

COLUMBIA METROPOLITAN DISTRICT

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

NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Rod Johnson	President	2025/May 2025
Scott Jones	Treasurer	2025/May 2025
<i>Vacant</i>		2025/May 2025
<i>Vacant</i>		2027/May 2025
<i>Vacant</i>		2027/May 2025

DATE: Wednesday, December 13, 2023

TIME: 6:30 P.M.

PLACE: Zoom Meeting

<https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09>

Meeting ID: 546 911 9353

Passcode: 912873

Dial In: 1-719-359-4580

One tap mobile:

+17193594580,,5469119353#,,, *912873# US

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda, confirm location of the meeting and posting of meeting notices.

C. Acknowledge the resignation of Phil Yates from the Board of Directors, effective August 28, 2023 and discuss vacancies on the Board.

D. Review and approve Minutes of the July 6, 2023 Special Meetings (enclosure).

E. Discuss business to be conducted in 2024 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates and consider adoption of Resolution No. 2023-11-01 Establishing Regular Meeting Dates, Time, Location, Establishing District Website and Designating Location for Posting 24-Hour Notices (enclosure).

- F. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).
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G. **Insurance Matters:**

1. Discuss Cyber Security and Increased Crime Coverage.

2. Establish Insurance Committee to make final determinations regarding insurance, if necessary.

3. Authorize renewal of the Districts’ insurance and Special District Association (“SDA”) membership for 2024.

II. PUBLIC COMMENT

- A. _____

III. FINANCIAL MATTERS

- A. Ratify approval of payment of claims through the periods ending as follows (enclosures):

Fund	Period Ending Jun. 30, 2023	Period Ending Jul. 31, 2023	Period Ending Aug. 31, 2023
General	\$ 18,422.65	\$ 9,679.28	\$ 9,374.36
Total Claims	\$ 18,422.65	\$ 9,679.28	\$ 9,374.36

Fund	Period Ending Sep. 30, 2023	Period Ending Oct. 31, 2023	Period Ending Nov. 30, 2023
General	\$ 9,536.35	\$ 9,592.65	\$ 15,536.87
Total Claims	\$ 9,536.35	\$ 9,592.65	\$ 15,536.87

- B. Review and accept unaudited financial statements and balance sheet as of September 30, 2023 (enclosure).
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- C. Consider appointment of District Accountant to prepare the Application for Exemption from 2023 Audit.
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- D. Conduct Public Hearing to consider Amendment to 2023 Budget and consider adoption of Resolution to Amend the 2023 Budget and Appropriate Expenditures, if necessary.
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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 Set Mill Levies for General Fund _____, Debt Service Fund _____, and Other Fund(s) _____ for a total mill levy of _____ (enclosures – Preliminary Assessed Valuation, draft 2024 Budget and Resolutions).
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- F. Consider authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.
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- G. Consider appointment of District Accountant to prepare 2025 Budget and set date for public hearing.
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IV. MAINTENANCE MATTERS AND IMPROVEMENTS

- A. Landscape Maintenance Update.
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- B. Consider approval of 2024 Landscape Maintenance Change Order with Keesen Landscape Management, Inc. (enclosure).
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V. LEGAL MATTERS

- A. Discuss and consider adoption of Resolution No. 2023-12-____, Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).
-

VI. OTHER BUSINESS

- A. _____
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VII. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2023.**

Additional Enclosure:

- Notice of rate increase from Special District Management Services, Inc.

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE COLUMBIA METROPOLITAN DISTRICT HELD JULY 6, 2023

A Special Meeting of the Board of Directors of the Columbia Metropolitan District (referred to hereafter as the "Board") was convened on Thursday, the 6th day of July, 2023, at 4:30 P.M. via Zoom Meeting. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Rod Johnson
Scott Jones
Philip Yates

Also In Attendance Were:

David Solin; Special District Management Services, Inc. ("SDMS")

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State.

Mr. Solin noted that a quorum was present and requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed.. Mr. Solin noted that there were no additional disclosures and incorporated those applicable disclosures made by the Board members prior to this meeting and in accordance with statute.

