

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PALISADE PARK WEST METROPOLITAN DISTRICT  
(THE “DISTRICT”)  
HELD  
NOVEMBER 30, 2023**

A regular meeting of the Board of Directors of the District (referred to hereafter as the “Board”) was convened on Thursday, the 30<sup>th</sup> day of November, 2023, at 10:30 a.m. The District Board meeting was held and properly noticed to be held by video / telephonic means via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Garrett Baum  
William Branyan  
Bonner Gilmore  
Zachary Knight

Following discussion, upon motion duly made by Director Branyan, seconded by Director Gilmore and, upon vote unanimously carried, the absence of Director McDonald was excused.

Also In Attendance Were:

Megan Becher, Esq.; McGeady Becher P.C.  
Enid Ruiz-Mattei and Aly Roland; CliftonLarsonAllen LLP

ADMINISTRATIVE  
MATTERS

Disclosures of Potential Conflicts of Interest: The Board noted that disclosures of potential conflict of interest statements for the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Attorney Becher requested that the Directors consider whether they had any additional conflicts of interest to disclose. Attorney Becher noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes.

Quorum, Meeting Location and Posting of Meeting Notices: A quorum for the regular meeting was confirmed. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. It was noted that the District Board meeting was held and properly noticed to be held by video / telephonic means via Zoom. The Board further noted that notice providing the Zoom access information was duly posted and that they have not received any objections or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

Agenda: Attorney Becher distributed for the Board’s review and approval an Agenda for the District's regular meeting. Following discussion, upon motion duly made by Director Branyan, seconded by Director Gilmore and, upon vote unanimously carried, the Agenda was approved.

Public Comment: There was no public comment.

Minutes of the September 14, 2023 Regular Meeting and the November 2, 2023 Statutory Annual Meeting: The Board reviewed the Minutes of the September 14, 2023 Regular Meeting and November 2, 2023 Statutory Annual Meeting. Following review and discussion, upon motion duly made by Director Knight, seconded by Director Branyan, and upon vote unanimously carried, the Board approved the Minutes of the September 14, 2023 Regular Meeting and the November 2, 2023 Statutory Annual Meeting.

2024 Regular Meeting Schedule/Resolution Establishing Regular Meeting Dates, Time, and Location and Designating Location for Posting of 24-Hour Notices (“Regular Meeting and Posting Resolution”): The Board determined to hold its regular meetings in 2024 on March 6, June 26, September 11 and November 13, 2024 at 10:30 a.m., with all meetings to be held virtually. Following discussion, upon a motion duly made by Director Knight, seconded by Director Branyan, and upon vote unanimously carried, the Board adopted the Regular Meeting and Posting Resolution.

Renewal of District Insurance Coverage and Special District Association (“SDA”) Membership for 2024: Attorney Becher reviewed the statutory requirements for insurance coverage with the Board.

Following discussion, upon a motion duly made by Director Branyan, seconded by Director Baum, and upon vote unanimously carried, the Board approved renewing the District’s general liability insurance coverage, public officials’ coverage, and workers’ compensation coverage and instructed consultants to proceed accordingly. The Board further directed renewal of the District’s SDA membership.

Increase in Cyber Security and Crime Coverage Limits: Following discussion, upon motion duly made by Director Branyan, seconded by Director Baum, and upon vote unanimously carried, the Board approved the proposed increase to the District’s crime coverage to \$250,000 and directed District Counsel to facilitate said change to the District’s policy.

FINANCIAL  
MATTERS

Financial Statements: The Board reviewed the District’s unaudited financial statements for the period ending September 30, 2023.

Following discussion, upon motion duly made by Director Branyan, seconded by Director Knight and, upon vote unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2023.

Claims: Ms. Ruiz-Mattei presented interim claims in the amount of \$1,161,551.15 and current claims in the amount of \$399,377.13 for ratification and/or approval by the Board. Following review, upon motion duly made by Director Branyan, seconded by Director Knight and, upon vote unanimously carried, the Board ratified approval of the payment of interim claims in the amount of \$1,161,551.15 and approved payment of current claims in the amount of \$399,377.13.

Public Hearing on Amendment to 2023 Budget: The Board opened the public hearing to consider an amendment to the 2023 Budget.

It was noted that publication of the place, date and time of the hearing was made in accordance with the applicable statutory requirements. There was no public comment. The public hearing was closed.

Following discussion, upon motion duly made by Director Branyan, seconded by Director Baum and, upon vote unanimously carried, the Board adopted the Resolution to Amend the 2023 Budget.

