

RECORD OF PROCEEDING

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF:

PIONEER HILLS METROPOLITAN DISTRICT

HELD TUESDAY, NOVEMBER 19, 2024 AT 4:00 P.M.

ADMINISTRATIVE ITEMS

The regular meeting of the Board of Directors of the Pioneer Hills Metropolitan District, Arapahoe County, Colorado was called to order on the day shown above in accordance with the laws of the State of Colorado. The following Directors were acting:

Doug Houston, President
Rosalynn Feagins, Treasurer
Amy Trautman, Secretary
Victor Villarreal, Assistant Secretary
Scott Dimick, Assistant Secretary

Also present was:

Marcos Pacheco, Ashly Dorey, and Katherine Kohonen; Community Resource Services of Colorado
Ally Mejia; Icenogle Seaver Pogue, P.C.
Jim Benedict; Pioneer Hills HOA

CALL TO ORDER

Ashly Dorey, noting the presence of a quorum, called to order the regular meeting of the Board of Directors of Pioneer Hills Metropolitan District at approximately 4:00 p.m.

CONFLICTS OF INTEREST

There were no new disclosures of conflict of interest reported.

APPROVE AGENDA

Director Trautman proposed one addition for discussion under Directors Items, she would like to provide a summary of her key takeaways from the SDA Conference. The Board approved the agenda as amended.

PUBLIC COMMENT

There was none.

APPROVAL OF MINUTES

After review, Director Feagins moved to approve the August 20, 2024, regular meeting minutes and the August 20, 2024, Annual Public meeting minutes as presented. Upon second by Director Houston, a vote was taken, and the motion carried unanimously.

FINANCIAL MATTERS

- a. **Consider Approval and Ratification of Claims:** The Board took a moment to review the claims to be ratified. Upon motion by Director Houston and second by Director Feagins, a vote was taken, and the Board ratified the claims.

The Board reviewed the current invoices for approval of payment. Director Feagins moved to approve the current invoices to be paid. Upon second by Director Houston, a vote was taken, and the motion carried unanimously.

- b. **Review Financial Statements:** Ms. Dorey reviewed the unaudited financials with the Board.
- c. **Conduct Public Hearing Regarding the Proposed 2025 Budget and Consider Adoption of the Resolution to Adopt the 2025 Budget, Certify Mill Levies and Appropriate Expenditures:** Ms. Dorey noted the public hearing was published in a newspaper of general circulation in accordance with Colorado law. Director Houston opened the public hearing at 4:10pm. Mr. Pacheco reviewed the proposed budget with the Board. The Board discussed the proposed budget as presented by the Finance Committee. It was proposed to include a fourth meeting for 2025 and to create a third fund, to reserve funds for wetlands projects. Director Houston closed the public hearing at 4:53pm. Director Villarreal moved to adopt the 2025 budget resolution, certify mill levies and appropriate 2025 expenditures, subject to final certified assessed valuation from the County. Upon second by Director Houston, a vote was taken, and the motion carried unanimously.

MANAGEMENT ITEMS

- a. **Consider 2025 Annual Administrative Resolution:** Ms. Dorey presented the 2025 Annual Administrative Resolution to the Board. The Board determined to have four meetings in 2025, therefore determined those meeting dates as follows: February 18th, May 20th, August 19th and November 18th. There were no requested changes to officer positions. Director Houston moved to adopt the 2025 Annual Administrative Resolution. Upon second by Villarreal, a vote was taken, and the motion carried unanimously.
- b. **Consider the Resolution Calling for the May 2025 Election:** Ms. Dorey presented a Resolution Calling for an Election on May 6, 2025. After review, Director Houston moved to adopt the Resolution Calling for an Election on May 6, 2025. Upon second by Director Villarreal, a vote was taken, and the motion carried unanimously.
- c. **Wetlands Report:** Ms. Dorey reported for the wetlands committee. SavATree will be onsite in the wetlands in the coming weeks to continue fire mitigation clean-up of down and dead trees that could be kindling. They are contracted to be on site for 5 days; Ms. Dorey has walked the trails with SavATree to locate specific areas of concern. Additionally, she reported that the wetlands committee has contacted Stormwater Asset Protection (SWAP) to come out and complete an assessment of the wetland's drainage tract and the detention ponds with a not to exceed at \$3,000. SWAP will conduct a detailed inspection of the facility identified as a drainage way, they will then prepare a report that identifies the drainage way condition including recommendations for necessary maintenance and repairs. Lastly, SWAP will acquire and provide to the District, bids to complete the recommended maintenance or repairs. Director Houston noted his concerns about the SWAP contract and wants to be sure the assessment focuses on the community infrastructure. He was unclear at first that the wetlands committee has determined to proceed with the contract and would like some questions answered prior to them being on site.

DIRECTORS ITEMS

- a. **Summary of SDA Conference Takeaways from Director Trautman:** Director Trautman spoke about her positive experience at the SDA Conference in Keystone in September. She was awarded a scholarship from the SDA to cover the cost of her attendance. She noted that a big theme at the conference was transparency, and it was enlightening to hear stories about other District and their experiences. She suggested the Board consider having quarterly meetings beginning in 2025, and suggested the Board consider the adoption of some District Bylaws to help govern and shape policies of the Board. It was determined that CRS would prepare draft bylaws for the Board to review at the January meeting.

LEGAL MATTERS

There was none.

OTHER BUSINESS

There was none.

ADJOURNMENT

There being no further business to come before the Board, Director Villarreal moved to adjourn. Upon second by Director Houston, and a unanimous vote, the meeting was adjourned at approximately 5:27 p.m.

Respectfully submitted,

Ashly Dorey

Secretary for the Meeting