

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

GVR METROPOLITAN DISTRICT

Held: Wednesday, January 19, 2022, 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:

Tim Camarillo*, President
Matt Stallman*, Vice President
Anthony Noble, Secretary/Treasurer
Eric Gravenson, Director
Lyman West, Director

Absent: William Thomas (absence excused).

[*Participating virtually via Go-To-Meeting.]

Also in attendance were Micaela Duffy, District Manager, GVR Metropolitan District; Barbara T. Vander Wall, Seter & Vander Wall, P.C., legal counsel; and one member of the public identified as “Caller One” (participating via Go-To-Meeting telephone link).

Call to Order

Director Noble, serving as acting chair, noted that there is a quorum of the Board with five directors in attendance, and Director William Thomas’ absence excused. Thereafter, Director Noble called the regular meeting of the Board of Directors of the GVR Metropolitan District to order.

Approval of Agenda

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

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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 representatives present from the Denver Police Department at this time.
- Master HOA There were no comments presented from the Master HOA at this time.
- CAB There were no comments from the CAB at this time.
- Councilwoman Gilmore's Office There were no representatives from Councilwoman Gilmore's office present for comment.
- Public Comment There was no public comment at this time.

Approval of Minutes

The minutes of the regular meeting of the Board of Directors held December 8, 2021, were read. Director West raised a question regarding the snow removal services in connection with the approval of the associated contract as indicated in the minutes. Upon motion, second, and unanimous vote, the Board approved the minutes as presented.

Attorney's Report

Ms. Vander Wall directed the Board members to her written legal report included in the meeting materials. She presented the directors with the annual conflicts of interest disclosure forms, and the director qualification affidavits for completion. She reviewed the current COVID-19 regulations in place, and reviewed the upcoming director election, expiration of terms, and open positions for candidacy. The Board discussed the election terms and Ms. Vander Wall answered several questions regarding the election requirements.

Board Reports:

- November 2021 Financials Director Noble presented the financial report and claims payable for the period ending November 30, 2021, including the

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financial overview. Upon motion, second and unanimous vote, the Board accepted the November financial report as presented.

- December 2021
Financials / Cost
Savings Details / Pay
Scales

Next, Director Noble presented the draft financial report and claims payable for the period ending December 31, 2021, including the financial overview.

Director Noble discussed the savings in a favorable versus unfavorable manner, as shown on the financial report. He noted that the District's property taxes are under budget; the conservation trust fund revenues are over budget; personnel expenses are under budget; legal expenses are under budget; tree management services, maintenance and repairs, and the fence project are all under budget. The Board discussed these expenses and the rationale for being over or under budget. Director Gravenson noted the savings achieved by the District by obtaining a discount on gift cards distributed as part of the volunteer recognition event last year. He suggested that staff track these types of savings for reporting purposes.

Following further discussion, and upon motion, second and unanimous vote, the Board accepted the December financial report as presented.

Director Noble reviewed a proposed pay scale plan for 2022. The plan is based on staff research of data from Employers Council, and other comparison data. The plan distinguishes FLSA exempt and non-exempt positions, and provides a minimum, midpoint and maximum pay scale for each job title. The Board discussed removing the district manager position from the proposed plan, as the compensation amounts would be determined by the Board with applicable information available at the relevant time.

Ms. Duffy noted that with the exception of the irrigation / maintenance technician, most of the employees are currently at the midpoint level for their positions, which allows for growth.

- District Manager's
Report

Ms. Duffy reported that a board member workshop has been scheduled for February 2, 2022 to take place with Ann Terry, the executive director of the Special District Association.

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The District's personnel manual is undergoing review, and proposed revisions will be distributed to the Board prior to the next meeting.

Ms. Duffy shared her performance goals for 2022. She reviewed the document which identifies goals and progress, which will be updated periodically.

Director West inquired about a call he made regarding a meeting with contractors and stated that he received incorrect information from a staff member. Ms. Duffy suggested that if he feels the information is inaccurate, that he may confirm the information with her.

Resolution re
Administrative Items for
2022

Ms. Vander Wall presented the District's 2022 annual administrative resolution, which calls out a number of items to be addressed annually by the Board, including the District's 2022 meeting schedule, the designation of newspaper for publication of legal notices, posting locations, and compensation to the Directors subject to statutory limits. Following further discussion, and upon motion by Director Gravenson, second by Director West, and a unanimous vote, the Board approved the resolution as presented.

Resolution re Special
Districts Records
Management Manual

Ms. Vander Wall introduced a proposed resolution regarding the adoption of the "Special Districts Records Management Manual" regarding minimum standards for the retention and destruction of the District's records. The District currently has a policy within its Standard Operating Policy Manual; the proposed Manual has been promulgated by the Colorado State Archives and would superseded the District's current policy. Following further discussion, and upon motion, second and a vote of four in favor, one against (Director West), the Board approved the resolution adopting the special districts records management manual as presented.

Discussion Items /
Unfinished Business:

- Discussion re continuation of COVID restriction on building 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 and the recent spread involving the Omicron variant.

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Discussion Items / New
Business:

There were no items of new business presented at this time.

Director Items

Director Gravenson reported that free COVID tests are now being made available to the public through a link provided by the federal government.

There were no other director items brought forth at this time.

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 8:53 p.m.

Secretary for the Meeting