

# RECORD OF PROCEEDINGS

## MINUTES OF THE SPECIAL MEETING OF PTARMIGAN WEST METROPOLITAN DISTRICT NOS. 1-3

HELD  
November 8<sup>th</sup>, 2022

The Special Meeting of the Boards of Directors of Ptarmigan West Metropolitan District Nos. 1-3 was held via teleconference and physical location, addressed at 100 7<sup>th</sup> Street in Windsor, at 12:00 p.m. on Tuesday, November 8<sup>th</sup>, 2022. Notice of the meeting was duly posted. Unless otherwise noted herein, all official action reflected in these minutes is the action of each of the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

<u>ATTENDANCE</u>	<u>Directors in Attendance:</u> Dave Muth, President/Chairman Leslie Kulbeck, Vice President/Asst. Secretary/Asst. Treasurer Scott Robbins, Vice President/Asst. Secretary/Asst. Treasurer  <u>Also in Attendance:</u> Tom Muth and Judi Rhea; JBT Properties Jason Woolard, Kevin Mitts, Jordan Wood, Amanda Castle, Molly Brodlun, and Christy McCutchen; Pinnacle Consulting Group, Inc. Audrey G. Johnson and Robert G. Rogers; White Bear Ankele Tanaka & Waldron, P.C.
<u>CONFLICT OF INTEREST DISCLOSURE</u>	Mr. Rogers noted that notices of potential conflicts of interest for those Board members who provided White Bear Ankele Tanaka & Waldron with Notice of potential conflicts of interest were filed with the Colorado Secretary of State. Mr. Rogers advised the Boards the pursuant to Colorado law, certain disclosures by Board members might be required prior to taking official action at a meeting. The Boards reviewed the agenda for the meeting, following which each Board member present confirmed the contents of the written disclosures previously made stating the fact and summary nature of any matters as required under Colorado law to permit official action to be taken at the meeting. Additionally, the Boards determined that the participation of the Directors present was necessary to obtain a quorum or otherwise enable the Boards to act.

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<u>CALL TO ORDER</u>	<p>The Special Meeting of the Boards of Directors of Ptarmigan West Metropolitan District Nos. 1-3 was called to order at 12:01 p.m. by Mr. Muth, noting that a quorum was present. Each of the Directors confirmed their qualifications to serve on the Boards. Mr. Rogers also confirmed that prior to the meeting each of the Directors had been notified of the meeting.</p>
<u>AGENDA</u>	<p>The Boards considered the agenda as presented. Following review, upon a motion duly made by Director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the agenda, as presented.</p>
<u>APPROVAL OF MINUTES</u>	<p>The minutes of the Special Board Meeting held on September 29, 2022, were presented. Following review and discussion, Director Muth clarified no Board members were employed by JBT Properties. Upon a motion duly made by Director Muth, seconded by Director Kulbeck and, upon vote, unanimously carried, it was</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the minutes of the Special Board Meeting held on September 29, 2022, as amended.</p>
<u>PUBLIC COMMENT</u>	<p>There were no comments made by members of the public.</p>
<u>CONSENT AGENDA</u>	<p>Mr. Rogers presented the following Consent Agenda:</p> <ul style="list-style-type: none"> <li>A. Ratification of Payables</li> <li>B. Approval of First Addendum to Agreement with Independent District Engineering Services, LLC for Cost Certification Services.</li> <li>C. Approval of Second Amendment to Funding and Reimbursement Agreement with Windsor Investments, Ltd., and JBT Associates, LLC.</li> </ul> <p>Following review and discussion, and upon a motion duly made by Director Muth, seconded by Director Kulbeck and, upon vote, unanimously carried, it was</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the consent agenda as presented.</p>
<u>FINANCIAL MATTERS</u>	<p><u>Financial Manager’s Report:</u> Ms. Castle presented the Addendum to Service Agreement with Pinnacle Consulting Group to the Boards and answered questions.</p> <p><u>Bond Update:</u> There was no bond update to review with the Boards.</p>

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	<p><u>Amended 2022 Budget:</u> Director Muth opened the Amended 2022 Budget Hearings to the public. Mr. Rogers reported that notice of the hearings had been published in accordance with state budget law. There being no public input, Director Muth motioned, and Director Robbins seconded the motion to close the public hearing portion of the budget discussion.</p> <p>Following further review and discussion, upon a motion duly made by Director Muth, seconded by Direction Kulbeck and, upon vote, unanimously carried, it was</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the District No. 2 Resolution to Amend 2022 Debt Service Fund from \$360,000.00 to \$360,853.00.</p> <p style="text-align: center;"><b>FURTHER RESOLVED</b> to approve the District No. 3 Resolution to Amend 2022 General Fund Budget from \$11,673.00 to \$11,698.00.</p> <p><u>2023 Proposed Budget Hearing:</u> Director Muth opened the Proposed 2023 Budget Hearings to the public. Mr. Rogers reported that notice of the hearings had been published in accordance with state budget law. There being no public input, Director Muth motioned, and Director Kulbeck seconded the motion to close the public hearing portion of the budget discussion</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the Proposed 2023 Budget for District No. 1, appropriating funds therefor and certifying 0.000 mills, with potential amendments to be determined at a later date.</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the Proposed 2023 Budget for District No. 2, appropriating funds therefor and certifying 5.648 mills for the General Fund and 38.414 mills for the Debt Service Fund, with potential amendments to be determined at a later date.</p> <p style="text-align: center;"><b>RESOLVED</b> to approve the Proposed 2023 Budget for District No. 3, appropriating funds therefor and certifying 20.000 mills for the General Fund, with potential amendments to be determined at a later date.</p>
<p><u>LEGAL MATTERS</u></p>	<p><u>Consideration and Approval of 2023 Joint Annual Administrative Resolution:</u> Mr. Rogers provided a general overview of 2023 Joint Annual Administrative Resolution to the Boards and opened the discussion up to questions. Mr. Muth suggested eliminating the July meeting and coordinate Special Meetings throughout the year as needed. Following further review</p>

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	<p>and discussion, upon a motion duly made by Director Muth, seconded by Direction Robbins and, upon vote, unanimously carried, it was  <b>RESOLVED</b> to approve the 2023 Joint Annual Administrative Resolution as amended.</p> <p><u>Consideration and Approval of Joint May 2023 Election Resolution:</u> Mr. Rogers provided a general overview of the Joint May 2023 Election Resolution to the Boards and opened the discussion up to questions. further review and discussion, upon a motion duly made by Director Muth, seconded by Direction Robbins and, upon vote, unanimously carried, it was  <b>RESOLVED</b> to approve the Joint May 2023 Election Resolution as presented.</p>
<u>DISTRICT MANAGEMENT MATTERS</u>	<u>District Manager's Report:</u> Mr. Mitts presented the Manager's Report and answered questions.
<u>OTHER MATTERS</u>	There were no other matters brought before the Boards.
<u>EXECUTIVE SESSION</u>	There was no Executive Session held.
<u>ADJOURNMENT</u>	<p>There being no further business to come before the Boards, upon motion duly made by Director Muth, seconded by Director Robbins, and upon unanimous vote, the meeting was adjourned at 12:54 p.m.</p> <p>The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.</p> <p>Respectfully submitted,  <i>Scott Robbins</i>  <small>Scott Robbins (Jan 19, 2023 22:13 EST)</small></p> <hr/> Secretary for the Meeting