

## RECORD OF PROCEEDINGS

---

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE PRAIRIE CENTER  
METROPOLITAN DISTRICT NO. 7 (the “District”)  
HELD  
NOVEMBER 11, 2021**

A special meeting of the Board of Directors of the Prairie Center Metropolitan District No. 7 (referred to hereafter as “Board”) was convened on Tuesday, the 11th day of November, 2021 at 11:30 A.M. The District Board meeting was held via Zoom video/teleconference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Michael Tamblyn (via Zoom)  
Rick Merkel (via Zoom)  
Brandon Schenberg (via Zoom)

Upon motion duly made by Director Merkel, seconded by Director Tamblyn and, upon vote, unanimously carried, the absence of Director Wendy Burke was excused.

#### Also In Attendance Were:

Ann E. Finn and Peggy Ripko (for a portion of the meeting); Special District Management Services, Inc. (via Zoom)

Kathy Kanda, Esq.; McGeady Becher P.C. (via Zoom)

Thuy Dam; CliftonLarsonAllen LLP (via Zoom)

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board and to the Secretary of State. Attorney Kanda noted that a quorum was present and requested members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was further noted by Attorney Kanda that conflict disclosure statements were filed for all directors, and no new conflicts were disclosed at the meeting.

## RECORD OF PROCEEDINGS

---

**ADMINISTRATIVE  
MATTERS**

**Agenda:** Ms. Finn distributed for the Board's review and approval a proposed agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Tamblyn and, upon vote, unanimously carried, the agenda was approved, as presented.

**Consent Agenda:** The Board considered the following actions:

- Approve Minutes of the October 22, 2021 Special Meeting.
- Ratify approval of payment of claims for the period ending June 1, 2021 through October 31, 2021 totaling \$2,244,869.51.
- Authorize District Manager to post transparency notice on the SDA Website pursuant to Section 32-1-809, C.R.S.
- Ratify approval of Service Agreement for Dog Station Services between the District and Long Corporation, d/b/a Poop 911.
- Ratify approval of Service Agreement for Landscape Maintenance Services with Vargas Property Service, Inc.

Following review, upon motion duly made by Director Schenberg, seconded by Director Merkel and, upon vote, unanimously carried, the Board acknowledged, approved and/or ratified approval of, as appropriate, the above actions.

**Resolution No. 2021-11-01; Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices:**

The Board reviewed Resolution No. 2021-11-01; Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices.

Ms. Finn reviewed the business to be conducted in 2022 to meet the statutory compliance requirements. The Board determined to meet on June 9, 2022 and November 10, 2022 at 11:30 a.m., via Zoom.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Schenberg and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01; Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices. A copy of the Resolution is attached hereto and incorporated herein.

**PUBLIC COMMENT**

There was no public comment.

## RECORD OF PROCEEDINGS

---

### COMMUNITY MANAGEMENT MATTERS

**Community Management Report:** Ms. Ripko reported on issues concerning Community Management services. No action was needed by the Board.

---

### FINANCIAL MATTERS

**Unaudited Financial Statements:** Ms. Dam reviewed with the Board the unaudited financial statements for the period ending August 31, 2021.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Schenberg and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending August 31, 2021.

**Preparation of 2021 Audit:** The Board discussed the engagement of Wipfli LLP for the preparation of the 2021 audit, for the amount of \$4,300.00.

Following consideration, upon motion duly made by Director Merkel, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board approved the engagement of Wipfli LLP for the preparation of the 2021 audit, for the amount of \$4,300.00.

**2021 Budget Amendment Hearing:** The President opened the public hearing to consider an amendment to the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider an amendment to the 2021 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Following discussion, the Board determined that an amendment was not necessary.

**2022 Budget Hearing:** The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Following discussion, the Board considered the adoption of Resolution No. 2021-11-02 to Adopt the 2021 Budget and Appropriate Sums of Money and Resolution No. 2021-11-03 to Set Mill Levies, (for the General Fund at 11.132 mills, for the Debt Service Fund at 55.664 mills, for a total mill levy of 66.796 mills). Upon

## RECORD OF PROCEEDINGS

---

motion duly made by Director Merkel, seconded by Director Schenberg and, upon vote, unanimously carried, Resolution Nos. 2021-11-02 and 2021-11-03 were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2021. The District Accountant was directed to transmit the Certification of Mill Levies to the Board of County Commissioners of the Adams County not later than December 15, 2021, the District Accountant was also directed to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. Copies of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

**Resolution No. 2021-11-04; Resolution Authorizing Adjustment of the District Mill Levy**: Attorney Kanda reviewed with the Board the adoption of the Resolution No. 2021-11-04; Resolution Authorizing Adjustment of the District Mill Levy in accordance with the Service Plan.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Schenberg and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-04; Resolution Authorizing Adjustment of the District Mill Levy in accordance with the Service Plan.

