

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
RITORO METROPOLITAN DISTRICT (THE “DISTRICT”)**

A Regular Meeting of the Board of Directors of the Ritoro Metropolitan District (referred to hereinafter as the “Board”), Town of Elizabeth, County of Elbert, State of Colorado, was convened on Thursday, May 30, 2024, at 4:30 p.m., virtually, via Zoom videoconference in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

Directors in attendance were:

James E. Marshall  
Erin Jeffers  
Lawrence Downs

Also present were:

Suzanne M. Meintzer, Esq. and Jay Morse, Esq., McGeady Becher P.C.  
Eric Weaver, Marchetti & Weaver, LLC  
Kurt C. Schlegel and Brian Lewis, Special District Solutions, Inc.  
Amanda Facilla, member of the public and Board Candidate for Ritoro Metropolitan District

The meeting was open to the public.

Mr. Schlegel confirmed the presence of a quorum and Director Marshall called the meeting to order at 4:36 p.m.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors 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. Attorney Meintzer noted that disclosures of potential conflicts of interest for Director Marshall were filed with the Secretary of State at least 72 hours prior to the meeting, and Director Marshall noted he did not have any new conflicts. The other Board members are residents of the District and were not aware of any other potential conflicts of interest that would require disclosure.

## **ADMINISTRATIVE MATTERS**

### **Quorum / Meeting Location and Manner / Posting of Notices / Agenda:**

The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the venue for the District's board meeting. The Board further noted that notice of this meeting venue was duly posted and that no objections or any requests that the meeting venue be changed were received from taxpaying electors within its boundaries.

Mr. Schlegel reported that the Meeting Notice and Agenda was posted to the District's website at least 24-hours prior to the meeting.

Upon a motion duly made by Director Jeffers, seconded by Director Marshall and, upon vote unanimously carried, the Board approved the Agenda and excused the absence of Director Hightower.

### **Consent Agenda:**

Upon motion duly made by Director Marshall, seconded by Director Jeffers and, upon vote, unanimously carried, the Board approved the Consent Agenda items, as follows:

- A. Minutes of the October 20, 2023 Statutory Annual Town Hall Meeting.
- B. Minutes of the October 30, 2023 Regular Meeting.

### **Appointment to Fill Vacancy:**

The Board discussed the vacancy on the Board. Amanda Facilla, an eligible elector of the District was nominated to serve on the Board. Following discussion, upon motion duly made by Director Downs, seconded by Director Marshall, and upon vote unanimously carried, the Board appointed Amanda Facilla to fill the vacancy on the Board. Director Marshall administered the Oath of Office.

### **Website Accessibility:**

Attorney Meintzer and Mr. Schlegel described the accessibility requirements for the District's website. Mr. Schlegel stated that staff posted an accessibility policy to the District's website and is working to bring the website and posted documents into compliance.

## **PUBLIC COMMENT**

None.

## **FINANCIAL MATTERS**

### **Claims for Payment:**

Mr. Weaver presented a list of payments for ratification and approval by the Board. Upon a motion duly made by Director Downs, seconded by Director Jeffers, and upon vote unanimously carried, the Board ratified the payment of claims totaling \$20,012.23 and approved the payment of claims totaling \$10,535.66 made through May 30, 2024.

### **Unaudited Financial Statements:**

Mr. Weaver presented the District's unaudited financial statements for the period ending April 30, 2024. Following review and discussion and upon a motion duly made by Director Marshall, seconded by Director Downs, and upon vote unanimously carried, the Board accepted the unaudited financial statements for the period ending May 30, 2024.

### **2023 Financial Audit:**

Mr. Weaver reviewed with the Board the draft Audit of the District's 2023 financial statements. Mr. Weaver advised the Board that his office has completed a preliminary review of the draft Audit and noted the auditor was delivering a clean opinion. Following discussion and upon motion duly made by Director Jeffers, seconded by Director Marshall and upon vote unanimously carried, the Board approved the Audit as presented subject to final review by the District's Accountant and General Counsel, and authorized execution of the Representations Letter.

## **LEGAL MATTERS**

### **Request for Exclusion from the District:**

Attorney Meintzer stated that she and Mr. Schlegel had received a request from a resident wishing to exclude their property from the District. Attorney Meintzer provided relevant information regarding District infrastructure and amenities to the resident and no further correspondence has been received.

### **Special District Legislation:**

Attorney Meintzer discussed legislation passed during the most recent legislative session that may impact the District.

## **OTHER BUSINESS**

None.

**ADJOURNMENT**

There being no further business coming before the Board, upon motion duly made by Director Downs, seconded by Director Marshall, and upon vote unanimously carried, the meeting was adjourned at 5:25 p.m.

The foregoing Minutes were approved by the Board of Directors on October 29, 2024.

The foregoing record constitutes a true and correct copy of the Minutes of the above referenced meeting.

*Kurt Schlegel*

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Secretary