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**Briargate Special Improvement Maintenance District Advisory Board**

**Meeting Minutes**

Library 21C Meeting Rm. B2

1175 Chapel Hills Dr.  
February 20, 2019

1:00 PM

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**Board members present**: Richard Dubose/Naomi Boswell/Thomas Hayden/ David Litzleman

**Absent:** Kathleen Tillman

**Guests:** Fred Dudek

**Staff members present:** Eric Becker/Desirée Bridgman

1. **Call to Order:** Meeting called to order at 1:05 p.m.
2. **Introductions** made and Thomas Hayden was introduced.
3. **Approval of October Minutes:**
4. Motioned: Naomi Boswell
5. 2nd: Richard Dubose
6. Passed: Unanimously
7. **Old Business:**
8. Woodmen Median Landscape Project:
9. Eric provided an update on the Woodmen median project. Phase I of the Woodmen median landscaping was completed in July and August of 2018. This project included the removal of all landscaping and irrigation system; a combination of low-water landscape plants, native grass, rock mulch and concrete were installed as the new landscape treatment. SIMD and Parks staff completed work. Funding for this project was provided through the General Fund. Phase II of the project will begin the first week of March.
10. Eric indicated Phase II of the Woodmen median project will include the medians east of Rangewood Dr. and up to Yellowwood Dr. Planting, irrigation, and concrete work will take place the first week of June.
11. The last phase of the median project will be completed in 2020.
12. Dead Tree Removal:
13. There was discussion about the removal of dead trees in the District. Eric indicated the City Forestry Division and the SIMD staff have been working in a collaborative manner and making the project a priority. Both teams will continue working in the winter months to remove the dead trees and grind stumps.
14. Funding is being reviewed for the replacement of trees.
15. Skyline Trail/Briargate Trail Concrete:
16. Eric stated the concrete replacement project between Yellowwood Dr. and Austin Bluffs Pkwy. has been completed. This project was approximately $15K, and it was funded through the General Fund.
17. A discussion was had on whether this trail is a part of TOPS and if it should be maintained under TOPS. Further research will be needed, in addition to a follow-up discussion on this item.
18. **New Business:**
19. 2018 Period Budget Report:
20. Eric presented the period 12 Revenue and Fund Balance report for 2018. It was noted that $147K of the unobligated budget balance would be placed in reserves; this money is tied to salaries. Water, utilities, and salaries are the largest line items in the budget.
21. 2019 Budget and Fund Balance:
22. Eric discussed the 2019 budget. The budget will include the purchase of a new mower, increased weed control and fertilizer applications, in addition to further median work.
23. 2019 Maintenance Focus Areas
24. The operational portion of the budget should result in greater maintenance operational support within the Briargate SIMD jurisdiction.
25. **Other Business: –**
26. District Funding:
27. A discussion was had about district funding and its challenges. Different options are being looked at. Town Hall meetings have been conducted, and the attendance was good. A discussion with CONO was held, and CONO would like to work with the community to work on issues that take place within the community. CONO would like to create Neighborhood Planning Group to disseminate information to the community.
28. District Options:
29. A discussion was had on district boundaries, work that is being performed inside/outside the SIMD boundaries, and whether a SIMD or GID is best for the community. The discussion continued with the topic of garnering legal services to determine which entity (SIMD or GID) would most benefit the community. Further discussion will be had on this item.
30. **District Tour:** This item will be rescheduled at a later date.
31. **Adjournment:** Meeting adjourned approximately 2:15 PM
32. **Next Meeting:** TBD