

LINCOLN STATION METROPOLITAN DISTRICT
8390 E. Crescent Pkwy., Ste. 300
Greenwood Village, CO 80111
Phone: 303-779-5710
www.LincolnStationMD.com

NOTICE OF REGULAR MEETING AND AGENDA

DATE: November 11, 2024
TIME: 11:00 a.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_ZmE3ZmNmOWUtOTcyYy00OTFhLThjMTctMjdhODZiMTAzOWM2%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%227e78628f-89cd-4e97-af6c-60df84b55ffe%22%7d

To attend via telephone, dial 720-547-5281 and enter:
Phone Conference ID: 397 082 301#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Nathan Melchior	President	May 2025
Jeremy Bayens	Secretary/Treasurer	May 2025
Natalie L. Dustman	Assistant Secretary	May 2027
James R. Francescon	Assistant Secretary	May 2025
VACANT	TBD	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, designate 24-hour posting location.
- 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. Consider approval of Statements of Work for accounting and management services for 2025 with CliftonLarsonAllen LLP under the Master Services Agreement (enclosures).
- F. Review and consider approval of 2025 rates for legal services with Icenogle Seaver Pogue, P.C. (enclosure).
- G. Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule, if any (enclosure).
- H. Review and consider approval of workers' compensation coverage for 2025 (enclosure).

II. CONSENT AGENDA

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item(s) will be removed from the Consent Agenda and considered in the Regular Agenda.

1. Review and consider approval of Minutes from the November 13, 2023 Special Meeting and Minutes from the November 13, 2023 Annual Meeting (enclosures).
2. Consider approval and/or ratify claims totaling \$600,876.73 (enclosure).
3. Ratify approval of Amended and Restated Rules Related to Requests for Inspection of Public Records dated February 5, 2024 (enclosure).
4. Consider approval, ratification and/or acknowledgement of the following Agreements for 2024-2025 services:

a. **ADVANTAGE SECURITY, INC.:** Approval of 2025 Security Services Contract with Advantage Security, LLC (enclosure).

b. **BAILEY TREE LLC:**

Approval of First Amendment to the Tree Maintenance Task Order Services Contract with Bailey Tree LLC to extend the Contract to a new termination date of December 31, 2025 (enclosure).

Approval of Task Order No. 2 under the Tree Maintenance Task Order Services Contract with Bailey Tree LLC for tree removal and tree and shrub maintenance for an amount not to exceed \$3,005.00 (enclosure).

c. **BRIGHTVIEW LANDSCAPE SERVICES, INC.:**

Approval of Landscaping Services Contract with Brightview Landscape Services, Inc. for 2025 landscaping maintenance (enclosure).

Ratify approval of Additional Services Authorization under the Landscaping Services Contract with Brightview Landscape Services, Inc. for removal of grasses and installing plants in an amount \$5,850.00 (enclosure).

Ratify approval of proposal for tree and shrub removals and replacements with Brightview Landscape Services, Inc. in the amount of \$4,950.00 (enclosure).

Ratify approval of proposal for 2024 tree care with Brightview Landscape Services, Inc. in the amount of \$2,300.00 (enclosure).

d. **BRISTOL BOTANICS, INC.:** Ratify approval of Work Order Contract with Bristol Botanics, Inc. for 2024-2025 exterior holiday décor in the amount of \$11,005.00 (enclosure).

e. **C&L WATER SOLUTIONS, INC.:**

Ratify approval of Assignment and Novation of Storm Water Maintenance Task Order Services Contract with C&L Water Solutions, Inc. to Insituform Technologies, LLC (enclosure).

Ratify approval of Assignment Consent with C&L Water Solutions, Inc. accepting assignment to Insituform Technologies, LLC (enclosure).

- f. **CDR CONSTRUCTION LLC:** Approval of Fourth Amendment to General Maintenance Services Contract with CDR Construction LLC for 2025 services (enclosure).
- g. **EJCM, LLC:** Ratify approval of License Agreement with EJCM, LLC (enclosure).
- h. **FLINTCO, LLC:** Ratify approval of License Agreement with Flintco, LLC (enclosure).
- i. **INSITUFORM TECHNOLOGIES, LLC:** Approval of Task Order Services Contract for storm water maintenance with Insituform Technologies, LLC (enclosure).
- j. **REIDY METAL SERVICES, INC.:** Approval of Work Order Contract for 2025 Quarterly Maintenance Program with Reidy Metal Services, Inc. for refinishing and maintaining architectural metals (enclosure).
- k. **ROTH PROPERTY MAINTENANCE, LLC:** Approval of 2025 Janitorial Services Contract with Roth Property Maintenance, LLC, effective January 1, 2025 (enclosure).
- l. **SNOW MANAGEMENT SERVICES, LLC:** Ratify approval of Snow Management Services Contract with Snow Management Services, LLC for 2024/2025 snow removal services (enclosure).
- m. **TRYG GROUP, LLC:**
Approval of Work Order Contract with Tryg Group, LLC for 2025 HVAC maintenance (enclosure).

Ratify approval of proposal from Tryg Group for RTU Deficiency Repairs in the amount of \$749.00 (enclosure).
- n. **ORKIN PEST CONTROL:**
Acknowledge Orkin Pest Control services for 2025.
- o. **SCHINDLER ELEVATOR CORPORATION:**
Approval of Service Agreement with Schindler Elevator Corporation for 2025 elevator maintenance (monthly mechanical checks) (enclosure).

III. FINANCIAL MATTERS

- A. Review and consider acceptance of September 30, 2024 Unaudited Financial statements and Schedule of Cash Position updated as of October 25, 2024 (enclosure).
- B. Ratify appointment of District Accountant to prepare 2025 budget.
- C. Conduct Public Hearing to consider amendment of the 2024 Budget.
 - 1. Public Comment Period.
 - 2. Consider adoption of Resolution to Amend the 2024 Budget (enclosure).
- D. Conduct Public Hearing on the proposed 2025 Budget.
 - 1. Public Comment Period.
 - 2. Consider adoption of Resolution to Adopt the 2025 Budget, Appropriate Sums of Money and Set Mill Levies (enclosure).
- E. Authorize Board member to sign DLG-70 Certification of Tax Levies certification.
- F. Consider approval/ratification of 2023 audit (enclosure).
- G. Consider appointment of District Accountant to prepare 2026 Budget.
- H. Discuss statutory requirements for an audit. Consider approving audit engagement with Wipfli, LLP for 2024 audit services and authorize its submittal.

IV. LEGAL MATTERS

- A. Consider adoption of Annual Resolution (enclosure).
 - 1. Election of Officers.
 - 2. Set meeting date(s) for 2025.
- B. 2024 Legislative Memorandum (enclosure).
- C. 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.

V. MANAGER MATTERS

- A. **WEBSITE:**
 - Ratify appointment of CliftonLarsonAllen LLP as Website Compliance Officer.
 - Ratify approval of all statutorily requirement documents to be posted on the website; ratify approval of additional documents to be posted on the website to include approved minutes.
 - Ratify approval of Work Order Contract with NetCentric Technologies, Inc. d/b/a/ Allyant and/or CommonLook for website remediation services in the amount of \$1,053.15 (enclosure).
 - Discuss Memorandum re HB 21-1110 and Rules Establishing Technology Accessibility Standards (enclosure).

Consider ratification of Resolution Adopting Technology Accessibility Statement and posting on the website (enclosure).

Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosures).

VI. OTHER BUSINESS

VII. ADJOURNMENT

There are no more meetings scheduled in 2024.