Second Amendment to Facilities Funding and Acquisition Agreement by and between the District and JPB Holdings, LLC: Following discussion, it was determined that a Second Amendment to Facilities Funding and Acquisition Agreement by and between the District and JPB Holdings, LLC was not necessary.

Public Hearing on 2024 Budget: The Board then opened the public hearing to consider the District's proposed 2024 Budget and discuss related issues. It was noted that Notice stating that the Board would consider adoption of the 2024 Budget and the date, time and place of the public hearing was published in accordance with the applicable statutory requirements. No written objections were received prior to the public hearing.

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

Ms. Ruiz-Mattei reviewed the estimated 2023 expenditures and the proposed 2024 expenditures with the Board.

Following discussion, upon motion duly made by Director Branyan, seconded by Director Baum, and upon vote unanimously carried, the Board approved the 2024 Budget and adopted a Resolution to Adopt the 2024 Budget and Appropriate Sums of Money and a Resolution to Set Mill Levies (10.702 mills in the General Fund and 53.512 mills in the Debt Service Fund, for a total mill levy of 64.214 mills), subject to adjustment as necessary per final legislative

action, and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the City and County of Broomfield Assessor in compliance with the deadline established pursuant to pending legislation. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2024.

DLG-70 Mill Levy Certification Form: Following discussion, upon motion duly made by Director Baum, seconded by Director Branyan and, upon vote unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification Form for certification by the District Accountant to the City and County of Broomfield Assessor in compliance with the deadline established pursuant to pending legislation.

Resolution Authorizing Adjustment of District Mill Levy in Accordance with the Service Plan: Following discussion, upon motion duly made by Director Baum, seconded by Director Branyan and, upon vote unanimously carried, the Board adopted the Resolution Authorizing Adjustment of District Mill Levy in Accordance with the Service Plan, subject to finalization of 2024 Budget numbers.

Appointment of District Accountant to Prepare the 2025 Budget: Following discussion, upon motion duly made by Director Baum, seconded by Director Branyan and, upon vote unanimously carried, the Board appointed the District Accountant to prepare the 2025 Budget.

Engagement of Simmons & Wheeler, P.C. to Perform 2023 Audit: Following discussion, upon motion duly made by Director Baum, seconded by Director Branyan and, upon vote unanimously carried, the Board approved the engagement of Simmons & Wheeler, P.C. to perform the District's 2023 Audit for an amount not to exceed \$5,700.

Special Districts Master Services Agreement and Special Districts Preparation Statement of Work by and between the District and CliftonLarsonAllen LLP for 2024 Accounting Services: Following discussion, upon motion duly made by Director Baum, seconded by Director Branyan and, upon vote unanimously carried, the Board approved the Special Districts Master Services Agreement and Special Districts Preparation Statement of Work by and between the District and CliftonLarsonAllen LLP for 2024 Accounting Services, subject to final legal review.

## LEGAL MATTERS

District Eligible Expenses for Public Infrastructure - Distribution Request Nos. 40-41, from RG and Associates, LLC and authorize reimbursement to JPB Holdings, LLC pursuant to the Facilities Funding and Acquisition Agreement by and between the District and JPB Holdings, LLC, as amended: Following discussion, upon motion duly made by Director Branyan, seconded by Director Knight and, upon

vote, unanimously carried, the Board accepted District Eligible Expenses for Public Infrastructure - Distribution Request Nos. 40-41, from RG and Associates, LLC and authorized reimbursement to JPB Holdings, LLC pursuant to the Facilities Funding and Acquisition Agreement by and between the District and JPB Holdings, LLC, as amended.

§32-1-809, C.R.S. Reporting Requirements (Transparency Notice) and Direct Mode of Eligible Elector Notification: Attorney Becher discussed the special district transparency notice requirements of §32-1-809, C.R.S. with the Board. Following discussion, the Board directed District Counsel to post the Transparency Notice on the SDA website.

Resolution Amending Policy on Colorado Open Records Act Requests: Following review and discussion, upon motion duly made by Director Branyan, seconded by Director Baum and, upon vote unanimously carried, the Board adopted the Resolution Amending Policy on Colorado Open Records Act Requests.

Tract Ownership and Status of Conveyance of Tract(s) to the District: There are no conveyances anticipated at this time.

CONSTRUCTION  
MATTERS

District Construction Process: The Board deferred discussion of this matter.


OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Baum, seconded by Director Branyan and, upon vote unanimously carried, the meeting was adjourned.

Respectfully submitted,

By  \_\_\_\_\_  
Secretary for the Meeting