

**ORGANIZATIONAL MEETING**  
**POWHATON COMMUNITY AUTHORITY**

via teleconference  
March 24, 2021 at 3:30 P.M.

*Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Public 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/93127294936?pwd=U3Y4eVRrOG1wSTZvWUo4ajRMdTQrQT09>

Meeting ID: 931 2729 4936

Password: 125336

Call In Number: 1-669-900-9128

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Director 1	Term to May 2022
Director 2	Term to May 2023
Director 3	Term to May 2023
Director 4	Term to May 2022
Director 5	Term to May 2022/2023

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**NOTICE OF ORGANIZATIONAL MEETING AND AGENDA**

1. Call to Order/Declaration of Quorum
2. Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Consider Adoption of Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings (**enclosure**)
5. Consider Election of Officers
6. Public Comment – Members of the public may express their views to the Boards on matters that affect the Districts that are not otherwise on the agenda. Comments will be limited to three (3) minutes per person.
7. Consent Agenda
  - a. Adoption of Public Records Request Policy (**enclosure**)
  - b. Adoption of Resolution Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
  - c. Adoption of Resolution Providing for the Defense and Indemnification of Directors and Employees of the Authority (**enclosure**)
  - d. Adoption of Resolution Establishing an Electronic Signature Policy (**enclosure**)
  - e. Adoption of 2021 Authority Annual Administrative Resolution (**enclosure**)
  - f. Approval of Engagement Letter with White Bear Ankele Tanaka & Waldron for Legal Services (**enclosure**)
  - g. Approval of Engagement Letter with Simmons & Wheeler, PC for Accounting Services (**enclosure**)

- h. 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 Numbers

8. Legal Matters

- a. Insurance and Liability Matters (**enclosures**)
  - i. Discuss Director Liability Issues and Memorandum Re: Crime Coverage, Fidelity Bonds and Designated Agent Endorsements
  - ii. Discuss Insurance Requirements (public official's liability, general liability, workers' compensation, comprehensive crime) 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
  - iii. Consider Approval of Agency Services Agreement with T. Charles Wilson Insurance Services
  - iv. Consider Approval of Worker's Compensation Coverage
  - v. Consider Approval of Property and Liability Insurance Limits and Deductibles
- b. Consider Approval of Operating Pledge Agreement by and among the Authority, Powhaton Road Metropolitan District Nos. 1-7, and Sun Meadows Metropolitan District Nos. 1-4 (**to be distributed**)

9. Management Matters

- a. Consider Adoption of Resolution Adopting a Fence Maintenance Policy (**enclosure**)

10. Financial Matters

- a. Discuss and Consider Establishment of Bank Accounts, Use of Bill.com, and Authorize Signers on the Accounts
- b. Conduct Public Hearing on 2021 Budget and Consider Adoption of Resolution Adopting the 2021 Budget (**enclosures**)
- c. Consider Adoption of Joint Resolution Concerning the Imposition of a Capital Facilities Fee (Authority and Powhaton Road Metropolitan District No. 3) (**to be distributed**)
- d. Discuss Status of Bond Issuance
- e. Other Financial Matters

11. Other Business

- a. Next Meeting – April 14, 2021

12. Adjourn