

SALISBURY HEIGHTS METROPOLITAN DISTRICT

8390 E. Crescent Pkwy., Suite 300

Greenwood Village, CO 80111

Phone: 303-779-5710

<https://www.salisburyheightsmetrodistrict.org/>

NOTICE OF SPECIAL MEETING AND AGENDA

DATE: Thursday, November 7, 2024

TIME: 11:15 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_MWM5YmNIZGYtZTY5YS00Y2NjLWFIMzYtNGM1ZWUyMzM0MGFk%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22294eff39-c7d0-48c1-bc01-2bf9670aa52a%22%7d

Meeting ID: 280 462 302 402 Passcode: Dss7Wb

To attend via telephone, dial 612-213-1012 and enter Conference ID: 739 489 237#

Board of Directors

Kenneth Cleveland

Lisa Coonts

VACANT

VACANT

VACANT

Office

President

Treasurer / Secretary

Term Expires

May, 2025

May, 2027

May, 2027

May, 2025

May, 2025

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 and designate 24-hour posting location.
- D. Review and consider approval of minutes from the November 6, 2023 Statutory Annual Meeting and the December 14, 2023 Special Meeting (enclosures).
- E. Discuss business to be conducted in 2025 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates, and consider adoption of Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).

- F. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2025 (District Transparency Notice).
- G. Authorize renewal of District’s insurance and Special District Association (“SDA”) membership for 2025 (enclosure).
 - 1. Establish Insurance Committee to make final determinations regarding insurance, if necessary.
- H. 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. FINANCIAL MATTERS

- A. Review and ratify approval of previous claims (enclosure).
- B. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements, Schedule of Cash Position, Schedule of Property Tax Collections and current claims (to be distributed).
- C. Ratify approval of the engagement of Wipfli LLP to perform 2023 Audit (enclosure).
- D. Ratify approval of preparation and filing of the 2023 Audit (enclosure).
- E. Conduct Public Hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget.
- F. Conduct Public Hearings 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).
- G. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form and Mill Levy Public Information form (“Certification”) and direct District Accountant to file the Certification with the Board of County Commissioners and other interested parties.
- H. Discuss and consider adoption of Resolutions Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan for collection years 2024 and 2025 (enclosures).
- I. Consider appointment of District Accountant to prepare 2026 Budget.
- J. Discuss statutory requirements for an audit. Authorize District Manager and/or District Accountant to obtain proposals for preparation of 2024 Audit and establish an Audit Committee to review proposals and engage auditor for preparation of 2024 Audit.

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. Self-Nomination Forms are due by February 28, 2025. Discuss the need for ballot issues and/or questions (enclosure).
- B. Discuss and consider adoption of Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).
- C. Discuss and consider adoption of Resolution Regarding Continuing Disclosure Policies and Procedures (enclosure).
- D. Discuss request from Salisbury Heights Homeowners Association, Inc. regarding capital repairs.
 - i. Adjourn to executive session pursuant to Section 24-6-402(4)(b), C.R.S., to receive legal advice regarding request from Salisbury Heights Homeowners Association regarding capital repairs.

IV. MANAGER MATTERS

- A. Review and consider approval of Special Districts Preparation Statement of Work (“SOW”) between the District and CliftonLarsonAllen LLP for 2025 Management Services (enclosure).
- B. Discuss District website accessibility matters and authorize necessary actions in connection therewith.
 - 1. Consider authorization to engage consultant to perform remediation services for documents statutorily required to be posted on District website (enclosure).
 - 2. Designate website compliance coordinator (enclosure).
 - 3. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).

V. OTHER BUSINESS

VI. ADJOURNMENT

THERE ARE NO MORE REGULAR MEETING SCHEDULED FOR 2024