

**CONSOLIDATED ANNUAL ADMINISTRATIVE RESOLUTION OF SEVERANCE  
SOUTH METROPOLITAN DISTRICT NOS. 1-4**

STATE OF COLORADO            )  
                                                  ) ss.  
COUNTY OF LARIMER        )

At the consolidated regular meeting of the Boards of Directors (collectively, the “Board of Directors”) of the Severance South Metropolitan District Nos. 1-4, Town of Severance, Weld County, Colorado, held remotely, via MS TEAMS at 10:00 a.m., on November 17, 2022, the following Directors were present:

Kris Pickett  
Eric McCarty  
Lar Voss  
Jana Pickett

Absent: None.

Also present were: Joan M. Fritsche, Fritsche Law LLC; and Irene Buenavista, Sarah Bromley, Bryan Newby, Kirsten Starman, Pinnacle Consulting Group, Inc.

When the following proceedings, were had and done, to wit:

It was moved by Director Voss to adopt the following Resolution and ratify actions taken in connection therewith:

WHEREAS, the Severance South Metropolitan District Nos. 1-4 (collectively, the “District”) were organized as special districts pursuant to Order and Decrees issued by the District Court in and for Weld County, Colorado, and are located within Weld County and the Town of Severance, Colorado; and

WHEREAS, the Board of Directors of the District (the “Board”) has a duty to perform certain obligations in order to comply with State law and assure the efficient operation of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Severance South Metropolitan District Nos. 1, 2, 3 and 4, Town of Severance, Weld County, Colorado as follows:

1. The Board determines that each director shall receive as compensation for services as Directors the sum of \$100 per meeting in an amount not to exceed the maximum compensation allowed under § 32-1-902(3)(a)(II), C.R.S.
2. The Board designates the *Greeley Tribune* as the newspaper of general circulation within the boundaries of the District, or in the vicinity of the District if none is circulated within

the District, and directs that all legal notices shall be published in the *Greeley Tribune* in accordance with § 32-1-103(15), C.R.S

3. The Board determines to hold regular 2023 meetings remotely at 10:00 a.m. on March 16, June 15, August 17, September 21, October 19, November 16, and December 21, 2023. Regular and special meeting notices shall be posted on the Districts' website: [severancesouthmd.live](http://severancesouthmd.live) at least 24 hours prior to the meeting.

4. The Board designates the following locations within the boundaries of each District as the emergency 24-hour posting places for meeting notices if the Districts' website is unavailable:

**District 1**

N 40°28.813/ W 104°52.147  
N 40°28.813/ W 104°52.147  
N 40°28.813/ W 104°52.147

**District 2**

N 40°34.891/ W 104°51.984  
N 40°28.811/ W 104°51.385  
N 40°28.789/ W 104°51.768

**District 3**

N 40°29.256/ W 104°52.214  
N 40°29.650/ W 104°52.008  
N 40°28.979/ W 104°51.341

**District 4**

N 40°29.651/ W 104°51.498  
N 40°29.389/ W 104°51.085  
N 40°29.057/ W 104°51.195

5. The Board directs management to obtain and maintain insurance for the District, to insure the Directors acting within the scope of employment by the Board against all or any part of such liability for an injury; to insure against the expense of defending a claim for injury against the District or its Board. Additionally, the Board management to obtain bonds or equivalent insurance coverage as required by §§ 32-1-901(2) and 32-1-902(2), C.R.S., in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file the bond or certificate of insurance with the District Court and the Division of Local Government.

6. The Board directs management to file an accurate boundary map, as specified by the Division of Local Government, with the County Assessor, County Clerk and Recorder and the Division in accordance § 32-1-306, C.R.S.

7. The Board directs management to provide the Notice to Electors (“Transparency Notice”) to the eligible electors of the District, Town of Severance, Weld County Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, and the Division of Local Government pursuant to § 32-1-809, C.R.S.

8. The Board directs management to maintain the District’s website and to periodically update the website with the following information:

- a. The names, terms, and contact information for the current directors and the manager of the metropolitan district;
- b. Current fiscal year budget and, any amendments to the budget;
- c. The prior year's audited financial statements, or an application for exemption from an audit prepared in accordance with the "Colorado Local Government Audit Law;
- d. A Call for Nominations pursuant to section 1-13.5-501 (1);
- e. Not more than thirty days after an election, certified election results for an election held within the current fiscal year;
- f. Current map depicting the boundaries of the metropolitan district; and
- g. No less than 24 hours prior to each meeting, the Meeting Notice containing the information required by section 24-6-402 (2)(c)(iii), C.R.S.

9. The Board designates the District’s accountant to serve as the budget officer, and to submit a proposed budget to the Board by October 15th for the following year, and, in cooperation with general counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levies on or before December 15th; and to file the approved budgets and amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado.

10. The Board directs the accountant to prepare and file the annual public securities report for nonrated public securities issued by the District, with the Department of Local Affairs on or before March 1st in accordance with § 11-58-101, *et seq.*, C.R.S., if applicable.

11. The Board directs general counsel to provide the Disclosure Document and a map of the District’s boundaries to the County Clerk and Recorder, for recording, at the same time an inclusion order is recorded.

