

ASPEN PARK METROPOLITAN DISTRICT

8390 E. Crescent Pkwy., Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710
www.aspenparkmetropolitandistrict.org

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Tuesday, November 19, 2024

TIME: 10:00 a.m.

LOCATION: Microsoft Teams

ACCESS: To attend via Microsoft Teams Videoconference, use the below link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTZIMDUxZWItYTBkYy00NTZiLThhZGUtZTUzZGRjMzY5ZDg5%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%225b9f6fa2-e9dd-42cc-bfd8-f7dd2ed196a6%22%7d

To attend via telephone, dial 720-547-5281 and enter Conference ID: 430 003 13#

Board of Directors

Richard (Rick) Merkel
Michael Tamblyn
Roxan Rose
Vacant
Vacant

Office

President
Treasurer
Secretary

Term Expires

May, 2025
May, 2027
May, 2025
May, 2025
May, 2027

I. ADMINISTRATIVE MATTERS

- A. Call to order / Declaration of Quorum / Present disclosures of potential conflicts of interest.
- B. Confirm location of meeting, posting of meeting notices and approval of agenda.
- C. 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. CONSENT AGENDA - The items listed below are a group of items to be acted on with a single motion and vote by the Board. The Board has received the information on these matters prior to the meeting. An item may be removed from the consent agenda to the regular agenda, if desired, 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 minutes from the August 20, 2024, regular board meeting (enclosure).

- B. Ratify approval of claims (enclosure).
- C. Approval of Special District Disclosure Notice pursuant to §32-1-809, C.R.S. (enclosure).

III. VILLAGES AT ASPEN PARK SHOPPING CENTER UPDATES

- A. Leasing status.

IV. OPERATIONS/MAINTENANCE MATTERS (enclosure)

- A. Review and consider approval of proposal from Stantec regarding landscape improvements (enclosure).
- B. Review and consider approval of proposal from Procam Services to replace mulch with river rock in the amount of \$120,874.15 (enclosure).
- C. Review and consider approval of proposal from Procam Services to install mulch in the amount of \$40,625.00 (enclosure).
- D. Discuss project costs related to water mainline break.

V. ENGINEERING MATTERS

- A. Project updates.
- B. Update on PFAS claim.
- C. Update on electronic as-builts.

VI. LEGAL MATTERS

- A. Consider adoption of the 2025 Annual Administrative Resolution (enclosure).
- B. Review and consider approval of Amended and Restated Public Records Request Policy (enclosure).
- C. Discuss, review and consider adoption of Resolution Calling an Election 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.
- D. Discuss 2025 services contracts (to be distributed).
 - 1. Review and consider approval of Second Addendum to Independent Contractor Agreement (Engineering Services) with JVA, Inc. (enclosure).

VII. FINANCIAL MATTERS

- A. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements, schedule of cash position and tax collection summary (enclosure).

- B. Review and consider adoption of Resolution Adopting a Procurement Policy (enclosure).
- C. Conduct Public Hearing to consider amendment of the 2024 Budget. Consider adoption of Resolution to Amend the 2024 Budget (enclosure).
- D. Review and consider adoption of Resolution Adopting 2025 Schedule of Fees (enclosure).
- E. Discuss fixed fee arrangement for Management and Accounting Services for 2025.
- F. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget, Imposing Mill Levy and Appropriate Funds (enclosure).
- G. Review and consider proposals to prepare the 2024 Audit.

VIII. WATER RIGHTS UPDATE

IX. MANAGER’S MATTERS

- A. Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule (if any) (to be distributed).
- B. Review and consider approval of workers’ compensation coverage for 2025 (enclosure).
- C. Consider renewal of Special District Association of Colorado Membership for 2025.
- 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).

X. OTHER BUSINESS

- A. Confirm quorum for February 18, 2025 Regular Meeting.

XI. ADJOURNMENT

The next regular meeting is scheduled for February 18, 2025 at 10:00 a.m. via Microsoft Teams.

Informational Enclosures:

- * Bear Creek Watershed Association September 2024 agenda (enclosure).
- * August 2024 Water Accounting Report (enclosure).
- *2025 Wastewater Eligibility Survey (enclosure).
- *Consumer Notice of Lead Tap Water Results (enclosure).