

**NOTICE OF JOINT ORGANIZATIONAL MEETING & AGENDA
BUFFALO HIGHLANDS METROPOLITAN DISTRICT NOS. 1-3**

December 7, 2023
2:00 P.M.

This meeting will be held via teleconferencing and can be joined through the directions below:

<https://us06web.zoom.us/j/88643771142?pwd=OubpsOSlamARJirNXXv2VpavQDsWJj.1>

Meeting ID: 886 4377 1142
Passcode: 108286
Call: 720-707-2699

Boards of Directors for District Nos. 1-3

Michael Matthew Hengel, Director	Term to May 2027
Jason J.W. Pock, Director	Term to May 2027
Blake Amen, Director	Term to May 2027
VACANT	Term to May 2025
VACANT	Term to May 2025

1. ADMINISTRATIVE MATTERS

- a. Call to Order
- b. Declaration of Quorum and Confirmation of Director Qualifications
- c. Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest
- d. Approval of Agenda

2. PUBLIC COMMENT (Items not on the Agenda; Comments limited to three minutes per person)

3. DIRECTOR MATTERS

- a. Election of Officers

4. CONSENT AGENDA ITEMS (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda. **Enclosures included in electronic packets; hard copies available upon request.**)

- a. Administrative Matters
 - i. Adoption of Resolution No. 2023-12-01: 2023 and 2024 Annual Administrative Resolution (**enclosure**)
 - ii. Adoption of Resolution No. 2023-12-02: Providing for the Defense and Indemnification of Directors and Employees of the Districts (**enclosure**)
 - iii. Adoption of Resolution No. 2023-12-03: Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
 - iv. Adoption of Resolution No. 2023-12-04: Adoption of Public Records Request Policy (**enclosure**)
 - v. Adoption of Resolution No. 2023-12-05: Resolution Establishing Electronic Signature Policy (**enclosure**)
 - vi. Adoption of Resolution No. 2023-12-06: Resolution Concerning Authorization for Approval of Contracts and Payment of Claims (**enclosure**)
 - vii. Approval of Special District Disclosure Pursuant to Service Plan (**enclosure**)

- viii. Approval of Service Plan Intergovernmental Agreements with Town of Mead (**enclosures**)
- ix. Approval of Proposal with Heatherly Creative for Website Creation (**enclosure**)
- x. Approval of Proposal with Heatherly Creative for Website Maintenance in 2024 (**enclosure**)
- xi. Consider Approval of Funding and Reimbursement Agreement (Operations and Maintenance) with Buffbraker, LLC (**to be distributed**)
- xii. Consider Approval of Public Improvement Acquisition and Reimbursement Agreement with Buffbraker, LLC (**to be distributed**)
- b. Consultant Matters
 - i. Approval of Engagement Letters with WHITE BEAR ANKELE TANAKA & WALDRON for General Counsel Legal Services (**enclosures**)
 - ii. Approval of Engagement Letter with Schilling & Co. for Accounting Services (**enclosure**)
- c. Insurance Matters
 - i. Approval of SDA Membership and Intergovernmental Agreement with Colorado Special Districts Property and Liability Pool (**to be distributed**)
 - ii. Approval of Insurance and Limits for Same (**to be distributed**)
 - iii. Approval of Agency Fee Agreement with T. Charles Wilson for Insurance Broker Services (**to be distributed**)

5. FINANCIAL MATTERS

- a. Public Hearings on 2023 Budget and Consider Adoption of Resolution Nos. 2023-12-07 (District No. 1), 2023-12-08 (District No. 2), 2023-12-09 (District No. 3): Adopting Budget, Imposing Mill Levy and Appropriating Funds (**enclosures**)
- b. Public Hearings on 2024 Budget and Consider Adoption of Resolution Nos. 2023-12-10 (District No. 1), 2023-12-11 (District No. 2), and 2023-12-12 (District No. 3) Adopting Budget, Imposing Mill Levy and Appropriating Funds (**enclosures**)
- c. Consider Approval of Opening a Bank and ColoTrust Account
- d. Other Financial Matters

6. OTHER BUSINESS

7. ADJOURNMENT