12. The Board directs the accountant to prepare or cause to be prepared for filing with the State Auditor either an Application for Exemption from Audit for the prior fiscal year by March

31<sup>st</sup>; or an audit of the financial statements by June 30<sup>th</sup> to be filed with the State Auditor by July 31<sup>st</sup>.

13. The Board directs the accountant to prepare the Unclaimed Property Act report and forward the report to the State Treasurer by November 1<sup>st</sup>, in accordance with the Unclaimed Property Act, § 38-13-101, *et seq.*, C.R.S.

14. The Board hereby appoints Mandi Kirk as the “Designated Election Official” of the District for any elections to be held during 2023 and any subsequent year. The Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official, including but not limited to appointing election judges, appointing a canvass board and cancellation, if applicable, of the election, pursuant to the authority set forth in § 1-1-111, C.R.S.

15. The Board deems it expedient for the convenience of the electors that it shall conduct all regular and special elections of the District via a mail ballot election unless a polling place election is deemed necessary and expressed in a separate election resolution.

16. Pursuant to SB21-262, for each regular District election, the Designated Election Official shall distribute notice of the election and the Call for Nominations (“Notice”) by emailing the Notice to each active registered elector of the District as specified in the registration list provided by the county clerk and recorder. If an email address is not on file with the county clerk and recorder, the Notice shall be mailed to each address at which one or more active registered electors of the District resides.

In addition, the Designated Election Official shall also provide the Notice by any one of the following means:

- posting the Notice on the District’s website;
- publishing the Notice in a newspaper of general circulation within the District; or
- including the Notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other informational mailing sent by the metropolitan district to the eligible electors of the metropolitan district.

17. In accordance with § 1-13.5-103(3), C.R.S., the Board hereby directs the Designated Election Official to notify the Division of Local Government of the results of any elections held by the District, including business address, telephone number and the contact person.

18. The Board directs the Designated Election Official to certify results of any election to incur general obligation indebtedness to the Weld County Board of County Commissioners that adopted a resolution of approval of the District and with the Division of Securities.

19. Whenever the District authorizes or incurs general obligation debt, the Board directs the Designated Election Official to record a notice of such debt with the Weld County Clerk

and Recorder, within 30 days of authorizing or incurring the debt, on a form prescribed by the Division of Local Government, in accordance with § 32-1-1604, C.R.S..

20. The Board directs general counsel to prepare and file with the governing body of the municipality that has adopted a resolution of approval of the District, if requested, the quinquennial finding of reasonable diligence in accordance with §§ 32-1-1101.5(1.5) and (2), C.R.S.

21. Pursuant to SB21-262, unless the annual report requirement is waived by the Town of Severance or requested earlier, prior to October 1<sup>st</sup>, the Board directs general counsel to prepare and file the prior year's special district annual report with the Town of Severance, Weld County Board of County Commissioners, the Division of Local Government, and the State Auditor and to deposit a copy of such report with the County Clerk and Recorder. The Board directs management to post the special district annual report on the District's website.

22. The District hereby directs each present and future member of the Board to periodically execute an Affidavit of Qualification of Director, to be retained in the District's files.

23. The Board has elected the following officers:

President/Chairman of Board – Kris Pickett  
Secretary/ Treasurer – Eric McCarty  
Assistant Secretary/Treasurer – Lar Voss  
Assistant Secretary – Jana Pickett

24. The Board directs general counsel to file conflict of interest disclosure forms provided by Board members with the Secretary of State no less than seventy-two (72) hours prior to meetings of the Board and at a Director's request. In addition, written disclosures required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board when filed with the Secretary of State.

25. The Board extends the current indemnification resolution to allow the resolution to continue in effect as written.

26. The District continues the engagement of Fritsche Law LLC, as general counsel for the District.

27. The District continues the engagement of Pinnacle Consulting Group, Inc., to provide management and accounting services for the District.

28. The Board designates Pinnacle Consulting Group, Inc. to serve as the District's Official Custodian of public records, in accordance with § 24-10-110(1), C.R.S.

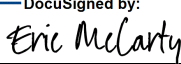
WHEREUPON, the motion was seconded by Director McCarty, and upon vote, unanimously carried. The President declared the motion carried and so ordered.

ADOPTED AND APPROVED THIS 17<sup>TH</sup> DAY OF NOVEMBER, 2022.

SEVERANCE SOUTH METROPOLITAN DISTRICT NO. 1

By   
Kris Pickett, President

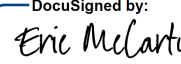
Attest:

  
Eric McCarty, Secretary

SEVERANCE SOUTH METROPOLITAN DISTRICT NO. 2

By   
Kris Pickett, President


Attest:

  
Eric McCarty, Secretary


SEVERANCE SOUTH METROPOLITAN DISTRICT NO. 3

By   
Kris Pickett, President


Attest:

  
Eric McCarty, Secretary

SEVERANCE SOUTH METROPOLITAN DISTRICT NO. 4

By   
Kris Pickett, President

Attest:

  
Eric McCarty, Secretary