

**HIGHLANDS METROPOLITAN DISTRICT NO. 3**

**REGULAR MEETING**

Via teleconference

Wednesday, October 9, 2024 at 9:30 a.m.

*This meeting can be joined through the directions below:*

<https://zoom.us/j/7848826891>

Meeting ID: 784 882 6891

Passcode: press #

Call-in Number: 1-720-707-2699

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James Spehalski, President	Term to May 2027
Barry Talley, Treasurer/Secretary	Term to May 2027
Linda Talley, Assistant Secretary	Term to May 2027
VACANT	Term to May 2025
VACANT	Term to May 2025

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**NOTICE OF REGULAR MEETING AND AGENDA**

1. Call to Order/Declaration of Quorum
2. Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Appointment of Officers
5. Public Comment – Members of the public may express their views to the Board on matters that affect the District that are not otherwise on the agenda. Comments will be limited to three (3) minutes per person. Comments will be taken in the order reflected on the sign in sheet.
6. Consent Agenda
  - a. Approval of Minutes from October 11, 2023 Special Meeting and November 13, 2023 Annual Meeting (enclosure).
  - b. Ratification of 2023 Annual Report (enclosure).
  - c. Ratification of 2023 Audit (enclosure).
  - d. Ratification of Engagement Letter with Hiratsuka & Associates to prepare 2023 Audit (enclosure).
7. Legal Matters
  - a. Discuss the need for License Agreements for the contractors to park trailers on the District streets.
  - b. Consider approval of 2025 Annual Administrative Resolution (enclosure).
    1. Discuss business to be conducted in 2025 and location of meetings. Consider Regular Meeting dates for 2025 (suggested dates are May 14, 2025 and October 8, 2025 at 9:30 a.m. via Zoom Meeting) and scheduling the 2025 Annual Meeting.

- c. Discuss May 6, 2025 Regular Director Election and consider adoption of Resolution Calling a Regular Election for Directors on May 6, 2025, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election (enclosure). Self-Nomination forms are due by February 28, 2025. Discuss the need for ballot issues and/or questions.
- d. Consider Approval of Amended and Restated Public Records Request Policy (enclosure).
- e. Acknowledge Receipt of Payment from FRH Realty, LLC under the Property Exclusion Agreement.

8. Financial Matters

- a. Consider Approval of Claims Payable (enclosure).
- b. Consider Acceptance of Unaudited Financial Statements (enclosure).
- c. Consider engagement of Hiratsuka & Associates, L.L.P. for preparation of 2024 Audit, in the amount of \$\_\_\_\_\_ (to be distributed).
- d. Consider Adoption of Resolution No. 6 Regarding Acceptance of District Eligible Costs Pursuant to Public Improvements Acquisition and Reimbursement Agreement with Vista Highlands Development Corporation (enclosure).
- e. Consider Adoption of Resolution No. 1 Regarding Reimbursement Pursuant to Funding and Reimbursement Agreement (Operations and Maintenance) with Vista Highlands Development Corporation (enclosure).
- f. Conduct Public Hearing to consider Amendment to 2024 Budget (if necessary) and consider adoption of Resolution to Amend the 2024 Budget and Appropriate Expenditures.
- g. Conduct Public Hearing on 2025 Budget and Consider Adoption of Resolution Adopting 2025 Budget and Appropriating Funds (Resolution and draft Budget – enclosed).
- h. Consider appointment of District Accountant to prepare 2026 Budget and set the date of the Budget Hearing as October 8, 2025.

9. Other Financial Matters.

10. Management Matters

- a. Discuss and authorize renewal of District’s insurance and Special District Association membership for 2025.

1. Approval of Renewal of Property and Liability Schedule and Limits, Workers Compensation Coverage, and SDA Membership for 2025.
- b. Discuss website accessibility.
  1. Consider Approval of Resolution Adopting a Website Accessibility Policy and Designating a Compliance Officer (enclosure).

#### 11. Operations and Maintenance

- a. Review and consider approval of Independent Contractor Agreement between the District and Schultz Industries, Inc. for snow removal services (enclosure).
- b. Review and consider approval of Independent Contractor Agreement between the District and Schultz Industries, Inc. for landscape maintenance services (enclosure).
- c. Review and consider approval of Independent Contractor Agreement between the District and Diversified Underground, Inc. for locate services (to be distributed).
- d. Review and consider approval of an Independent Contractor Agreement between the District and Kimley-Horn for engineering/construction observation services (enclosure).
- e. Discuss site lighting maintenance services.

#### 12. Other Business

- a. There are no more regular meetings scheduled for 2024.

#### 13. Adjourn