

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

GVR METROPOLITAN DISTRICT

Held: Wednesday, November 18, 2020, at 6:30 P.M. at the
GVR Metropolitan District Office, 18650 East 45th
Avenue, Denver, Colorado.

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
William Thomas, Director
Lyman West, Director

Also in attendance were Micaela Duffy, District Manager, GVR Metropolitan District; Russ Newton, Seter & Vander Wall, P.C., legal counsel; and Derek Savage*, District resident.

(*Participating via Zoom and arriving where indicated below.)

Call to Order

Director Camarillo noted that a quorum of the Board was present with six directors in attendance. Thereafter, Director Camarillo called the regular meeting of the Board of Directors of the GVR Metropolitan District to order at approximately 6:43 p.m.

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

RECORD OF PROCEEDINGS

counsel advised that written disclosures of the conflicts of interest for each Director had been filed with the Secretary of State prior to the meeting.

No additional conflict disclosures were announced.

Comment Period
There were no representatives present to report from the Denver Police Department, the Master Homeowners Association, the Community Advisory Board, Councilwoman Gilmore's Office, or other public comment.

Approval of Minutes
The minutes of the regular meeting of the Board of Directors held October 21, 2020, were read. Director Thomas noted that he was not in attendance but the minutes listed him as present. Upon motion, second, and unanimous vote, the Board approved the minutes as presented, subject to revising the minutes to indicate Director Thomas's absence.

Attorney's Report
Mr. Newton directed the Board members to Ms. Vander Wall's written legal report included in the meeting materials. He directed the Board members to the update on the 2020 legislative matters, the Amendment B Ballot Measure regarding the Gallagher Amendment and applicable Colorado Executive Orders related to COVID-19. He reported that Amendment B passed and that residential assessment rates are now fixed at 7.19% until the legislature adjusts it, noting that an increase cannot occur without an electoral authorization. He also reported that Proposition 118 passed, and that a State-run insurance program will be established to provide Colorado employees 12 weeks of paid sick leave beginning in 2024.

Public Hearing on 2021
Proposed Budget
Upon motion, second, and unanimous vote, the Board opened the public hearing on the proposed 2021 District budget at approximately 6:49 p.m. Ms. Duffy presented the proposed budget, and reported a minor change from the draft presented in October, which was due to an increase in the proposed audit expenditure but did not impact the bottom line. The Board discussed the potential of lowering the mill levy in the future if an increase in assessed valuation and revenue outpaces District expenses. After further discussion, and upon motion, second, and unanimous vote, the Board closed the public hearing at approximately 6:57 p.m.

Ms. Duffy presented the Board with a draft resolution memorializing the proposed 2021 appropriations and

RECORD OF PROCEEDINGS

certification of mill levy, and upon motion made by Director Noble, second by Director Stallman, and unanimous vote, the Board adopted the 2021 budget resolution approving the proposed 2021 budget appropriations and certification of mill levy.

[*Mr. Savage, a member of the public, joined the meeting via Zoom at approximately 7:00 p.m.]

Board Reports:

- September 30, 2020 Financials
Director Noble provided a summary overview of financials dated October 31, 2020, covering the financial overview for the month of October, including the District's balance statement, profit and loss statement, and checks greater than \$5,000. He noted that property tax collections were down 0.3227% and water expenses had increased 9.5%, in comparison to 2019. Upon motion, second and unanimous vote, the Board approved the financial report as presented.

- District Manager's Report
Ms. Duffy reported that the fence project is approximately 51% complete, that security cameras should be installed the following week, and that concrete was replaced on the front walkway of the administrative building. She presented the possibility of canceling the December regular meeting, and the Board confirmed that the December meeting should be cancelled unless something imminent comes up. Director Noble noted that he will not be able to attend the December meeting and requested an excused absence if it is held.

Discussion Items / Unfinished Business:

Ms. Duffy and the Board confirmed that there is no unfinished business to discuss.

Discussion Items / New Business:

- Contract for DHV Cleaning Services
Ms. Duffy presented for the Board's consideration a proposed 2021 service agreement renewing the service provided by cleaning and landscape maintenance contractors DHV Cleaning, First Class Landscape, TruGreen Landscape, and SaveATree. She noted that 2020 was the first year DHV Cleaning provided cleaning services and they did a great job. The other contractors have been engaged for more than one year and continue to provide satisfactory service. She explained that only First Class has proposed a price increase, which is 3% over 2020 rates, and the others are maintaining their 2020 rates, noting that the
- Contract for First Class Landscape Maintenance
- Contract for TruGreen Landscape Management

RECORD OF PROCEEDINGS

- Contract for SaveATree Tree Maintenance

SaveATree contract price increased due to a change in scope adding more fertilization service.

Director West asked whether the District issued bids for the services and how insurance and other requirements are administered, noting he wants to be sure the District is getting services at a reasonable price. Ms. Duffy explained that the District will always accept proposals for consideration; however, standard practice has been to only request bids if a contractor has become too expensive or is not performing the services adequately, noting that continuity and familiarity is beneficial and requesting bids and reviewing proposals require a commitment of significant time and resources. She explained that insurance certificates are provided as a condition to the agreement taking effect and that contractors submit invoices for services provided on a monthly basis. District staff and contractors coordinate the services throughout the year and staff monitors for compliance.

Director Gravenson asked how the District counters or negotiates requests for price increases. Ms. Duffy explained that increases are commonly made to adjust for cost of living, material, and equipment escalations, and the District will negotiate a lower increase if a proposal is not reasonable.

The Board discussed potential situations where request of bids may be appropriate, noting that bids could be requested after a set number of years and that the Board generally relies on Ms. Duffy's expertise and experience procuring these types of services throughout her career.

The Board discussed DHV's cleaning service related to the COVID-19 pandemic, and Ms. Duffy explained that District staff is consistently wiping down surfaces in addition to the cleaning provided by DHV. Director Noble asked about the District administrative building's ventilation, and Ms. Duffy confirmed that filters are changed regularly but ducts have not been cleaned recently.

After further discussion, and upon motion, second, the Board approved the service agreements as presented by a vote of five to one (Director West voting against).

RECORD OF PROCEEDINGS

Director Items

Director West asked how the District is managing the COVID-19 pandemic. Ms. Duffy explained that, in addition to making meetings by appointment and encouraging telephone and electronic communication with the members of the public, the District is following the Colorado Department of Public Health and Environment's guidelines related to confirmed cases, potential exposure, and outbreaks. They have had to implement some of the guidelines due to potential exposures and are prepared to seek outside help, if an outbreak makes it necessary.

Executive Session

There were no items for executive session 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 7:38 p.m.

Secretary for the Meeting