

## **RECORD OF PROCEEDING**

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### **MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF:**

#### **PARKWAY CIRCLE METROPOLITAN DISTRICT AND SUBDISTRICT**

**HELD THURSDAY, NOVEMBER 14, 2024, AT 2:00 PM**

#### **ADMINISTRATIVE ITEMS**

The special meeting of the Board of Directors of the Parkway Circle Metropolitan District and Subdistrict, City and County of Broomfield, Colorado was called to order on the day shown above by Dianne Miller in accordance with the laws of the State of Colorado. The following Directors were acting:

Scott Sanders, President  
William I Tointon, Secretary / Treasurer  
William Arland, III, Vice President/ Assistant Secretary  
Scott Christiansen

Also present was:  
Dianne Miller, Sonja Steele and Rhonda Bilek, Miller Law pllc  
Travis Gillmore, Accountant  
Niel Schilling, Schilling & Company  
Kim Scott with JKS

#### **CALL TO ORDER**

A quorum of the Board was present, and the meeting was called to order at 2:04 p.m.

#### **CONFLICTS OF INTEREST**

Ms. Miller advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. Additionally, the Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

Director Sanders disclosed his interest as a purchaser under a vacant land contract for property within the Districts under which he qualifies as a director. This disclosure is associated with approval of items on the agenda that may affect his interests.

Director Arland, III disclosed his interest as a resident in the District. This disclosure is associated with approval of items on the agenda that may affect his interests.

Director Tointon disclosed his interests as a purchaser under a vacant land contract for property within the Districts under which he qualifies as a director. Director Tointon is a holder of R2, R5 and R9 Bonds issued by the District. This disclosure is associated with approval of items on the agenda that may affect his interests.

Director Christiansen disclosed his interests as a purchaser under a vacant land contract for property within the District

under which he qualifies as a director. This disclosure is associated with approval of items on the agenda that may affect his interests.

## MINUTES

Director Christiansen moved to approve the minutes of the meetings held on November 15, 2023, for the district meeting and the town hall meetings as presented. Upon second by Director Tointon, a vote was taken, and the motion carried unanimously.

## PUBLIC COMMENT

There was none.

## PUBLIC HEARING

1. **Open the Public Hearing:** Ms. Miller noted that notice of the public hearing for the budget was posted and published in accordance with Colorado law. Directors Arland and Tointon opened the public hearing at 2:05 p.m. There being no public in attendance and no comments received by Miller Law pllc, the public hearing was closed at 2:05 p.m.
2. **Ratify the 2023 Audit:** Mr. Schilling reviewed the 2023 audit and financial Statements noting that the audit has been filed with the State. The Board questioned the bond and the 'anticipation note' and Ms. Miller will look into this. Director Christiansen moved to ratify the 2023 audit, upon second by Director Tointon, a vote was taken, and the motion carried unanimously.
3. **Consider Amending the 2024 Budget:** Mr. Schilling and Mr. Gillmore noted that the budget amendment is not necessary.
4. **Consider Approval of the 2025 Proposed Budget and Resolution:** Mr. Gillmore presented the proposed budget to the Board. The metro district's mill levy is proposed at 33.813 and the subdistrict is 21.861. Does not believe that the final AV provided by the county in early December will present any changes to the mill levies. After further discussion there were no changes requested. Director Tointon moved to adopt the proposed 2025 budget as presented, approve the mill levies subject to the final AV's from the county and appropriate 2025 expenditures. Upon second by Director Arland, a vote was taken, and the motion carried unanimously.

Directors Tointon and Arland were appointed to a committee to review the final AV provided by the County Assessor.

## CLAIMS

**Ratify Payment of Claims:** Mr. Gillmore noted there were no claims to be reviewed or ratified.

## 2025 ANNUAL ADMINISTRATIVE RESOLUTION

**Review and Consider Approval of 2025 Annual Administrative Resolution:** Director Arland moved to approve the resolution as presented, upon second by Director Christiansen, a vote was taken, and the motion carried unanimously.

## RESOLUTION WAIVING WORKERS' COMPENSATION INSURANCE

### **Review and Consider Approval of Resolution Waiving Workers' Compensation Insurance for 2025:**

Director Tointon moved to approve the resolution as presented, upon second by Director Arland, a vote was taken, and the motion carried unanimously.

## RESOLUTION AMENDING CORA POLICY

**Review and Consider Approval of Resolution Amending CORA Policy for the Metro District:** Director Arland moved to approve the resolution as presented, upon second by Director Tointon, a vote was taken, and the motion carried unanimously.

## RESOLUTION CALLING AN ELECTION

**Review and Consider Approval of Resolution Calling an Election for May 6, 2025:** Director Tointon moved to approve the resolution as presented, upon second by Director Christiansen, a vote was taken, and the motion carried unanimously.

## OTHER BUSINESS

**Developer Update:** Mr. Scott reviewed the photographs of the building progress, answer questions from the Board noted the construction company professionalism.

## ADJOURNMENT

Director Tointon moved to adjourn the meeting at 3:16 p.m. Upon a second by Director Christiansen, a vote was taken, and the motion carried unanimously.

Respectfully submitted,

DocuSigned by:

*William Tointon*

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Secretary for the Meeting