ADMINISTRATIVE MATTERS

Agenda: Mr. Solin distributed for the Board's review and approval a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Agenda was approved, as amended.

Confirm Location of Meeting and Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. The District Board meeting was held and properly noticed to be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The Board further noted that notice providing the Zoom information was duly posted

RECORD OF PROCEEDINGS

and that they have not received any objections or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

Minutes: The Board reviewed the minutes of the November 28, 2022 Regular Meeting. The Board deferred this matter.

Resignation and Appointment of Secretary to the Board: The Board discussed the resignation of Steve Beck and considered the appointment of David Solin as Secretary to the Board.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Board accepted the resignation of Steve Beck as Secretary to the Board and appointed David Solin as Secretary to the Board.

Cancellation of the May 2, 2023 Regular Election: Mr. Solin discussed with the Board the cancellation of the May 2, 2023 Regular Election for Directors ("Election"). It was noted that there were not more candidates than open seats on the Board.

Board Vacancy: Mr. Solin discussed with the Board the vacancies on the Board of Directors. There were no known candidates at the time.

Appointment of Officers: The Board entered into discussion regarding appointment of officers.

Following discussion, upon motion duly made by Director Yates, seconded by Director Jones and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Rod Johnson
Treasurer	Scott Jones
Secretary	David Solin
Assistant Secretary	Philip Yates

2023 Special District Association's Annual Conference: The Boards considered authorizing interested Board Members to attend the 2023 Special District Association's Annual Conference in Keystone on September 12, 13 and 14, 2023.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Board authorized interested Board Members to attend the 2023 Special District Association's Annual Conference in Keystone on September 12, 13 and 14, 2023.

RECORD OF PROCEEDINGS

PUBLIC COMMENT There were no public comments.

FINANCIAL MATTERS

Claims: The Board reviewed the payment of claims through the periods ending as follows:

Fund	Period Ending Dec 31, 2022	Period Ending Jan. 31, 2023	Period Ending Feb. 28, 2023	Period Ending Mar. 31, 2023
General	\$ 9,694.32	\$ 2,043.44	\$ 4,309.36	\$ 9,481.64
Total Claims	\$ 9,694.32	\$ 2,043.44	\$ 4,309.36	\$ 9,481.64

Fund	Period Ending April 30, 2023	Period Ending May 31, 2023
General	\$ 22,942.49	\$ 12,620.97
Total Claims	\$ 22,942.49	\$ 12,620.97

Following review, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Board ratified approval of the payment of claims as presented and approved Director Yates to be added as an approver.

Unaudited Financial Statements: The Board discussed the unaudited financial statements and balance sheet, dated March 31, 2023.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and balance sheet, dated March 31, 2023.

2022 Audit: The Board reviewed the Application for Exemption from Audit for 2022.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Board ratified approval of the Application for Exemption from Audit for 2022.

MAINTENANCE MATTERS AND IMPROVEMENTS

Landscape Maintenance Update: The Board discussed the need for pruning and some dead trees. The light post at Median B was out on the east side of Telluride Street. Median B has one led light post down towards the east end. The Board requested that Mr. Solin contact Arapahoe County Public Works to see what can be done to expedite the curb and gutter repairs in the county-maintained portion of the District. There is one dead tree just east of tower and Orchard Road on Median B. The Board will get a proposal from Keesen Landscape Management, Inc. for tree removal. The Board noted a box with wires hanging out between Genoa Street and Smoky Hill Road.

RECORD OF PROCEEDINGS

Intermountain Rural Electric Association (IREA) lighting on median at East Orchard and South Telluride: The Board discussed the status of the IREA light Pole on the median at East Orchard Road and South Telluride Street. The light has now been installed.

Proposal from Keesen Landscape Maintenance for 2023 Summer Flowers: The Board discussed a proposal from Keesen Landscape Maintenance for 2023 summer flowers.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the Board ratified approval of the proposal from Keesen Landscape Maintenance for 2023 summer flowers.

Proposal from Keesen Landscape Maintenance for 2023 Fall Flowers: The Board discussed a proposal from Keesen Landscape Maintenance for 2023 fall flowers. No action was taken at this time.

