

**NOTICE AND AGENDA  
JOINT SPECIAL MEETING  
OF THE BOARDS OF DIRECTORS OF THE  
COLFAX SABLE MD AND CITADEL ON COLFAX BID**

NOTICE IS HEREBY GIVEN that the Boards of Directors (collectively, the “Boards”) of the Colfax Sable Metropolitan District and Citadel on Colfax Business Improvement District (collectively, the “Districts”), of the City of Aurora and County of Arapahoe, Colorado, will hold a special meeting at 2:00 p.m., or as soon as thereafter possible, on October 21, 2024, telephone and video conference, as noted below. This meeting is being held for the purpose of addressing those matters set out in the agenda below as the same may be amended at the meeting and for the purpose of conducting such other business as may properly come before the Board. The meeting is open to the public.

**Date:** October 21, 2024  
**Time:** 2:00 p.m.  
**Video:** [Teams Meeting Link](#)  
**Call-In Number:** 612-213-1012  
**Conference ID:** 612 173 106#

**AGENDA**

BOARD OF DIRECTORS

Jason Marcotte, Director, (2023-2027)

Vacant, (2022-2025)

Vacant, (2022-2025)

Vacant, (2023-2027)

Vacant, (2023-2027)

1. 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, designate 24-hour posting location.
- D. Public Comment.
- E. 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.
- F. Acknowledge the resignation of Director Honea effective April 12, 2024.
- G. Discuss vacancies on the Boards and consider the appointment of District eligible elector to the Board of Directors of the Districts.
- H. Consider appointment of officers.  
President:  
Secretary:  
Treasurer:

Assistant Secretary:

Assistant Secretary:

- I. Review and consider approval of minutes from the December 6, 2024, special board meeting (enclosure).
- J. BID: Consider Adoption of the Resolution No. 2024-10-01 Regarding 2025 Annual Administrative Matters (enclosure).
- K. MD: Consider Adoption of the Resolution No. 2024-10-02 Regarding 2025 Annual Administrative Matters (enclosure).
- L. BID: Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule (if any).
- M. BID: Consider Adoption of the Resolution No. 2024-10- 03 Regarding Workers Compensation Exclusion Resolution (enclosure).
- N. BID: Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule (if any). Authorize membership in the Special District Association.
- O. MD: Consider Adoption of the Resolution No. 2024-10- 04 Regarding Workers Compensation Exclusion Resolution (enclosure).
- P. BID & MD: Authorize renewal of membership in the Special District Association for 2025.

2. FINANCIAL MATTERS

- A. Review and ratify approval of previous claims (enclosure).
- B. BID: Review and consider acceptance of June 30, 2024 Unaudited Financial Statements(enclosure).
- C. MD: Review and consider acceptance of June 30, 2024 Unaudited Financial Statements (enclosure).
- D. BID: Conduct Public Hearing to Consider Amendment of the 2024 Budget. If Necessary, Consider Adoption of Resolution to Amend the 2024 Budget (enclosure).
- E. BID: Conduct Public Hearing on the Proposed 2025 Budget and Consider Adoption of Resolution No. 2024-10-05 to Adopt the 2025 Budget and Appropriate Sums of Money (enclosure).
- F. BID: 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. Authorize Board member to sign MLC.
- G. BID: Consider Approval of the engagement letter with Wipfli, LLC to prepare the 2024 Audit (to be distributed).
- H. MD: Conduct Public Hearing to Consider Amendment of the 2024 Budget. If Necessary, Consider Adoption of Resolution to Amend the 2024 Budget (enclosure).
- I. MD: Conduct Public Hearing on the Proposed 2025 Budget and Consider Adoption of Resolution No. 2024-10-05 to Adopt the 2025 Budget and Appropriate Sums of Money (enclosure).
- J. MD: 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. Consider Appointment of District Accountant to prepare 2025 Budget.

3. LEGAL MATTERS
  - A. BID: 2025 Operating Plan.
  - B. BID: 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.
  - C. MD: 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.
  - D. BID: Discuss and consider the adoption of Resolution Regarding Colorado Open Records Act Requests (enclosure).
  - E. MD: Discuss and consider the adoption of Resolution Regarding Colorado Open Records Act Requests (enclosure).
  - F. BID: Discuss Requirements of Section 32-1-809, C.R.S. and Direct Staff Regarding Compliance for 2025 (District Transparency Notice).
  - G. MD: Discuss Requirements of Section 32-1-809, C.R.S. and Direct Staff Regarding Compliance for 2025 (District Transparency Notice).
4. MANAGER / OPERATIONS MATTERS
  - A. Consider approval of CliftonLarsonAllen LLP Statements of Work (enclosures).
  - B. Discuss District website accessibility matters and authorize necessary actions in connection therewith.
  - C. Consider authorization to engage consultant to perform remediation services for documents statutorily required to be posted on District website (enclosure).
  - D. Designate website compliance coordinator.
  - E. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).
5. OTHER BUSINESS
6. ADJOURNMENT