

MINUTES OF AN ORGANIZATIONAL MEETING OF THE
BOARD OF DIRECTORS

OF

RM MEAD METROPOLITAN DISTRICT

Held: Wednesday, December 4, 2019, at 10:30 A.M., at Carbon Valley Regional Public Library, 7 Park Avenue, Firestone, Colorado 80504

ATTENDANCE

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

Glen Smith
Blake Smith
Natalie Ricci

Also present were: Jennifer Gruber Tanaka, Esq., and Eve M. Grina, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law, District General Counsel.

**ADMINISTRATIVE
MATTERS**

Call to Order and Confirmation of Quorum It was noted that a quorum of the Board was present, and, therefore, the meeting was called to order.

Declaration of Quorum and Confirmation of Director Qualifications Ms. Tanaka noted that a quorum for 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. Tanaka advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Tanaka 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. Ms. Tanaka noted that a quorum was present and 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. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda Ms. Tanaka presented the Board with the proposed agenda for the meeting. Upon motion of Mr. G. Smith, seconded by Mr. B. Smith, the Board unanimously approved the agenda as presented.

DIRECTOR MATTERS

Election of Officers

Ms. Tanaka noted the need to elect a President, Treasurer and a Secretary for the Board. It was noted that the Secretary position does not need to be a director. Upon motion of Mr. G. Smith, seconded by Mr. B. Smith, the Board unanimously elected the following officers:

President: Glen Smith
Secretary/Treasurer: Blake Smith
Assistant Secretary: Natalie Ricci
Recording Secretary: Legal Counsel

PUBLIC COMMENT

None.

CONSENT AGENDA

The Board was presented with the consent agenda items. Upon motion of Mr. G. Smith, seconded by Mr. B. Smith, the Board unanimously took the following actions:

a. Administrative Matters

- i. Adopted Resolution No. 2019-12-01: 2020 Annual Administrative Resolution
- ii. Adopted Resolution No. 2019-12-02: Providing for the Defense and Indemnification of Directors and Employees of the District
- iii. Adopted Resolution No. 2019-12-03: Adopting Colorado Special District Records Retention Schedule
- iv. Adopted Resolution No. 2019-12-04: Adopting Public Records Request Policy
- v. Adopted Resolution No. 2019-12-05: Calling Election
- vi. Adopted Resolution No. 2019-12-06: Designating the Location of Regular Meetings Outside the District's Boundaries
- vii. Adopted Resolution No. 2019-12-07: Concerning Online Notice of Regular and Special Meetings

b. Consultant Matters

- i. Approved the Engagement of WHITE BEAR ANKELE TANAKA & WALDRON as General Counsel
- ii. Approved the Engagement of Simmons & Wheeler for Accounting Services

c. Approved the Funding and Reimbursement Agreement (Operations and Maintenance) with Second Royalty, LLC

d. Approved the Public Improvements Acquisition and Reimbursement Agreement with Second Royalty, LLC

e. Approved the Intergovernmental Agreement with Town of Mead, Colorado (required pursuant to Service Plan)

f. Approved the Intergovernmental Agreement with St. Vrain Sanitation District

g. Approved the Eligible Governmental Entity Agreement with SIPA

FINANCIAL MATTERS

Public Hearing on 2019 Budget and Adoption of Resolution No. 2019-12-08: Adopting Budget, Imposing Mill Levy and Appropriating Funds

Mr. G. Smith opened the public hearing on the 2019 budget. Ms. Tanaka noted that the notice of the budget hearing was provided in accordance with Colorado law and that no objections were received prior to the hearing. Mr. Simmons reviewed the 2019 budget with the Board. There being no public present, Mr. G. Smith closed the public hearing.

Upon motion of Mr. G. Smith, seconded by Mr. B. Smith, the Board unanimously approved the 2019 budget and adopted Resolution No. 2019-12-08: Adopting Budget, Imposing Mill Levy and Appropriating Funds.

Public Hearing on 2020 Budget and Adoption of Resolution No. 2019-12-09: Adopting Budget, Imposing Mill Levy and Appropriating Funds

Mr. G. Smith opened the public hearing on the 2020 budget. Ms. Tanaka noted that the notice of the budget hearing was provided in accordance with Colorado law and that no objections were received prior to the hearing. Mr. Simmons reviewed the 2020 budget with the Board. There being no public present, Mr. G. Smith closed the public hearing.

The Board reviewed the final assessed valuation from the Weld County Assessor and the projected needs for the District and determined to impose 50 mills for general fund purposes plus the 3 mills for the Town as required by the District's Service Plan.

Upon motion of Mr. G. Smith, seconded by Mr. B. Smith, the Board unanimously approved the 2020 budget and adopted Resolution No. 2019-12-09: Adopting Budget, Imposing Mill Levy and Appropriating Funds.

Opening of Checking Account and ColoTrust Account

The Board discussed the need to open a checking account for the District's funds. Upon motion of Mr. B. Smith, seconded by Ms. Ricci, the Board unanimously approved the opening of a checking account at FirstBank and approved the opening of an account at ColoTrust. The Board further directed Mr. Simmons to open both accounts.

INSURANCE MATTERS

SDA Membership and Intergovernmental Agreement with Colorado Special Districts Property and Liability Pool and Adoption of Resolution No. 2019-12-10

Ms. Tanaka presented the Board with the SDA Membership application, the Intergovernmental Agreement with the Colorado Special Districts Property and Liability Pool and Resolution No. 2019-12-10 approving the same. Ms. Tanaka noted that the insurance includes general liability coverage, public officials' liability coverage, non-owned/hired auto liability, hired auto physical damage and comprehensive crime coverage. Because the District does not currently own any property, property liability coverage is not yet included. Ms. Tanaka noted that, in order to obtain insurance through the Pool, membership through the Special District Association is required. Upon motion of Ms.

Ricci, seconded by Mr. B. Smith, the Board unanimously approved the SDA Membership application, the Intergovernmental Agreement with the Colorado Special Districts Property and Liability Pool and adopted Resolution No. 2019-12-10.

Agency Fee Agreement with T. Charles Wilson for Insurance Broker Services

Ms. Tanaka presented the Board with an Agency Fee Agreement with T. Charles Wilson for Insurance Broker Services and noted that the annual agency fee for 2020 is estimated to be \$495. Upon motion of Ms. Ricci, seconded by Mr. B. Smith, the Board unanimously approved the Agency Fee Agreement.

LEGAL MATTERS

None.

OTHER BUSINESS

Next Meeting Date

The next regular meeting is scheduled for February 4, 2020, at 10:30 A.M.

ADJOURNMENT

There being no further business to be conducted, the meeting was adjourned.

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

Blake Smith

[Blake Smith \(Sep 15, 2020 09:48 MDT\)](#)

Secretary for the Meeting