LEGAL MATTERS

Senate Bill 23-108: Allowing Temporary Reductions in Property Taxes Due and potential impact on 2024 Budget process and strategy.: Mr. Solin discussed with the Board the Senate Bill 23-108: Allowing Temporary Reductions in Property Taxes Due and potential impact on 2024 Budget process and strategy.

Legislative Changes: Mr. Solin discussed with the Board the legislative changes that may impact the District / Annual Meeting requirements.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Johnson, seconded by Director Jones and, upon vote, unanimously carried, the meeting was adjourned at 5:33 p.m.

Respectfully submitted,

By _____
Secretary for the Meeting

RESOLUTION NO. 2023-12-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COLUMBIA METROPOLITAN DISTRICT ESTABLISHING REGULAR MEETING DATES, TIME, AND LOCATION, AND DESIGNATING LOCATION FOR POSTING OF 24-HOUR NOTICES

A. Pursuant to Section 32-1-903(1.5), C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings.

B. Pursuant to Section 32-1-903(5), C.R.S., “location” means the physical, telephonic, electronic, or virtual place, or a combination of such means where a meeting can be attended. “Meeting” has the same meaning as set forth in Section 24-6-402(1)(b), C.R.S., and means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.

C. Pursuant to Section 24-6-402(2)(c)(I), C.R.S., special districts are required to designate annually at the board of directors of the district’s first regular meeting of each calendar year, the public place at which notice of the date, time and location of regular and special meetings (“**Notice of Meeting**”) will be physically posted at least 24 hours prior to each meeting (“**Designated Public Place**”). A special district is deemed to have given full and timely notice of a regular or special meeting if it posts its Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

D. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., special districts are relieved of the requirement to post the Notice of Meeting at the Designated Public Place, and are deemed to have given full and timely notice of a public meeting if a special district posts the Notice of Meeting online on a public website of the special district (“**District Website**”) at least 24 hours prior to each regular and special meeting.

E. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., if a special district is unable to post a Notice of Meeting on the District Website at least 24 hours prior to the meeting due to exigent or emergency circumstances, then it must physically post the Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

F. Pursuant to Section 32-1-903(1.5), C.R.S., all meetings of the board that are held solely at physical locations must be held at physical locations that are within the boundaries of the district or that are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the physical location does not exceed twenty (20) miles from the district boundaries unless such provision is waived.

G. The provisions of Section 32-1-903(1.5), C.R.S., may be waived if: (1) the proposed change of the physical location of a meeting of the board appears on the agenda of a meeting; and (2) a resolution is adopted by the board stating the reason for which meetings of the board are to be held in a physical location other than under Section 32-1-903(1.5), C.R.S., and further stating the date, time and physical location of such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Columbia Metropolitan District (the “**District**”), Arapahoe County, Colorado:

1. That the provisions of Section 32-1-903(1.5), C.R.S., be waived pursuant to the adoption of this Resolution.

That the Board of Directors (the “**District Board**”) has determined that conducting meetings at a physical location pursuant to Section 32-1-903(1.5), C.R.S., would be inconvenient and costly for the directors and consultants of the District in that they live and/or work outside of the twenty (20) mile radius requirement.

2. That regular meetings of the District Board for the year 2024 shall be held on March __, 2024, June __, 2024 and November __, 2024 at 6:30 p.m., via Zoom Meeting.

That special meetings of the District Board shall be held as often as the needs of the District require, upon notice to each director.

3. That, until circumstances change, and a future resolution of the District Board so designates, the physical location and/or method or procedure for attending meetings of the District Board virtually (including the conference number or link) shall appear on the agenda(s) of said meetings.

That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s) physical location(s), and any such objections shall be considered by the District Board in setting future meetings.

