

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING/BUDGET HEARING
OF THE BOARD OF DIRECTORS OF THE
NORTH RANGE METROPOLITAN DISTRICT NO. 5
HELD
NOVEMBER 12, 2020**

A special meeting/budget hearing of the Board of Directors of the North Range Metropolitan District No. 5 was held Thursday, November 12, 2020, at 1:00 p.m. Due to current circumstances related to COVID-19, this meeting was held electronically via Zoom. The meeting was open to the public.

In attendance were Directors:

Jeffrey Kappes
Teresa Kershisnik
Shawn Olsen
Tim Roberts
Keith McCann

Also in attendance were:

Matthew Urkoski, Shelby Clymer and Anna Jones; CliftonLarsonAllen
LLP
Kristen Bear, Esq.; White Bear Ankele Tanaka & Waldron P.C.
Steve Follweiler and Raul Martinez; Reunion Metropolitan District
Jim Bogner; MSI

Call to Order

Director Kappes called the meeting to order at 1:26 p.m.

Declaration of
Quorum

A quorum was confirmed.

Disclosures and
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 of Directors and to the Secretary of State. Ms. Bear noted that all Directors' Disclosure Statements have been filed. The Board noted that there are no additional conflicts to those filed with the Secretary of State pursuant to statute.

Resolution Declaring
Emergency
Procedures and
Authorizing
Teleconferencing for

RECORD OF PROCEEDINGS

Regular and Special Meetings

After discussion, upon a motion duly made by Director Kappes, seconded by Director Olsen, and upon vote unanimously carried, the Board approved the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings.

May 5, 2020 Election

A. Election of Officers

Upon a motion duly made by Director Kershisnik, seconded by Director Roberts, and upon vote unanimously carried, the Board elected the following slate of officers:

Tim Roberts, President
Jeffrey Kappes, Vice President
Teresa Kershisnik, Secretary/Treasurer
Shawn Olsen, Assistant Secretary
Keith McCann, Assistant Secretary

Approve of Agenda

After discussion, upon a motion duly made by Director McCann, seconded by Director Kappes, and upon vote unanimously carried, the Board approved the agenda as presented.

CONSENT AGENDA

A. Review and Approve Minutes of the January 22, 2020 Special Meeting

After discussion, upon a motion duly made by Director Olsen, seconded by Director Kappes, and upon vote unanimously carried, the Board approved the Consent Agenda subject to confirmation of quorum.

7. Manager Matters

A. Discuss 2021 Regular Meeting Dates {Feb ___, May ___, August ___ and November ___}

The Board discussed the 2021 meeting dates. After discussion, upon a motion duly made by Director Kappes, seconded by Director Roberts, and upon vote unanimously carried, the Board set the 2021 regular meeting on the second Thursday of February, May, August and November at 1:00 p.m. pending confirmation that the meetings do not overlap with any of the Reunion Metropolitan District or the other North Range Metropolitan District meetings.

B. Consider Adoption of 2021 Annual Administrative Resolution

After review and discussion, upon a motion duly made by Director Kappes, seconded by Director Roberts, and upon vote unanimously carried, the Board adopted the 2021

RECORD OF PROCEEDINGS

Annual Administrative Resolution as amended to reflect the 2021 regular meeting dates and officer positions.

C. Consider Approval of Property and Liability Schedule and Limits

After review, upon a motion duly made by Director Kershisnik, seconded by Director Olsen, and upon vote unanimously carried, the Board approved the property and liability schedule and limits.

D. Ratify 2019 Annual Report

After review, upon a motion duly made by Director Kershisnik, seconded by Director Roberts, and upon vote unanimously carried, the Board ratified approval of the 2019 Annual Report.

Legal Matters

A. Consider Approval of Resolution Establishing an Electronic Signature Policy

Ms. Bear reviewed the Resolution with the Board. After discussion, upon a motion duly made by Director Kappes, seconded by Director McCann, and upon vote unanimously carried, the Board approved the Resolution Establishing an Electronic Signature Policy.

Financial Matters

A. 2020 Amended Budget Hearing

Not needed.

B. 2021 Budget Hearing

1. Consider Adoption of 2021 Budget Resolution for North Range Metropolitan District No. 5

Upon a motion duly made by Director Roberts, seconded by Director Olsen, the Board opened the public hearing at 1:31 p.m. Upon a motion duly made by Director McCann, seconded by Director Roberts, the Board closed the public hearing at 1:47 p.m.

Ms. Clymer reviewed the North Range Metropolitan District No. 5 2021 budget with the Board. Director Kershisnik noted significant reduction in personal property valuation. Ms. Clymer indicated she will inquire with Adams County regarding the reduction and request the personal property schedule. After review and discussion, upon a motion duly made by Director Kershisnik, seconded the Director Roberts, and upon vote unanimously carried, the Board approved the North Range Metropolitan District No. 5 2021 budget and adopted the 2020 Budget Resolution subject to reallocating expenditures from the General Fund to the Capital Projects Fund

RECORD OF PROCEEDINGS

pursuant to Board direction and discussions with Adams County regarding the personal property assessed value decrease

C. Consider Ratification of 2019 Audit Exemption

Ms. Clymer reviewed the Application for Exemption from 2019 Audit. After discussion, upon a motion duly made by Director Kershisnik, seconded by Director Kappes, and upon vote unanimously carried, the Board ratified approval of Application for Exemption from 2019 Audit.

Other Business

None.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Olsen, seconded by Director Kershisnik, the Board adjourned the meeting at 1:53 p.m.

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

Respectfully submitted,

DocuSigned by:

Matt Urkoski

6F8F8D55F2D840D...

Secretary for the Meeting