

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1 HELD JUNE 9, 2021

A Special Meeting of the Board of Directors of the Jeffco Business Center Metropolitan District No. 1 (referred to hereafter as "Board") was convened on Wednesday, the 9th day of June, 2021, at 9:00 A.M Due to concerns regarding the spread of the coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held by conference call. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Julie von Clausburg  
John E. Strabel

#### Also In Attendance Was:

David Solin; Special District Management Services, Inc.  
Paula Williams, Esq.; McGeady Becher P.C.  
Brenda Lamer; Board Candidate

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board noted it was in receipt of disclosures of potential conflict of interest statements for Directors von Clausburg and Strabel. Mr. Solin noted that a quorum was present and requested members of the Board 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 the statute. The statements were filed with the Secretary of State at least seventy-two hours in advance of the meeting in accordance with the statute.

### ADMINISTRATIVE MATTERS

Agenda: Mr. Solin distributed for the Board's review and approval a proposed agenda for the District's special meeting.

Following discussion, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the agenda was approved, as presented.

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**Meeting Location and Posting of Notices:** The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the Board determined due to concerns regarding the spread of COVID-19 and the benefit to the control of the spread of the virus by limiting in-person contact, this meeting was conducted via conference call and encouraged public participation via telephone. The Board noted that notice of this meeting and conference call participation information was duly posted and that it had not received any objections to the telephonic meeting or any requests that the meeting be changed by taxpaying electors within the District's boundaries.

**Resignation of Director Taylor:** The Board acknowledged the resignation of Director Ann Taylor effective December 31, 2020.

**Board Appointment:** The Board discussed the pending vacancy. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was made on April 25, 2021 in the Broomfield Enterprise. No Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, following discussion and upon motion duly made by Director von Clausburg, seconded by Director Strabel to nominate Brenda Lamer to fill the vacant Board term and, upon vote, unanimously carried, the Board appointed Brenda Lamer to fill the vacancy on the Board of Directors as Assistant Secretary. The Oath of Director was administered.

**November 4, 2020 Minutes:** The Board reviewed the Minutes of the November 4, 2020 special meeting.

Following discussion, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the Minutes of the November 4, 2020 meeting were approved, as presented.

**PUBLIC COMMENTS** There were no public comments.

### **FINANCIAL MATTERS**

**Payment of Claims:** The Board considered ratifying the approval of the payment of claims through the periods ending as follows:

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Fund	Period Ending Nov. 9, 2020	Period Ending Dec. 31 2020	Special Check Jan. 31, 2021	Special Check Feb. 28, 2021
General	\$ 6,309.59	\$ 2,684.38	\$ 1,677.40	\$ 2,587.71
Debt	\$ 150.00	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	\$ 6,459.59	\$ 2,684.38	\$ 1,677.40	\$ 2,587.71

Fund	Period Ending March 31, 2021	Special Check April 30, 2021	Period Ending May 31, 2021
General	\$ 979.30	\$ 1,280.00	\$ 810.32
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	\$ 979.30	\$ 1,280.00	\$ 810.32

Following discussion, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as presented.

**Unaudited Financial Statements and Cash Position:** Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending March 31, 2021 and the schedule of cash position statement dated March 31, 2021.

Following review, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the unaudited financial statements for the period ending March 31, 2021 and the schedule of cash position statement dated March 31, 2021, were approved, as presented.

**2020 Audit Exemption Application:** The Board discussed the preparation, execution and filing of the Application for Exemption from Audit for 2020.

Following discussion, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the Board ratified approval of the preparation, execution and filing of the 2020 Audit Exemption Application.

### **LEGAL MATTERS**

**Second Amendment to Resolution No. 2013-11-05 of Jeffco Business Center Metropolitan District No. 1 Regarding Colorado Open Records Act Requests (“CORA Amendment”):** The Board reviewed the CORA Amendment.

Following discussion, upon motion duly made by Director von Clausburg, seconded by Director Strabel and, upon vote, unanimously carried, the Board

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adopted the Second Amendment to Resolution No. 2013-11-05 of the Jeffco Business Center Metropolitan District No. 1 Regarding Colorado Open Records Act Requests.


### OTHER BUSINESS

Status of Development: Director Strabel reported on the status of development.

### ADJOURNMENT

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

Respectfully submitted,

By   
Secretary for the Meeting