

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

GVR METROPOLITAN DISTRICT

Held: Wednesday, November 17, 2021, at 6:30 P.M. at the GVR Metropolitan District Office, 18650 East 45th Avenue, Denver, Colorado. Also available to the public via Go To Meeting.

Attendance

The regular meeting of the Board of Directors of the GVR Metropolitan District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualifications to serve on the Board, were in attendance:

Matt Stallman, Vice President
Anthony Noble, Secretary/Treasurer
Eric Gravenson, Director
William Thomas, Director
Lyman West, Director

Absent: Tim Camarillo (absence excused).

Also in attendance on-site were: Micaela Duffy*, District Manager, Sabrina Foss-Stockwell, District Staff, and Ken Albert, Facilities Manager, GVR Metropolitan District; and Barbara T. Vander Wall, Seter & Vander Wall, P.C., legal counsel.

[*Arrived where indicated.]

[There were no persons attending virtually.]

Call to Order

In the absence of Director Camarillo, serving as Acting Chair, Director Noble noted that a quorum of the Board was present with five directors in attendance. Thereafter, Director Noble called the regular meeting of the Board of Directors of the GVR Metropolitan District to order.

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Approval of Agenda The Board reviewed the agenda. Upon motion, second and unanimous vote, the Board approved the agenda as presented.

Conflict of Interest /
Disclosure Matters The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. Legal counsel advised that written disclosures of the conflicts of interest previously submitted by the applicable Directors had been filed with the Secretary of State prior to the meeting.

No additional conflict disclosures were announced.

Public Comment Period:

- Denver Police Dept. There were no comments presented by Denver Police Department
- Master HOA There were no comments presented by the Master HOA.
- CAB There were no comments presented by the CAB.
- Councilwoman
 Gilmore's Office There were no comments presented by Councilwoman
 Gilmore's office.
- Public Comment There were no public comments at this time.

Approval of Minutes The minutes of the regular meeting of the Board of Directors held October 20, 2021, were read. Upon motion, second, and unanimous vote, with an abstention by Director Stallman, the Board approved the minutes as presented.

Attorney's Report Ms. Vander Wall directed the Board to legal counsel's status report, including an update on COVID-19 public health orders and reference to recent changes in law affecting assessed valuations.

Public Hearing on 2022
Proposed Budget Upon motion, second, and unanimous vote, Director Noble opened the public hearing on the proposed 2022 District budget. There being no members of the public present, the public hearing was closed. The Board proceeded with discussion on the proposed budget.

Director West noted that he has not had a chance to review the draft budget, and does not understand it. Director Noble stated that the budget needs to be adopted by the Board as a regulatory matter. Director Noble took up the issue of the District's mill

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levy. The Board reviewed the proposed budget with the two scenarios as discussed at the October meeting: one which keeps the mill levy the same, and a second scenario which reduces the mill levy by 1.126, for a total of 18.223, which would reduce the District's revenues by approximately \$162,000. A 1.126 mill levy reduction on a \$400k home would result in a \$7 per home savings. The Board discussed the impact in revenues from the reduced mill levy, and consideration of the future change in assessed valuations which are scheduled to occur in 2022 and 2023 (for tax collections in 2023 and 2024) as a result of the recent legislation. The Board agreed that it would be appropriate to not decrease the mill levy at this time, and that the revenues are expected to be applied to fund additional employment salaries and expenses.

[*Micaela Duffy arrived during this discussion.]

Director Gravenson suggested that the Board focus more on cost reductions, and discussed reviewing cost savings on a monthly basis.

After further discussion, and upon motion made by Director Thomas, and a second by Director Stallman, the Board voted to approve the proposed 2022 budget, appropriate the funds, and certify the mill levy at the full rate of 20.094. Director West abstained from voting.

Board Reports:

- October 31, 2021
Financial Report

Director Noble reviewed the District's October financials with the Board. The Board discussed the amount paid for the Jeep repairs, and the reimbursement from the District's insurance provider less a \$1,000 deductible. Upon motion, second and unanimous vote, the Board accepted the October financial report as presented.

- District Manager
Report

Ms. Duffy reported on her research regarding car alarm systems based on the Board discussion from the last meeting. She presented information for the Viper system, at a cost of \$1,025 per vehicle installed and a subscription price of \$199 per year for a small fleet; and the DroneMobile system, at a cost of \$930 per vehicle installed, and a subscription price of \$90 per year per vehicle. The District currently has a total of four vehicles. She noted that each system provides similar options. After further discussion, the Board authorized Ms. Duffy to proceed with

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acquiring one of the alarm systems, to be selected by Ms. Duffy at her discretion.