4. That the District has established the following District Website, <https://columbiamd.colorado.gov/>, and the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to meetings pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

That, if the District is unable to post the Notice of Meeting on the District Website at least 24 hours prior to each meeting due to exigent or emergency circumstances, the Notice of Meeting shall be posted within the boundaries of the District at least 24 hours prior to each meeting, pursuant to Section 24-6-402(2)(c)(I) and (III), C.R.S., at the following Designated Public Place:

(a) The swimming pool/recreation building at the Highlands swimming pool

5. Rod Johnson, or his/her designee, is hereby appointed to post the above-referenced notices.

**[SIGNATURE PAGE TO RESOLUTION ESTABLISHING REGULAR MEETING
DATES, TIME, AND LOCATION, AND DESIGNATING LOCATION FOR 24-HOUR
NOTICES]**

RESOLUTION APPROVED AND ADOPTED on December 13, 2023.

**COLUMBIA METROPOLITAN
DISTRICT**

By: _____
President

Attest:

Secretary

Columbia Metropolitan District

June-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
CORE Electric Cooperative	53065300	June2023	6/1/2023	6/1/2023	\$ 1,039.33	Utilities 1794
CORE Electric Cooperative	53302100	June2023	5/17/2023	5/17/2023	\$ 21.00	Utilities 1794
CORE Electric Cooperative	51968300	May2023	5/18/2023	5/18/2023	\$ 21.18	Utilities 1794
Diversified Underground, Inc.	27719		5/31/2023	6/30/2023	\$ 395.00	Locates 1680
ECCV Water & Sanitation District	8930003	June2023	5/31/2023	6/30/2023	\$ 109.20	Utilities 1794
ECCV Water & Sanitation District	8940004	June2023	5/31/2023	5/31/2023	\$ 192.50	Utilities 1794
Keesen Landscape	CEN 219389		5/1/2023	5/31/2023	\$ 10,653.29	Plant and Tree Replacement 1690
Keesen Landscape	CEN 218582		6/1/2023	7/1/2023	\$ 4,348.09	Irrigation Repairs 1810
McGeady Becher P.C.	9B 4-2023		4/30/2023	4/30/2023	\$ 121.20	Legal 1675
Special District Management	May-23		5/31/2023	6/10/2023	\$ 597.00	Management 1614
Special District Management	May-23		5/31/2023	6/10/2023	\$ 4.80	Miscellaneous Expense 1685
Special District Management	May-23		5/31/2023	6/10/2023	\$ 850.40	Accounting 1612
Utility Notification Center of Colorado	223050314		5/31/2023	5/31/2023	\$ 69.66	Locates 1680
				\$ 18,422.65		

**Columbia Metropolitan District
June-23**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 18,422.65	\$ -	\$ -	\$ 18,422.65
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$18,422.65	\$0.00	\$0.00	\$18,422.65

Columbia Metropolitan District
July-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
CORE Electric Cooperative	53065300	July 2023	7/3/2023	7/3/2023	\$ 1,039.33	Utilities 1794
CORE Electric Cooperative	51968300	July 2023	6/21/2023	6/21/2023	\$ 21.07	Utilities 1794
CORE Electric Cooperative	53302100	July 2023	6/20/2023	6/20/2023	\$ 21.00	Utilities 1794
Diversified Underground, Inc.	27902		6/30/2023	7/30/2023	\$ 350.00	Locates 1680
ECCV Water & Sanitation District	8940004	July 2023	6/30/2023	7/28/2023	\$ 473.00	Utilities 1794
ECCV Water & Sanitation District	8930003	July 2023	6/30/2023	7/28/2023	\$ 177.20	Utilities 1794
Keesen Landscape	222103		7/1/2023	7/31/2023	\$ 4,348.08	Landscape Contract 1910
Keesen Landscape	222558		6/30/2023	7/30/2023	\$ 703.05	Irrigation Repairs 1810
Keesen Landscape	222704		7/3/2023	8/2/2023	\$ 255.00	Irrigation Repairs 1810
Keesen Landscape	222554		6/30/2023	7/30/2023	\$ 1,119.06	Irrigation Repairs 1810
Special Dist Mgmt Svcs	Jun-23		6/30/2023	6/30/2023	\$ 355.40	Management 1614
Special Dist Mgmt Svcs	Jun-23		6/30/2023	6/30/2023	\$ 2.20	Miscellaneous Expense 1685
Special Dist Mgmt Svcs	Jun-23		6/30/2023	6/30/2023	\$ 759.00	Accounting 1612
Utility Notification Center of Colorado	223060309		6/30/2023	6/30/2023	\$ 52.89	Locates 1680
					\$ 9,676.28	

