

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
E-470 POTOMAC METROPOLITAN DISTRICT
HELD
NOVEMBER 22, 2016**

A regular meeting of the Board of Directors of the E-470 Potomac Metropolitan District was held on Tuesday, November 22, 2016 at 12:00 p.m. at 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111.

Attendance

In attendance were Directors:

Michael P. Vickers, President
Tom List, Vice-President/Secretary/Treasurer
Gary Wiseman, Asst. Secretary/Treasurer

Also in attendance were:

Bob Blodgett, Stephanie Net and Janece Soendker; CliftonLarsonAllen
LLP
Ron Fano; Spencer Fane, LLP
David Strauss, Atira Golf and Landscaping
Keith Shaddox; Resident

Call to Order

President Vickers called the meeting to order at 12:05 p.m.

Disclosures of
Potential Conflicts
Of Interest

The Board disclosed possible conflicts of interest. No additions were reported.

Discuss Board
Vacancies

- A. Consider Appointing Keith Shaddox to the Board of Directors; Administer Oath of Office by Director Vickers

Upon a motioned by Director Vickers, seconded by Director List, and upon vote, unanimously carried, the Board appointed Keith Shaddox to the Board of Directors. Director Vickers administered the oath to Mr. Shaddox.

- B. Appointment of Officers

Upon a motioned by Director Vickers, seconded by Director List, and upon vote, unanimously carried, the Board appointed Director Shaddox as Assistant Secretary/Treasurer.

CONSENT AGENDA

IV. Administrative Matters

- A. Review and Approve Minutes of the May 24, 2016 Regular Meeting
- B. Approve District Insurance and Renewal of same; Approve Renewal of SDA Membership
- C. Approve Transparency Notice and Mode of Eligible Elector Notification for 2017 (post on SDA website)
- D. Review and Approve 2017 Annual Administrative Resolution
- E. Financial Matters
 - 1. Approve October Claims Totaling \$4,188.45
 - 2. Ratify Claims for May - September Totaling \$5,580.93
- F. Information Items

Upon a motioned by Director List, seconded by Director Wiseman, and upon vote, unanimously carried, the Board approved the consent agenda with the Annual Administrative Resolution being revised to include Director Shaddox as a Board Member.

DISCUSSION AGENDA

V. Financial Matters

- A. Review and Approve June 30, 2016 Financial Statements

Ms. Soendker reviewed the June 30, 2016 financial statements with the Board. She reported that the Debt Service payments to CBCMD will end on December 31, 2018. Upon a motion by Director Vickers, seconded by Director List, and upon vote, unanimously carried, the Board approved a \$9,391 reimbursement to CBCMD for prior costs. Upon a motion by Director List, seconded by Director Vickers, and upon vote, unanimously carried, the Board approved the June 30, 2016 financial statements.

- B. CTF Projects Update

- 1. Ratify Approval of Dove Ridge HOA Request for Landscape Improvements in the amount of \$16,600

Upon a motion by Director List, seconded by Director Vickers, and upon vote, unanimously carried, the Board ratified approval of the Dove Ridge HOA Request for Landscape Improvements in the amount of \$16,600.

The Board informed Director Shaddox that the Dove Ridge HOA must first spend the funds on trees before getting reimbursed.

VI. Manager's Report

- A. Conduct Public Hearing to Consider Amending the 2016 Budget;
Consider Adoption of Resolution to Amend 2016 Budget

Not required.

- B. Conduct Public Hearing to Consider Adoption of 2017 Budget,
Appropriate Expenditures and Certify Mill Levies; Consider Adoption of
Resolution to Adopt 2017 Budget, Appropriate Expenditures and Certify
Mill Levies

Upon a motion duly made by Director Vickers, seconded by Director List, and upon vote, unanimously carried, the Board opened the public hearing at 12:22 p.m. No public comments.

Upon a motion duly made by Director Vickers, seconded by Director List, and upon vote, unanimously carried, the Board closed the public hearing at 12:23 p.m.

Ms. Soendker reviewed the 2017 budget with the Board. After discussion, upon a motion duly made by Director List, seconded by Director Wiseman, and upon vote, unanimously carried, the Board approved the Resolution to Adopt the 2017 Budget, Appropriate Expenditures and Certify Mill Levy of 45.737 mills for collection in 2017.

- C. Website Update

Mr. Blodgett reported that the website is up to date.

- D. Update on Potential Regional Community Facility

Mr. Blodgett reported that this is no longer under consideration by PJMD.

- E. Other

Director Shaddox reported that the "Motor Vehicles Prohibited" signs in the HCC open space are not yet installed. CLA will ensure they are installed immediately.

Director Shaddox also reported that there is a dead cottonwood tree in the HCC open space. Mr. Strauss will review and remove if it is a safety hazard.

VII. Attorney Items

No update.

VIII. Other Items

A. Confirm Quorum for May 23, 2017 Meeting

A quorum was confirmed for the May 23, 2017 regular meeting at 12:00 at CLA office, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111.

IX. Adjournment

Upon a motion duly made by Director Vickers, seconded by Director List, and upon vote, unanimously carried, the Board adjourned the meeting at 12:35 p.m.

Respectfully submitted,


Secretary for the Meeting