

PRAIRIE CENTER METROPOLITAN DISTRICT NOS. 1, 2, 3, 4, 6, 8 & 10

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<https://prairiecentermd.colorado.gov>

NOTICE OF A REGULAR MEETING AND AGENDA

Board of Directors:

Michael Tamblyn
Richard Merkel
VACANT
VACANT
VACANT
Peggy Ripko

Office:

President
Treasurer

Secretary

Term/Expiration:

2025/May 2025
2025/May 2025
2025/May 2025
2027/May 2025
2027/May 2025

DATE: Wednesday, December 4, 2024

TIME: 4:00 P.M.

LOCATION: Zoom: The meeting can be joined through the directions below.

** Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUlZZc1VMWTJFZjFHdz09>
Meeting ID: 862 6755 0643
Passcode: 987572
Dial in: 719-359-4580

I. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.
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II ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.
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- B. Approve agenda, location of the meeting and posting of meeting notices.
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- C. Review and approve the Minutes of the July 18, 2024 Special Meeting (enclosures).
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- D. Review and approve the Minutes of the November 14, 2024 Special Meeting (enclosure) (**District No. 3 only**).
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- E. Discuss business to be conducted in 2025 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates (suggested dates are July 16, 2025 and December 3, 2025 at 4:00 p.m. via Zoom) and consider adoption of Resolution No. 2024-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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F. **Insurance Matters:**

1. Authorize renewal of the District's insurance and Special District Association ("SDA") membership for 2025.
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G. **Website Accessibility Matters:**

1. Discuss website accessibility matters.
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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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III. FINANCIAL MATTERS

- A. Ratify approval of payment of claims for the period beginning December 2, 2023 through November 26, 2024 totaling \$2,882,482.34 (enclosure) (**District No. 3 only**)
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- B. Review and accept the unaudited financial statements for the period ending June 30, 2024 (enclosure) (**District No. 3 only**).
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- C. Consider engagement of Wipfli LLP to prepare the 2024 Audit (enclosures) (**District Nos. 1, 3 & 4 only**).
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- D. Consider appointment of District Accountant to prepare Application for Exemption from Audit for 2024 (**District Nos. 2, 6, 8 and 10 only**).
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- E. Conduct Public Hearing to consider Amendment of 2024 Budget. If necessary, consider adoption of Resolution No. 2024-12-__, Resolution to Amend the 2024 Budget and Appropriate Expenditures.
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- F. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution No. 2024-12-__, Resolution to Adopt the 2025 Budget and Appropriate Sums of Money, and Resolution No. 2024-12-__, Resolution to Set Mill Levies, for General Fund ____, Debt Service Fund ____, and Other Fund(s) ____ for a total mill levy of ____ (enclosures – preliminary AV, draft 2025 Budgets, and Resolutions).
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- G. Review and consider adoption of Resolution No. 2024-12-__, Resolution Authorizing Adjustment of the District Mill Levy (enclosure) (**District Nos. 1 & 4 only**).
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- H. Consider authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form and Mill Levy Public Information form for certification to the Board of County Commissioners and other interested parties (**District Nos. 1, 4, 6 and 10 only**).
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- I. Consider appointment of the District Accountant to prepare the 2026 Budget and set the date for a Public Hearing to adopt the 2026 Budget for December 3, 2025, at 4:00 p.m., to be held via videoconference.
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- J. Review and consider approval of Special Districts Preparation Statement of Work (SOW) between the District and CliftonLarsonAllen LLP for 2025 accounting Services (enclosure). (**District No. 3 only**)
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- K. Review and consider approval of Special Districts Public Improvement Fee Statement of Work between the District and CliftonLarsonAllen LLP for 2025 services (enclosure). (**District No. 3 only**)
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IV. LEGAL MATTERS

- A. Discuss May 6, 2025 Regular Directors' Election and election to remove tax revenue limitation. Consider authorizing counsel to prepare and President to execute Resolution calling election, appointing Designated Election, and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (to be distributed). Self-Nomination forms are due by February 28, 2025.
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- B. Discuss results of November 5, 2024 Special Election.
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- C. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2025 (Transparency Notice).
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- D. Review and consider approval of Operations Financing IGA by and between Prairie Center Metropolitan District No. 3 and Prairie Center Metropolitan District No. 6 (enclosure) (**District Nos. 3 and 6 only**).
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- E. Review and consider approval of Bill of Sale (for non-potable water system and Lutz parcel recreation improvements) between Prairie Center Metropolitan District No. 3 and the City of Brighton (enclosure) (**District No. 3 only**).
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V. CAPITAL IMPROVEMENTS (**District No. 3 only**)

- A. Discuss status of:

1. Village V Park – Phase 2. Consider authorizing solicitation of construction bids and authorize the President to award a contract in an amount not to exceed 10% of the engineer’s estimate of costs.

2. Retail 3/4 – Roads and Utilities construction project and status of independent engineer’s certification of cost allocation for District work including, but not limited to, design, lighting, construction management and construction observation and materials testing.

VI. OPERATIONS (**District No. 3 only**)

- A. Ratify approval of Change Order No. 1 to the Service Agreement for Mowing and Weed Mitigation between the District and Clear Water Property & Resource Management LLC, for pond maintenance services, for an increase in the contract amount of \$39,866.00 (enclosure).
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- B. Ratify approval of Change Order No. 1 to the Service Agreement for Light Pole Installation between the District and Communication Construction & Engineering, Inc., for additional services, for an increase in the contract amount of \$59,246.85 (enclosure).
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- C. Ratify annual renewal for calendar year 2025 of Service Agreement for Mowing and Weed Mitigation between the District Clear Water Property & Resource Management LLC.
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- D. Consider authorizing preparation and execution of a Change Order to the Service Agreement for Landscape Maintenance Services between the District and Vargas Property Services, Inc., for calendar year 2025 services in an amount not to exceed 10% of the compensation for calendar year 2024 services.
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- E. Consider authorizing the Project Manager to negotiate and President to execute such agreements as are necessary and appropriate for operation and maintenance of District public improvements for the 2025 calendar year.
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VII. OTHER BUSINESS

A. _____

VIII. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2024.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.