



**COLFAX BUSINESS IMPROVEMENT DISTRICT  
AND UPPER COLFAX COMMUNITY FOUNDATION**  
**December 12, 2023 Regular Board Meeting Minutes**  
9:00 a.m.

**Directors Present:**

Len Austin, Andy Baldyga, Christopher Bishop, Jenny Neuhalphen, Denon Moore, Alex Barakos

Director David Bentley was absent and excused.

**Others Present:**

Anna Jones; CliftonLarsonAllen LLP (“CLA”)

Amanda Kannard, Naomi Lacewell & Brad Segal; Progressive Urban Management Associates (“PUMA”)

Mitch Freund, Michelle Valeri and Frank Locantore; CBID Staff

**1. CALL TO ORDER; DECLARATION OF QUORUM, APPROVAL OF AGENDA**

Director Austin called the meeting to order at 9:05 a.m. and a quorum was confirmed.

Upon a motion duly made by Director Baldyga seconded by Director Barakos and, upon vote, unanimously carried, the Board approved the agenda, as presented and excused the absence of Director Bentley.

**2. PUBLIC COMMENT**

There were no public comments.

**3. CONSENT AGENDA**

The items listed below were acted on with a single motion and vote by the Board. The Board received the information on these matters prior to the meeting. It was explained any item may be removed from the consent agenda at any time to the regular agenda, if desired, by any Board member. Items on the consent agenda were then voted on by a single motion, seconded, and voted by the Board.

- a. November 14, 2023 Regular Board Meeting Minutes
- b. November 2023 Debit Card Totaling \$9,134.54
- c. November 2023 Claims Totaling \$80,937.64 and EFT Payments to CenturyLink and Xcel

Upon a motion duly made by Director Bishop, seconded by Director Baldyga and, upon a vote, unanimously carried, the Board approved the Consent Agenda items as presented.



#### 4. FINANCIAL ITEMS

- a. October 31, 2023 Unaudited Financial Statements and Cash Position Report

Director Bishop reviewed with the Board. Following review and discussion, upon a motion duly made by Director Moore, seconded by Director Barakos and, upon vote, unanimously carried, the Board accepted the October 31, 2023 Unaudited Financial Statements and Cash Position Report.

#### 5. UPDATES

- a. Councilman Hinds

No report.

- b. Safety/DPD

No report.

#### 6. STRATEGIC PLAN – P.U.M.A.

- a. Process overview & update
- b. P.U.M.A. – Led Board discussion.

Mr. Segal led an interactive session with the Board.

#### 7. ACTION ITEMS

- a. Discuss & Consider Approving the Employee Handbook

Following discussion, upon a motion duly made by Director Bishop, seconded by Director Austin and, upon vote, unanimously carried, the Board approved the Employee Handbook and determined to bring the handbook back at the January meeting as an action item for system/process with employee agreements and signatures.

#### 6. UPDATES

- a. Maintenance

Mr. Freud provided the Board with his maintenance updates per his information included in the packet.

- b. Streetscape

Director Baldyga and Mr. Locantore provided the Board with an update per the



information included in the packet.

c. Organizational

Mr. Locantore provided an update to the Board and informed the Board of Ms. Valeri's plans to leave the District. All wished her well and indicated how much she will be missed.

d. Safety

Mr. Locantore provided an update to the Board.

e. Communications & Programs

Ms. Valeri provided an update to the Board.

f. Other/Ad Hoc

None.

## 9. OTHER

a. January 9th Board meeting

The Board confirmed a quorum for the January meeting.

b. Executive Session Pursuant to C.R.S. §24-6-402(4)(f), to discuss personnel matters, if necessary

Upon a motion duly made by Director Baldyga, seconded by Director Barakos and, upon vote, unanimously carried, the Board entered into Executive Session at 11:14 a.m.

Upon a motion duly made by Director Bishop, seconded by Director Moore and, upon vote, unanimously carried, the Board adjourned out of Executive Session at 11:50 a.m.

Upon a motion duly made by Director Bishop, seconded by Director Moore and, upon vote, unanimously carried, the Board approved to adopt new salaries for the District staff.

c. Other – None.

## 10. ADJOURN

There being no further business to come before the Board, upon a motion duly made by Director Moore, seconded by Director Baldyga and, upon vote, unanimously carried, the Board adjourned the meeting at 11:53 a.m.



DocuSigned by: Respectfully Submitted,

Jennifer Neuhalfen

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*Secretary of the Meeting*

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Jennifer Neuhalphen

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