

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PROSPER REGIONAL WATER & SANITATION SERVICE  
METROPOLITAN DISTRICT  
(THE "DISTRICT")  
HELD  
NOVEMBER 14, 2022

A special meeting of the Board of Directors of the Prosper Regional Water & Sanitation Service Metropolitan District (the "Board") was convened on Monday, November 14, 2022 at 2:00 p.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Maribeth D'Amico, President  
Kari Wright, Secretary/Treasurer  
Don Sullivan, Assistant Secretary

Director William Smith was absent and excused.

#### Also In Attendance Were:

Denise Denslow, Sandy Brandenburger and Susan Agema; CliftonLarsonAllen LLP  
MaryAnn McGeady, Esq. and Craig Sorensen; McGeady Becher P.C.  
Brandon Collins, P.E.; Independent District Engineering Services, LLC ("IDES")

### ADMINISTRATIVE MATTERS

**Call to Order and Approval of Agenda:** The meeting was called to order at 2:00 p.m. Upon a motion duly made by Director Sullivan, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the agenda, as presented, and excused the absence of Director Smith.

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State and to the Board. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. No new conflict disclosures were provided by the Directors. It was noted by Mr. Sorensen that disclosures of potential conflicts of interest were previously filed with the Secretary of State for all directors.

**Quorum, Location of Meeting, Meeting Notices:** Ms. Denslow confirmed the presence of a quorum. The Board entered into a discussion regarding the

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requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Ms. Denslow reported that notice was duly posted and that no objections to the video/telephonic manner of the meeting or any requests that the video/telephonic manner of the meeting be changed have been received by taxpaying electors within the District's boundaries.

**Public Comment:** There were no public comments.

**Renewal of District's insurance coverage and Special District Association membership for 2023:** Following review, upon a motion duly made by Director Wright, seconded by Director Sullivan and, upon vote, unanimously carried, the Board authorized the renewal of the District's insurance coverage and Special District Association membership for 2023.

**Status of Establishment of District Website:** Ms. Denslow informed the Board that a District website has been established on the WIX platform and, following discussion, the Board determined to maintain the District website on such platform.

### CONSENT AGENDA

- **Approval of Minutes of August 22, 2022 Regular Meeting**
- **Transparency Notice and Mode of Eligible Elector Notification for 2023**
- **2023 Meeting Schedule and Adoption of Resolution No. 2022-11-01, Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices**
- **Direction to Staff Regarding Section 32-1-306, C.R.S. Annual Map Filing Compliance for 2023**

Ms. Denslow reviewed the Consent Agenda items with the Board. Upon a motion duly made by Director Sullivan, seconded by Director Wright and upon vote unanimously carried, the Board approved, ratified approval of, or directed compliance with (as appropriate), the Consent Agenda items/actions listed above.

It was noted that the required Transparency Notice will be posted on the Special District Association website and the District website, and that regular meetings of the District for 2023 will be held on the 4th Wednesday of each month at 2:00 p.m., such meetings to be held virtually or at the offices of McGeady Becher P.C., 450 E. 17th Ave., Suite 400, Denver, CO 80203, at the discretion of the Board.

### LEGAL MATTERS

**May 2, 2023 Regular Directors' Election ("Election"):** Mr. Sorensen discussed the Election with the Board.

Following review and discussion, upon a motion duly made by Director Sullivan, seconded by Director Wright and, upon vote, unanimously carried, the Board adopted Resolution No. 2022-11-02, Resolution Calling a Regular Election for Directors on May 2, 2023, appointing Craig Sorensen as Designated Election

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Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

### FINANCIAL MATTERS

**2022 Budget Amendment:** Director D’Amico opened the public hearing to consider a potential amendment to the 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider amendment of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Agema informed the Board that no amendment to the 2022 Budget was required.

**2023 Budget:** Director D’Amico opened the public hearing to consider the proposed 2023 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider the 2023 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Agema reviewed the 2023 Budget with the Board. It was determined that no mill levy would be imposed. Following discussion, upon a motion duly made by Director Wright, seconded by Director Sullivan and, upon vote, unanimously carried, the Board approved the 2023 Budget, as presented, and adopted Resolution No. 2022-11-03 to Adopt the 2023 Budget and Appropriate Sums of Money. Staff was directed to make the appropriate statutory filings.

Ms. Denslow discussed with the Board her firm’s new requirement that the DLG-70 Certification of Tax Levies (“Certification”) be signed by a Board Member. Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Wright and, upon vote, unanimously carried, the Board appointed Director D’Amico to sign the Certification (zero mill levy).

**2022 Audit Exemption:** Upon a motion duly made by Director Sullivan, seconded by Director Wright and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the Application for Exemption from Audit for 2022.

**Preparation of 2024 Budget:** Upon a motion duly made by Director Sullivan, seconded by Director Wright, and upon vote unanimously carried, the Board appointed the District Accountant to prepare the 2024 Budget, and directed that

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the form of the 2024 Budget be the same as the 2023 Budget, unless directed otherwise by a Board Member.

MANAGER  
MATTERS

**Approval of CliftonLarsonAllen LLP 2023 Statements of Work (“SOWs”):**  
Ms. Denslow reviewed the 2023 SOWs with the Board, noting that her firm requires approval of the SOWs annually. She indicated there were no changes from the SOWs approved for 2022. Following discussion, upon a motion duly made by Director Wright, seconded by Director Sullivan the Board approved the 2023 SOWs.

OTHER  
BUSINESS

The Board determined to cancel the November 28, 2022 regular meeting.

ADJOURNMENT

Upon a motion duly made by Director Sullivan, seconded by Director Wright, and, upon vote, unanimously carried, the meeting was adjourned at 2:53 p.m.

Respectfully submitted,

DocuSigned by:

*kari wright*

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Secretary for the Meeting