

SUBURBAN METROPOLITAN DISTRICT

450 E. 17th Ave., Suite 400

Denver, Colorado 80203

Phone: 303-592-4380

Fax: 303-592-4385

<https://suburbanmd.specialdistrict.net>

NOTICE OF SPECIAL MEETING AND AGENDA

DATE:	Friday, December 8, 2023
TIME:	9:00 a.m.
LOCATION:	6343 S. Grape Ct. Centennial, CO 80121

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Irene A. Bindrich	Assistant Secretary	May 2025
Mark Argo	Assistant Secretary	May 2025
Robin W. Gustafson		May 2027
Angela T. Nofziger		May 2027
James P. Russell		May 2027
Craig Sorensen	Secretary	N/A

I. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.

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- B. Confirm quorum, location of meeting, and posting of meeting notices. Designate location for posting of 24-hour meeting notices. Approve agenda.

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- C. Discuss results of cancelled May 2, 2023 Regular Directors' Election (enclosure).
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D. Consider appointment of officers:

President: _____

Secretary: _____

Treasurer: _____

Assistant Secretary: _____

Assistant Secretary: _____

E. Review and approve the minutes of the November 17, 2022 Special Meeting (enclosure).

F. Discuss business to be conducted in 2024 and location (**virtual and/or physical**). Schedule regular meeting dates and consider adoption of Resolution No. 2023-12-_____, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).

G. **Insurance Discussion:**

1. Discuss Cyber Security and increased Crime Coverage.

2. Establish Insurance Committee to make final determinations regarding insurance, if necessary.

3. Authorize renewal of the District's insurance and Special District Association ("SDA") membership for 2024.

II. **MAINTENANCE MATTERS**

A. Ratify approval of proposal from Owens Landscape Design & Management, Inc. ("Owens Landscape") for tree and shrub pruning at S. Holly St. & Forest Way in the amount of \$2,280.00 (enclosure).

B. Maintenance update/action items from Owens Landscape:

1. Discuss and consider authorizing replacement of stop and waste valve on the east Arapahoe Road island.

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2. Discuss and consider authorizing adding Netafim drip irrigation lines to west Arapahoe Road flower beds, on the south side.

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3. Discuss winter watering, feeding, pruning, and insect control proposals.

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4. Discuss 2023 plantings of annual flowers and consider authorizing 2024 annual plantings.
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III. FINANCIAL MATTERS

- A. Ratify payment of claims through November 17, 2022 in the amount of \$191,344.23 and ratify acceptance of cash position statement as of November 17, 2022 (enclosure).

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- B. Ratify/approve payment of claims through December 8, 2023 in the amount of \$_____ and ratify acceptance of cash position statement as of December 8, 2023 (enclosures).

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1. Discuss process for monthly payments to Owens Landscape.

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- C. Conduct Public Hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution No. 2023-12-____, Resolution of Suburban Metropolitan District to Amend the 2023 Budget.
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- D. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution No. 2023-12-____ to Adopt the 2024 Budget and Appropriate Sums of Money, and Resolution No. 2023-12-____ to Set Mill Levies (enclosures – preliminary assessed valuation, 5.5% property tax revenue limitation worksheet, draft budget and resolutions).
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- E. 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.
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- F. Consider appointment of District Accountant to prepare 2025 Budget.
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- G. Consider appointment of District Accountant to prepare and file Application for Exemption from Audit for 2023.
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IV. LEGAL MATTERS

- A. Discuss and consider adoption of Resolution No. 2023-12-____, Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).
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- B. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2024 (District Transparency Notice).
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V. OTHER BUSINESS

VI. ADJOURNMENT
