

# COMPARK BUSINESS CAMPUS METROPOLITAN DISTRICT

8390 E. CRESCENT PKWY., STE. 300  
GREENWOOD VILLAGE, CO 80111  
Phone: 303-779-5710

## NOTICE OF SPECIAL MEETING AND AGENDA

**DATE:** October 16, 2024

**TIME:** 8:30 a.m.

**LOCATION:** Via Microsoft Teams

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

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmI2ZDVhNTUtMmQwMS00ZjQwLWJkZDEtMjVIZGMzYTkyNWU2%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%221f1b712c-e235-4dd5-b5c5-d830e47350db%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmI2ZDVhNTUtMmQwMS00ZjQwLWJkZDEtMjVIZGMzYTkyNWU2%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%221f1b712c-e235-4dd5-b5c5-d830e47350db%22%7d)

To attend via telephone, dial 720-547-5281 and enter Conference ID: 966 806 33#

### **Board of Directors**

Lawrence Jacobson  
Jeffrey Jacob Schroeder  
Blake Amen  
Megan Waldschmidt  
Paige Langley

### **Office**

President  
Vice President  
Secretary/Treasurer  
Assistant Secretary  
Assistant Secretary

### **Term Expires**

May 2025  
May 2025  
May 2027  
May 2027  
May 2027

## **I. ADMINISTRATIVE MATTERS**

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices.
- D. 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.

## **II. DEVELOPER ITEMS**

- A. Development activity update.

**III. CONSENT AGENDA**

- A. Approval of Minutes from the September 23, 2024 Special Meeting, subject to legal review (enclosure).
- B. Approval of Engagement Letter with Wipfli to prepare 2024 Audit (enclosure).
- C. Approval of Interim Claims and Directors' Fees (enclosure).
- D. Acceptance of Cash Position Schedule (enclosure).
- E. Adoption of Resolution No. 2024-10-01: 2025 Annual Administrative Resolution (enclosure).
  - a. Meeting Date Proposal: Third Wednesday of January, April, July and October at 10:30 a.m.
- F. Adoption of Resolution No. 2024-10-02: Amended and Restated Public Records Request Policy (enclosure).
- G. Approval of Procurement Policy (enclosure).

**IV. ENGINEERING MATTERS – RUSS BURROWS**

- A. Engineer's Report (enclosure).

**V. LANDSCAPE MAINTENANCE/CONSTRUCTION REPORT – DAVE STRAUSS**

- A. Review and consider approval of Bid No. 105 from Strauss Building Services for tree care and tree removal in the amount of \$8,900.00 (enclosure).
- B. Review and consider approval of Bid No. 106 from Strauss Building Services for detention pond cleaning and installation of galvanized metal grates in the amount of \$15,000.00 (enclosure).

**VI. FINANCIAL MATTERS**

- A. Public Hearing on 2024 Budget Amendment and consider adoption of Resolution No. 2024-10-03 (to be distributed, if needed).
- B. Public Hearings on 2025 Budgets and consider adoption of Resolution No. 2024-10-04: Adopting Budget, Certifying Mill Levy and Appropriating Funds Therefor (enclosure).

**VII. LEGAL MATTERS**

- A. Discuss and consider adoption of Resolution No. 2024-10-05: Resolution of Board of Directors Calling Election (to be distributed).

- B. Review and consider approval of slope easement release from E470 Metropolitan District (Compark Business Campus Metropolitan District) (enclosures).

**VIII. MANAGER MATTERS**

- A. Review and consider approval of CliftonLarsonAllen LLP Statement of Work for 2025 (enclosure).
- B. Review and consider approval of 2025 insurance renewal and coverage through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson Risk Management and authorize membership in the Special District Association. Discuss changes needed to property schedule (if any) (enclosure).
- C. Review and consider approval of worker's compensation for 2025 (enclosure).
- D. Designate a website compliance coordinator.
- E. Review and consider authorization of website compliance coordinator to obtain a proposal for remediation services for statutorily required documents and authorize Board member to approve proposal.
- F. Authorize Board member or committee to work with District staff to transition website to ADA compliant hosting platform.

**IX. OTHER BUSINESS**

**X. ADJOURNMENT**

**There are no more regular scheduled meetings for 2024.**