**Columbia Metropolitan District
July-23**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 9,676.28	\$ -	\$ -	\$ 9,676.28
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$9,676.28	\$0.00	\$0.00	\$9,676.28

Columbia Metropolitan District
August-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
CORE Electric Cooperative	53302100	August2023	7/20/2023 8/10/2023	\$ 21.00	Utilities	1794
CORE Electric Cooperative	51968300	August2023	7/24/2023 8/14/2023	\$ 21.19	Utilities	1794
CORE Electric Cooperative	53065300	August2023	8/1/2023 8/1/2023	\$ 1,039.33	Utilities	1794
Diversified Underground, Inc.	28083		7/31/2023 8/30/2023	\$ 520.00	Locates	1680
ECCV Water & Sanitation District	8930003	August2023	7/31/2023 8/25/2023	\$ 143.20	Utilities	1794
ECCV Water & Sanitation District	8940004	August2023	7/31/2023 8/25/2023	\$ 1,034.00	Utilities	1794
Keesen Landscape	CEN 224737		8/1/2023 8/31/2023	\$ 4,348.09	Landscape Contract	1910
Special Dist Mgmt Svcs	Jul-23		7/31/2023 7/31/2023	\$ 1,076.20	Management	1614
Special Dist Mgmt Svcs	Jul-23		7/31/2023 7/31/2023	\$ 4.89	Miscellaneous Expense	1685
Special Dist Mgmt Svcs	Jul-23		7/31/2023 7/31/2023	\$ 1,122.60	Accounting	1612
Utility Notification Center of Colorado	223070306		7/31/2023 7/31/2023	\$ 43.86	Locates	1680
				\$ 9,374.36		

**Columbia Metropolitan District
August-23**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 9,374.36	\$ -	\$ -	\$ 9,374.36
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$9,374.36	\$0.00	\$0.00	\$9,374.36

Columbia Metropolitan District
September-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
CORE Electric Cooperative	53065300	September 2023	9/5/2023	9/5/2023	\$ 1,039.33	Utilities 1794
CORE Electric Cooperative	53302100	September 2023	8/17/2023	9/7/2023	\$ 21.00	Utilities 1794
CORE Electric Cooperative	51968300	September 2023	8/21/2023	9/11/2023	\$ 21.19	Utilities 1794
Diversified Underground, Inc.	28265		8/31/2023	9/30/2023	\$ 350.00	Locates 1680
ECCV Water & Sanitation District	8940004	September 2023	8/31/2023	9/22/2023	\$ 1,306.00	Utilities 1794
ECCV Water & Sanitation District	8930003	September 2023	8/31/2023	9/22/2023	\$ 211.20	Utilities 1794
Keesen Landscape	CEN 228565		9/1/2023	10/1/2023	\$ 4,348.08	Landscape Contract 1910
Keesen Landscape	CEN 226544		8/14/2023	9/13/2023	\$ 187.01	Irrigation Repairs 1810
Special Dist Mgmt Svcs	Aug-23		8/31/2023	8/31/2023	\$ 943.00	Management 1614
Special Dist Mgmt Svcs	Aug-23		8/31/2023	8/31/2023	\$ 4.87	Miscellaneous Expense 1685
Special Dist Mgmt Svcs	Aug-23		8/31/2023	8/31/2023	\$ 1,049.20	Accounting 1612
Utility Notification Center of Colorado	223080307		8/31/2023	8/31/2023	\$ 55.47	Locates 1680
				\$ 9,536.35		

**Columbia Metropolitan District
September-23**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 9,536.35	\$ -	\$ -	\$ 9,536.35
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$9,536.35	\$0.00	\$0.00	\$9,536.35

