

**Buckhorn Valley Metropolitan District #1**  
Meeting Minutes for Special Meeting of the  
Board of Directors

**Date:** Thursday, February 29, 2024

**Time:** 5:30 PM

**Location:** Online Via Zoom

**Present:** Nicholas Richards, President  
Maxine Hepfer, Secretary/Treasurer  
John Hill, Asst. Secretary  
Anna Marie Ray, Asst. Secretary

**Others:** Christine Gazda, Garfield & Hecht  
Peter Kline, Circuit Rider of Colorado  
Sarah Shepherd, Circuit Rider of Colorado  
Sujata Trehan, Circuit Rider of Colorado

**Public:** No members of the public were present.

**I Call to order and Declaration of Quorum:**

Director Hepfer called the meeting to order at 5:32PM. A quorum was declared as all four Board members were present.

**II Disclosure of Potential Conflicts:**

No new conflicts were declared.

**III Approval of or Amendment to the Agenda:**

Motion was made by Director Hill to approve agenda, Seconded by Director Hepfer, passed 4-0.

**IV Public Comment regarding Annual Report (3-minute Limit Per Person):**

No Public Comments were made at this meeting.

**V Legal Items:**

**A. Executive Session:**

Upon motion by Director Hill as follows:

Executive Session for a conference with the District's attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b), specifically regarding pending litigation with Buckhorn Valley Metro District No. 2, and the process for adoption of a water service administrative fee.

The motion was seconded by Director Hepfer. The Board voted 4-0 to enter into Executive Session.

Executive Session started at 5:36pm.

Executive Session ended at 6:28pm.

**B. Consider the appointment of District Board member to the Pump Station Corporation Board.**

The Board discussed which director would be appointed to serve on the Corporation Board.

Upon motion by Director Hepfer, and seconded by Director Hill, the Board voted 4-0 to appoint Director Richards as the District Board member to the Pump Station Corporation Board.

**VI Financial Items:**

**A. Review and ratify of claims payable from prior period November 2023-January 2024.**

Peter Kline and Sarah Shepherd presented the claims payable for the period of November 2023 to January 2024.

Upon motion by Director Hepfer and seconded by Director Richards the Board voted 4-0 to ratify the November 2023, December 2023, and January 2024 claims, and approve the February 2024 claims, as presented.

**B. Review and consider approval of the financial report from December 31, 2023.**

Peter Kline presented the financial report from December 2023.

Upon motion by Director Richards and seconded by Director Hill the Board voted 4-0 to approve the financial report from December 31, 2023. The Audit Exemption application will be circulated for signature accordingly.

**C. 2024 Budget update.**

Peter Kline and Sarah Shepherd presented the updated 2024 budget. Discussion followed related to potential need for a fee to support the operations of the District in 2024.

**VII Administrative Items:**

**A. Consider the approval of minutes from the November 9, 2023, Special Meeting and Official Budget hearing.**

Upon motion by Director Richards and seconded by Director Hepfer, the Board voted 4-0 to approve the Minutes from the November 9, 2023, Special Meeting and Budget Hearing, as presented.

**B. Irrigation maintenance and start up activities 2024.**

The system will start up during its typical time in the early parts of May.

**C. Additional Manager Items/Operations updates.**

**i. Spring Newsletter.**

Management will draft a Spring Newsletter with start-up activities and other community announcements. Discussion followed regarding reminding residents to keep their pets under control.

**ii. Quarterly Billing update.**

Peter Kline gave the Board an update on moving the District's billing to a Quarterly billing cycle from the current monthly cadence and presented options for moving the software for billing for best interface, services and value.

Discussion followed.

Upon motion by Director Hepfer and seconded by Director Hill, the Board voted to 3-0 to accept the move to a quarterly billing mailing cycle and move to AmCoBi billing service. Management will work with AmCoBi to craft the community announcements for the transition at the next quarterly interval.

**VIII Additional Board Member Items:**

The Board discussed setting a meeting date for the Public Hearing for setting the fee for 2024 operations. The meeting date was tentatively set for Thursday April 11<sup>th</sup>, 2024, at 5:30pm via Zoom.

**IX ADJOURNMENT: The meeting adjourned at 7:31p.m. by acclamation.**



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Signed by Secretary for the Meeting