

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
LIBERTY RANCH METROPOLITAN DISTRICT
HELD
NOVEMBER 16, 2023**

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of the Liberty Ranch Metropolitan District (referred to hereafter as the "District") was convened on Thursday, the 16th day of November, 2023, at 6:00 p.m., via video / telephone conference (Zoom). The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Leata Byers
Kelley LeAnn Zamzow
Suzanne Steigerwald

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Zamzow and, upon vote unanimously carried, the absence of Director S. Byers was excused.

Also In Attendance Were:

Steve Beck; Special District Management Services, Inc.

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.

Seef Le Roux; CliftonLarsonAllen LLP

Jereriah "J" Manning, Jannelle Severson, Chris Steigerwald, Jenna Deutsch, Brianne and Kendra; Members of the Public

**ADMINISTRATIVE
MATTERS**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and 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. Director L. Byers disclosed that she is the President of the Liberty Ranch Homeowners Association, Inc. It was noted by Attorney Cortese that a disclosure of potential conflict of interest disclosure was filed with the Secretary of State for Director Mark, who subsequently resigned from the Board effective November 14, 2023.

RECORD OF PROCEEDINGS

Confirmation of Quorum/Meeting Location: Mr. Beck confirmed the presence of a quorum and called the meeting to order. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's special meeting. It was noted that the meeting was held and properly noticed to be held via Zoom. The Board further noted that notice providing the meeting location and Zoom access information was duly posted and that they have not received any objections or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

Agenda: Mr. Beck presented for the Board's review and approval a proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Zamzow and, upon vote unanimously carried, the Agenda was approved, as amended.

Resignation of Jeffrey Mark: The Board acknowledged the resignation of Jeffrey Mark from the Board of Directors, effective November 14, 2023.

Appointment of Director: The Board noted the vacancy on the Board created by Jeffrey Mark's resignation and considered the appointment of Jereriah Manning to fill the vacant seat.

Following discussion, upon motion duly made by Director Zamzow, seconded by Director Steigerwald and, upon vote unanimously carried, the Board appointed Jereriah Manning to fill the vacant seat on the Board of Directors.

Appointment of Officers: The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director Zamzow, seconded by Director Steigerwald and, upon vote, unanimously carried, the following slate of officers were appointed, subject to administration of the Oath of Director to Mr. Manning:

President	Leata Byers
Treasurer	Kelley LeAnn Zamzow
Secretary	Steve Beck
Assistant Secretary	Suzanne Steigerwald
Assistant Secretary	Jereriah Manning

Public Comment: None.

RECORD OF PROCEEDINGS

Minutes: The Board reviewed the Minutes of the September 11, 2023 Special Meeting.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Steigerwald and, upon vote unanimously carried, the Board approved the Minutes of the September 11, 2023 Special meeting.

Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices: The Board discussed the business to be conducted in 2024 and the proposed meeting schedule (Statutory Annual Meeting to be held November 14, 2024 at 5:30 p.m., with the Regular Meeting to follow at 6:00 p.m., with both meetings to be held via Zoom).

Following discussion, upon motion duly made by Director Zamzow, seconded by Director Steigerwald and, upon vote unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices, subject to incorporation of the revisions discussed (48-hour notice on the District website AND physical posting at three (3) locations within the District boundaries).

Insurance Matters: The Board discussed insurance matters.

Cyber Security and Increased Crime Coverage: Attorney Cortese informed the Board on cyber security matters and the benefits of increased crime coverage. Following discussion, the Board directed the District Consultants to increase the District's crime coverage policy to \$250,000.

Insurance Committee: The Board established an insurance committee and appointed Directors L. Byers and Steigerwald to the committee to work with the District Manager on any actions necessary to increase the District's crime coverage.

Renewal of District Insurance and Special District Association ("SDA") Membership for 2024: Following discussion, upon a motion duly made by Director L. Byers, seconded by Director Steigerwald, and upon vote unanimously carried, the Board approved renewing the District's general liability insurance coverage, public officials' coverage, and workers' compensation coverage and instructed Consultants to proceed accordingly. The Board further directed renewal of the District's SDA membership.

