

## RECORD OF PROCEEDINGS

---

MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
FIRST & MAIN BUSINESS IMPROVEMENT DISTRICT  
(THE "DISTRICT")  
HELD  
OCTOBER 27, 2021

A special meeting of the Board of Directors of the First & Main Business Improvement District (referred to hereafter as the "**Board**") was convened on Wednesday, October 27, 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, this District Board meeting was held via Microsoft Teams. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Timothy Seibert, President  
Russell T. Tutt IV, Treasurer  
David D. Jenkins, Secretary  
Delroy Johnson, Assistant Secretary

#### Absence Excused:

Christopher S. Jenkins

#### Also, In Attendance Were:

Kristi Rader & Robert Huls; Nor'Wood Development Group  
Russell Dykstra; SpencerFane, LLP  
Josh Miller, Krista Baptist, Seef Le Roux and Carrie Bartow;  
CliftonLarsonAllen, LLP

### ADMINISTRATIVE MATTERS

**Call to Order and Approve Agenda:** Director Seibert called the meeting to order at 9:07 a.m.

Following discussion, upon a motion duly made by Director Seibert seconded by Director Johnson and, upon vote, unanimously carried, the Board approved to excuse the absence of Director C. Jenkins.

Following discussion, upon a motion duly made by Director D. Jenkins seconded by Director Seibert and, upon vote, unanimously carried, the Board approved the agenda, as presented.

**Declaration of Quorum/Director Qualifications/Disclosure Items:** The directors present noted for the record that they have financial interests in entities active in developing property within the boundaries of the District, or are employed by such entities, and that such interests may be affected from time to time by actions of the Districts' Board of Directors. In accordance with state

## RECORD OF PROCEEDINGS

---

law, the Directors have filed written disclosures describing such potential conflicts of interest with the Secretary of State, and the directors present verbally reaffirmed such disclosures on the record of this meeting.

**Community Comments:** None.

**Minutes from the November 17, 2020 Special Board Meeting:** Following discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the November 17, 2020 meeting minutes.

**Annual Administrative Matters Resolution:** Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the Annual Administrative Matters Resolution subject to website utilization for election communication.

**Master Service Agreement with CliftonLarsonAllen, LLP:** Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the Master Service Agreement with CliftonLarsonAllen, LLP.

**2022 Insurance Renewal and Colorado Special Districts Property and Liability Pool and TCW Risk Management and Special District Association Membership:** Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool or TCW risk Management and authorize membership in the Special District Association.

### FINANCIAL MATTERS

**Acceptance of August 31, 2021 Unaudited Financial Statements:** Ms. Bartow reviewed the August 31, 2021 Unaudited Financial Statements with the Board. Following discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board accepted the August 31, 2021 Unaudited Financial Statements.

**Public Hearing to Consider Amendment of the 2021 Budget:** Director Seibert opened the public hearing at 9:20 a.m. to consider an amendment to the 2021 Budget.

It was noted that Notice stating that the Board would consider adoption of the 2021 budget amendment and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

## RECORD OF PROCEEDINGS

---

No public comments were received, and the public hearing was closed at 9:21 a.m.

Ms. Bartow reviewed the amendment with the Board. It was noted that General Fund would increase from \$22,000 to \$25,000. Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2021 Budget.

**Public Hearing on Proposed 2022 Budget:** Director Seibert opened the public hearing at 9:22 a.m. to consider the proposed 2022 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2022 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed at 9:23 a.m.

Ms. Bartow reviewed the 2022 Budget with the Board. Upon motion duly made by Director Seibert seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the 2022 Budget, as discussed, and adopted the Resolutions to Adopt the 2022 Budget, Appropriate Sums of Money and Set Mill Levy, subject to final assessed valuation and legal review.

**Engagement Letter with BiggsKofford to Prepare 2021 Audit:** Ms. Bartow reviewed with the Board. Following review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board accepted the Engagement Letters with BiggsKofford to Prepare the 2021 Audits.

### LEGAL MATTERS

**Resolution calling for Regular Election for Directors:** Mr. Dykstra reviewed with the Board. Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. Self-Nomination and Acceptance Forms are due by February 25, 2022.

### MANAGER MATTERS

**Other:** None

## RECORD OF PROCEEDINGS

---

OTHER BUSINESS

**Confirm Quorum for the Next Regular Meeting Date:** Mr. Miller noted that management would reach out to confirm quorum when necessary.

ADJOURNMENT

There being no further business to come before the Board at this time, Director Seibert adjourned the meeting at 9:29 a.m.

Respectfully submitted,

DocuSigned by:  
By David Jenkins  
5B64775D758F4FF  
Secretary for the Meeting