

**SCOTT GULCH METROPOLITAN DISTRICT  
ORGANIZATIONAL MEETING**  
Wednesday, December 20, 2023 at 9:00 a.m. via teleconference

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Ben Both, Director	Term to May 2025
Tim Westbrook, Director	Term to May 2027
Denise Hogenes, Director	Term to May 2027
Kyle Ninness, Director	Term to May 2027
Chris Osler, Director	Term to May 2025

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*This meeting can be joined via Zoom using the following information:*

<https://us06web.zoom.us/j/84777522410?pwd=7hh90Eakr9AicalGo1pGwHd2XakaFm.1>

Call-in Number: 720-707-2699

Meeting ID: 847 7752 2410

Passcode: 181743

**NOTICE OF ORGANIZATIONAL MEETING AND AGENDA**

1. Call to Order
2. Declaration of Quorum/Director Conflict of Interest Disclosures
3. Consider Election of Officers; President, Secretary, Treasurer
4. Approval of Agenda
5. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes.
6. Consent Agenda – The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda, by any Board member. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board.
  - a. Approval of Special District Disclosure Notice Pursuant to § 32-1-809, C.R.S.
  - b. Ratification of Special District Disclosure Notice Pursuant to § 32-1-104.8, C.R.S.
  - c. Approval of Resolution Designating Meeting Notice Posting Location
  - d. Approval of Resolution Adopting the Colorado Special District Records Retention Schedule
  - e. Adoption of Public Records Request Policy
  - f. Approval of Resolution Adopting Personal Data Privacy Policy
  - g. Approval of Resolution Adopting an Electronic Signature Policy
  - h. Adoption of Resolution Providing for the Defense and Indemnification of Directors and Employees of the District
  - i. Approval of Special District Disclosure Pursuant to Service Plan
  - j. Approval of Service Plan Intergovernmental Agreement with the City of Aurora

## 7. Legal Matters

- a. Discuss and Consider Adoption of 2023/2024 Annual Administrative Resolution
- b. Insurance & Liability
  - i. Discuss Director Liability Issues and Memorandum Re: Crime Coverage, Fidelity Bonds and Designated Agent Endorsements
  - ii. Discuss Insurance Requirements (public official's liability, general liability, workers' compensation, comprehensive crime) and Consider Adoption of Resolution Approving an IGA with the Colorado Special Districts Property and Liability Pool and Authorize Membership in the Special District Association
  - iii. Consider Approval of Agency Services Agreement with T. Charles Wilson Insurance Services
  - iv. Consider Approval of Property and Liability Insurance Limits and Deductibles
  - v. Discuss Worker's Compensation Coverage, Consider Exclusion or Binding Coverage
- c. Engagement of Consultants
  - i. Consider Approval of Engagement Letter with WHITE BEAR ANKELE TANAKA & WALDRON for Legal Services
  - ii. Consider Approval of Contract with Heatherly Creative, LLC for Website Design Services
    1. Discuss Board Email Options
  - iii. Discuss and Consider Engagement of District Accountant
- d. Discuss and Consider Approval of Funding and Reimbursement Agreement with Toll Southwest, LLC
- e. Discuss Infrastructure Acquisition and Reimbursement Agreement
- f. Discuss 2023 Legislative Memorandum
  - i. Discuss Implementation of Accessibility Standards for Individuals with a Disability for Information Technology Systems Employed by the District
- g. Other Legal Matters

## 8. Financial Matters

- a. Consider Approval of Execution of (1) Form SS-4 Application for Federal Employer Identification Number; (2) Application for Colorado Sales Tax Exemption Number; and (3) Application for Assignment of PDPA Numbers
- b. Discuss and Consider Establishment of Bank Account and Authorize Signers on the Accounts (with all checks requiring two signatures)
- c. Public Hearings on 2023 Budget
  - i. Consider Approval of Resolution Adopting the 2023 Budget
- d. Public Hearings on 2024 Budget
  - i. Consider Approval of Resolution Adopting the 2024 Budget
- e. Other Financial Matters

## 9. Other Business

## 10. Adjourn