§32-1-809, C.R.S., Transparency Notice reporting Requirements and Mode of Eligible Elector Notification: The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2024.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Steigerwald, seconded by Director Zamzow and, upon vote unanimously carried, the Board authorized the District Manager to post the Transparency Notice on the Special District Association Website, the District website and the Division of Local Affairs website.

FINANCIAL MATTERS

Claims: The Board considered ratifying approval of the payment of claims in the amounts and through the periods ending as follows:

Fund	Period Ending Sept. 30, 2023	Period Ending Oct. 31, 2023
General	\$ 4,566.23	\$ 15,936.34
Debt	\$ -0-	\$ -0-
Capital Projects	\$ -0-	\$ -0-
Total	\$ 4,566.23	\$ 15,936.34

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

Unaudited Financial Statements: The Board reviewed the unaudited financial statements for the period ending September 30, 2023 and the schedule of cash position for the period ending October 31, 2023.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Steigerwald and, upon vote unanimously carried, the Board accepted the District's unaudited financial statements for the period ending September 30, 2023 and the schedule of cash position for the period ending October 31, 2023.

Public Hearing on Amendment to 2023 Budget: The Board opened the public hearing to consider an amendment to the 2023 Budget.

It was noted that publication of the place, date and time of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Following review and discussion, upon motion duly made by Director L Byers, seconded by Director Steigerwald and, upon vote unanimously carried, the Board adopted the Resolution to Amend the 2023 Budget.

Public Hearing on 2024 Budget: The President opened the public hearing to consider the proposed 2024 Budget and discuss related issues.

RECORD OF PROCEEDINGS

It was noted that publication of Notice stating that the Board would consider adoption of the 2024 Budget and the place, date and time of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

The Board reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Zamzow and, upon vote unanimously carried, the Board approved the 2024 Budget, adopted a Resolution to Adopt the 2024 Budget and Appropriate Sums of Money and a Resolution to Set Mill Levies (General Fund at 10.590 mills and Debt Service Fund at 66.187 mills, for a total mill levy of 76.777 mills), subject to adjustment as necessary per final assessed valuation and legislative action, and authorized execution of the Certification of Budget. The District Accountant was authorized to transmit the Certificate of Tax Levies to the Board of County Commissioners of Weld County, not later than January 10, 2024. Mr. Beck was authorized to transmit the Certification of Budget to the Division of Local Government not later than January 31, 2024.

DLG-70 Mill Levy Certification Form: Following discussion, upon motion duly made by Director L. Byers, seconded by Director Zamzow and, upon vote unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification Form for certification to the Board of County Commissioners and other interested parties.

Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan: Mr. Beck reviewed the Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Steigerwald and, upon vote unanimously carried, the Board adopted the Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan, subject to finalization of 2024 Budget numbers.

Appointment of District Accountant to Prepare 2025 Budget: Following discussion, upon motion duly made by Director Zamzow, seconded by Director Steigerwald and, upon vote unanimously carried, the Board appointed the District Accountant to prepare the 2025 Budget.

RECORD OF PROCEEDINGS

Engagement of Wipfli LLP for Preparation of 2023 Audit: The Board considered the engagement of Wipfli LLP for the preparation of the 2023 audit, for an amount not to exceed \$6,500.00.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Steigerwald and, upon vote unanimously carried, the Board approved the engagement of Wipfli LLP for the preparation of the 2023 audit, for an amount not to exceed \$6,500.00.

CliftonLarsonAllen LLP Special Districts Master Services Agreement and Statements of Work: The Board reviewed the Special Districts Master Services Agreement and Statements of Work for 2024 Accounting Services between the District and CliftonLarsonAllen LLP.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Zamzow and, upon vote unanimously carried, the Board approved the CliftonLarsonAllen LLP Master Services Agreement and Statements of Works for 2024 Accounting Services, subject to final legal review.

LEGAL MATTERS

Resolution Amending Policy on Colorado Open Records Act Requests: Attorney Cortese discussed the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director L. Byers, seconded by Director Zamzow and, upon vote, unanimously carried, the Board adopted the Resolution Amending Policy on Colorado Open Records Act Requests.

OTHER MATTERS

The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

RECORD OF PROCEEDINGS

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Zamzow, seconded by Director Steigerwald, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

Sean Byers

By _____