

**NOTICE OF ORGANIZATIONAL MEETING & AGENDA  
QUEBEC HIGHLANDS METROPOLITAN DISTRICT**

June 29, 2023  
10:00 A.M.

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

<https://us06web.zoom.us/j/87211956904?pwd=NjdIUUVwNHZ6NDhhMkNlZ0dsaE5DZz09>

Meeting ID: 872 1195 6904

Passcode: 654304

Call: 346-248-7799

**Board of Directors**

---

AJ Beckman, Director	Term to May 2027
Kate Innes, Director	Term to May 2027
Geol Scheirman, 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. 2023-06-01: 2023 Annual Administrative Resolution (**enclosure**)
  - ii. Adoption of Resolution No. 2023-06-02: Providing for the Defense and Indemnification of Directors and Employees of the Districts (**enclosure**)
  - iii. Adoption of Resolution No. 2023-06-03: Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
  - iv. Adoption of Resolution No. 2023-06-04: Adoption of Public Records Request Policy (**enclosure**)
  - v. Adoption of Resolution No. 2023-06-05: Resolution Establishing Electronic Signature Policy (**enclosure**)
  - vi. Adoption of Resolution No. 2023-06-06: Resolution Concerning Authorization for Approval of Contracts and Payment of Claims (**enclosure**)

- b. Consultant Matters
  - i. Approval of Engagement Letter with WHITE BEAR ANKELE TANAKA & WALDRON for General Counsel Legal Services (**enclosure**)
  - ii. Approval of Contactor Agreement with Heatherly Creative for Website Creation (**enclosure**)
- c. Agreement Matters
  - i. Approval of Intergovernmental Agreement with City of Thornton (as required by Service Plan (**enclosure**))

**5. FINANCIAL MATTERS**

- a. Public Hearing on 2023 Budget and Consider Adoption of Resolution No. 2023-06-07: Adopting Budget, Imposing Mill Levy and Appropriating Funds (**enclosure**)
- b. Discuss and Consider Establishment of Bank Accounts and Authorize Signers on the Accounts (with all checks requiring two signatures)
- c. Discuss and Consider Approval of Bill.com Account and Process for Reviewing and Approving Invoices
- d. Approval of Engagement Letter with Simmons and Wheeler for Accounting Services (**enclosure**)
- e. Other Financial Matters

**6. LEGAL MATTERS**

- a. Consider Approval of Funding and Reimbursement Agreement (Operations and Maintenance) with QH Land Venture, LLC (**enclosure**)
- b. Consider Approval of Infrastructure Acquisition and Reimbursement Agreement with QH Land Venture, LLC (**enclosure**)

**7. OTHER BUSINESS**

- a. **Next Meeting** – Monday, October, 23, 2023 at 10:00 a.m.

**8. ADJOURNMENT**