

# RECORD OF PROCEEDINGS

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MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF THE  
PLAINS METROPOLITAN DISTRICT  
HELD  
JANUARY 18, 2024

The special meeting of the Board of Directors of the Plains Metropolitan District (referred to hereafter as "Board") was convened on Thursday, January 18, 2024 at 12:00 p.m. at KC & Associates, 10106 W. San Juan Way, Suite 210, Littleton, Colorado 80127. The meeting was open to the public.

## ATTENDANCE

### Directors in Attendance were:

Scott Burrows  
Kathy Tourney  
Steve Langer

### Also in Attendance were:

Shannon Smith Johnson, Esq.; Icenogle Seaver Pogue  
David B. Peak; District Manager

## CALL TO ORDER

A motion was duly made by Director Burrows, and seconded by Director Tourney, and upon vote, unanimously carried, the Board called the meeting to order making Director Langer acting President to conduct the business meeting in the absence of President Christensen. Director Pickard and President Christensen were also excused.

## DISCLOSURE MATTERS

Ms. Johnson advised the Board that, pursuant to Colorado law, certain disclosures may 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 by Colorado law, to permit official action 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.

## APPROVAL OF AGENDA

Following review and discussion, upon a motion duly made, by Director Burrows, and seconded by Director Langer, and upon vote, unanimously carried, the Board approved the Agenda as amended adding item: 7B Review and Approve Tree Maintenance Proposal for 2024 from Dayey Tree Company.

## APPROVAL OF MINUTES

Following review and discussion, upon a motion duly made by Director Tourney, and seconded by Director Burrows, and upon vote, unanimously carried, the Board approved the Minutes of the December 21, 2023 regular meeting.

## COMMUNITY COMMENT

None

## FINANCIAL MATTERS

- A. Review and Accept Cash Position Schedule as of January 16, 2024

Upon motion by Director Langer, seconded by Director Burrows, and upon vote, unanimous carried, the Board approved the Cash Position Schedule of January 16, 2024 as presented.

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### B. Review and Approve January 2024 Received Claims

After review, and upon a motion duly made by Director Langer, and seconded by Director Tourney, and upon vote, unanimously carried, the Board approved the January 2024 claims totaling \$13,928.23 for check numbers 2306 through 2314. Check number 2310 was voided for \$92.35.

### C. Discuss Assessed Valuation Revenue Impact

Mr. Peak reviewed the changes to the assessed valuation from Jefferson County's Assessor's Office and the revenue impact. The revenue impact to the assessed valuation was approximately \$33,000 lower than originally calculated from the previous assessed valuation for 2023.

### D. Review and Approve 2023 Audit Proposal from WIPFLI (enclosure)

Mr. Peak reviewed the highlights of the 2023 Audit Proposal from WIPFLI. After review, and upon a motion duly made by Director Burrows, and seconded by Director Langer, and upon vote, unanimously carried, the Board ratified the approval of the WIPFLI engagement letter for \$6,500.

### E. Other

None.

## ADMINISTRATIVE MATTERS

### A. Adopt and Approve the 2024 Annual Administrative Resolution, including designation of meeting notice posting location per Section 24-6-402(2)(c), C.R.S. (enclosure)

Mr. Peak reviewed the 2024 Annual Resolution with the Board. The Board agreed to keep the officers of the Board of Directors the same as 2023 with the addition of electing Joe Pickard as Secretary. Kathy Christensen is serving as President, Scott Burrows as Treasurer, Joe Pickard as Secretary, and the remaining Board members serving as Assistant Secretaries to the Board as identified in the Resolution. After discussion, and upon a motion duly made by Director Langer, and seconded by Director Burrows, and upon vote, unanimously carried, the Board approved the Annual Resolution for 2024, including designating the District's official website as the posting place for notices of the meetings pursuant to Sections 24-6-402(2)(c) and 321-1-104.5, C.R.S.

### B. Other

### Review and Approve Tree Maintenance Proposal for 2024 from Davey Tree Company

Mr. Peak reviewed the Tree Maintenance Proposal for 2024 from Davey Tree Company. After a brief discussion, and upon a motion duly made by Director Burrows, and seconded by Director Tourney, and upon vote, unanimously carried, the Board approved the 2024 Davey Tree Company proposal for tree maintenance for \$7,760.

## LEGAL MATTERS

### A. Executive Session

Cancelled

### B. Other

None

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**BOARD  
MATTERS**

A. Other

None

**OTHER  
BUSINESS**

A. Confirm Quorum for the Next Regular Board Meeting - February 15, 2024 at 12 p.m.  
- KC & Associates, 10106 W. San Juan Way, Suite 210, Littleton, CO 80125.

Director Langer indicated that he will be out of town the week of the February 15th meeting.

B. Other

None.

**ADJOURNMENT**

Upon a motion duly made by Director Burrows, and seconded by Director Tourney and upon a vote, unanimously carried, the meeting was adjourned at approximately 12:45 p.m..

Respectfully submitted,

By David Peak  
Secretary for the Meeting