

PRAIRIE CENTER METROPOLITAN DISTRICT NOS. 1 & 4

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 · 800-741-3254
Fax: 303-987-2032

NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Michael Tamblin	President	2022/May 2022
Mark A. Waggoner	Vice President/Treasurer	2023/May 2023
VACANT		2023/May 2022
VACANT		2022/May 2022
VACANT		2022/May 2022
Ann E. Finn	Secretary	

DATE: April 6, 2022

TIME: 4:00 p.m.

LOCATION: *This meeting will be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:*

Zoom information:

<https://us02web.zoom.us/j/87490742020?pwd=S0s5Yjh6K3M3azRUUTNVR01Ba1p1QT09>

Meeting ID: 874 9074 2020

Passcode: 599857

Dial In: 1-669-900-6833

One tap mobile

+16699006833,,87490742020#,,,*599857#

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Confirm quorum; Approve agenda; Confirm location of meeting and posting of meeting notices. Designate location for posting of 24-hour notices.

C. Discuss status of the May 3, 2022 Regular Directors’ Election.

D. **Consent Agenda** – These items are considered to be routine and will be ratified by one motion. There will be no separate discussion of these items unless a board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

District Nos. 1 & 4 Only

- Approve Minutes of the December 1, 2021 Special Meeting (enclosures).

District No. 1 Only

- Ratify approval of payment of claims for the period beginning December 1, 2021 through March 31, 2022 totaling \$7,914.28 (enclosure).
-

II. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes.
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III. FINANCIAL MATTERS

District Nos. 1 & 4 Only

- A. Consider approval of 2021 Audit and authorize execution of Representations Letter (to be distributed).
-

- B. Discuss District revenues anticipated from oil and gas operations.
-

IV. LEGAL MATTERS

- A. _____
-

V. OTHER BUSINESS

- A. _____
-

- VI. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 7, 2022.**

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE PRAIRIE CENTER
METROPOLITAN DISTRICT NO. 1 (the “District”)
HELD
DECEMBER 1, 2021**

A special meeting of the Board of Directors of the Prairie Center Metropolitan District No. 1 (referred to hereafter as “Board”) was convened on Wednesday, the 1st day of December, 2021 at 4:00 P.M. This District Board meeting was held and properly noticed to be held via Zoom video/telephone conference. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Michael Tamblyn (via Zoom)
Mark A. Waggoner (via Zoom)

Also In Attendance Were:

Ann E. Finn; Special District Management Services, Inc. (via Zoom)

Erica Montague, Esq.; McGeady Becher P.C (via Zoom)

Thuy Dam and Cecilia Wang; CliftonLarsonAllen LLP (via Zoom)

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of 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 and to the Secretary of State. Attorney Montague requested members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was further noted by Attorney Montague that all Directors’ Disclosure Statements have been filed and no additional conflicts were disclosed.

ADMINISTRATIVE MATTERS

Quorum / Meeting Location / Posting of Meeting Notices: Attorney Montague noted that a quorum was present. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s board meeting. The Board determined that the meeting would be held via Zoom video/telephone conference without any individuals (neither District Representatives nor the General Public) attending in person. Ms. Finn reported that notice was duly posted and that no objections to the video/telephonic manner

RECORD OF PROCEEDINGS

of the meeting or any requests that the video/telephonic manner of the meeting be changed have been received from any taxpaying electors within the District boundaries.

Agenda: Ms. Finn distributed for the Board's review and approval a proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Agenda was approved, as presented.

Consent Agenda: The Board considered the following actions:

- Approve Minutes of the April 7, 2021 Special Meeting.
- Ratify approval of payment of claims for the period beginning April 1, 2021 through November 30, 2021 totaling \$12,415.95.
- Authorize District Manager to post transparency notice on the Special District Association Website and District Website pursuant to Section 32-1-809, C.R.S.

Following review, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved and/or ratified approval of, as appropriate, the above actions.

