

**ORGANIZATIONAL MEETING
JOHNSTOWN FARMS EAST METROPOLITAN DISTRICT**

Friday, December 11, 2020 at 10:30 a.m.

NOTICE OF MEETING

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting will be held via teleconferencing and can be joined through the directions below:

<https://zoom.us/j/97970453728?pwd=V2gwenBvOTE3OGxVRkJOMUNndEZVUT09>

Meeting ID: 979 7045 3728

Password: 327968

Call In #: 1(669) 900-9128 or 1(253) 215-8782

Craig C. Campbell, Director	Term to May 2023
Jack N. Hoagland, Director	Term to May 2023
Kurtis Jones, Director	Term to May 2023
Mary Kirschner, Director	Term to May 2022
Michael Pietschmann, Director	Term to May 2022

AGENDA

1. Call to Order/Declaration of Quorum
2. Conflict of Interest Disclosures
3. Consider Adoption of Resolution Declaring Emergency Procedures and Authorizing Teleconferencing of Regular and Special Meetings (**enclosure**)
4. Consider Election of Officers
5. Approval of Agenda
6. Public Comment - Members of the public may express their views to the Boards on matters that affect the Districts. Comments will be limited to three (3) minutes.
7. Administrative Matters
 - a. Discuss and Consider Adoption of 2021 Annual Administrative Resolution (**enclosure**)
 - b. Consider Adoption of Public Records Request Policy (**enclosure**)
 - c. Consider Adoption of Resolution Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
 - d. Consider Adoption of Resolution Adopting Personal Data Privacy Policy (**enclosure**)
 - e. Consider Approval of Resolution Concerning Authorization for Approval of Contracts and Payment of Claims (**enclosure**)
 - f. Consider Adoption of Resolution Establishing and Electronic Signature Policy (**enclosure**)
8. Insurance & Liability
 - a. Discuss Director Liability Issues and Memorandum (**enclosure**)

- b. Discuss and Consider Adoption of Resolution Providing for the Defense and Indemnification of Directors and Employees of the Districts (**enclosure**)
 - c. Discuss Insurance Requirements and Consider Adoption of Resolution Approving an IGA with the Colorado Special Districts Property and Liability Pool and Authorize Membership in the Special District Association (**enclosure**)
 - d. Consider Approval of Agency Services Agreement with T. Charles Wilson Insurance Services (**enclosure**)
 - e. Discuss BMO Worker’s Compensation Coverage and Consider Authorizing Filing of Exclusion of Uncompensated Public Officials form for 2020 Policy Period
 - f. Consider Approval of Property and Liability Insurance Limits and Deductibles (**enclosure**)
9. Engagement of Consultants
- a. Consider Approval of Engagement Letter with White Bear Ankele Tanaka & Waldron for Legal Services (**enclosure**)
 - b. Consider Approval of Engagement of CliftonLarsonAllen LLP for Accounting Services (**enclosure**)
10. Legal Matters
- a. Consider Approval of Intergovernmental Agreement with the Town of Johnstown Regarding the Service Plan (**enclosure**)
 - b. Consider Approval Funding and Reimbursement Agreement (Operations) with TF Johnstown Farms LP (**enclosure**)
 - c. Consider Approval of Assignment and Assumption Agreement with Johnstown Farms Metropolitan District and TF Johnstown Farms LP(**enclosure**)
 - d. Consider Adoption of Resolution Regarding Electronic Posting of Meeting Notices (**enclosure**)
 - e. Discuss Establishment of District Website – Consider Approval of Independent Contractor Agreement with Heatherly Creative, LLC (**enclosure**)
11. Financial Matters
- a. Conduct Public Hearing on 2020 Budget
 - i. Consider Adoption of Resolution Adopting the 2020 Budget (**enclosure**)
 - b. Conduct Public Hearing on 2021 Budget
 - i. Consider Adoption of Resolution Adopting the 2021 Budget (**enclosure**)
 - c. Consider Approval of Execution of (1) Form SS-4 Application for Federal Employer Identification Number; (2) Application for Colorado Sales Tax Exemption Number; and (3) Application for Assignment of PDPA Number (**enclosure**)
 - d. Discuss and Consider Establishment of Bank Account and Authorize Signers on the Account (with all checks requiring two signatures)
 - e. Other Financial Matters
12. Other Business
13. Adjourn