



HIGHLANDS RANCH METROPOLITAN DISTRICT  
STUDY SESSION ADDENDUM

June 19, 2019

- Memorandum dated June 4, 2019, Mansion Fund – Request for Use of Reserves



MEMORANDUM

TO: Metro District Board of Directors
FROM: Harlan Stritchko
DATE: June 4, 2019
RE: Mansion Fund – Request for Use of Reserves

This memo is for: [X] Action [X] Decision [X] Information

The Mansion Fund established a reserve to help fund repair and replacement of the physical assets at the Mansion. The reserve beginning balance for 2019 is \$123,653.

The reserve is funded by an annual allocation of ten percent of the Mansion event revenues. Staff is recommending use of the reserves for the following projects in 2019:

#1 – 2019 Mansion Maintenance Projects – In Process

Table with 3 columns: ITEM, 2019 Budget, 2019 Projected. Rows include PTZ Security Camera Replacement, Amplifiers for A/V closet, Great Hall – Repair of cork border, Second floor hallway – wood floor repair, Antique porch light repair, Lead glass window repair – additional windows, Repair roof leak and drywall, Wi-Fi Improvements, and a TOTAL row.

#2 – 2019 Additional Mansion Maintenance Projects – Recommend Approval

Replace Glycol Storage Tank

The Highlands Ranch Mansion has a leaking chilled water storage tank located in the basement. This is part of the HVAC system. Contractor will replace the chilled water tank with an identical model and dispose of the old one. The proposal includes the following scope of work:

- Replace existing Bradford White M3ST120R5A storage tank with identical model
• Remove piping and pump glycol into storage tanks for return to system.
• Remove piping and pull out old tank
• Installation of the new tank and reconnect piping
• Refill system with glycol and test for leaks

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The “A” at the end of the model indicate ASME certified. No permit is required for this storage tank as it does not heat, cool, or have any gas or power. Should the contractor find that a permit is required they will cover the cost of the permit and inspection within the cost of the project.

- Replace Glycol Storage Tank \$5,848

Staff recommends the board approve an increase in the use of reserves to fund the \$5,848 to complete this repair project.

	2017 Actual	2018 Actual	2019 Adopted	2019 Projected
<b>Reserve Calculation</b>				
Beginning Balance	\$ 109,142	\$ 125,183	\$ 125,694	\$ 123,653
10% of Reservation Revenues	42,224	37,479	40,055	45,000
Adj. to target fund balance		-		
Use of reserves	(26,183)	(39,009)	(39,000)	(45,641)
	<u>\$ 125,183</u>	<u>\$ 123,653</u>	<u>\$ 126,749</u>	<u>\$ 123,012</u>