
RECORD OF PROCEEDINGS

Minutes of the Special Meeting of the Board of Directors of Siena Lake Metropolitan District September 15, 2020

A Special Meeting of the Board of Directors of Siena Lake Metropolitan District, Town of Gypsum, Eagle County, Colorado, was held Tuesday, September 15, 2020 at 10:00 a.m. Due to the pandemic the meeting was held via Zoom.

Attendance The following Directors were present and acting:

- George Roberts (via video)
- Alison Perry (via video)

Absent and Excused:

- Bill Simmons

Also in attendance were:

- Trish Harris, White Bear Ankele Tanaka & Waldron (via video)
- Eric Weaver, Marchetti & Weaver, LLC (via video)
- Debbie Braucht, Marchetti & Weaver, LLC, Secretary for the Meeting (via video)

Call to Order The Meeting of the Board of Directors of Siena Lake Metropolitan District was called to order by Chairman Roberts, noting a quorum was present.

Conflicts of Interest

Ms. Harris 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. 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. It was noted by legal counsel that disclosures of potential conflicts of interest were filed with the Secretary of State for all Directors.

Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings

Mr. Weaver stated the Resolution authorizes the District to conduct regular business via teleconference meetings because of the threat of COVID-19 and the restrictions on public gatherings. Upon motion duly made and seconded it was unanimously

RESOLVED adopt the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings.

RECORD OF PROCEEDINGS

Siena Lake Metropolitan District September 15, 2020 Meeting Minutes

Consideration of Agenda

No changes were made to the Agenda.

Minutes

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

RESOLVED to approve the October 1, 2019 Meeting minutes as presented.

Board Member Vacancies

The Board acknowledged the vacancies on the Board but will postpone any appointments for now.

2020 and 2021 Meeting Calendar

Mr. Weaver stated with the limited activity and the ability to use DocuSign for the Applications for Exemption from Audit he does not see a need to have more than one meeting a year to adopt the budget. If other business comes up or there is a need for another meeting a special meeting can be called. By motion duly made and seconded it was unanimously

RESOLVED to approve the 2020 and the 2021 meeting calendars as the 2nd Tuesday of September.

2021 Annual Administrative Matters Resolution

Ms. Harris stated the Annual Administrative Matters Resolution is prepared every year. The Resolution lists out compliance matters and who is responsible for those matters. She wanted to make note of Section 12 Officer Positions. Upon motion duly made and seconded it was unanimously

RESOLVED to adopt the 2021 Annual Administrative Matters Resolution.

Utility Maintenance Agreement

There are no updates on this agreement.

Electronic Signature Policy

Due to COVID 19 and since the Office of the State Auditor allows for electronic signatures on Audit Exemptions electronic signatures are a much safer and efficient way to have documents signed. Approval procedures that were already in place will not change such as original

RECORD OF PROCEEDINGS

Siena Lake Metropolitan District September 15, 2020 Meeting Minutes

signatures on checks. Upon motion duly made and seconded it was unanimously

RESOLVED to approve the Electronic Signature Policy.

2019 Application for Exemption from Audit

Marchetti & Weaver prepared and submitted the 2019 Application for Exemption from Audit in March, per the Board's approval, but since the Board has not met since then they are asked to ratify the filing at this time. Upon motion duly made and seconded it was unanimously

RESOLVED to ratify the filing of the 2019 Application for Exemption from Audit with the Office of the State Auditor.

Financial Statements

Mr. Weaver reviewed the July 31, 2020 financial statements with the Board noting limited activity so there was no need for a developer advance.

Public Hearing for the 2021 Budget

Today has been published as the Public Hearing on the 2021 Budget. Mr. Weaver opened the Public Hearing to public comment. There being no comments from the public the Public Hearing was closed. Mr. Weaver stated the 2021 budget will basically be the same as 2020 budget with limited activity and 50.000 mills for operations. Upon review and by motion duly made and seconded it was unanimously

RESOLVED to approve the resolution to adopt the 2021 budget;

FURTHER RESOLVED to approve the resolution to certify the mill levy at 50.00 mills;

FURTHER RESOLVED to approve the resolution to appropriate funds for spending in 2021.

2020 Application for Exemption from Audit

Mr. Weaver stated the District will again qualify to be exempt from audit for 2020. Upon motion duly made and seconded it was unanimously

RESOLVED to authorize Marchetti & Weaver to prepare the 2020 Application for Exemption from Audit.

RECORD OF PROCEEDINGS

Siena Lake Metropolitan District September 15, 2020 Meeting Minutes

Accounts Payable

An accounts payable list was included in the meeting packet. Upon review and by motion duly made and seconded it was unanimously

RESOLVED to approve and ratify the Accounts Payable listing as presented.

Adjournment

There being no further business to come before the Board, upon motion duly made and seconded it was unanimously

RESOLVED to adjourn the meeting of the Siena Lake Metropolitan District Board of Directors held September 15, 2020.

Respectfully Submitted,



Secretary to the Meeting