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# RECORD OF PROCEEDINGS

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## Minutes of the Regular Meeting of the Board of Directors of River Park Metropolitan District August 11, 2022

A Regular Meeting of the Board of Directors of the River Park Metropolitan District, Garfield County, Colorado, was held August 11, 2022 at 10:00 a.m.  
This meeting was held virtually via Zoom.

**Attendance** The following Directors were present and acting:

- Jeffery Spanel
- Elizabeth Spanel
- Michelle Zinser

**Also in attendance were:**

- David Greher, Cockrel Ela Glesne Greher & Ruhland, P.C. (CEGGR)
- Debbie Braucht, Marchetti & Weaver, LLC, Secretary for the Meeting

**Call to Order** The Meeting of the Board of Directors of the River Park Metropolitan District was called to order by Director Jeffery Spanel, noting a quorum was present.

**Potential Conflicts  
Of Interest**

Mr. Greher noted, conflict of interest statements have been received from Directors Jeffery and Elizabeth Spanel and filed with the Secretary of State and the District at least 72 hours in advance of the meeting. Such disclosure statements respectively state that such Directors have ownership interest (direct or indirect) in Wintergreen Homes, LLC, holder of the District's \$1,500,000 Subordinate Limited Tax General Obligation Bonds, Series 2008.

**Changes to the Agenda**

There were no changes to the agenda.

**Public Input**

No public input.

**Minutes**

Upon review and by motion duly made and seconded it was unanimously

**RESOLVED** to approve the August 12, 2021 meeting minutes as presented.

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### 24-Hour Posting Location

Upon motion duly made and seconded it was unanimously

**RESOLVED** to approve the District's website as the posting location for all meeting notices and the cluster mailboxes as the alternate posting site if the internet is down.

### 2022 and 2023 Meeting Calendars

Upon discussion a meeting for Thursday November 17<sup>th</sup> at 10 am was added for a potential bond refunding. Additionally the regular meeting in 2023 was moved to after August 25<sup>th</sup> so the Preliminary Certification of Values would be available for the 2025 budget discussion. Upon motion duly made and seconded it was unanimously

**RESOLVED** to add a special meeting on Thursday, November 17, 2022 and schedule the 2023 Regular meeting as Thursday, August 31, 2023 at 10 am MST.

### Board Member Vacancies

No one has expressed an interest to fill any vacancies.

### Electronic Funds Policy

An Electronic Funds Transfer Policy which will outline procedures for electronic funds transfers is being created to comply with the Colorado Special District's Property & Liability Pool's insurance. Upon motion duly made and seconded it was unanimously

**RESOLVED** to adopt the Electronic Funds Transfer Policy pending final review and approval of Marchetti & Weaver.

### Bill.com and new Bank Account

Marchetti & Weaver (MWLLC) are recommending a cloud-based bill pay system for payment of invoices. Bill.com maintains internal controls by uploading invoices directly into the system which are then viewed and approved by a Board member before invoices can be released for payment. Bill.com has been cost prohibitive, in the past, but MWLLC has recently negotiated the price down. MWLLC expects overall costs to process invoices will remain relatively the same because the Bill.com fees will offset the accountant's time; however it is more secure and more convenient than writing paper checks making it easier to pay invoices timely. CSafe, the District's current bank does not have the ability for ACH withdrawals so a new bank account will need to be

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opened just for Bill.com transactions. Upon discussion and by motion duly made and seconded it was unanimously

**RESOLVED** to approve opening an account with a local bank and Bill.com.

### **May 2023 Directors Election Resolution**

May 2023 is another election year and the final year which moves Metropolitan District elections to odd number years. Ms. Braucht with Marchetti & Weaver and Ms. Lutjen with CEGGR are the Designated Election Official and Assistant. Upon motion duly made and seconded it was unanimously

**RESOLVED** to approve the May 2023 Directors Election Resolution.

### **2021 Application for Exemption from Audit**

Marchetti and Weaver, LLC prepared the 2021 Application for Exemption from Audit. It was circulated and signed by the Board via Docusign then filed before the deadline. Upon motion duly made and seconded it was unanimously

**RESOLVED** to ratify the filing of the 2021 Application for Exemption from Audit.

### **Financial Statements and Public Hearing on the 2023 Budget**

This discussion was tabled to the November 17<sup>th</sup> meeting pending the outcome of the Requests for Proposals for refunding the 2009 Bonds.

### **2022 Application for Exemption from Audit**

Upon motion duly made and seconded it was unanimously

**RESOLVED** to authorize Marchetti & Weaver to prepare the 2022 Application for Exemption from Audit.

If the District refunds the 2009 GO Bonds an audit will be required.

### **Accounts Payable**

Upon review and by motion duly made and seconded it was unanimously

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**RESOLVED** to approve and ratify the accounts payable as presented.

### **Adjournment**

By motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the Regular Meeting of the River Park Metropolitan District to August 11, 2022.

Respectfully Submitted



Secretary for the Meeting