

# BUFFALO RIDGE METROPOLITAN DISTRICT

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GREENWOOD VILLAGE, CO 80111  
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## **NOTICE OF SPECIAL MEETING AND AGENDA**

**DATE:** Wednesday, November 6, 2024  
**TIME:** 6:00 p.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\\_OTgxYTzjNTQtZWE0Yy00NGQ0LWI0NzEtNjExMDMzNDRlMTVj%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTgxYTzjNTQtZWE0Yy00NGQ0LWI0NzEtNjExMDMzNDRlMTVj%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d)

To attend via telephone, dial 720-547-5281 and enter  
Conference ID: 168 125 778#

<b><u>Board of Directors</u></b>	<b><u>Office</u></b>	<b><u>Term Expires</u></b>
Michaela Smith	President	May, 2027
Dawn McLellan	Secretary	May, 2027
Charles Foster	Treasurer	May, 2025
Gena Moreno	Assistant Secretary	May, 2027
John Fair	Assistant Secretary	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 notice.
- 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.
- E. Consider approval of 2025 insurance renewal (public officials' liability, general liability, workers' compensation, comprehensive crime. Consider adoption of documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and TCW Risk Management, and authorize membership in the Special District Association (enclosure).

1. Consider approval of Resolution Excluding Workers' Compensation (enclosures).

F. Consider adoption of Resolution Regarding 2025 Annual Administrative Matters (enclosure).

1. 1<sup>st</sup> Wednesday of March, June, September, December at 6:00 p.m.

## **II. CONSENT AGENDA**

A. Review and consider approval of Minutes from the September 16, 2024 Special Board meeting (enclosure).

## **III. STATUS OF PUBLIC INFRASTRUCTURE PROJECTS**

A. 120<sup>th</sup> Avenue Update (Chambers to High Plains Pkwy.)

1. Consider cost adjustments to the IGA with Commerce City for Construction of 120<sup>th</sup> Avenue.

## **IV. FINANCIAL MATTERS**

A. Review and consider interim claims totaling \$89,989.48 (enclosure).

B. Review and consider acceptance of Cash Position, Schedule of Property Tax Collections as of October 30, 2024 (enclosure).

C. Conduct Public Hearing to consider amendment of 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget (enclosure).

D. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget, Appropriate Sums of Money and Set Mill Levies (enclosures).

E. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

F. Discuss statutory requirements for an audit. Consider appointment of Fiscal Focus Partners LLC to prepare of 2024 Audit - \$6,250 (enclosure).

G. Review of 2023/2024 System Development fees and consider increase (enclosure).

## **V. LEGAL MATTERS**

A. Discuss and consider the adoption of Resolution Regarding Colorado Open Records Act Requests (enclosure).

- B. Review and consider adoption of Resolution Calling a Regular Election for Directors on May 6, 2025, appointing the Designated Election Official (“DEO”), notice and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosures). Self- Nomination and Acceptance Forms are due by February 28, 2025. Discuss need for ballot issues and/or questions.

**VI. OPERATIONS & MAINTENANCE MATTERS**

- A. Review Community Property Manager’s Report (enclosure).
  - 1. Discuss removal of barriers for street entries when car wash opens.

**VII. MANAGER MATTERS**

- A. Review and discuss Offer to Lease of Township 2 South, Range 66 West 6<sup>th</sup> P.M., Section 6: NE/4 with PDC Energy, Inc. (enclosure).
- B. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).
- C. Review and consider approval of 2025 CliftonLarsonAllen LLP Statement(s) of Work (enclosure).

**VIII. DIRECTOR MATTERS**

**IX. OTHER BUSINESS**

**X. ADJOURNMENT**

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