

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL BOARD MEETING
OF THE BOARD OF DIRECTORS OF THE
INTERQUEST SOUTH BUSINESS IMPROVEMENT DISTRICT
HELD
NOVEMBER 1, 2018

A special meeting of the Board of Directors of the Interquest South Business Improvement District was held on November 1, 2018 at 1:30 p.m. at the offices of Spencer Fane, 102 S. Tejon Street, Suite 750, Colorado Springs, CO 80903.

Attendance

Directors in attendance:

Stacie Tucker, President (via telephone)
Bethany Fitzgerald, Treasurer/Secretary (via telephone)
Gregory M. Tucker, Assistant Secretary (via telephone)

Also in attendance:

Josh Miller & Chelsea Gondeck; CliftonLarsonAllen LLP
Carrie Bartow; CliftonLarsonAllen LLP (via telephone)
Russ Dykstra, Esq.; Spencer Fane LLP

**Call to Order/
Approve Agenda**

Director Tucker called the meeting to order at 2:32 p.m. and declared a quorum present.

Upon a motion duly made by Director Stacie Tucker, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board approved the agenda as presented.

**Declaration of
Quorum/Disclosure
Matters**

Mr. Miller noted a quorum was present. Mr. Dykstra noted for the record, in accordance with state law, the Directors' written disclosures describing conflicts of interest were filed with the Secretary of State.

**Administrative
Matters**

- A. Review and Consider Approval of Minutes for October 4, 2018 Special Board Meeting

Upon a motion duly made by Director Stacie Tucker, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the October 4, 2018 meeting minutes, as presented.

Manager Matters

- A. Review and Consider Approval of Resolution No. 2018-11-01, Concerning Annual Administrative Matter for 2019

RECORD OF PROCEEDINGS

Upon a motion duly made by Director Stacie Tucker, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board approved Resolution No. 2018-11-01.

- B. Discuss District Insurance, Review Renewal Schedule & Authorize Renewal of District Insurance & SDA Membership for 2019

Following discussion of additional items to be added and Ms. Bartow's request for a bill of sale for said items, upon a motion duly made by Director Stacie Tucker, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board approved the renewal of District Insurance & SDA Membership for 2019, subject to final legal review.

- C. Discuss Posting and Transparency Notice and Mode of Eligible Elector Notification for 2019 on the SDA Website

Upon a motion duly made by Director Stacie Tucker, seconded by Director Fitzgerald and, upon vote, unanimously carried, the Board approved posting the transparency notice and eligible elector notification for 2019 on the SDA website.

- D. Acknowledge Continuing Engagement of Spencer Fane Britt & Browne LLP as General Counsel and CliftonLarsonAllen LLP as District Accountant and Manager

No need to discuss this item.

- E. Review and Consider Approval of 2018 Snow Removal Agreement with Metco Landscape, LLC.

Upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board approved the 2018 Snow Removal Agreement with Metco Landscape, LLC pending final legal review.

- F. Review and Consider Approval of 2019 Landscape and Snow Removal Agreement with Metco Landscape, LLC.

Upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board approved the 2019 Landscape and Snow Removal Agreement with Metco Landscape, LLC pending final legal review.

- G. Other

RECORD OF PROCEEDINGS

None.

Financial Matters

A. Review and Consider Approval of Claims

Ms. Bartow reviewed the claims with the Board.

Following discussion, upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board approved the claims.

B. Review and Consider Acceptance of Cash Position Report

Ms. Bartow reviewed the cash position report with the Board.

Following discussion, upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board accepted the cash position report, as presented.

C. Conduct public Hearing to Consider Amending the 2018 Budget; Consider Adoption of Resolution No. 2018-11-02 to Amend 2018 Budget

D. Conduct Public Hearing to Consider Adoption of 2019 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 11-01-03 to Adopt 2019 Budget, Appropriate Expenditures and Set Mill Levy

Upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board opened the public hearing to consider amending the 2018 budget and adoption of the 2019 budget at 1:43 p.m.

Ms. Bartow explained the 2018 budget amendment and 2019 budget. There were no public comments.

Upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board closed the public hearing to consider amending the 2018 budget and adoption of the 2019 budget at 1:43 p.m.

Upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board approved the 2018 budget amendment and adoption of the 2019 budget.

RECORD OF PROCEEDINGS

E. Review and Consider Approval of 2018 Audit Engagement Letter with BiggsKofford

Upon a motion duly made by Director Gregory Tucker, seconded by Director Stacie Tucker and, upon vote, unanimously carried, the Board approved the 2018 audit engagement letter with BiggsKofford.

F. Other

None.

Legal Matters

A. PIF Collection Issues

There are no issues to discuss at this time.

B. Engineering Cost Certifications

Mr. Dykstra questioned the status of the engineering cost certifications. Ms. Bartow requested to meet with Director Stacie Tucker to review incurred road costs for eligibility. Mr. Dykstra stated the need for an easement for additional property for future costs and that he would draft this easement.

C. Discussion of District Operations and Maintenance of Public Improvements

No discussion was needed at this time.

D. Consider Approval of Cost Reimbursements for Completion of Road Work and Mail Box Kiosk Installation

Upon a motion duly made by Director Fitzgerald, seconded by Director Gregory Tucker and, upon vote, unanimously carried, the Board approved the reimbursement of costs for completion of road work and mail box kiosk installation pending final accounting and legal review and receipt of the legal description for required easements.

Other Items

A. Consider Cancelling or Confirm Quorum for Next Meeting

Following discussion, the Board decided to cancel the next scheduled meeting on December 6, 2018 and confirmed quorum for the January 3, 2019 Board Meeting.

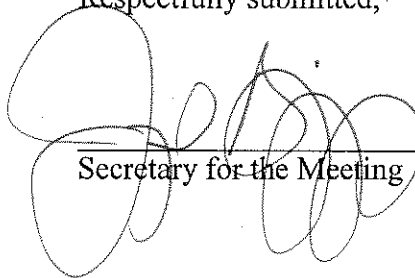
Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Gregory Tucker, seconded by Director

RECORD OF PROCEEDINGS

Stacie Tucker and, upon vote, unanimously carried, the Board adjourned the meeting at 2:00 p.m.

Respectfully submitted,



Secretary for the Meeting
