

DENVER INTERNATIONAL BUSINESS CENTER
METROPOLITAN DISTRICT NO. 1 (“**DISTRICT**”)

8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Phone: 303-779-5710

www.dibcmd.com

NOTICE OF SPECIAL MEETING AND AGENDA

DATE:	December 1, 2021
TIME:	2:00 p.m.
LOCATION:	Microsoft Teams Videoconference
ACCESS:	You can attend the meeting in any of the following ways: <ol style="list-style-type: none">1. To attend via Microsoft Teams Videoconference, e-mail Kathy.suazo@clacconnect.com to obtain a link to the videoconference.2. To attend via telephone, dial 720-547-5281 and enter the following additional information:<ol style="list-style-type: none">a. Meeting ID: 481 849 384#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Ferdinand L. Belz, III	President	May, 2022
Marcia Lujan	Treasurer	May, 2023
Mark T. Throckmorton	Secretary	May, 2022
Henry (Rick) Wells	Assistant Secretary	May, 2023
Matthew Stewart	Assistant Secretary/Treasurer	May, 2022

I. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.
- B. Confirm quorum, location of meeting, and posting of meeting notice. Approve agenda.
- C. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- D. Review and consider approval of minutes from the September 1, 2021 Special Board Meeting (enclosure).
- E. Discuss business to be conducted in 2022 and location (**virtual and/or physical**) of meetings. Schedule regular meetings (proposed date/time: First Wednesday of March, June, September and December 2022 at 2:00 p.m.) and consider adoption of Resolution Establishing Regular Meeting Dates, Times and Location, and Designating Location for Posting 24-Hour Notices (enclosure).
- F. Discuss Section 32-1-809, C.R.S., reporting requirements (Transparency Notice) and mode of eligible elector notification (post on SDA website).
- G. Discuss and authorize renewal of District's insurance and Special District Association Membership in 2022.

II. FINANCIAL MATTERS

- A. Approve and/or ratify approval of payment of claims in the amount of \$147,676.25 (enclosure).
- B. Review and consider approval of October 31, 2021 Unaudited Financial Statements (enclosure).
- C. Conduct Public Hearing to consider amendment of the 2021 Budget. If necessary, consider adoption of Resolution to Amend the 2021 Budget.
- D. Conduct Public Hearing on the proposed 2022 Budget and consider adoption of Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures – preliminary assessed valuation, draft budget and resolutions). (enclosure).
- E. Consider approval of Master Service Agreement by and between the District and CliftonLarsonAllen LLP and related statement(s) of work (enclosure).
- F. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.
- G. Consider appointment of District Accountant to prepare 2023 Budget.
- H. Consider approval of Engagement Letter by and between the District and Wipfli LLP for preparation of the District's 2021 Audit (enclosure).

III. LEGAL MATTERS

- A. Discuss May 3, 2022 Regular Director Election regarding new legislative requirements and related expenses for same.
 - 1. Consider adoption of Resolution Calling May 3, 2022 Election for Directors, appointing the Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. Self-Nomination Forms are due by February 25, 2022. Discuss need for ballot issues and/or questions (enclosure).
 - 2. Discuss DEO services and authorize District President to obtain proposals and select provider.
- B. Discuss potential inclusions of property into the boundaries of the District and timing related to same.
- C. Discuss Flight Safety PILOT and potential land swap.

IV. MANAGER MATTERS

- A. Ratify approval of Proposal for Geotechnical Engineering Study and Pavement Thickness Design, Denver International Business Center Filing 10 Roadways, East 67th, East 68th and East 69th Avenue Extensions by and between the District and Kumar and Associates, Inc., in the amount of \$7,925.00 (enclosure).
- B. Ratify approval of Service Agreement for Street Lighting Design for DIBC Filing 10 Infrastructure Project by and between the District and Architectural Engineering Design Group, Inc., d/b/a AE Design, Inc., in the amount of \$4,300.00 (enclosure).
- C. Ratify approval of Service Agreement for Pena Station North Large Development Review by and between the District and Design Workshop, Inc., for an amount not to exceed \$100,000.00 (enclosure).
- D. Ratify approval of Service Agreement for Master Civil Planning, Design Development and Infrastructure Master Plan for Denver International Business Center Large Development Review by and between the District and JR Engineering, LLC, for an amount not to exceed \$145,535.00 (enclosure).
- E. Ratify approval of Change Order to extend 2020-2021 Service Agreement for Snow Removal Services by and between the District and CoCal Landscape Services, Inc. (enclosure).

V. CAPITAL IMPROVEMENTS

A. Other.

VI. OTHER BUSINESS

VII. ADJOURNMENT

There are no regular meetings scheduled for the remainder of 2021.