**DLG-70 Mill Levy Certification Form**: The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Schenberg and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

**Master Service Agreement for Accounting Services between the District and CliftonLarsonAllen LLP**: Ms. Dam reviewed with the Board the Master Service Agreement for Accounting Services between the District and CliftonLarsonAllen LLP.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Schenberg and, upon vote, unanimously carried, the Board approved the Master Service Agreement for Accounting Services between the District and CliftonLarsonAllen LLP.

**2023 Budget**: The Board considered the appointment of the District Accountant to prepare the 2023 Budget.

## RECORD OF PROCEEDINGS

---

Following discussion, upon motion duly made by Director Merkel, seconded by Director Schenberg, and upon vote, unanimously carried, the Board appointed CliftonLarsonAllen LLP to prepare the 2023 Budget, and directed that the 2023 Budget be the same as the 2022 Adopted Budget, unless a Board Member provides input to otherwise adjust those assumptions.

### LEGAL MATTERS

**Resolution Imposing 2022 Operations Fees/2022 Fee Schedule:** The Board discussed the Resolution Imposing 2022 Operations Fees and reviewed the 2022 Operations Fee Schedule.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Schenberg and, upon vote, unanimously carried, the Board determine not to increase fees for 2022, and adopted the 2022 Operations Fee Schedule.

**Resolution No. 2021-11-05 ; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election:** The Board considered the adoption of the Resolution No. 2021-11-05; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. The Board also discussed the need for ballot issues and/or questions.

Following consideration, upon motion duly made by Director Tamblyn, seconded by Director Merkel and, upon vote, unanimously carried, the Board adopted the Resolution No. 2021-11-05; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing Ann Finn as DEO, and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

### OPERATIONS AND MAINTENANCE

**Services between the District and Colorado Designsapes, Inc., d/b/a Designsapes Colorado Inc.:** The Board reviewed the Service Agreement between the District and Colorado Designsapes, Inc., d/b/a Designsapes Colorado Inc. for removal and replacement of damaged Pour-In-Place Surfacing in Golden Eagle Park, for the amount of \$9,975.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board approved the Service Agreement between the District and Colorado Designsapes, Inc., d/b/a Designsapes Colorado Inc. for removal and replacement of damaged Pour-In-Place Surfacing in Golden Eagle Park, for the amount of \$9,975.

## RECORD OF PROCEEDINGS

---

**Service Agreement between the District and Snow Pros, Inc., d/b/a Site Source CAM:** The Board considered the approval of a Service Agreement between the District and Snow Pros, Inc., d/b/a Site Source CAM for 2022 snow removal services.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Merkel and, upon vote, unanimously carried, the Board approved the Service Agreement between the District and Snow Pros, Inc., d/b/a Site Source CAM for 2022 snow removal services.

**Service Agreement with Colorado Lighting, Inc.:** The Board considered the approval of a Service Agreement with Colorado Lighting, Inc. for site lighting services.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Merkel and, upon vote, unanimously carried, the Board approved the Service Agreement with Colorado Lighting, Inc. for site lighting services.

### **CAPITAL MATTERS**

**Prairie Center Village I Phase IV Improvement Projects:** Director Tamblyn reported to the Board that the Prairie Center Village I Phase IV Improvement Projects is ongoing. The grading, utilities, underdrains and roads are expected to be completed in August 2022.

**Task Order No.3 to the Master Service Agreement with Redland Consulting Group, Inc.:**

Director Tamblyn reviewed with the Board Task Order No. 3 to the Master Service Agreement for District Engineering Services between the District and Redland Consulting Group, Inc.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board approved Task Order No. 3 to the Master Service Agreement for District Engineering Services between the District and Redland Consulting Group, Inc.

**Contract for the Prairie Center Village I Phase IV Landscape Project between the District and Colorado Designsapes, Inc.:** The Board considered the approval of the Contract for the Prairie Center Village I Phase IV Landscape Project between the District and Colorado Designsapes, Inc.

Following discussion, upon motion duly made by Director Merkel, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board approved

