

**CCP METROPOLITAN DISTRICT NO. 3**

**405 Urban Street, Suite 310**

**Lakewood, CO 80228**

**720-213-6621**

[www.ccpmetrodistricts.com](http://www.ccpmetrodistricts.com)

**NOTICE OF SPECIAL MEETING AND AGENDA**

**DATE:** Monday, December 11, 2023

**TIME:** 9:00 a.m.

**LOCATION:** VIA ZOOM

**ACCESS:**

The meeting can be joined through the directions below:

<https://us02web.zoom.us/j/7636703470>

Dial In: 1-720-707-2699

Meeting ID: 763 670 3470

Participant Code: press #

<b><u>Board of Directors</u></b>	<b><u>Office</u></b>	<b><u>Term Expires</u></b>
Sarah A. Laverty	President	May, 2025
Cameron R. Bertron	Treasurer	May, 2025
Don Stage	Assistant Secretary	May, 2025
Judy Duran	Assistant Secretary	May, 2027
Joel Scott	Assistant Secretary	May, 2027

I. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest and confirm quorum.  
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- B. Approve agenda; confirm location of meeting, posting of meeting notice.  
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- C. Acknowledge the Resignation of Geol Scheirman as Secretary and consider appointment of Ann Finn as Secretary to the Board.  
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- D. Review and consider approval of the August 4, 2023 Regular Meeting Minutes (enclosure).  
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- E. Public Comment.  
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F. Discuss business to be conducted in 2024 and location (virtual and/or physical) of meetings. Schedule regular Board meetings and consider adoption of Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).

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G. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2023 (District Transparency Notice) (post on District website).

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H. Discuss and consider approval of 2023 insurance renewal. Consider adoption of documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson Insurance Service and discuss the following related items:

- i. Cyber security and increased crime coverage.
  - ii. Establish Insurance Committee to make final determinations regarding insurance, if necessary.
  - iii. Authorize renewal of District's insurance and Special District Association ("SDA") membership for 2024.
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## II. OPERATIONS AND MAINTENANCE

A. Manager's Report (enclosure).

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B. Ratify approval of 2023/2024 Snow Removal Agreement between the District and Brightview Landscape Services, Inc. (enclosure).

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C. Consider approval of Service Agreement for Landscape Services between the District and Brightview Landscape Services, Inc. (enclosure).

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D. Consider approval of Service Agreement for Pond Maintenance between the District and Brightview Landscape Services, Inc. (enclosure).

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E. Consider approval of Proposal from Stormwater Asset Protection, LLC (SWAP) for Stormwater Observation, Maintenance Contracting, Inspection and Maintenance Manuals and Oversight Services (enclosure).

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- F. Consider approval of proposals for 2024 Plant Health Care Services from Brightview Landscape Services, Inc. (enclosures).
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- G. Consider approval of proposals for Winter Watering from Brightview Landscape Services, Inc. (enclosures).
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III. FINANCIAL MATTERS

- A. Review and consider ratification of payment of claims (enclosure).
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- B. Review and consider accepting Unaudited Financial Statements for period ending September 30, 2023 (enclosure).
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- C. Discuss refinancing the District's debt.
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- D. Conduct Public Hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution to Amend the 2023 Budget.
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- E. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (Budget Resolutions and 2024 Draft Budget enclosures).
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- F. Authorize District Accountant to prepare, and appoint Board Member to sign, the DLG-70 Certification of Tax Levies form ("Certification"). Direct District Accountant to file the Certification with the Board of County Commissioners and other interested parties.
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- G. Consider appointment of District Accountant to prepare 2025 Budget.
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- H. Discuss statutory requirements for an audit. Consider approval of engagement of Haynie & Company to perform the 2023 Audit (enclosure).
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- I. Review and consider approval of Statement of Work (“SOW”) between the District and CliftonLarsonAllen LLP for 2024 Accounting Services (enclosures).
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IV. LEGAL MATTERS

- A. Discuss rate increase for Management Services and consider approval of Change Order No. 1 to Service Agreement for District Management Services (enclosure).
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- B. Discuss and consider adoption of Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).
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V. OTHER BUSINESS

- A. Acknowledge Annual Meeting Notice pursuant to the Service Plan.
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VI. ADJOURNMENT

**This is the last scheduled meeting for 2023.**