Columbia Metropolitan District
October-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Ac	Account Number
CORE Electric Cooperative	519683000	October 2023	9/25/2023	9/25/2023	\$ 21.30	Utilities 1794
CORE Electric Cooperative	530653000	October 2023	10/2/2023	10/23/2023	\$ 1,039.33	Utilities 1794
CORE Electric Cooperative	533021000	October 2023	9/21/2023	10/12/2023	\$ 21.00	Utilities 1794
Colorado Special Districts Pool	24WC-60739-0118		8/14/2023	8/14/2023	\$ 450.00	Insurance 1670
Diversified Underground, Inc.		28432	9/30/2023	10/30/2023	\$ 395.00	Locates 1680
ECCV Water & Sanitation District	8930003	October 2023	9/30/2023	10/27/2023	\$ 245.20	Utilities 1794
ECCV Water & Sanitation District	8940004	October 2023	9/30/2023	10/27/2023	\$ 906.50	Utilities 1794
Keesen Landscape	CEN 231640		10/1/2023	10/31/2023	\$ 4,348.09	Landscape 1910
Keesen Landscape	CEN 230237		9/22/2023	10/22/2023	\$ 227.12	Irrigation R 1810
McGeady Becher P.C.	9B 08-2023		8/31/2023	8/31/2023	\$ 169.68	Legal 1675
Special Dist Mgmt Svcs		Sep-23	9/30/2023	9/30/2023	\$ 712.20	Managem 1614
Special Dist Mgmt Svcs		Sep-23	9/30/2023	9/30/2023	\$ 35.70	Miscellane 1685
Special Dist Mgmt Svcs		Sep-23	9/30/2023	9/30/2023	\$ 973.80	Accounting 1612
Utility Notification Center of Colorado	223090305		9/30/2023	9/30/2023	\$ 47.73	Locates 1680
					\$ 9,592.65	

**Columbia Metropolitan District
October-23**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 9,592.65	\$ -	\$ -	\$ 9,592.65
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$9,592.65	\$0.00	\$0.00	\$9,592.65

Columbia Metropolitan District
November-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
CORE Electric Cooperative	53302100	November 2023	10/18/2023	10/18/2023	\$ 21.00	Utilities 1794
CORE Electric Cooperative	51968300	November 2023	10/19/2023	10/19/2023	\$ 21.19	Utilities 1794
CORE Electric Cooperative	53065300	November 2023	11/1/2023	11/1/2023	\$ 1,039.33	Utilities 1794
Colorado Special Districts Pool	24PL-60739-2243		10/17/2023	10/17/2023	\$ 4,996.00	Insurance 1670
Diversified Underground, Inc.	28651		10/31/2023	11/30/2023	\$ 1,190.00	Locates 1680
ECCV Water & Sanitation District	8940004	November 2023	10/31/2023	11/24/2023	\$ 150.00	Utilities 1794
ECCV Water & Sanitation District	8930003	November 2023	10/31/2023	11/24/2023	\$ 75.20	Utilities 1794
Keesen Landscape	CEN 233008		10/24/2023	11/23/2023	\$ 675.00	Landscape Contract 1910
Keesen Landscape	CEN 233240		11/1/2023	12/1/2023	\$ 4,348.08	Landscape Contract 1910
Special Dist Mgmt Svcs	Oct-23		10/31/2023	10/31/2023	\$ 617.30	Management 1614
Special Dist Mgmt Svcs	Oct-23		10/31/2023	10/31/2023	\$ 4.20	Miscellaneous Expense 1685
Special Dist Mgmt Svcs	Oct-23		10/31/2023	10/31/2023	\$ 1,378.80	Accounting 1612
T. Charles Wilson Insurance Service	13409		10/17/2023	10/17/2023	\$ 875.00	Prepaid Expense 1140
Utility Notification Center of Colorado	223100313		10/31/2023	10/31/2023	\$ 145.77	Locates 1680
					\$ 15,536.87	

**Columbia Metropolitan District
November-23**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 15,536.87	\$ -	\$ -	\$ 15,536.87
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$15,536.87	\$0.00	\$0.00	\$15,536.87

COLUMBIA METROPOLITAN DISTRICT
Schedule of Cash Position
September 30, 2023

	Rate	Operating
Checking:		
First Bank Checking		\$ 6,273.24
Investments:		
Colostrust	5.1665%	619,043.25
TOTAL FUNDS:		\$ 625,316.49

