

# PRAIRIE CENTER METROPOLITAN DISTRICT NO. 7

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 · 800-741-3254  
Fax: 303-987-2032

## NOTICE OF A SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Michael Tamblyn	President	2023/May 2023
Ashley Licursi	Treasurer	2025/May 2025
Brandon Schenberg	Assistant Secretary	2023/May 2023
Melissa Zimmerman	Assistant Secretary	2025/May 2025
Amanda Coffey	Assistant Secretary	2025/May 2025
Ann E. Finn	Secretary	

DATE: November 10, 2022

TIME: 5:30 P.M.

PLACE: **Zoom Meeting: This meeting will be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:**

Zoom information:

<https://us02web.zoom.us/j/86181958834?pwd=QWdWMExhcEtFWFVVMnJ2Z05ja2hHUT09>

Meeting ID: 861 8195 8834

Passcode: 438631

Dial In: 1-253-215-8782

One tap mobile

+12532158782,,86181958834#,,,,\*438631# US (Tacoma)

### I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflict of Interest.

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B. Approve Agenda; confirm location of meeting and posting of meeting notices.

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C. **Consent Agenda** – These items are considered to be routine and will be ratified by one motion. There will be no separate discussion of these items unless a board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Approve Minutes of the June 30, 2022, Special Meeting, the September 15, 2022 Special Meeting, and the October 25, 2022 Work Session Meeting (enclosures).
  - Ratify approval of payment of claims for the period ending July 1, 2022 through October 31, 2022 totaling \$641,467.95 (enclosure).
  - Authorize District Manager to post transparency notice on the SDA Website and the District website pursuant to Section 32-1-809, C.R.S.
  - Ratify approval of Change Order No. 1 to the Service Agreement for Landscape Maintenance between the District and Vargas Property Services, Inc., for removal and replacement of dead trees and landscaping on District Tracts – Village I, in the amount of \$20,200 (enclosure).
  - Ratify approval of Change Order No. 2 to the Service Agreement for Landscape Maintenance Services for the Golden Eagle Park between the District and Vargas Property Services, Inc., for tree replacements, for a not-to-exceed amount of \$6,200 (enclosure).
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- D. Discuss business to be conducted in 2023 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates and consider adoption of Resolution No. 2022-11-\_\_\_\_; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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## II. 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.
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## III. COMMUNITY MANAGEMENT MATTERS

- A. Community Management Report (enclosure).
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- B. Review and consider approval of 2023 Notice of Legal Services and Fee Summary from Altitude Community Law for Legal Services (enclosure).
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- C. Discuss status of proposed revisions to Design Guidelines.
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IV. FINANCIAL MATTERS

- A. Consider engagement of Wipfli LLP for preparation of the 2022 Audit, in the amount of \$4,900 (enclosure).  

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- B. Conduct Public Hearing to consider Amendment to 2022 Budget and (if necessary) consider adoption of Resolution to Amend the 2022 Budget and Appropriate Expenditures.  

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- C. Conduct Public Hearing on the proposed 2023 Budget and consider adoption of Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (for General Fund \_\_\_\_\_, Debt Service Fund \_\_\_\_\_ and Other Fund(s) \_\_\_\_\_ for a total mill levy of \_\_\_\_\_) (enclosures – preliminary assessed valuation and resolutions – draft 2023 Budget).  

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1. Review and consider adoption of Resolution No. 2022-11-\_\_\_; Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan (enclosure).  

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2. Review and consider adoption of Resolution No. 2022-11-\_\_\_; First Amended and Restated Resolution Regarding the Imposition of District Fees (enclosure).  

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- D. Review and approve CliftonLarsonAllen LLP 2023 Statement of Work (enclosure).  

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- E. 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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- F. Consider appointment of District Accountant to prepare the 2024 budget.  

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- G. Ratify approval of Engineer’s Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 3, dated August 2022, prepared by Independent District Engineering Services, LLC, for the amount of \$999,648.76 (“Report No. 3”) (enclosure).  

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- H. Ratify approval of Engineer’s Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 4, dated October 2022, prepared by Independent District Engineering Services, LLC, for the amount of \$784,577.60 (“Report No. 4”) (enclosure).
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V. LEGAL MATTERS

- A. Review and consider approval of Grant of Non-Exclusive Dry Utility Easement between the District and the City of Brighton (enclosure).
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- B. Discuss May 2, 2023 Regular Directors’ election and consider adoption of Resolution No. 2022-11-\_\_\_\_; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election (enclosure). Self-Nomination forms are due by February 24, 2023. Discuss the need for ballot issues and/or questions.
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VI. OPERATIONS AND MAINTENANCE MATTERS

- A. Consider approval of Change Order No. 3 to Service Agreement for Landscape Maintenance Services between the District and Vargas Property Services, Inc. for Golden Eagle Park to extend term on a month-by-month basis until the City of Brighton finally accepts the park (enclosure).
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- B. Consider approval of Service Agreement for Landscape Maintenance Services between the District and Vargas Property Services, Inc. for District Tracts – Village I, for the amount of \$50,255.06 (enclosure).
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- C. Consider approval of Service Agreement for Exterior Light Inspection between the District and Colorado Lighting, Inc. (enclosure).
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- D. Consider approval of Service Agreement for Snow Removal Services between the District and Magnum Snow Removal, Inc. (enclosure).
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- E. Discuss installation of additional dog stations (enclosure).
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VII. CAPITAL MATTERS

- A. Discuss the Prairie Center Village I Phase IV Improvements Projects.
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VIII. OTHER MATTERS

- A. \_\_\_\_\_

IX. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2022.**

Informational Enclosure:

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