

**MINUTES OF A SPECIAL MEETING OF
THE BOARDS OF DIRECTORS OF THE
PAN-ARK ESTATES METROPOLITAN DISTRICT
HELD MARCH 28, 2023**

A special meeting of the Boards of Directors (the “Boards”) of the Pan-Ark Estates Metropolitan District (the “District”) was held on Tuesday, March 28, 2023, at 5:30 p.m. exclusively by means of Zoom webinar. The meeting was open to the public.

Attendance: In attendance were Board members:
 Shelley Hall
 Joseph Burnham
 David Galinis
 Kevin Kirsner

 Not in attendance:
 Dell Skluzak

Also in attendance were:

Nikolas Wagner, Andrea Weaver – Centennial Consulting Group
Joseph Norris – CEGR

I. Call to Order/Declaration of Quorum

 Mr. Wagner called the meeting to order. A quorum of the Boards was confirmed.

II. Director Conflict of Interest Disclosure

 Mr. Wagner reported that disclosures of potential conflicts of interest were filed for all directors 72 hours in advance of the meeting and that the Agenda had been posted on the Districts’ website at least 24 hours in advance of the meeting.

III. Approval of Minutes

 Following consideration, upon a motion duly made by Director Hall, seconded by Director Galinis, and upon vote, unanimously carried, the Board approved the February 21, 2023, special meeting minutes.

IV. Unaudited Financial Statements

The Board discussed the District's current financial status, the amount spent on snow removal, and where to save elsewhere in the budget due to the snow removal expenses. The Board inquired into outstanding invoices and if the District had funds available to pay the invoices. Ms. Weaver informed the Board on the process of receiving taxes from the county and that funds would be available for paying invoices.

Following discussion, upon a motion duly made by Director Galinis, seconded by Director Hall, and upon vote, unanimously carried, the Board approved the unaudited financial statements for the period ending February 28, 2023.

V. Ratify Payables

Following consideration, upon a motion duly made by Director Galinis, seconded by Director Hall, and upon vote, unanimously carried, the Board ratified the payables for the period through February 28, 2023.

VI. Ratify 2022 Audit Exemption

The Board discussed the 2022 audit exemption prepared by the District's accountant. Mr. Wagner and Mr. Norris explained several aspects of the exemption versus a full audit and how the exemption is a State form and a more affordable process.

Following discussion, upon a motion duly made by Director Galinis, seconded by Director Burnham, and upon vote, unanimously carried, the Board ratified the 2022 Audit Exemption.

Mr. Wagner presented that the 2021 Audit Exemption will need to be completed. Ms. Weaver will be able to complete the short form relatively quickly and would bill the District at CCG's hourly rate of \$160. She expected the 2021 exemption form to be completed within a half-hour.

Following consideration, upon a motion duly made by Director Galinis, seconded by Director Hall, and upon vote, unanimously carried, the Board approved the completion of the 2021 Audit Exemption.

VII. Election Cancellation

Mr. Norris presented that the 2023 Election had been cancelled due to fewer nominations received compared to seats available. Mr. Norris informed the Board that there will be one vacancy, and that the Board has the option to appoint to fill the vacancy, which can be a formal or informal process depending on the Board's decision. If they were to appoint to fill the vacancy, it would be best to wait until after the May 2 election date as the Board is not required to fill the vacancy and can still operate normally without five full members.

VIII. Discussion of Snow Removal and Future Costs

The Board discussed the amount spent on snow removal and directed management to gather service bids for grading from Werderitch Services and to ask if MEWA would be willing to take over the lease of the front-end loader in order to save on operating costs.

Following discussion, upon a motion duly made by Director Burnham, seconded by Director Kirsner, and upon vote, unanimously carried, the Board appointed Director Galinis and Director Hall to review service proposals for operations regarding road work and the transference of the lease to MEWA.

IX. Public Comment

None.

X. Next Board Meeting

The next Board meeting is set for May 2nd, 2023, at 5:30 PM.


XI. Other Matters

None.

XII. Adjournment

As there were no further matters to discuss, upon a motion duly made by Director Halls, seconded by Director Galinis, and upon vote, unanimously carried, the Boards adjourned the meeting.

Respectfully submitted,

: 
Joseph Burnham (May 18, 2023 22:23 GMT+2)

Secretary







PAEMD 3-28-23 Minutes

Final Audit Report

2023-05-18

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