

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF

RIVERVIEW METROPOLITAN DISTRICT

Held: Monday, May 11, 2020 at 3:00 p.m.

*Due to the Executive Order issued by Governor Polis on April 26, 2020, requiring all residents of the State of Colorado to stay-at-home to minimize the spread and impact of COVID-19, and the Updated Public Health Order 20-28 implementing the Executive Order, issued by the Colorado Department of Health and Environment (CDPHE) on April 26, 2020, the meeting was held via teleconference.*

Attendance

The special meeting of the Board of Directors of Riverview Metropolitan District was called and held in accordance with the applicable laws of the State of Colorado. The following Directors, have confirmed their qualifications to serve, were in attendance:

Jim DeFrancia  
Amy Brown  
Chris Paoli

Also present was Zachary P. White, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law; Mark Scully, Green Courte Partners; Ryan Spaustat, Landmark Consultants, Inc., Dan Bonner, THPK Certified Public Accountants.

Call to Order/Declaration of Quorum

It was noted that a quorum of the Board was present and the meeting was called to order. The Board recognized the resignation of Mark Scully and thanked him for his service to the Board.

Conflict of Interest Disclosures

Mr. White advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. White reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. White inquired into whether members of the Board had any additional disclosures of potential or

existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Consider Adoption of Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings

Mr. White presented the Resolution to the Board. Upon a motion duly made and seconded, the Board unanimously Adopted the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings.

Election of Officers

The Board engaged in general discussion regarding the Election of Officers. Following discussion, upon a motion duly made and seconded, the Board elected Director DeFrancia as President, Director Paoli as Secretary/Treasurer, and Director Brown as Assistant Secretary.

Approval of Agenda

Mr. White presented the proposed agenda to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as presented.

Approval of Minutes from December 9, 2019 Regular meeting

The Board reviewed the Minutes from the December 9, 2019 Regular meeting. Following a review, upon a motion was duly made and seconded, the Board unanimously approved the Minutes as presented.

Public Comment

None.

Legal Matters

Discussion on CDOT and City Unbudgeted Request of Improvements to the Intersection of 5<sup>th</sup> and Lincoln

Mr. Spaustat advised the Board that the City of Steamboat Springs is requesting lane and curb realignment. Mr. Spaustat estimates the cost will be \$180,000, to add a turn lane and relocate utilities, that was previously unbudgeted. Mr. Spaustat advised the Board he will discuss with the City.

Discussion of Summary of City Surety, City Warranty and Metro District Account Funds

Mr. Spaustat advised the Board that he will request a surety release in the amount of \$258,000, and that there is currently \$580,000 in the account.

Discussion on Construction Schedule, Final Budget and Cost to Completion

Mr. Spaustat advised the Board of three unfinished construction items: pavement striping, pavement markings, and mailboxes. The pavement striping and markings will be done when the requested from the City for budgeted improvements is resolved. The plan for

the mailboxes calls for \$45,000 in mail box enclosures, which is not needed. Mr. Spaustat will discuss with the City whether the plan can be reviewed.

Discussion on Summer Site Access Plans Mr. Spaustat advised the Board that the site will remained closed during the summer while landscape grass takes hold.

Discussion on the Excess Metro District Funds to GCP-Riverview LLC Mr. Spaustat advised the Board that an early redemption of \$700k is expected once surety is released.

#### Financial Matters

Consider Approval of Payables/Financials Mr. Bonner advised the Board that there are no new Payables or Financials, and noted that the April bills are still pending.

Discussion and Designation of Signers on the District's Bank accounts The Board stated they would like to move to bill.com to process invoices. The Board determined that Director DeFrancia and Director Paoli will be signers on the District bank accounts, and that 1 signature is needed for amounts under \$50,000, and 2 signatures will be needed for amounts in excess of \$50,000.

Update on Status of 2019 Audit The Board was informed that the audit would be underway over the summer.

Other Business Next Meeting – August 10, 2020

Adjourn There being no further business to come before the Board, and following discussion and upon a motion duly made, seconded and unanimously carried, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

*Amy Brown*  
[Amy Brown \(Aug 25, 2020 14:27 MDT\)](#)  
Secretary for the Meeting

The foregoing minutes were approved on the 25<sup>th</sup> day of August, 2020.