Resolution No. 2021-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices: The Board reviewed Resolution No. 2021-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

The Board determined to meet on April 6, 2022 and December 7, 2022 at 4:00 p.m. via Zoom.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

PUBLIC COMMENT There was no public comment.

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FINANCIAL MATTERS

Unaudited Financial Statements: Ms. Dam presented and reviewed the unaudited financial statements for the period ending September 30, 2021.

Following review and discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the unaudited financial statements for the period ending September 30, 2021 were accepted, as presented.

2021 Audit: The Board reviewed the proposal from Wipfli LLP to perform the 2021 Audit.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved the engagement of Wipfli LLP to perform the 2021 Audit, for an amount not to exceed \$2,000.

2021 Budget Amendment Hearing: The President opened the public hearing to consider the amendment of the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider the amendment of the 2021 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. There were no comments from the public in attendance and the public hearing was closed.

Following review and discussion, Director Tamblyn moved to adopt Resolution No. 2021-12-02 to Amend the 2021 Budget, Director Waggoner seconded the motion and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-02 to Amend the 2021 Budget. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

2022 Budget: The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received, and the public hearing was closed.

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Ms. Dam reviewed the estimated 2021 expenditures and the proposed 2022 expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2021-12-03 to Adopt the 2022 Budget and Appropriate Sums of Money, and Resolution No. 2021-12-04 to Set Mill Levies, (for the General Fund at 60.000 mills, for a total mill levy of 60.000 mills). Upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, Resolution Nos. 2021-12-03 and 2021-12-04 were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2021. The District Accountant was directed to transmit the Certification of Mill Levies to the Board of County Commissioners of Adams County not later than December 15, 2021. The District Accountant was also directed to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. Copies of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

DLG-70 Mill Levy Certification: Ms. Dam discussed with the Board the DLG-70 Mill Levy Certification form.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 mill levy certification form, for certification to the Board of County Commissioners and other interested parties.

Preparation of the 2023 Budget: The Board discussed preparation of the 2023 Budget.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner, and upon vote, unanimously carried, the Board appointed CliftonLarsonAllen LLP to prepare the 2023 Budget, and directed that the 2023 Budget be the same as the 2022 Adopted Budget, unless a Board Member provides input to otherwise adjust those assumptions.

Master Service Agreement for Accounting Services between the District and CliftonLarsonAllen LLP: Ms. Dam reviewed with the Board the Master Service Agreement for Accounting Services between the District and CliftonLarsonAllen LLP.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner, and upon vote, unanimously carried, the Board approved the

RECORD OF PROCEEDINGS

Master Service Agreement for Accounting Services between the District and CliftonLarsonAllen LLP.

LEGAL MATTERS

May 3, 2022 Regular Directors' Election: The Board discussed the May 3, 2022 Regular Directors' election regarding new legislative requirements and related expenses for the same.

Following review and discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-05; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing Ann Finn as Designated Election Official ("DEO"), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE PRAIRIE CENTER
METROPOLITAN DISTRICT NO. 4 (the “District”)
HELD
DECEMBER 1, 2021**

A special meeting of the Board of Directors of the Prairie Center Metropolitan District No. 4 (referred to hereafter as “Board”) was convened on Wednesday, the 1st day of December, 2021 at 4:00 P.M. This District Board meeting was held and properly noticed to be held via Zoom video/telephone conference. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Michael Tamblyn (via Zoom)
Mark A. Waggoner (via Zoom)

Also In Attendance Were:

Ann E. Finn; Special District Management Services, Inc. (via Zoom)

Erica Montague, Esq.; McGeady Becher P.C (via Zoom)

Thuy Dam and Cecilia Wang; CliftonLarsonAllen LLP (via Zoom)

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of 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 and to the Secretary of State. Attorney Montague requested members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was further noted by Attorney Montague that all Directors’ Disclosure Statements have been filed and no additional conflicts were disclosed.

