

# SW PROSPECT I-25 METROPOLITAN DISTRICT NO. 7

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## NOTICE OF SPECIAL MEETING AND AGENDA

**DATE:** Thursday, October 31, 2024

**TIME:** 3:30 p.m.

**LOCATION:** Via Microsoft Teams

**ACCESS:** To attend via Microsoft Teams Videoconference, use the below link:  
[https://teams.microsoft.com/l/meeting-join/19%3ameeting\\_NjZjZWm2MzktMTBkMi00YmFhLWIyNDctODkyZTM4Y2IzYzY5%40thread.v2/0?context=%7b%22id%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%22294eff39-c7d0-48c1-bc01-2bf9670aa52a%22%7d](https://teams.microsoft.com/l/meeting-join/19%3ameeting_NjZjZWm2MzktMTBkMi00YmFhLWIyNDctODkyZTM4Y2IzYzY5%40thread.v2/0?context=%7b%22id%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%22294eff39-c7d0-48c1-bc01-2bf9670aa52a%22%7d)

To attend via telephone, dial 612-213-1012 and enter Conference ID: 711 640 298#

<b><u>Board of Directors</u></b>	<b><u>Office</u></b>	<b><u>Term Expires</u></b>
Michael (Bo) Brown	President	May, 2025
Brian B. Hood	Vice President	May, 2025
Brandon Ates	Secretary/Treasurer	May, 2025
Vacant	_____	May, 2025
Vacant	_____	May, 2027

### **I. ADMINISTRATIVE MATTERS**

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices, designate 24-hour posting location.
- D. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

### **II. CONSENT AGENDA ITEMS**

- A. Review and consider approval of minutes from the November 9, 2023, regular board meeting (enclosure).
- B. Ratification of preparation and filing of the 2023 Audit Exemption (enclosure).

- C. Ratification of preparation and filing of the 2023 Annual Report (enclosure).

**III. FINANCIAL MATTERS**

- A. Review and ratify approval of previous claims (enclosure).
- B. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements, Schedule of Cash Position, Schedule of Property Tax Collections and current claims (enclosure).
- C. Discuss Requirements of SB23-303 Relating to Limitations on Property Tax Revenue.
- D. Conduct Public Hearing to consider amendment of the 2024 Budget. Consider adoption of Resolution to Amend the 2024 Budget, if necessary.
- E. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money (enclosures).
- F. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form (“MLC”) for certification to the Board of County Commissioners and other interested parties. Authorize Board member to sign MLC.
- G. Discuss statutory requirements for an audit. Consider appointment of District Accountant or engagement of outside accountant to prepare Application for Exemption from Audit for 2024.

**IV. LEGAL MATTERS**

- A. Consider adoption of 2025 Annual Administration Resolution (enclosure).
  - a. November 13, 2025 at 2:00 p.m.
  - b. Discuss Workers’ Compensation Insurance Coverage for Uncompensated Members of the Board.
- B. Review and consider adoption of Resolution Calling a Regular Election for Directors on May 6, 2025, appointing the Designated Election Official (“DEO”), notice and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure).
- C. Discuss and Consider the Adoption of Amended and Restated Public Records Request Policy (enclosure).

**V. MANAGER MATTERS**

- A. Consider approval of CliftonLarsonAllen LLP statement(s) of work for 2025 (enclosure).

- B. Consider approval of 2025 insurance renewal (public officials' liability, general liability, workers' compensation, comprehensive crime. Consider adoption of documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and TCW Risk Management and authorize membership in the Special District Association (enclosure).
- C. Review and Consider Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Coordinator (enclosure).
- D. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform.

**VI. OTHER BUSINESS**

**VII. ADJOURNMENT**