

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

GVR METROPOLITAN DISTRICT

Held: Wednesday, October 20, 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:

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

Also in attendance on-site were: Micaela Duffy, District Manager, GVR Metropolitan District; and Barbara T. Vander Wall, Seter & Vander Wall, P.C., legal counsel.

In attendance virtually via Go To Meeting was: Matt Stallman; and Melissa Sotelo, a staff member of Councilwoman Gilmore's Office.

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.

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 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 Ms. Melissa Sotelo reported on upcoming events presented by Councilwoman Gilmore's Office, including the Trunk or Treat event at the GVR Rec Center and the District 5 Police Department annual Halloween party. Ms. Sotelo also reminded people to vote, and noted that there is a 24-hour mail ballot drop box at the GVR Rec Center.

[*Ms. Sotelo departed the meeting at this time.]
- 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 September 8, 2021, were read. Upon motion, second, and unanimous vote, 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.

Board Reports:

- August 31, 2021 /
September 30, 2021
Financials Director Noble reviewed the District's August financials with the Board; he pointed out a typographical error on the amount shown under "Total Assets." He reviewed the expenses exceeding \$5,000, including landscape, SavATree, Town Center IGA payment and Denver Water. He noted that property tax revenue collections are at 97.9053% for this period ending

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August 31, 2021. Upon motion, second and unanimous vote, the Board accepted the August financial report as presented.

Director Noble next reviewed the District's September financials with the Board, including the expenses exceeding \$5,000 and the increase in property tax collections to 98.4517%. Director Gravenson inquired about the fence contract amount, and what portion is expected to be spent in 2021 vs 2022. Ms. Duffy noted that the total fence project for the entire District is not projected to be completed in 2022, based on current direction by the Board.

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

- District Manager's Report

Ms. Duffy reported that she has received the proposal this afternoon for the vehicle fencing enclosure project; she has not yet reviewed the contents of the proposal. The proposal is from Fence Consulting Services and contains two alternatives from fence installation contractors. The amounts range from approximately \$35,000 to \$55,000, depending upon contractor and material. Director West suggested the District obtain another proposal. Director Gravenson stated that he had expected a lower price, and has concerns about spending more money on the fencing project than the cost of the acquisition of the vehicle. He asked to compare the costs with the prices for alarm systems, including any discounts that the District might receive on its insurance premiums. Director West stated that he would like to review three quotes for alarm systems. After further discussion, the Board agreed not to pursue the fencing project, and to proceed with further review and analysis for an alarm system.

Director Gravenson stated that he would like to pursue an option with a "panic" button in the vehicle. Director Noble suggested a carjacking alarm feature. Director Thomas asked about cost parameters. Director Noble suggested that the District include a \$10,000 line item in the 2022 budget for an alarm system.

Ms. Duffy reported on the proposal she received for the parking lot resurfacing work, and is working on getting a second proposal. Ms. Duffy noted that she is planning to have the admin building painting work done in 2022. She stated that she is in the process of getting proposals for the deck repair project.

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Ms. Duffy presented options for the Board to consider regarding the annual volunteer reception, including having a combined dinner reception, or providing gift cards in lieu of the gathering due to COVID limitations. The Board agreed to proceed with the gift card option for 2021.

Ms. Duffy reported on the recent disposition of the District's older bus – noting that the bus sold for \$3,500 without the required repairs to replace the stolen catalytic converter.

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 discussed options which would allow for sufficient space for social distancing of Board members and members of the public who wish to attend in person. The Board discussed hosting quarterly meetings in a larger area, such as the rec center, the library or the school. Ms. Duffy agreed to research these options.

Discussion Items / New Business:

- Draft 2022 Budget / Overview

Director Noble reviewed the preliminary budget summary for 2022 with the Board. He noted that the assessed valuation has increased from \$134,589,840 to \$143,615,850. He shared two separate mill levy options, one which keeps the mill levy the same, or alternatively, a reduction in mills by 1.126, which would reduce the District's revenues by \$162,000. He identified areas where the District would absorb the reduced revenues, in staffing and equipment costs. It was noted that a 1.126 mill levy reduction on a \$400k home would result in a \$7 savings. The Board also noted that there will be a two-year temporary reduction in residential property values for tax years 2022 and 2023 (collection in 2023 and 2024), which will further reduce the District's revenues.

Director Thomas inquired about major capital projects planned for 2022; these are already incorporated within the budget. Director Noble reviewed data from Employers Council which uses a 3.4-3.6% cost of living increase; which reflects a need to increase District base salaries to be consistent and competitive with the market. The Board discussed job descriptions, salary ranges and caps. There was further discussion on reviewing salaries for comparable employment positions in the Denver

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metropolitan area. Director Noble suggested that the budget be increased by \$328,000 to incorporate salary increases in 2022; this would provide flexibility for the District to further review the market and provide a comparison, and make changes as necessary to individual positions.

Director West requested to see a copy of the revised budget in advance of the next meeting.

- District Manager Agreement Renewal / Evaluation

With consent of Ms. Duffy, the Board determined not to go into executive session at this time for the District Manager evaluation and contract renewal discussions. Ms. Duffy reviewed her performance accomplishments occurring in 2021. The Board reviewed the 2013 agreement with Ms. Duffy for management services, which provides the annual review and evaluation process, and annual renewal. Each Board member shared feedback regarding Ms. Duffy's services and evaluation of her performance over the year. The Board discussed a salary increase equal to 5.17% as well as bonus compensation. The Board reviewed the renewal letter for 2021-2022, with the salary increase and bonus compensation as proposed. Upon motion, second and unanimous vote, the Board approved the renewal of the management services agreement as discussed. Ms. Duffy was requested to review proposed performance measures with the Board at a meeting in January or February 2022.

- Board Member Candidate Interview

Ms. Duffy noted that Ms. Betsy Sigler has withdrawn her name from candidacy to the Board, citing insufficient time to dedicate to the position.

- Director Items:

Director Thomas shared positive feedback from his attendance at the SDA conference in September.

Director Gravenson recommended the Board take on a salary / cap review to entice and recruit qualified employees. He would like to see entry level positions with reasonable expectations for compensation, and some developmental expectations to move up. Director Noble noted budgetary restrictions for this project. Director Camarillo suggested forming a compensation committee made up of volunteer students from universities to work on the project.

Director West asked about the contract review for 2022, and suggested a special session. Ms. Duffy described the three landscape contracts and the building cleaning contract, and

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offered to work with Director West outside of the meeting to review the contracts and answer questions. Director Noble also offered to make himself available to Director West to answer questions, and suggested weekend time is more flexible for him to be available.

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 9:57 p.m.

Secretary for the Meeting