

**PARKDALE COMMUNITY AUTHORITY**  
**ORGANIZATIONAL MEETING**  
5740 Olde Wadsworth Blvd.  
Arvada, CO  
Thursday, February 20, 2020  
2:00 P.M.

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Director 1	Term to May 2022
Director 2	Term to May 2020
Director 3	Term to May 2020
Director 4	Term to May 2022
Director 5	Term to May 2022

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NOTICE OF ORGANIZATIONAL MEETING AND AGENDA

1. Call to Order/Declaration of Quorum
2. Conflict of Interest Disclosures
3. Approval of Agenda
4. Consider Appointment of Officers
5. Public Comment-Members of the public may express their views to the Board on matters that affect the Districts. Comments will be limited to three (3) minutes.
6. Legal Matters
  - a. Administrative Matters
    - i. Consider Adoption of Public Records Request Policy (**enclosure**)
    - ii. Consider Adoption of Resolution Adopting the Colorado Special District Records Retention Schedule (**enclosure**)
    - iii. Discuss and Consider Adoption of Resolution Providing for the Defense and Indemnification of Directors and Employees of the Authority (**enclosure**)
    - iv. Consider Approval of 2020 Annual Administrative Resolution (**enclosure**)
  - b. Insurance and Liability
    - i. Discuss Director Liability Issues and Memorandum Re: Crime Coverage, Fidelity Bonds and Designated Agent Endorsements (**enclosure**)
    - 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 (**enclosure**)
    - iii. Consider Approval of Agency Services Agreement with T. Charles Wilson Insurance Services (**to be distributed**)
    - iv. Discuss BMO Worker's Compensation Coverage and Consider Authorizing Filing of Exclusion of Uncompensated Public Officials form for 2020 Policy Period (**enclosure**)

- v. Consider Approval of Property and Liability Insurance Limits and Deductibles **(to be distributed)**
  - c. Engagement of Consultants
    - i. Consider Approval of Engagement Letter with White Bear Ankele Tanaka & Waldron for Legal Services **(enclosure)**
    - ii. Consider Approval of Engagement Letter with CliftonLarsonAllen LLP for Accounting Services **(enclosure)**
    - iii. Consider Approval of Engagement Letter with Ranger Engineering for Engineering and Cost Certification Services **(enclosure)**
  - d. Agreements
    - i. Consider Approval of Funding and Reimbursement Agreement with OEO, LLC **(enclosure)**
    - ii. Consider Approval of Public Improvements Acquisition and Reimbursement Agreement **(enclosure)**
- 7. Financial Matters
  - a. Administrative Matters
    - i. 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 Numbers
    - ii. Discuss and Consider Establishment of Bank Accounts and Authorize Signers on the Accounts (with all checks requiring two signatures)
  - b. 2020 Bond Issuance
    - i. Consider Approval of Letter Agreement with D.A. Davidson & Co. **(enclosure)**
    - ii. Consider Approval of Bond Fee Disclosure Letter with White Bear Ankele Tanaka & Waldron **(enclosure)**
    - iii. Consider Approval of Engagement Letter with Ballard Spahr LLP as Bond Counsel **(to be distributed)**
    - iv. Consider Approval of Engagement Letter with CliftonLarsonAllen LLP to Perform Cash Flow Forecast **(enclosure)**
    - v. Consider Approval of Engagement Letter with Sherman & Howard as Disclosure Counsel **(enclosure)**
    - vi. Ratification of Meyers Research, LLC Market Study **(enclosure)**
- 8. Other Business
- 9. Adjourn