

# WILLOW BEND METROPOLITAN DISTRICT

8390 E. Crescent Pkwy., Suite 300  
Greenwood Village, CO 80111  
Phone: 303-779-5710  
<https://www.willowbendmd.org/>

## NOTICE OF SPECIAL MEETING AND AGENDA

**DATE:** November 12, 2024

**TIME:** 2:15 p.m.

**LOCATION:** Via Microsoft Teams

**ACCESS:** To attend via Microsoft Teams Videoconference, use the below link:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTA2OGY1MjUtNjkzMC00YTdkLTgzMzMtM2IwYjgzZDM0MTgy%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTA2OGY1MjUtNjkzMC00YTdkLTgzMzMtM2IwYjgzZDM0MTgy%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)

To attend via telephone, dial 612-213-1012 and enter Conference ID: 960 728 458#

<b><u>Board of Directors</u></b>	<b><u>Office</u></b>	<b><u>Term Expires</u></b>
Joshua Bastian	President	May, 2025
George Dougherty	Treasurer	May, 2027
Melissa Hill	Secretary	May, 2025
Sara Maguire	Assistant Secretary	May, 2027
Ivan Muzychenko	Assistant Secretary	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 notices.
- D. Review and consider approval of minutes from the July 31, 2024 special Board meeting and the minutes from the September 3, 2024 special meeting (enclosures).
- E. 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. FINANCIAL MATTERS**

- A. Approve and/or ratify approval of payment of claims (enclosure).

- B. Review and consider approval 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 Hearing on the proposed 2025 Budget and consider adoption of 2025 Budget Resolution to Adopt the 2025 Budget and Appropriate Sums of Money and Set Mill Levies (enclosures – preliminary assessed valuation, draft budget and resolutions).
- E. 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.
- F. Review and consider approval of the engagement letter with Dazzio & Associates, PC to prepare the 2024 Audit (enclosure).
- G. Discuss 2024 Bond Issuance.
- H. Discuss and Approval Second Amendment to Service Plan and Intergovernmental Agreement with the City of Thornton.

### **III. 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.
- B. Review and consider the adoption of Amended and Restated Public Records Request Policy (enclosure).
- C. Review and consider adoption of 2025 Annual Administrative Resolution
  - i. Proposed Meeting Dates:
    - o Annual Meeting: November 11, 2025 at 2:00 p.m.
    - o Regular Meeting: November 11, 2025 at 2:15 p.m.

### **IV. 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. Consider approval of CliftonLarsonAllen LLP Statement(s) of Work for 2025 (enclosure).

- C. Review and consider approval of worker's compensation insurance for 2025 - OR – exclusion from worker's compensation.
- D. Consider authorization of renewing membership in the Special District Association for 2025.
- E. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).

**V. OTHER BUSINESS**

**VI. ADJOURNMENT**

