

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF RIVERDALE DUNES METROPOLITAN DISTRICT No. 1

HELD
November 20, 2023

The Regular Meeting of Riverdale Dunes Metropolitan District was held in person at Belle Creek Family Center, 10693 Belle Creek Blvd Henderson, Colorado 80940 and via Zoom and Teleconference on Monday, November 20, 2023, at 6:00 p.m.

ATTENDANCE

Directors in Attendance:

Steve Colby, President & Chairperson
Matthew Paul, Vice President
Emily Walsh, Director

Also in Attendance:

Stephanie Ceccato; Rufien Law.
Shannon Randazzo, Christy McCutchen, and Ronnie Kenfield; Pinnacle Consulting Group, Inc.
Kieyesia Conaway, Irene Buenavista, and Wendy McFarland; Pinnacle Consulting Group, Inc. (Via Videoconference)

ADMINISTRATIVE ITEMS

Call to Order: The Regular Meeting of the Board of Directors of the Riverdale Dunes Metropolitan District was called to order by Ms. Randazzo at 6:00 p.m.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Ms. Randazzo noted that a quorum was present, with three out of three Directors in attendance. All Board Members confirmed their qualifications to serve on the Board. Ms. Randazzo advised the Board that pursuant to Colorado law, certain disclosures by Board Members might be required prior to taking official action at a meeting. Ms. Randazzo reported that disclosures for those Board Members who provided Rufien Law with notice of potential or existing conflicts of interest, if any, were filed with the Colorado 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. Randazzo inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

RECORD OF PROCEEDINGS

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as presented.

Election of Officers: Ms. Randazzo discussed the Election of Officers with the Board. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to elect the slate of officers as noted below:

Steve Colby – President
Matthew Paul – Vice President
Emily Walsh – Treasurer
First Last – Secretary
First Last – Assistant Secretary

Public Comment: There were no Public Comments received.

Director Comment: There were no Director Comments received.

CONSENT AGENDA

Ms. Randazzo reviewed the items on the consent agenda with the Board. Ms. Randazzo advised the Board that any item may be removed from the consent agenda to the regular agenda upon the request of any Director. No items were requested to be removed from the consent agenda. Upon a motion duly made by Director Colby, Seconded by Director Paul, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. Approval of Minutes – July 17, 2023, Regular Meeting.
- B. Payment of Claims.
- C. Approval of 2024 Annual Administrative Resolution.
- D. Ratification of Contract Report and Contract Modifications.

DISTRICT MANAGER ITEMS

District Manager's Report: Ms. Randazzo, Ms. McCutchen, and Mr. Kenfield presented the District Manager's Report to the Board and answered questions.

RECORD OF PROCEEDINGS

2024 Master Service Agreements with Operations and Maintenance Service Contractors: Ms. Randazzo presented the 2024 Master Service Agreements with Operations and Maintenance Service Contractors to the Board and answered questions.

- i. Environmental Designs
- ii. Legacy Construction Cleaning
- iii. Fence Consulting Services
- iv. Muttley's Maid
- v. Spear Security Denver
- vi. Hydro-Dynamic Services
- vii. American Mechanical Services
- viii. SV Clean
- ix. Playground Safety Solutions, Inc.

Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to approve the 2024 Master Service Agreements with Operations and Maintenance Service Contractors within the Approved 2024 Budget, as presented.

Authorization of District Manager to Execute 2024 Work Orders with Approved Operations and Maintenance Service Contractors within the Approved 2024 Budget: Ms. Randazzo requested the Board consider delegating authority to the District Manager to Execute 2024 Work Orders with Approved Operations and Maintenance Service Contractors within the Approved 2024 Budget. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to authorize the District Manager to Execute 2024 Work Orders with Approved Operations and Maintenance Service Contractors within the Approved 2024 budget, as presented.

Discuss Annual Engagement of District Consultants: Ms. Randazzo discussed the Annual Engagement of District Consultants with the Board. Following review and discussion, upon a motion duly made by Director Last Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to engage the following District Consultants:

Pinnacle Consulting Group, Inc.; District Management

RECORD OF PROCEEDINGS

Rufien Law; Legal Services

FINANCIAL ITEMS

Unaudited Financial Statements for the period ending September 30th, 2023: Ms. McFarland reviewed the unaudited Financial Statements for the period ending September 30, 2023, with the Board and answered questions. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to accept the unaudited Financial Statements for the period ending September 30, 2023, as presented.

Pinnacle Consulting Group, Inc. Addendum: Ms. McFarland and Ms. Buenavista presented the Pinnacle Consulting Group, Inc. Addendum to the Board and answered questions. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to approve the Pinnacle Consulting Group, Inc. Addendum, as presented.

2023 AMENDED BUDGET HEARING

Ms. Randazzo opened the 2023 Amended Budget Hearing for Riverdale Dunes Metropolitan District. Ms. Randazzo reported that notice of the budget hearing was published on November 9, 2023, in the Commerce City Sentinel Express, in accordance with state budget law. There being no public input, the public portion of the budget hearing was closed. Ms. McFarland reviewed the amended budget in detail and answered questions. The budget for the District is as follows:

General Fund: \$448,442.00

Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to approve the Resolutions to Adopt the 2023 Amended Budget and appropriate funds for Riverdale Dunes Metropolitan District and authorize such further actions of the officers and consultants necessary to sign related documents and submit and file such documents required to finalize the amended budget.

RECORD OF PROCEEDINGS

2024 BUDGET HEARING

Ms. Randazzo opened the 2024 Budget Hearing for Riverdale Dunes Metropolitan District. Ms. Randazzo reported that notice of the budget hearing was published on November 9, 2023, in the Commerce City Sentinel Express, in accordance with state budget law. Ms. McFarland reviewed the mill levy, estimated revenues, and expenditures in detail and answered questions. The budget for the District is as follows:

Mill Levy: 44.118 mills
General Fund: \$451,706
Debt Service Fund: \$188,712

There being no public input, the public portion of the budget hearing was closed. After further review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to approve the Resolution to Adopt the 2024 Budget for Riverdale Dunes Metropolitan District, set the mill levy, and appropriate budgeted funds upon final certification of values being received by the County of Adams on or before December 15, 2023, and approve all other documents related to the 2024 budget. The District Manager is authorized to make minor modifications that may be necessary following receipt of final assessed values.

FINANCIAL ITEMS CONTINUED

Engagement of McMahan & Associates for 2023 Audit: Ms. McFarland discussed and requested the engagement of McMahan & Associates to perform the 2023 Audit for the Riverdale Dunes Metropolitan District with the Board and answered questions. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Paul, and upon vote, unanimously carried, it was

RESOLVED to ratify the engagement of McMahan & Associates to perform the 2023 Audit.

LEGAL ITEMS

Write-Offs of Outstanding Violation Fees: Ms. McCutchen discussed with the Board the write-offs of outstanding violation fees in the amount of \$17,037.99 and answered questions. Following review and discussion, upon a motion duly made by Director Colby, seconded by Director Walsh, and upon vote, unanimously carried, it was

RESOLVED to approve the write-offs of outstanding violation fees in the amount of \$17,037.99.

RECORD OF PROCEEDINGS

DIRECTOR
MATTERS

There were no Director Matters to come before the Board.

OTHER
MATTERS

There were no Other Matters to come before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Colby, seconded by Director Paul, and upon unanimous vote, the meeting was adjourned at 7:40 p.m.

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

Respectfully submitted,

Kiyesia Conway
For Jordan Wood, Recording Secretary for the Meeting