

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

8390 E. Crescent Pkwy., Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710
www.dibcmd.com

NOTICE OF REGULAR MEETING AND AGENDA

DATE: December 4, 2024

TIME: 2:00 p.m.

LOCATION: Microsoft Teams Videoconference

ACCESS: To attend via Microsoft Teams Videoconference, use the below link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDM2YjgzMWEtZTY0OC00MTc2LTgyNzItMDJhOWJmNDdkOTJm%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

Meeting ID: 254 572 485 999
Passcode: ZBWxE6

To attend via telephone, dial 720-547-5281 and enter Conference ID: 924 401 657#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Ferdinand L. Belz, III	President	May, 2025
Matthew Stewart	Treasurer	May, 2025
Mark T. Throckmorton	Secretary	May, 2025
Henry (Rick) Wells	Assistant Secretary	May, 2027
Vacant		May, 2027

I. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.
- B. Confirm quorum, location of meeting and posting of meeting notices. 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 of the September 4, 2024 Regular Board meeting (enclosure).

- E. Discuss business to be conducted in 2025 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates (proposed dates/time: first Wednesday of March, June, September and December 2025 at 2:00 p.m.) and consider adoption of Resolution Establishing Regular Meeting Dates, Time, and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
- F. Discuss Section 32-1-809, C.R.S., reporting requirements (Transparency Notice) and mode of eligible elector notification for 2025 (post on SDA website).

II. FINANCIAL MATTERS

- A. Review and approve and/or ratify approval of payment of claims in the amount of \$1,193,438.56 (enclosure).
- B. Review and consider acceptance of the October 31, 2024 Unaudited Financial Statements (enclosure).
- C. Conduct Public Hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget.
- D. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures – preliminary assessed valuation, draft budget and resolutions).
- E. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form and Mill Levy Public Information form (“Certification”). Direct District Accountant to file the Certification with the Assessor and other interested parties.
- F. Consider appointment of District Accountant to prepare 2026 Budget.
- G. Review and consider approval of Engagement Letter by and between the District and Wipfli LLP for preparation of 2024 Audit (enclosure).
- H. Review and consider acceptance of District **Filing 10** - Engineer’s Report and Certification #39, dated September 20, 2024, prepared by Ranger Engineering, LLC in the amount of \$181,144.82 (enclosure).
- I. Review and consider acceptance of District **Filing 10** - Engineer’s Report and Certification #40, dated November 13, 2024, prepared by Ranger Engineering, LLC in the amount of \$25,415.08 (enclosure).
- J. Review and consider acceptance of District **Filing 10** - Engineer’s Report and Certification #41, dated November 20, 2024, prepared by Ranger Engineering, LLC in the amount of \$7,250.25 (enclosure).
- K. Review and consider acceptance of District **Yampa & 71st Street Improvements** - Engineer’s Report and Certification #19, dated September 20, 2024, prepared by Ranger Engineering, LLC, in the amount of \$4,905.48 (enclosure).

- L. Review and consider acceptance of District **Yampa & 71st Street Improvements** - Engineer's Report and Certification #20, dated November 13, 2024, prepared by Ranger Engineering, LLC, in the amount of \$4,240.86 (enclosure).
- M. Review and consider acceptance of District **Yampa & 71st Street Improvements** - Engineer's Report and Certification #21, dated November 20, 2024, prepared by Ranger Engineering, LLC, in the amount of \$12,475.93 (enclosure).

III. LEGAL MATTERS

- A. Discuss May 6, 2025 Regular Director Election and consider adoption of Resolution Calling May 6, 2025 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 (enclosure). Self- Nomination and Acceptance Forms are due by February 28, 2025. Discuss need for ballot issues and/or questions.

IV. MANAGER MATTERS

- A. Review and ratify approval of DIBC Filing No. 10 Infrastructure Improvements Work Order No. 11 to Standard Agreement and General Conditions between Owner and Construction Manager (Where the CM is At-Risk) between the District and M.A. Mortenson Company for Trade Partner True Up and Final Project Costs, in the amount of \$9,333.59 (enclosure).
- B. Review and ratify approval of 2024-2026 Snow Clearing Contract between the District and CoCal Landscape Services, Inc. and authorize preparation of Service Agreement (enclosure).
- C. Review and ratify approval of Proposal from Zimmer Gunsul Frasca Architects LLP for Pena Station North Infrastructure Master Plan Amendment, in the amount of \$73,225.00 (enclosure).
- D. Review and ratify approval of Change Order No. 01 to Service Agreement for District Filing 8 Infrastructure Improvements between the District and Martinez Associates, Inc. for Additional Construction Materials Testing and Inspection Observation Services, in the amount of \$17,565.38 (enclosure).
- E. Review and ratify approval of Service Agreement to Design a Regional Multi-Use Path from Tower to Yampa between the District and JR Engineering, LLC, in the amount of \$39,510.00 (enclosure).
- F. Discuss District services for 2025 and consider approval of necessary agreements for related services.
- G. Authorize renewal of District's insurance and Special District Association (SDA) membership for 2025. Discuss changes needed to property schedule (if any) (enclosures).
- H. Consider approval of CliftonLarsonAllen LLP Statement(s) of Work for 2025 Management and Accounting Services (enclosures).

- I. Review and consider authorization of website compliance coordinator to obtain a proposal for remediation services for statutorily required documents and authorize Board member or committee to approve proposal (enclosures).
 1. Authorize Board member or committee to work with District staff to take necessary actions to transition website to ADA compliant hosting platform (enclosure).

V. CAPITAL IMPROVEMENTS

VI. OTHER BUSINESS

VII. ADJOURNMENT

There are no regular meetings scheduled for the remainder of 2024