

JEFFCO BUSINESS CENTER METROPOLITAN DISTRICT NO. 1

141 Union Boulevard, Suite 150
Lakewood, Colorado, 80228-1898
Tel: 303-987-0835 • 800-741-3254
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NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Julie von Clausburg	President	2025/May 2025
John Strabel	Treasurer	2027/May 2027
Brenda Lamer	Assistant Secretary	2025/May 2025
VACANT		2027/May 2027
VACANT		2027/May 2027

DATE: November 8, 2023 (Wednesday)

TIME: 9:00 A.M.

PLACE: *This meeting will be held as a teleconference via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:*

Join Zoom Meeting

<https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09>

Meeting ID: 546 911 9353

Passcode: 912873

Dial In: 1-719-359-4580

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda, confirm location of the meeting and posting of meeting notices and confirm the posting location, and designate 24-hour posting location.

C. Consider approval of the Minutes from November 2, 2022 regular meeting and May 19, 2023 special meeting (enclosures).

D. Acknowledge resignation of James Ruthven as Secretary to the Board and consider appointment of David Solin as Secretary to the Board.

E. Discuss results of cancelled May 2, 2023 Regular Election for Directors (enclosure).

F. Confirm Filing of Oaths of Office.

G. Discuss Board Vacancies.

H. Consider appointment of Officers:

President _____
 Treasurer _____
 Secretary _____
 Asst. Secretary _____

I. Discuss business to be conducted in 2024 and location (**virtual and/or physical**) of meeting. Schedule regular meeting dates and consider adoption of Resolution No. 2023-11-01 Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting 24-Hour Notices (enclosure).

J. Discuss §32-1-809, C.R.S. (Transparency Notice) reporting requirements and mode of eligible elector notification and direct staff regarding compliance for 2024.

II. PUBLIC COMMENTS

A. _____

III. FINANCIAL MATTERS

A. Review and ratify the approval of the payment of claims as follows (enclosures):
 We should have November 2022 through current.

Fund	Period Ending June 30, 2023	Period Ending July 31, 2023	Period Ending Aug. 31, 2023	Period Ending Sept. 30, 2023
General	\$ 1,287.99	\$ 5,046.60	\$ 782.70	\$ 1,231.98
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 1,287.99	\$ 5,046.60	\$ 782.70	\$ 1,231.98

Fund	Period Ending Oct. 31, 2023
General	\$ 4,900.36
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 4,900.36

- B. Review and accept unaudited financial statements for the period ending September 30, 2023 and Cash Position Statement dated September 30, 2023 (enclosure).
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- C. Discuss statutory requirements for an audit. Consider the appointment of District accountant to prepare the Application for Exemption from Audit for 2023.
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- D. Insurance Discussion
1. Cyber Security and Increased Crime Coverage.
 2. Establish Insurance Committee to make final determinations regarding insurance, if necessary.
 3. Authorize renewal of District's insurance and Special District Association (SDA) membership for 2024.
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- E. Discuss the District's inability to make a scheduled bond payment, pursuant to 32-1-903(3), C.R.S.
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- F. Conduct public hearing to consider amendment to 2023 Budget and (if necessary) consider adoption of a Resolution to Amend the 2023 Budget.
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- G. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution No. 2023-11-___ to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution 2023-11-___ to Set Mill Levies (enclosures - preliminary assessed valuations, 2024 draft Budget and Resolutions).
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- H. Consider authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.
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- I. Consider appointment of District Accountant to prepare the 2025 Budget and set date for public hearing to adopt the 2025 Budget.
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- J. Discuss the status of receipt of funds from Special District Management Services, Inc., and payment of 2023 Debt Service obligation.
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IV. LEGAL MATTERS

- A. Discuss and consider adoption of Resolution Amending Policy on Colorado Open Records Act Requests (enclosure.)
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V. OTHER BUSINESS

- A. Status of development.
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VI. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED IN 2023.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.