

MINUTES OF THE ORGANIZATIONAL MEETING OF THE  
BOARD OF DIRECTORS OF

HASKINS STATION METROPOLITAN DISTRICT

Held: Wednesday, February 13, 2019, at 11:00 a.m. at 2154 E.  
Commons Avenue, Suite 2000, Centennial, Colorado.

**Attendance**

The organizational meeting of the Board of Directors of the Haskins Station Metropolitan District, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following Directors, having confirmed their qualification to serve on the Board, were in attendance:

Christopher Elliott  
Christian M. Janke  
Corey Elliott  
Matthew Cavanaugh  
Regan Hauptman

All Director absences are deemed excused unless otherwise specified.

Also present were:

Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law, District General Counsel; Ben Houghton, CliftonLarsonAllen, LLP, District Accountant; and Sarah Hunsche, E5X Management.

**Call to Order**

It was noted that a quorum of the Board was present and the meeting was called to order.

**Conflict of Interest  
Disclosures**

Ms. Murphy advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Murphy reported that disclosures for those directors with potential or existing conflicts of interest were filed with the 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. Murphy noted that a quorum was present and inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. It was noted that conflict disclosures were not filed for Director Janke, and the Conflict Disclosure for Director Chris Elliott did not include SSM Ridge, LLC, so Director Janke and Director Chris Elliott indicated they would be abstaining from all votes. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

**Approval of Agenda**

Ms. Murphy presented the Agenda to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the Agenda with the removal of the establishment of bank accounts.

**Election of Officers**

The Board engaged in a discussion regarding the election of officers. Following discussion, upon a motion duly made and seconded, the Board unanimously appointed Director Janke as President, Director Chris Elliott as Vice President, Director Corey Elliott as Treasurer, Director Cavanaugh as Secretary, and Director Hauptman as Assistant Secretary.

**Public Comment**

None.

**Consent Agenda**

Following a summary by Ms. Murphy the items on the consent agenda were approved by one motion duly made, and seconded.

1. Adoption of Resolution Designating the District’s 24-hour Posting Location
2. Adoption of Public Records Request Policy
3. Resolution Adopting the Colorado Special District Records Retention Schedule
4. Approval of Notice to Electors - § 32-1-809, C.R.S.
5. Recording of Special District Public Disclosure Document as required by § 32-1-104.8, C.R.S.
6. Approval of Disclosure Notice Required by Service Plan
7. Approval of Intergovernmental Agreement with City of Arvada Regarding the Service Plan

**Insurance & Liability**

Discuss Director Liability Issues and Memorandum Re: Crime Coverage, Fidelity Bonds and Designated Agent Endorsements

The Board engaged in a discussion regarding crime coverage, fidelity bonds, and designated agent endorsements. No action was needed.

Discuss Insurance Requirements (public official’s liability, general liability, workers’ compensation, comprehensive crime) and Consider Adoption of Resolution Approving an IGA with the Colorado Special Districts Property and Liability Pool and Authorize Membership in the

Ms. Murphy presented the Board with the Intergovernmental Agreement with the Colorado Special Districts Property and Liability Pool. Following discussion, upon a motion duly made and seconded, the Board approved the agreement.

## Special District Association

Consider Approval of Agency Services Agreement with T. Charles Wilson Insurance Services

Ms. Murphy presented the Board with the Agency Services Agreement with T. Charles Wilson Insurance Services for consideration. Following discussion, upon a motion duly made and seconded, the Board approved the agreement.

Discuss Obtaining Workers Compensation Coverage/Filing of Exclusion of Uncompensated Public Officials form for 2019 Policy Period

The Board engaged in a discussion regarding works compensation coverage options for 2019. Following discussion, upon a motion duly made and seconded, the Board instructed legal counsel to research and file the most cost effective option for the District.

Consider Approval of Property and Liability Insurance Limits and Deductibles

Ms. Murphy presented the Board with the 2019 Property and Liability Insurance Limits and Deductibles for consideration. Following discussion, upon a motion duly made and seconded, the Board approved coverage.

## Engagement of Consultants

Consider Approval of Engagement Letter with White Bear Ankele Tanaka & Waldron for Legal Services

Ms. Murphy reviewed the Engagement Letter with White Bear Ankele Tanaka & Waldron with the Board. Ms. Murphy stated that as she is not independent as to the engagement, the Board is advised to have separate legal counsel review the engagement letter. The Board declined to engage separate legal counsel to review the letter. After discussion, upon a motion duly made and seconded, and upon a vote, unanimously carried, the Board approved the engagement letter with White Bear Ankele Tanaka & Waldron.

Consider Approval of Engagement Letter with CliftonLarsonAllen, LLP for Accounting Services

Ms. Murphy presented the Board with the Engagement Letter with CliftonLarsonAllen, LLP for Accounting Services for consideration. Following discussion, upon a motion duly made and seconded, the Board approved the engagement.

## Legal Matters

Consider Adoption of 2019 Annual Administrative Resolution

Ms. Murphy presented the Board with the 2019 Annual Administrative Resolution for consideration. Following discussion, upon a motion duly made and seconded, the Board adopted the resolution.

Consider Adoption of Resolution Providing for the Defense and Indemnification of Directors and Employees of the District

Ms. Murphy presented the Board with the Resolution Providing for the Defense and Indemnification of Directors and Employees of the District. Following discussion, upon a motion duly made and seconded, the Board adopted the resolution.

Consider Approval of

Ms. Murphy presented the Board with the Funding and

Funding and Reimbursement Agreement with SSM Ridge, LLC      Reimbursement Agreement with SSM Ridge, LLC for consideration. Following discussion, upon a motion duly made and seconded, the Board approved the agreement.

Consider Adoption of Resolution Regarding District's Intent to Reimburse Operations, Maintenance and Capital Expense Advances      Ms. Murphy presented the Board with the Resolution Regarding District's Intent to Reimburse Operations, Maintenance and Capital Expense Advances. Following discussion, upon a motion duly made and seconded, the Board adopted the resolution.

Consider Approval of Cooperation Agreement Between The Arvada Urban Renewal Authority and Haskins Station Metropolitan District      Ms. Murphy presented the Board with the Cooperation Agreement Between The Arvada Urban Renewal Authority and Haskins Station Metropolitan District. Following discussion, upon a motion duly made and seconded, the Board approved the agreement, subject to final comments from legal counsel.

**Financial Matters**

Consider Approval of Execution of (1) Form SS-4 Application for Federal Employer Identification Number; (2) Application for Colorado Sales Tax Exemption Number; and (3) Application for Assignment of PDPA Number      Ms. Murphy presented the Board with the FEIN Application, Sales Tax Exemption Application, and PDPA Application for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the filing of the applications.

Conduct Public Hearing on 2019 Budget and Consider Adoption of Resolution Approving 2019 Budget      Director Cavanaugh opened the public hearing for the 2019 budget. Ms. Murphy noted that notice for the public hearing was made in accordance with the applicable Colorado statutes. No written objections were received prior to the public hearing.

Mr. Houghton presented the proposed 2019 budget to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the budget as discussed and appropriated funds as reflected in the budget. The Board did not certified a mill levy for collection in 2019.

The Board also directed legal counsel and the District's accountant to file the 2019 budget.

Other Financial Matters      None.

**Other Business**      None.

Next Meeting      The next regular meeting is scheduled for Monday, December 2, 2019 at 9:30 a.m.

**Adjournment**

There being no further business to come before the Board, and following discussion and upon motion duly made, seconded and unanimously carried, the Board determined to adjourn the meeting.

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



Secretary for the Meeting