

NOTICE OF SPECIAL MEETING

**DENVER INTERNATIONAL BUSINESS CENTER METROPOLITAN DISTRICT NO. 1
DENVER COUNTY, COLORADO**

***NOTE: given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting is being held by teleconference and virtual meeting only. Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information:**

URL link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODRiNjYxYWYtNDc3Ny00Mjc2LTgzYTAAtZjIwZThhMGEwNTI0%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%2278e91a46-bdcc-4fe5-980c-8ff3dcc70755%22%7d

+1 720-547-5281 United States, Denver (Toll)
Conference ID: 841 511 003#

NOTICE IS HEREBY GIVEN that the Board of Directors of the Denver International Business Center Metropolitan District No. 1, Denver County, Colorado, will hold a Special Meeting on Wednesday, December 2, 2020 at 2:00 p.m. **VIA MICROSOFT TEAMS** for the purpose of conducting any business which may come before the Board. This meeting is open to the public.

This notice is given by order of the Board of Directors of the District.

**DENVER INTERNATIONAL BUSINESS CENTER
METROPOLITAN DISTRICT NO. 1, DENVER
COUNTY, COLORADO**

By: /s/ Matthew Urkoski
Manager

I, Kathy Suazo, hereby certify that a copy of the foregoing Notice of Special Meeting was posted on the District website at least 24 hours prior to the meeting.

Kathy Suazo

DENVER INTERNATIONAL BUSINESS CENTER METROPOLITAN
DISTRICT NO. 1 (“DISTRICT”)
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710

NOTICE OF SPECIAL MEETING AND AGENDA

DATE:	December 2, 2020
TIME:	2:00 p.m.
LOCATION:	<u>DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONAVIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS MEETING WILL BE HELD BY VIDEO/TELEPHONIC MEANS WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON.</u>
ACCESS:	<p>You can attend the meetings in any of the following ways:</p> <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: 841 511 003#

<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, 2022
Vacant		May, 2023

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. Discuss vacancy on the board and consider the appointment of eligible elector, Matthew Stewart, to the Board of Director of the District. (Notice of Vacancy published September 24, 2020). Administer Oath of Office.

- E. Consider appointment of officers.

President: _____
Secretary: _____
Treasurer: _____
Asst. Secretary: _____
Asst. Secretary: _____

- F. Review and consider approval of minutes from the June 11, 2020 July 13, 2020 and August 24, 2020 special board meetings (enclosures).

- G. Discuss business to be conducted in 2021 and schedule regular Board meetings. Consider adoption of Resolution Establishing Regular Meeting Dates, Time and Location, and Designating District Website as the Posting of 24-Hour Notices (enclosure). Appoint representative to post notices in the District website.

H. Discuss and consider approval of renewal of 2021 Property and Liability Insurance Policy and, renewal of Special District Association membership (enclosure).

I. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2021 (District Transparency Notice).

II. FINANCIAL MATTERS

A. Approve and/or ratify approval of payment of claims in the amount of \$21,283.55 (enclosure).

B. Conduct Public Hearing to consider amendment of the 2020 Budget. If necessary, consider adoption of Resolution to Amend the 2020 Budget

C. Conduct Public Hearing on the proposed 2021 Budget and consider adoption of Resolution to Adopt the 2021 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures – preliminary assessed valuation, draft budget and resolutions). (enclosure).

D. 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.

E. Consider approval of engagement letter with Wipfli LLP for preparation of the District's 2020 Audit (enclosure).

- F. Consider appointment of District Accountant to prepare 2022 Budget.

III. LEGAL MATTERS

- A. Discuss potential inclusions of property into the boundaries of the District and timing of same.

IV. MANAGER MATTERS

- A. Ratify approval of Service Agreement for Snow Removal Services by and between the District and CoCal Landscape Services, Inc. (enclosure).

- B. Ratify approval of Utility Locate Services Agreement by and between the District and Diversified Underground, Inc. (enclosure).

V. CAPITAL IMPROVEMENTS

- A. Review and consider acceptance of Denver International Business Center Engineer's Report and Certification #03 Phase II: Pena Station Filing 2, DBIC Filing 7, dated September 11, 2020, in the amount of \$116,672.43, prepare by Ranger Engineering, LLC (enclosure).

- B. Discuss 2021 development/construction outlook.

VI. OTHER BUSINESS

- A.

VII. ADJOURNMENT

There are no regular meetings scheduled for the remainder of 2020.