

ARVADA WEST TOWN CENTER BUSINESS IMPROVEMENT DISTRICT

8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710

www.arvadawesttowncenterbid.com

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Tuesday, November 19, 2024

TIME: 11:00 a.m.

LOCATION: Via Microsoft Teams

ACCESS: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWIOMWY2NGMtYTQxYS00ZDQ0LWI3M2MtYjhiZTF1NmQ2ZjM5%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22294eff39-c7d0-48c1-bc01-2bf9670aa52a%22%7d

Meeting ID: 261 499 468 105 Passcode: KXezZs

To attend via telephone, dial 612-213-1012 and enter Conference ID: 426 905 840#

Board of Directors

Don Brennan
Vacant
Vacant
Vacant
Vacant

Office

President

Term Expires

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

I. 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.
- D. 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.

- E. Review and consider approval of minutes from the November 15, 2023, special Board meeting (enclosure).

- F. Consider adoption of the Resolution Regarding 2025 Annual Administrative Matters (enclosure).

II. FINANCIAL MATTERS

- A. Review and ratify approval of previous claims (enclosure).
- B. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements (enclosure).
- C. Conduct Public Hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget (enclosure).
- D. Conduct Public Hearings on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures – draft budget and resolutions). (enclosure).
- E. Consider appointment of Board Member to sign the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.
- F. Consider approval of the engagement letter with Schilling & Company for accounting services (enclosure).
- G. Ratify preparation and filling of the 2023 Audit Exemption (enclosure).
- H. Discuss statutory requirements for an audit. Consider appointment of District Accountant or engagement of outside accountant to prepare Application for Exemption from Audit for 2024.

III. LEGAL MATTERS

- A. Review and consider adoption of Resolutions 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.
- B. Review and consider the adoption of Resolution Regarding Colorado Open Records Act Requests (enclosure).
- C. 2024 Legislation Memorandum (enclosure).

IV. MANAGER MATTERS

- A. Consider approval of CliftonLarsonAllen LLP Statement(s) of Work for 2025 accounting and management services (enclosures).
- B. Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule (if any) (enclosure).

- C. Review and consider approval of exclusion from workers' compensation for 2025 (enclosure).
- D. Discussion regarding website accessibility.
 - a. Designate website compliance coordinator.
 - b. Review and consider approval of Allyant Remediation Proposal in the amount of \$247.42 (enclosure).
 - c. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).

V. OTHER BUSINESS

VI. ADJOURNMENT

There are no meeting scheduled for the remainder of 2024