

SUBURBAN METROPOLITAN DISTRICT

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<https://suburbanmd.specialdistrict.net>

NOTICE OF SPECIAL MEETING AND AGENDA

DATE:	Thursday, November 17, 2022
TIME:	9:00 a.m.
LOCATION:	6367 S. Filbert Lane Centennial, CO 80121

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
J. Anthony Pray	President	May 2023
Diane Abreu	Treasurer	May 2023
George R. Cairns	Assistant Secretary	May 2023
Irene A. Bindrich	Assistant Secretary	May 2025
Mark Argo	Assistant Secretary	May 2025
Craig Sorensen	Secretary	N/A

I. ADMINISTRATIVE MATTERS

A. Present disclosures of potential conflicts of interest.

B. Confirm quorum, location of meeting, and posting of meeting notices. Approve agenda.

C. Review and approve the minutes of the August 18, 2022 Special Meeting (enclosure).

- D. Discuss business to be conducted in 2023 and location (**virtual and/or physical**). Schedule regular meeting dates and consider adoption of Resolution No. 2022-11-____, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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- E. Discuss and authorize renewal of the District’s insurance and Special District Association membership for 2023.
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II. MAINTENANCE MATTERS

- A. Ratify approval of March 15, 2022 Service Agreement for Project Management Services for 2022 Median Landscape Improvement Project (Arapahoe Road, S. Holly St. and S. Quebec St.) between the District and Owens Landscape Design & Management, Inc., and August 18, 2022 Addendum to same (enclosures).
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- B. Discuss status of 2022 Median Landscape Improvement Project.
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- C. Confirm Board decision NOT TO AUTHORIZE proposal from Owens Landscape Design & Management, Inc. (“Owens Landscape”) for fall planting of tulip and daffodil bulbs, at a total costs of \$26,020.
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- D. Review and consider approval of proposal from Owens Landscape for winter watering for new plantings (enclosure). Authorize preparation and execution of a Change Order to the Service Agreement for Landscape Maintenance Services between the District and Owens Landscape.
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- E. Review and consider approval of proposal from Owens Landscape for monthly irrigation zone checks for April-October, at a cost of \$700 per month (enclosure). Authorize preparation and execution of a Change Order to the Service Agreement for Landscape Maintenance Services between the District and Owens Landscape.
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III. FINANCIAL MATTERS

A. Review and ratify/approve payment of claims through November 17, 2022 (to be distributed).

B. Review and accept cash position statement(s) through November 17, 2022 (to be distributed).

C. Review and consider approval of Change Order No. 8 to the Service Agreement for Accounting Services between the District and The McKillip Group, Inc. (to extend term through December 31, 2023) (enclosure).

D. Conduct Public Hearing to consider amendment of the 2022 Budget. If necessary, consider adoption of Resolution No. 2022-11-____, Resolution of Suburban Metropolitan District to Amend the 2022 Budget.

E. Conduct Public Hearing on the proposed 2023 Budget and consider adoption of Resolution No. 2022-11-____ to Adopt the 2023 Budget and Appropriate Sums of Money, and Resolution No. 2022-11-____ to Set Mill Levies (enclosures – final assessed valuation, DLG-53 form, draft budget and resolutions).

F. Authorize District Counsel or District Accountant to prepare, sign and file the DLG-70 Certification of Tax Levies form with the Board of County Commissioners and other interested parties.

G. Consider appointment of District Accountant to prepare 2024 Budget.

H. Consider appointment of District Accountant to prepare and file Application for Exemption from Audit for 2022.

- I. Discuss issues regarding District’s operating account at Wells Fargo Bank, and consider closing the Wells Fargo account and authorizing the opening of a new operating account at FirstBank.
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IV. LEGAL MATTERS

- A. Discuss May 2, 2023 Regular Director Election and consider adoption of Resolution Calling May 2, 2023 Election for Directors, appointing Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. Self-Nomination Forms are due by February 24, 2023 (enclosure). Discuss the need for ballot issues and/or questions.
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- B. Discuss and consider engagement of Community Resource Services of Colorado, LLC to provide May 2023 election services. Review and consider approval of Proposal/Agreement for Election Services between the District and Community Resource Services of Colorado, LLC (to be distributed).
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- C. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2023 (District Transparency Notice).
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V. OTHER BUSINESS

VI. ADJOURNMENT
