

**NOTICE OF ORGANIZATIONAL MEETING & AGENDA
25 COMMERCE PARK METROPOLITAN DISTRICT**

December 12, 2023
3:30 P.M.

This meeting will be held via teleconferencing and can be joined through the directions below:

<https://us06web.zoom.us/j/85992164675?pwd=gaxD5aSWCqFJLtPxbNG3SKdHolFexC.1>

Meeting ID: 859 9216 4675
Passcode: 807229
Call: 253-215-8782

Board of Directors

Dave Klebba, Director	Term to May 2027
Matt Bruns, Director	Term to May 2027
VACANT	Term to May 2027
VACANT	Term to May 2025
VACANT	Term to May 2025

1. ADMINISTRATIVE MATTERS

- a. Call to Order
- b. Declaration of Quorum and Confirmation of Director Qualifications
- c. Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest
- d. Approval of Agenda

2. PUBLIC COMMENT (Items not on the Agenda; Comments limited to three minutes per person)

3. DIRECTOR MATTERS

- a. Election of Officers

4. CONSENT AGENDA ITEMS (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda. **Enclosures included in electronic packets; hard copies available upon request.**)

- a. Administrative Matters
 - i. Adoption of Resolution No. 2023-12-01: 2023 and 2024 Annual Administrative Resolution (**enclosure**)
 - ii. Adoption of Resolution No. 2023-12-02: Providing for the Defense and Indemnification of Directors and Employees of the District (**enclosure**)
 - iii. Adoption of Resolution No. 2023-12-03: Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
 - iv. Adoption of Resolution No. 2023-12-04: Adoption of Public Records Request Policy (**enclosure**)
 - v. Adoption of Resolution No. 2023-12-05: Resolution Establishing Electronic Signature Policy (**enclosure**)
 - vi. Adoption of Resolution No. 2023-12-06: Resolution Concerning Authorization for Approval of Contracts and Payment of Claims (**enclosure**)
 - vii. Approval of Special District Disclosure Pursuant to Service Plan (**enclosure**)

- viii. Approval of Service Plan Intergovernmental Agreement with City of Thornton (**enclosure**)
 - ix. Approval of Intergovernmental Agreement with Thornton Development Authority for Tax Increment Revenues (**enclosure**)
 - x. Approval of Proposal with Heatherly Creative for Website Creation (**enclosure**)
 - xi. Approval of Proposal with Heatherly Creative for Website Maintenance in 2024 (**enclosure**)
- b. Consultant Matters
 - i. Approval of Engagement Letter with WHITE BEAR ANKELE TANAKA & WALDRON for General Counsel Legal Services (**enclosure**)
 - ii. Approval of Engagement Letter with CliftonLarsonAllen, LLP for Accounting Services (**enclosure**)
 - c. Insurance Matters
 - i. Approval of SDA Membership and Intergovernmental Agreement with Colorado Special Districts Property and Liability Pool (**to be distributed**)
 - ii. Approval of Insurance and Limits for Same (**to be distributed**)
 - iii. Approval of Agency Fee Agreement with T. Charles Wilson for Insurance Broker Services (**to be distributed**)

5. FINANCIAL MATTERS

- a. Public Hearing on 2023 Budget and Consider Adoption of Resolution No. 2023-12-07: Adopting Budget, Imposing Mill Levy and Appropriating Funds (**enclosure**)
- b. Public Hearing on 2024 Budget and Consider Adoption of Resolution No. 2023-12-08: Adopting Budget, Imposing Mill Levy and Appropriating Funds (**enclosure**)
- c. Discuss and Consider Establishment of Bank Accounts and Authorize Signers on the Accounts
- d. Consider Approval of Bill.com
- e. Other Financial Matters

6. LEGAL MATTERS

- a. Consider Approval of Funding and Reimbursement Agreement (Operations and Maintenance) with RG Commerce Park, LLC (**enclosure**)
- b. Consider Approval of Public Improvement Acquisition and Reimbursement Agreement with RG Commerce Park, LLC (**enclosure**)
- c. Consider Approval of Independent Contractor Agreement with Independent District Engineering Services, LLC for Engineering Services (**enclosure**)
- d. Consider Approval of Independent Contractor Agreement with Rockefeller Group Developer, LLC for Construction Management Services (**enclosure**)
- e. Consider Approval of Public Improvement Acquisition and Reimbursement Agreement with Confluent Development, LLC and RG Commerce Park, LLC (**enclosure**)

7. OTHER BUSINESS

- a. Discuss Possible Director Appointment Meeting

8. ADJOURNMENT

