

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

WEST MEADOWS METROPOLITAN DISTRICT

Held: Thursday, November 30, 2023, at 10:00 a.m. via teleconference.

ATTENDANCE

The above-referenced meeting was held in accordance with the laws of the State of Colorado. The following directors were in attendance:

Harry McIntosh
Beverly Rice
John Pratt
Susan Bassow

Also present were: Heather L. Hartung, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Sarah Shepherd, Circuit Rider of Colorado, District Accountant; Kevin Cox and Randy Cox, Cox Professional Landscape Services, LLC, District Landscaping and Maintenance; and Dave Gerbus, member of the public.

ADMINISTRATIVE MATTERS

Call to Order

The meeting was called to order at 10:06 a.m.

Declaration of Quorum and Confirmation of Director Qualifications

Ms. Hartung noted that a quorum of the Board was present and that the Directors had confirmed their qualification to serve.

Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest

Ms. Hartung advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Hartung reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Hartung inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were

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noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda

Ms. Hartung presented the Board with the agenda for the meeting. Upon a motion duly made and seconded, the Board unanimously approved the agenda, as amended.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Ms. Hartung reviewed the items on the consent agenda with the Board. Ms. Hartung advised the Board that any item may be removed from the consent agenda to the regular agenda upon the request of any director. No items were requested to be removed from the consent agenda. Upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved, ratified and adopted:

- Minutes of September 14, 2023 Special Meeting
- Addendum to Independent Contractor Agreement with Coldsnap Sprinklers, Inc. for 2023 Holiday Lights
- Fourth Addendum to ICA with Cox Professional Landscape Services for Addition of Plants to Planting Beds
- Fifth Addendum to ICA with Cox Professional Landscape Services for 2023-2024 Snow Removal Services
- Sixth Addendum to ICA with Cox Professional Landscape Services for Tree Installation
- Independent Contractor Agreement with ArborScape for Tree Removal and Stump Grinding
- Notice to Electors Pursuant to §32-1-809, C.R.S.
- Approval of Workers' Compensation Coverage with Colorado Special Districts Property and Liability Pool

LANDSCAPE MAINTENANCE MATTERS

General Landscape and Maintenance Update by Cox Professional Landscape Services for September and October

Mr. R. Cox provided the Board with a general update on landscape and maintenance services completed in September and October.

Discuss and Consider for Approval Cox Professional Landscaping Services, LLC

Mr. R. Cox discussed with the Board the Cox Professional Landscaping Services, LLC estimates detailed below.

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Estimates

<i>Replacing Rain Sensors</i>	The Board discussed the four options for the replacement of rain sensors in the District: (1) initial cost is \$32,071 plus an additional \$1,077 per year and includes weather tank timers; (2) initial cost is \$27,089 plus an additional \$450 per year and includes new rainbird timers; (3) yearly cost is \$1,040 and includes rain sensors; (4) not to do anything at this time. No action was taken.
<i>Replacing of Edging on the Planting Bed at the Southwest Corner of Van Gordon and Coal Mine</i>	The Board discussed the estimate for replacing the edging on the planting bed at the southwest corner of Van Gordon and Coal Mine in connection with the breezeway. No action was taken.
<i>Addition of Plants to the Planting Beds at the Southwest Corner of Van Gordon and Coal Mine</i>	The Board discussed estimate #40151 for the addition of plants to the planting beds at the southwest corner of Van Gordon and Coal Mine (\$622.50). No action was taken.
<i>Breezeway in the Median (added)</i>	The Board determined not to take any action on the breezeway in the median.
<i>Discuss Status of Removal and Planting of Trees (added)</i>	Director Bassow provided an update to the Board regarding the status of the removal and planting of trees. No action was taken.
<i>Discuss and Consider Approval of proposal for Cox Professional Landscaping, LLC 2024 Landscaping Services (added)</i>	Mr. R. Cox discussed the proposal from Cox Professional Landscaping, LLC for 2024 landscaping services with the Board, noting the 10% increase. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal.

