

**NOTICE OF JOINT SPECIAL MEETING & AGENDA  
WESTFIELD METROPOLITAN DISTRICT NOS. 1 & 2**

August 26, 2021  
2:00 P.M.

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

*(303) 858-1802; pin 1102*

**Boards of Directors**

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Lawrence P, Jacobson, Director	Term to May 2023
Jeffrey Jacob Schroeder, Director	Term to May 2023
Andrew Klein, Director	Term to May 2023
VACANT	Term to May 2022
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**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. DIRECTOR MATTERS**

- a. Election of Officers

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

**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 Joint Resolution No. 2021-08-01: 2021 Joint Annual Administrative (**enclosure**)
- ii. Adoption of Joint Resolution No. 2021-08-02: Providing for the Defense and Indemnification of Directors and Employees of the Districts (**enclosure**)
- iii. Adoption of Joint Resolution No. 2021-08-03: Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
- iv. Adoption of Joint Resolution No. 2021-08-04: Adoption of Public Records Request Policy (**enclosure**)
- v. Adoption of Joint Resolution No. 2021-08-05: Resolution Calling Election (**enclosure**)
- vi. Adoption of Joint Resolution No. 2021-08-06: Resolution Establishing Electronic Signature Policy (**enclosure**)
- vii. Adoption of Joint Resolution No. 2021-08-07: Resolution Concerning Authorization for Approval of Contracts and Payment of Claims (**enclosure**)
- viii. Adoption of Joint Resolution No. 2021-08-08: Adoption of Data Privacy Policy (**enclosure**)

b. Consultant Matters

- i. Ratification of Engagement Letter with WHITE BEAR ANKELE TANAKA & WALDRON for General Counsel Legal Services (**enclosure**)

- ii. Ratification of Engagement Letter with CliftonLarsonAllen, LLP for Accounting Services **(enclosure)**
- c. Developer Matters
  - i. Approval of Funding and Reimbursement Agreement (Operations and Maintenance) with Dawson Trails I LLC **(enclosure)**
  - ii. Approval of Infrastructure Acquisition and Reimbursement Agreement with Dawson Trails I LLC **(enclosure)**
- d. Insurance Matters
  - i. Approval of SDA Memberships 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 2021 Budgets and Consider Adoption of Resolution No. 2021-08-09 (District No. 1) and Resolution No. 2021-08-10 (District No. 2): Adopting Budget, Imposing Mill Levy and Appropriating Funds **(enclosures)**
- 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. Other Financial Matters

**6. LEGAL MATTERS**

- a. Update Regarding District Website and Consider Engagement of Heatherly Creative, LLC for Website Design Services **(enclosure)**

**7. OTHER BUSINESS**

- a. Next Regular Meeting – October 28, 2021 at 8:00 A.M.

**8. ADJOURNMENT**