

SUBURBAN METROPOLITAN DISTRICT

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<https://suburbanmd.specialdistrict.net>

NOTICE OF SPECIAL MEETING AND AGENDA

DATE:	Wednesday, November 13, 2024
TIME:	9:00 a.m.
LOCATION:	6343 S. Grape Ct. Centennial, CO 80121 PHONE ACCESS: Dial 720-931-2462 and enter code 2462

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Irene A. Bindrich	President	May 2025
Mark Argo	Treasurer	May 2025
Robin W. Gustafson	Assistant Secretary	May 2027
Angela T. Nofziger	Assistant Secretary	May 2027
James P. Russell	Assistant Secretary	May 2027
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 April 12, 2024 Special Meeting (enclosure).

- D. Discuss business to be conducted in 2025 and location (**virtual and/or physical**). Schedule regular meeting dates and consider adoption of Resolution No. 2024-11-____, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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- E. Authorize renewal of the District’s insurance and Special District Association (“SDA”) membership for 2025.
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F. Website Accessibility Discussion:

1. Discuss and consider proposals from Generation Web, Inc., Streamline Software, Inc., and A360 Enterprises (d/b/a Allyant) related to website accessibility matters (enclosure).
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2. Establish Website Accessibility Committee to make final determinations regarding engagement and/or termination of service providers, if necessary.
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II. PUBLIC COMMENT

III. MAINTENANCE MATTERS

- A. Review and consider ratifying approval of the following Change Orders to the Service Agreement for Landscape Maintenance Services between the District and Owens Landscape Design & Management, Inc. (the “Owens Agreement”) (enclosures):

1. Change Order No. 13 (Irrigation Leak and Valve Repairs 2024) in the amount of \$1,025.00.
2. Change Order No. 14 (Tree Trimming and Removal 2024) in the amount of \$9,860.00.
3. Change Order No. 15 (Median Damage Repair 2024) in the amount of \$1,325.00.
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B. Discuss 2024 plantings of annual flowers and consider authorizing 2025 annual plantings.

C. Discuss request from Owens Landscape Design & Management, Inc. for a 5% increase in monthly fees for landscape maintenance services, effective January 2025 (last 5% increase was effective January 2022). Consider authorizing preparation of Change Order No. 16 to the Owens Agreement.

D. Discuss status of landscaping projects and maintenance.

IV. FINANCIAL MATTERS

A. Ratify approval of payment of claims through November 13, 2024 in the amount of \$122,758.02 (enclosure).

B. Review and consider acceptance of unaudited financial statements for the period ending September 30, 2024 (enclosure).

C. Conduct Public Hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution No. 2024-11-____, Resolution of Suburban Metropolitan District to Amend the 2024 Budget.

D. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution No. 2024-11-____ to Adopt the 2025 Budget and Appropriate Sums of Money, and Resolution No. 2024-11-____ to Set Mill Levies (enclosures – preliminary assessed valuation, 5.5% property tax revenue limitation worksheet, draft budget and resolutions).

E. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form and Mill Levy Public Information form (“Certification”). Direct District Counsel to file the Certification with the Board of County Commissioners and other interested parties.

F. Consider appointment of District Accountant to prepare 2026 Budget.

G. Consider appointment of District Accountant to prepare and file Application for Exemption from Audit for 2024.

V. LEGAL MATTERS

A. Discuss May 6, 2025 Regular Directors’ Election and consider adoption of Resolution No. 2024-11-____, Resolution Calling a Regular Election for Directors on May 6, 2025, 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 28, 2025 (enclosure). Discuss the need for ballot issues and/or questions.

1. Discuss and consider engagement of Circuit Rider of Colorado, LLC (“Circuit Rider”) to provide May 2025 Election Services. Review and consider approval of proposal from Circuit Rider, and authorize preparation of a Service Agreement (to be distributed).

B. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2025 (District Transparency Notice).

VI. OTHER BUSINESS

VII. ADJOURNMENT