2023 Mill Levy Information		
General Fund	2.000	
Total Certified Mill Levy	2.000	

Board of Directors

Rod Johnson
Philip Yates
Scott Jones

*authorized signer on checking account

COLUMBIA METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

September 30, 2023

COLUMBIA METROPOLITAN DISTRICT
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
September 30, 2023

	<u>GENERAL</u>	<u>FIXED ASSETS</u>	<u>TOTAL MEMO ONLY</u>
Assets			
First Bank Checking	\$ 6,273	\$ -	\$ 6,273
Colotrust	619,043	-	619,043
Property Taxes Receivable	208	-	208
Total Current Assets	<u>625,524</u>	<u>-</u>	<u>625,524</u>
Capital Assets			
Fixed Assets	-	801,391	801,391
Total Capital Assets	<u>-</u>	<u>801,391</u>	<u>801,391</u>
Total Assets	<u>\$ 625,524</u>	<u>\$ 801,391</u>	<u>\$ 1,426,915</u>
Liabilities			
Payroll Taxes Payable	\$ 84	\$ -	\$ 84
Total Liabilities	<u>84</u>	<u>-</u>	<u>84</u>
Deferred Inflows of Resources			
Deferred Property Taxes	208	-	208
Total Deferred Inflows of Resources	<u>208</u>	<u>-</u>	<u>208</u>
Fund Balance			
Investment in Fixed Assets	-	801,391	801,391
Fund Balance	549,631	-	549,631
Current Year Earnings	75,601	-	75,601
Total Fund Balances	<u>625,232</u>	<u>801,391</u>	<u>1,426,623</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 625,524</u>	<u>\$ 801,391</u>	<u>\$ 1,426,915</u>

COLUMBIA METROPOLITAN DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 9 Months Ending
September 30, 2023
General Fund

Account Description	Period Actual	YTD Actual	Budget	Favorable (Unfavorable) Variance	% of Budget
Revenues					
Property Taxes	\$ 53,342	\$ 153,492	\$ 153,700	\$ (208)	99.9%
Specific Ownership Taxes	2,619	6,854	9,222	(2,368)	74.3%
Interest Income	8,019	20,939	-	20,939	-
Miscellaneous Income	108	108	7,000	(6,892)	1.5%
Total Revenues	<u>64,089</u>	<u>181,393</u>	<u>169,922</u>	<u>11,471</u>	<u>106.8%</u>
Expenditures					
Accounting	2,931	7,418	10,800	3,382	68.7%
Management	2,375	6,979	20,500	13,521	34.0%
Director's Fees	300	300	1,800	1,500	16.7%
Election	-	563	2,500	1,937	22.5%
Insurance	-	6,398	6,000	(398)	106.6%
Legal	-	679	3,000	2,321	22.6%
Membership Renewal	-	407	-	(407)	-
Locates	1,372	10,044	-	(10,044)	-
Miscellaneous Expense	337	1,018	2,000	982	50.9%
Plants & Tree Replacement	-	10,653	30,000	19,347	35.5%
Repair and Maintenance	-	-	10,000	10,000	0.0%
Payroll Taxes	23	23	138	115	16.6%
Treasurer's Fees	801	2,304	2,306	2	99.9%
Utilities	6,589	13,578	18,000	4,422	75.4%
Irrigation Repairs	2,264	6,296	5,000	(1,296)	125.9%
Winter Watering	-	-	3,000	3,000	0.0%
Landscape Contract	13,044	39,133	49,000	9,867	79.9%
Emergency Reserve	-	-	4,611	4,611	0.0%
Contingency	-	-	200,000	200,000	0.0%
Total Expenditures	<u>30,036</u>	<u>105,792</u>	<u>368,655</u>	<u>262,863</u>	<u>28.7%</u>
Excess (Deficiency) of Revenues Over Expenditures	34,052	75,601	(198,733)	274,334	
Beginning Fund Balance	591,180	549,631	262,129	287,502	
Ending Fund Balance	<u>\$ 625,232</u>	<u>\$ 625,232</u>	<u>\$ 63,396</u>	<u>\$ 561,836</u>	