ADMINISTRATIVE MATTERS

Quorum / Meeting Location / Posting of Meeting Notices: Attorney Montague noted that a quorum was present. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s board meeting. The Board determined that the meeting would be held via Zoom video/telephone conference without any individuals (neither District Representatives nor the General Public) attending in person. Ms. Finn reported that notice was duly posted and that no objections to the video/telephonic manner

RECORD OF PROCEEDINGS

of the meeting or any requests that the video/telephonic manner of the meeting be changed have been received from any taxpaying electors within the District boundaries.

Agenda: Ms. Finn distributed for the Board's review and approval a proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Agenda was approved, as presented.

Consent Agenda: The Board considered the following actions:

- Approve Minutes of the April 7, 2021 Special Meeting.
- Authorize District Manager to post transparency notice on the Special District Association Website and District Website pursuant to Section 32-1-809, C.R.S.

Following review, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved and/or ratified approval of, as appropriate, the above actions.

Resolution No. 2021-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices: The Board reviewed Resolution No. 2021-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

The Board determined to meet on April 6, 2022 and December 7, 2022 at 4:00 p.m. via Zoom.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

PUBLIC COMMENT

There was no public comment.

FINANCIAL MATTERS

2021 Audit: The Board reviewed the proposal from Wipfli LLP to perform the 2021 Audit.

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Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved the engagement of Wipfli LLP to perform the 2021 Audit, for an amount not to exceed \$1,250.

2021 Budget Amendment Hearing: The President opened the public hearing to consider the amendment of the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider the amendment of the 2021 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. There were no comments from the public in attendance and the public hearing was closed.

Following discussion, the Board determined that a 2021 Budget Amendment was not needed.

2022 Budget: The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received, and the public hearing was closed.

Ms. Dam reviewed the estimated 2021 expenditures and the proposed 2022 expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2021-12-02 to Adopt the 2022 Budget and Appropriate Sums of Money, and Resolution No. 2021-12-03 to Set Mill Levies, (for the General Fund at 35.000 mills, for the Debt Service Fund at 25.000, for a total mill levy of 60.000 mills). Upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, Resolution Nos. 2021-12-02 and 2021-12-03 were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2021. The District Accountant was directed to transmit the Certification of Mill Levies to the Board of County Commissioners of Adams County not later than December 15, 2021. The District Accountant was also directed to transmit the Certification of Budget

RECORD OF PROCEEDINGS

to the Division of Local Government not later than January 30, 2022. Copies of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

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Preparation of the 2023 Budget: The Board discussed preparation of the 2023 Budget.

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner, and upon vote, unanimously carried, the Board appointed CliftonLarsonAllen LLP to prepare the 2023 Budget, and directed that the 2023 Budget be the same as the 2022 Adopted Budget, unless a Board Member provides input to otherwise adjust those assumptions.

LEGAL MATTERS

May 3, 2022 Regular Directors' Election: The Board discussed the May 3, 2022 Regular Directors' election regarding new legislative requirements and related expenses for the same.

Following review and discussion, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-04; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing Ann Finn as Designated Election Official ("DEO"), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By _____
Secretary for the Meeting

Prairie Center Metropolitan District No. 1

Check List

All Bank Accounts

December 1, 2021 - March 31, 2022

Check Number	Check Date	Payee	Amount
Vendor Checks			
1117	12/15/21	CliftonLarsonAllen LLP	1,201.17
1118	12/15/21	CO Special Districts Property & Liability Pool	2,018.00
1119	12/15/21	Special District Mgmt. Services, Inc	106.00
1120	01/14/22	CliftonLarsonAllen LLP	1,104.05
1121	01/14/22	Special District Mgmt. Services, Inc	138.00
1122	02/15/22	CliftonLarsonAllen LLP	1,247.12
1123	02/15/22	Special District Mgmt. Services, Inc	137.27
1124	03/15/22	CliftonLarsonAllen LLP	1,044.49
1125	03/15/22	Special District Association	811.78
1126	03/15/22	Special District Mgmt. Services, Inc	106.40
Vendor Check Total			<u>7,914.28</u>
Check List Total			<u><u>7,914.28</u></u>

Check count = 10