreational and Medical marijuana**

**Disclosures of conflict of interest**

There were no conflicts of interests pertaining to agenda to disclose.

**Minutes and Financial Reports**

Minutes from the June 14th Board meeting were read. There were no questions or concerns.

**Motion:** Rene moved to approve the minutes. Win seconded. All were in favor. Minutes were unanimously approved.

The financial reports as of the 31<sup>st</sup> of July were read (there was no meeting in July)—Dan was able to close the TABOR reserve CDs and move the funds into a TABOR reserve savings which will be reflected in this month’s financial report. Question about office supplies line item which exceeded the budget—Dan accounted for higher figures by explaining the new laptop purchase, and anticipates that the end of year total will be or at below budget. Also figures are a bit higher for charitable contributions, which Dan adjusted for 2017.

**Motion:** Cameron moved to approve the July financials. Dennis seconded. All were in favor.

**Preliminary 2017 Budget & Resolution on Notice of 2017 Assessment and September 20<sup>th</sup> 2016 public hearing**

Dan recommends that the Board schedule this year’s public hearing earlier this year because the city has requested final approved budgets by the end of Sept, in advance of their budgeting process.

Dan drafted an initial Budget proposal based on the year to date reports to help guide the 2017’s Budget.

There was a discussion around the possibility of increasing the assessment by 1.02% (another two cents a square foot-the growth rate reflecting metro area inflation). Dan projects there will be a surplus of \$35,000 for this year. Rene asked for a round figure of how much more the increased assessment would add to the BID’s coffers—(\$2,000). Cameron asked for an explanation of the \$24,000 difference between estimate and actual revenue—Dan reminded the board that the difference came about because of changes in property classifications at St. Anthony’s. Cameron’s inclination is to leave the assessment as it is for this year since it won’t make that much difference in the budget.

He would like a discussion at some point about what the BID would do with extra revenue should the Board to decide to increase the assessments in future. Win wanted to know if surplus money for this year can be ear-marked for a specific use in time for the public hearing.

**Motion:** Cameron moved to maintain the 2017 assessment at its current rate and to notify constituents of the Public hearing to set the 2017 Budget & Resolution for September 20<sup>th</sup> after 2017 proposed budget is finalized on August 30<sup>th</sup> at the Board retreat. Win seconded. All were in favor.

Win attended the meeting on August 12<sup>th</sup> with Dan and Colfax partners and a member of the Board of Adjustment —related to the possibility of an overlay signage district along the corridor, and in the meantime the role of the Board of Adjustment in granting variances.

### **Agreements for Consideration**

Dan offered for consideration the terms a fiscal sponsorship agreement of the West Colfax Food Co-op for a grant from the Denver Foundation. The Denver Foundation is willing to consider entering into a long-term funding partnership with the BID to support the co-op and outreach to the diverse community. The co-op sent in a preliminary request for funds after which the foundation requested a more formal application; they would prefer to work with the BID as a fiscal sponsor. Dan has been exploring various models of this type of sponsorship and recommends one reflected in the terms in that doesn't involve liability but does assure that the funds are spent within required guidelines of the grant. Discussion about whether the BID should charge to be a fiscal agent. Cameron questioned the implications of handling discretionary funds on behalf of the co-op; whether there are obligations which would take up more of Dan's time and the BID's resources. Dan anticipates the agreement would simply be a matter of receiving a check then dispersing the funds to the co-op. There were concerns raised about the BID's responsibility should the funds be mismanaged; Dan noted that the co-op would be responsible for preparing reports to the Denver Foundation. Rene questioned whether there was a potential conflict of interest since Dan is on both the co-op Board and also works for the BID; Dan agreed there was, at least in terms of perception. Cameron feels an appropriate role for the BID would be to offer technical assistance to facilitate the growth and establishment of the food co-op which he believes would lessen any potential conflicts. Rather than make a motion today, it was suggested that Dan propose the language of the agreement and for consideration spelling out liability and fees.

**Motion:** Rene moved to authorize Dan to apply to the Denver Foundation for a grant; also the Board authorizes Dan to work with the co-op drawing up an agreement defining the terms and fees entailed in serving as a fiscal sponsor for the funds. Cameron seconded. All were in favor. Motion passed.

Fiscal Sponsorship of West Colfax by Del Norte (potential Kaiser Permanente Funding to address planning for enhanced pedestrian and bike access around the cloverleaf and Federal and Colfax)

**Motion:** Cameron moved to authorize Dan to draw up a fiscal sponsorship agreement between Del Norte and the BID in order to become a fiscal sponsoree for a Kaiser Permanente grant. Dennis seconded. Motion passed unanimously.

The Board considered an Agreement for Assessment Services: with Lynda Seele not to exceed \$1800 and proposal from Terracare for enhancement of irrigation and landscaping of the median at Irving for a total cost of \$5,590 (including the actual cost of labor and materials but with traffic control and permits additional.)

**Motion:** Dennis moved to approve the agreement with Lynda Seele for assessment services in an amount not to exceed \$1800; also to approve the agreement between the BID and Terracare for landscaping/irrigation services in the amount of \$5590. Win seconded. Motion passed unanimously.

Dan showed pictures of this past week's art crosswalk event which was well attended by volunteers and stakeholders from the community—Councilman Rafael Espinoza participated and there was some media coverage. Dan feels that the event generated a lot of interest and publicity and is overall pleased by the results. Cameron hopes to raise funds for what he feels should be a regular community event.

**Meeting adjourned at 6:13pm**