

# ORCHARD FARMS METROPOLITAN DISTRICT

8390 E. Crescent Pkwy., Suite 300

Greenwood Village, CO 80111

Phone: 303-779-5710

www.orchardfarmsmetrodistrict.com

## **NOTICE OF REGULAR MEETING AND AGENDA**

**DATE:** December 4, 2024

**TIME:** 5:00 p.m.

**LOCATION:** Zoom

**ACCESS:** Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information

To attend via Zoom Videoconference, use the below link:

<https://us06web.zoom.us/j/82503511680?pwd=9IfmYagBngM6n4b7j8hbqLbAfnIygi.1>

To attend via telephone, dial 720-707-2699 and enter the following additional information:

Meeting ID: 825 0351 1680

Passcode: 591075

### **Board of Directors**

Randy Stutz

Ben Reiter

Brian McNelly

Nate Watkins

Ed Passini

### **Office**

President

Treasurer

Secretary

Assistant Secretary

Director

### **Term Expires**

May, 2025

May, 2025

May, 2027

May, 2025

May, 2027

## **I. ADMINISTRATIVE MATTERS**

- A. Call to order.
- B. Declaration of quorum and reaffirmation of disclosures.
- C. Approval of agenda.
- D. 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 per person.
- E. Consider adoption of the 2025 Annual Administrative Matters Resolution (enclosure).

**II. 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 upon request of any Board member.

- A. Approval of October 2, 2024 Board Meeting Minutes (enclosure).
- B. Approval of claims payable in the amount of \$51,326.97 (enclosure).

**III. FACILITIES MANAGEMENT / DISTRICT OPERATIONS**

- A. Update on Design Guidelines review by Advisory Committee.
- B. Fine Hearings.

**IV. LEGAL MATTERS**

- A. 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 (enclosure). Self- Nomination and Acceptance Forms are due by February 28, 2025. Discuss need for ballot issues and/or questions (enclosure).
- B. Review and consider the adoption of Resolution Regarding Colorado Open Records Act Requests (enclosure).

**V. FINANCIAL MATTERS**

- A. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements and Schedule of Cash Position (enclosure).
- B. Conduct Public Hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget (enclosure).
- C. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money (enclosure).
- D. Review and consider approval of engagement letter with Wipfli to prepare the 2024 Audit (enclosure).
- E. Review and consider approval of 2025 Fee Schedule (enclosure).

**VI. DIRECTORS’ MATTERS**

**VII. MANAGER MATTERS**

- A. Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule (if any) (enclosure).
- B. Review and consider approval of workers’ compensation coverage for 2025 (enclosure).

- C. Designate website compliance coordinator.
- D. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).
- E. Review and consider approval of CLA Statements of Work for 2025 (enclosure).

**VIII. OTHER BUSINESS**

**IX. ADJOURNMENT**

**The next Board meeting is scheduled for February 5, 2025 at 5:00 p.m. via Zoom.**