

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
COLORADO TECH CENTER METROPOLITAN DISTRICT and
COLORADO TECH CENTER METROPOLITAN SUB-DISTRICT
HELD
OCTOBER 27, 2021

A special meeting of the Board of Directors of the Colorado Tech Center Metropolitan District and Colorado Tech Center Metropolitan Sub-District (referred to hereafter as the “Board”) was convened on Wednesday, October 27, 2021, at 3:00 p.m. via video conference. meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:
Scott Reichenberg, President

Also, In Attendance Were:
Lisa Johnson, & Paul Wilson; CliftonLarsonAllen LLP (“CLA”)
Ron Fano; Spencer Fane LLP
Audrey DeBarros; Commuting Solutions

ADMINISTRATIVE ITEMS

Call to Order: The meeting was called to order at 3:05 p.m.

Approval of Agenda: Upon a motion duly made by Director Reichenberg, the Agenda was approved as presented.

Disclosures of Potential Conflicts of Interest: Mr. Fano reported that disclosures for those directors with 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. Mr. Fano 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 noted.

Public Comment: There were no public comments.

Board Vacancies: The Board discussed the current vacancies. It was noted that Mr. Freeman continues to work on his qualifications to serve. Director Reichenberg will also contact others in the district to solicit interest.

October 28, 2020 Special Meeting Minutes: Upon a motion duly made by Director Reichenberg, the October 28, 2020 Special Meeting Minutes were approved.

CliftonLarsonAllen LLP Master Service Agreement and related

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statement(s) of work: Director Reichenberg inquired about how often CLA has increased its fees over time. Ms. Johnson and Mr. Wilson responded that CLA has increased fees by 7-10% for 2022, and is reflected in the 2022 draft budget. The last increase the District incurred was two years ago with the imposition of a 5% technology fee. Mr. Fano also commented that he has reviewed the agreement and has no concerns with the terms contained within. Following review and discussion, upon a motion duly made by Director Reichenberg, the CliftonLarsonAllen LLP Master Service Agreement and related statement(s) of work was approved.

FINANCIAL MATTERS

A. District

- **Conduct Public Hearing to Consider Amending 2021 Budget, Consider Adoption of Resolution 2021-10-01 to Amend 2021 Budget, if necessary:** Ms. Johnson opened the public hearing to consider amending the 2021 Budget. It was noted that Notice stating the Board would consider amending the 2021 budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District. No written objections were received prior to the public hearing, no public was in attendance and the public hearing was closed. Mr. Wilson stated that a 2021 Budget amendment was not necessary.
- **Conduct Public Hearing to Consider Adoption of 2022 Budget, Appropriate Funds for Expenditures, Certify Mill Levy; Consider Adoption of Resolution 2021-10-02 to Adopt 2022 Budget, Appropriate Funds for Expenditures and Certify Mill Levy:** Ms. Johnson opened the public hearing to consider adopting the 2022 Budget. It was noted that Notice stating the Board would consider adopting the 2022 budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District. No written objections were received prior to the public hearing, no public was in attendance and the public hearing was closed.

Wilson presented the draft 2022 Budget to the Board. Following review, upon a motion duly made, Director Reichenberg approved the 2022 Budget, Appropriated Funds for Expenditures and Certified Mill, and Adopted Resolution 2021-10-02 to Adopt 2022 Budget, Appropriate Funds for Expenditures and Certify Mill Levy.

- **Ratify Bill.com Claims Totaling \$110,336.57:** Mr. Wilson reviewed the bill.com payables with the Board. Following review, upon a motion duly made, Director Reichenberg ratified bill.com claims totaling \$110,336.57.

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- **August 31, 2021 Financial and Property Tax Collections:** Mr. Wilson reviewed with the Board. Following review, upon a motion duly made, Director Reichenberg accepted the August 31, 2021 Financial and Property Tax Collections.
- **Wipfli Engagement Letter to Perform 2021 Audit:** Upon a motion duly made, Director Reichenberg approved the Wipfli engagement letter to perform 2021 Audit.
- **Renewal of Membership with Commuting Solutions:** Ms. DeBarros provided a brief presentation on Commuting Solutions and the work they are doing in the region. She presented some of the programs that membership fees are funding. Following discussion, upon a motion duly made, Director Reichenberg approved renewal of membership with Commuting Solutions.
- **Resolution 2021-10-03, Annual Administrative Matters:** Mr. Fano presented the resolution to the Board. Following review, upon a motion duly made, Director Reichenberg approved Resolution 2021-10-03, Annual Administrative Matters.
- **Resolution 2021-10-04, Calling May 3, 2022 Directors' Election:** Mr. Fano presented the resolution to the Board. Following review, upon a motion duly made, Director Reichenberg approved Resolution 2021-10-04, Calling May 3, 2022 Directors' Election.
- **Other:** None.

Sub-District

- **Conduct Public Hearing to Consider Amending 2021 Budget, Consider Adoption of Resolution 2021-10-01 to Amend 2021 Budget, if necessary:** Ms. Johnson opened the public hearing to consider amending the 2021 Budget. It was noted that Notice stating the Board would consider amending the 2021 budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District. No written objections were received prior to the public hearing, no public was in attendance and the public hearing was closed. Mr. Wilson stated that a 2021 Budget amendment was not necessary.
- **Conduct Public Hearing to Consider Adoption of 2022 Budget,**

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Appropriate Funds for Expenditures, Certify Mill Levy; Consider Adoption of Resolution 2021-10-02 to Adopt 2022 Budget, Appropriate Funds for Expenditures and Certify Mill Levy: Ms. Johnson opened the public hearing to consider adopting the 2022 Budget. It was noted that Notice stating the Board would consider adopting the 2022 budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District. No written objections were received prior to the public hearing, no public was in attendance and the public hearing was closed.

- Mr. Wilson presented the draft 2022 Budget to the Board. Following review, upon a motion duly made, Director Reichenberg approved the 2022 Budget, Appropriated Funds for Expenditures and Certified Mill, and Adopted Resolution 2021-10-02 to Adopt 2022 Budget, Appropriate Funds for Expenditures and Certify Mill Levy.
- **Wipfli Engagement Letter to Perform 2021 Audit:** Upon a motion duly made, Director Reichenberg approved the Wipfli engagement letter to perform 2021 Audit.
- **Resolution 2021-10-03, Annual Administrative Matters:** Mr. Fano presented the resolution to the Board. Following review, upon a motion duly made, Director Reichenberg approved Resolution 2021-10-03, Annual Administrative Matters.
- **Resolution 2021-10-04, Calling May 3, 2022 Directors' Election:** Mr. Fano presented the resolution to the Board. Following review, upon a motion duly made, Director Reichenberg approved Resolution 2021-10-04, Calling May 3, 2022 Directors' Election.

Other: None.

Other: None.

MANAGER
MATTERS

Other: None.

DIRECTOR
MATTERS

Other: None.

LEGAL
MATTERS

None.

OTHER
BUSINESS

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ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Reichenberg, , the meeting was adjourned at 4:12 p.m..

Respectfully submitted,

DocuSigned by:

Lisa Johnson

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Secretary for the Meeting

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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/14/2022 4:21:05 PM
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