Ms. Duffy reported on the status of the phase 4 fence project. She reported that the fence materials have been delivered. She presented a tracking chart for the Board's review reflecting installation dates which will impact individual property owners. It was discussed that the completion dates shown should be presented as an "estimated" date.

Director West has requested a site visit to view the fence materials; Ms. Duffy stated that she can coordinate a site visit with the contractor to allow for construction project safety concerns to be addressed. She asked if other directors have interest in a site visit and if so, she would like to coordinate to minimize disruptions. The Board discussed issues of project management responsibilities delegated to staff and directors' fiduciary responsibilities related to review of the services. Ms. Duffy noted that she will be providing Board members with regular updates on the construction project progress, as she has done with prior phases.

Director Noble suggested the Board would benefit from a workshop with training on roles and responsibilities.

Unfinished Business:

- Discussion re Building Re-Opening for Meetings

The Board revisited the issue of opening the building up to the public for Board meetings relative to the current state of the COVID-19 pandemic. The Board agreed to continue to defer making any changes considering the current elevated COVID statistics in the community.

- Vehicle Alarm Systems

The Board noted that this item had already been addressed in the manager's report and discussion.

Discussion Items / New Business:

- Landscape Services Proposals

Ms. Duffy presented proposals for the three areas of landscape services required by the District: Landscape maintenance, landscape management and tree services.

The Board reviewed three proposals received for landscape maintenance services, from First Class Sprinkler & Landscape, BrightView and Emerald Isle Landscaping. Ms. Duffy reviewed the breakdown of the proposals and their proposals. She noted

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that First Class is the District's current landscape services contractor; they have increased their rates by approximately 3% for 2022. BrightView presented the lowest proposal, but their proposal did not incorporate all of the services required by the District. Emerald Isle presented the highest proposal, which is consistent with other proposals received from this contractor in the past. The Board held a brief discussion on the potential to have the landscape services performed in-house, rather than hiring an outside contractor. Mr. Albert stated that this is not a possibility for the District at this time, due to equipment and staffing issues. The Board discussed the pricing discrepancies; Mr. Albert responded that the proposals are not the same therefore there are pricing differences. Staff recommendation is to contract with First Class for landscape maintenance services based on satisfaction with their performance and the extra services included in their pricing, such as aeration, flowerbeds, etc., which are not provided by BrightView. Director West noted that the contractor has blown leaves into his yard. Director Thomas asked whether there have been any complaints from residents similar to the issue presented by Director West. Mr. Albert stated that there have been virtually no complaints, other than some irrigation repairs that were made a couple years ago. Director Thomas suggested that the District maintain documentation for any complaints received.

Next, the Board reviewed three proposals received for landscape management services, which includes fertilizer and weed control services, from TruGreen, BrightView, and Emerald Isle. The District's current contractor for these services is TruGreen; their pricing has increased by approximately 2.5% for 2022, for a total amount of \$23,952. BrightView's proposal is in the amount of \$18,315, and Emerald Isle's proposal is in the amount of \$39,898. Ms. Duffy described certain changes in TruGreen's performance, which causes staff to look at a change in contractor. Staff recommendation is to contract with BrightView for the landscape management services, noting that this will provide an opportunity to work with BrightView at a lower level, to help gauge performance for future reference.

Finally, the Board reviewed the sole proposal received for tree maintenance services from SavATree, in the amount of \$42,242, which incorporates a 2.6% increase for 2022. Ms. Duffy noted that there are not a lot of companies which provide this services, and potential other contractors were not responsive. She also noted that SavATree has provided good service to the District.

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After further discussion, and upon motion, second and unanimous vote, the Board approved the landscape maintenance services contract with First Class, the landscape management services contract with BrightView, and the tree management services contract SavATree, based on the proposals received and as recommended by staff.

Director Items:

Director Noble stated he thinks the Board should receive board member training from an outside consultant. This training can help the Board understand and implement their roles and responsibilities. Ms. Duffy noted that she can reach out to the Special District Association for referrals. The Board agreed.

Director Gravenson asked about the compensation committee's progress on moving forward with salary and salary cap recommendations for the various staff positions. Director Noble stated that the committee members include Ms. Duffy, Karen Jordan, Director Camarillo and himself; the committee has not had an opportunity to meet.

Other Business

There was no other business for discussion at this time.

Adjournment

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 8:48 p.m.

Secretary for the Meeting