

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF

DOUTHIT METROPOLITAN DISTRICT

Held: Friday, November 5, 2021, at 3:00 P.M. Via Telephone: 303-858-1802, Pin: 1102

**ATTENDANCE**

The meeting was held in accordance with the laws of the State of Colorado. The following directors were in attendance:

Mark Schell  
Deborah Schell  
William Schell

Also present were: Jennifer Gruber Tanaka, Esq., WHITE BEAR ANKELE TANAKA & WALDRON, District general counsel; and Neil Schilling, Schilling & Co., District accountant.

**ADMINISTRATIVE MATTERS**

Call to Order

The meeting was called to order.

Declaration of Quorum and Confirmation of Director Qualifications

Ms. Tanaka noted that a quorum for the Board was present and that the directors had confirmed their qualification to serve.

Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest

Ms. Tanaka advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Tanaka reported that disclosures for those directors with 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. Ms. Tanaka noted that a quorum was present and 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 Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Agenda Ms. Tanaka presented the Board with the agenda for the meeting. Upon motion of Mr. M. Schell, seconded by Mr. W. Schell, the Board unanimously approved the agenda as presented.

Excusal of Absence The Board noted the absence of Ms. A. Schell. Upon motion of Mr. M. Schell, seconded by Mr. W. Schell, the Board unanimously excused her absence.

**PUBLIC COMMENT** None.

**CONSENT AGENDA** The Board was presented with the consent agenda items. Upon motion of Mr. M. Schell, seconded by Mr. W. Schell, the Board unanimously took the following actions:

- a. Approved the Minutes from December 4, 2020, Special Meeting
- b. Adopted Resolution No. 2021-11-01: Annual Administrative Resolution
- c. Adopted Resolution No. 2021-11-02: Resolution Calling May 2022 Election
  - a. Confirmed the Methods of Providing Calls for Nomination: 1) Emailing/Mailing (as required by statute); and 2) publication
- d. Ratified the Payment of Claims as of November 5, 2021 (\$27,741.34)
- e. Approved the Payment of Claims as of November 5, 2021 (\$349.98)
- f. Accepted Unaudited Financial Statements as of September 31, 2021
- g. Approved the Engagement Letter for Schilling & Company, Inc. For 2022 Accounting Services

**FINANCIAL MATTERS**

Conduct Public Hearing on 2022 Budget and Adoption of Resolution No. 2021-11-03 Adopting Budget, Imposing Mill Levy and Appropriating Funds Mr. M. Schell opened the public hearing on the 2022 budget. Ms. Tanaka noted that the notice of public hearing was published in accordance with Colorado law and noted that no objections were received prior to the hearing. Mr. Schilling reviewed the proposed budget with the Board. There being no public comment, Mr. M. Schell closed the public hearing.

Upon motion of Mr. M. Schell, seconded by Mr. W. Schell, the Board unanimously adopted the 2022 budget and adopted Resolution No. 2021-11-03 Adopting Budget, Imposing Mill Levy and Appropriating Funds.

## LEGAL MATTERS

Discuss and Consider  
Approval of Heatherly  
Creative, LLC for Website  
Design Services

Ms. Tanaka reported that SB 21-262 requires all metropolitan districts organized after 2000 to establish and maintain a website by no later than January 1, 2023. Ms. Tanaka presented the Board with a proposal from Heatherly Creative, LLC for website design services. The initial cost to set up the website, including hosting services, is approximately \$2,200. Afterwards, the costs are minimal for any updates and maintenance.

Upon motion of Mr. M. Schell, seconded by Mr. W. Schell, the Board unanimously approved the engagement of Heatherly Creative.

## OTHER BUSINESS

Next Meeting

The next regular meeting of the District is scheduled for November 4, 2022, at 3:00 P.M.

## ADJOURNMENT

There being no further business to come before the Board, upon motion, second and unanimous vote, the meeting was adjourned.

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

*Deborah Schell*

[Deborah Schell \(Nov 10, 2022 06:49 MST\)](#)

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Secretary for the Meeting