FINANCIAL MATTERS

Acceptance of Unaudited Financial Statements	Ms. Shepherd presented the third quarter unaudited financial statements to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously accepted the financial statements, as presented.
Ratification of Payment of Claims	Ms. Shepherd presented the payables to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously ratified the payables, as presented.
Conduct Public Hearing on 2023 Budget Amendment (if needed)	Not needed.

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Consider Adoption of Resolution Amending 2023 Budget (if needed)	Not needed.
Conduct Public Hearing on 2024 Budget	Director McIntosh opened the public hearing on the proposed 2024 Budget. Ms. Hartung noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.
Consider Adoption of Resolution Adopting 2024 Budget, Imposing Mill Levy and Appropriating Funds	Ms. Shepherd reviewed the 2024 Budget Resolution with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution adopting the 2024 Budget, appropriating funds therefor and certifying mills for the General Fund as shown in the 2024 Budget, subject to receipt of final assessed valuation, final accounting review and final legal review.
Consider Authorizing Circuit Rider of Colorado to File 2023 Audit Exemption	Ms. Shepherd reviewed the authorization for Circuit Rider of Colorado to file the 2023 Audit Exemption. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the authorization.
Consider Approval of Second Addendum to Independent Contractor Agreement with Circuit Rider of Colorado (2024 Fees)	Ms. Shepherd reviewed the Second Addendum to the Independent Contractor Agreement with Circuit Rider of Colorado for 2024 with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agreement.
Discuss Investment Direction	Ms. Shepherd discussed the District's investment direction with the Board, noting she recommends moving the District's money from FirstBank to ColoTrust to take advantage of better interest rates. Following discussion, upon a motion duly made and seconded, the Board unanimously approved moving District funds to ColoTrust.

LEGAL MATTERS

Discuss Vacant Board Position (<i>added</i>)	The Board discussed the vacant position on the Board and possible appointment of Dave Gerbus. Director McIntosh will discuss further with Mr. Gerbus and if Mr. Gerbus wants to proceed, his qualifications will be confirmed. No action was taken.
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Discuss Posting Agendas on Website, Term Limits, Minutes and Recording of Meetings (*added*)

The Board discussed posting meeting agendas on the District's website, term limits, minutes and the recording of meetings. No action was taken.

Annual Administrative Matters

Discuss 2024 Meeting Dates

The Board discussed 2024 meeting dates. Following discussion, upon a motion duly made and seconded, the Board unanimously determined to hold 2024 meetings on the second Thursday of every other month between March and November at 10:00 a.m. via Zoom.

Consider Adoption of 2024 Annual Administrative Resolution

Ms. Hartung reviewed the 2024 Annual Administrative Resolution with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution subject to the 2024 meeting schedule being updated.

Insurance Matters

Discuss and Review Proposal for Renewal of General Liability Schedule and Limits and Property Schedule and Consider Approval and Authorization to Bind Coverage

The Board reviewed the current general liability schedule, property schedule and limits. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the general liability and property schedules and authorized legal counsel to bind coverage.

Consider Authorization of Renewal of Special District Association of Colorado Membership for 2024

The Board reviewed the renewal of the Special District Association of Colorado Membership for 2024. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the membership renewal for 2024.

Discuss Implementation of Accessibility Standards for Individuals with a Disability for Information Technology Systems Employed by the District

Ms. Hartung discussed the implementation of accessibility standards for individuals with a disability for information technology systems that will go into effect in July 2024. Director McIntosh will determine if the existing website host can manage the accessibility requirements once they are specified.

Consider Resolution Adopting a Website Accessibility Policy

Ms. Hartung informed the Board of the upcoming Resolution Adopting a Website Accessibility Policy. No action was taken.

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OTHER BUSINESS

The Board discussed the HOA newsletter. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Beverly Rice
Beverly Rice (Mar 18, 2024 09:21 MDT)

Secretary for the Meeting

The foregoing minutes were approved on the 14th day of March, 2024.