PK Kaiser, MBA, MS

Assessor

OFFICE OF THE ASSESSOR
5334 S. Prince Street
Littleton, CO 80120-1136
Phone: 303-795-4600
TDD: Relay-711
Fax:303-797-1295
www.arapahoegov.com/assessor
assessor@arapahoegov.com

August 24, 2023

AUG 29 2023

AUTH 4230 COLUMBIA METRO DIST
SPECIAL DISTRICT MANAGEMENT
SERVICES
C/O DAVID SOLIN
141 UNION BLVD SUITE 150
LAKEWOOD CO 80228

Code # 4230

CERTIFICATION OF VALUATION

The Arapahoe County Assessor reports a taxable assessed valuation for your taxing entity for 2023 of:

\$105,727,352

The breakdown of the taxable valuation of your property is enclosed.

As further required by CRS 39-5-128(1), you are hereby notified to officially certify your levy to the Board of County Commissioners no later than December 15.

CRS 39-1-111(5) requires that this office transmit a notification by December 10 of any changes to valuation made after the original certification.

PK Kaiser, MBA, MS
Arapahoe County Assessor

enc

CERTIFICATION OF VALUATION BY ARAPAHOE COUNTY ASSESSOR

New Tax Entity YES NO

Date: August 24, 2023

NAME OF TAX ENTITY: COLUMBIA METRO DIST

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$	76,849,886
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$	105,727,352
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$	0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$	105,727,352
5. NEW CONSTRUCTION: *	5.	\$	0
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$	0
7. ANNEXATIONS/INCLUSIONS:	7.	\$	0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$	0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): ☐	9.	\$	0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$	0
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$	0

- ‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec 20(8)(b), Colo. Constitution
- * New construction is defined as: Taxable real property structures and the personal property connected with the structure.
- ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
- ☐ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART X, SEC.20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$	1,558,548,865
ADDITIONS TO TAXABLE REAL PROPERTY			
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2.	\$	0
3. ANNEXATIONS/INCLUSIONS:	3.	\$	0
4. INCREASED MINING PRODUCTION: §	4.	\$	0
5. PREVIOUSLY EXEMPT PROPERTY:	5.	\$	0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$	0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$	0

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$	0
9. DISCONNECTIONS/EXCLUSIONS:	9.	\$	0
10. PREVIOUSLY TAXABLE PROPERTY:	10.	\$	0

- ¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
- * Construction is defined as newly constructed taxable real property structures.
- § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1.	\$	0
---	----	----	---

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **		\$	3,781
--	--	----	-------

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

COLUMBIA METROPOLITAN DISTRICT
Assessed Value, Property Tax and Mill Levy Information

	2022 Actual	2023 Adopted Budget	2024 Preliminary Budget
Assessed Valuation	\$ 78,703,232	\$ 76,849,886	\$ 105,727,352
Mill Levy			
General Fund	2.000	2.000	1.500
Total Mill Levy	2.000	2.000	1.500
Property Taxes			
General Fund	\$ 157,406	\$ 153,700	\$ 158,591
Actual/Budgeted Property Taxes	\$ 157,406	\$ 153,700	\$ 158,591

COLUMBIA METROPOLITAN DISTRICT

GENERAL FUND

2024 Preliminary Budget

with 2022 Actual, 2023 Adopted Budget and 2023 Estimated

	2022 Actual	01/23-06/23 YTD Actual	2023 Adopted Budget	2023 Estimated	2024 Preliminary Budget
BEGINNING FUND BALANCE	\$ 556,178	\$ 550,263	\$ 262,129	\$ 550,263	\$ 545,443
REVENUE					
Property Taxes	157,405	100,150	153,700	153,700	158,591
Specific Ownership Taxes	9,945	4,235	9,222	9,222	9,515
Interest Income	7,944	12,920	-	18,000	7,000
Miscellaneous Income	4,847	-	7,000	2,000	-
Total Revenue	180,141	117,304	169,922	182,922	175,106
Total Funds Available	736,319	667,567	432,050	733,185	720,548
EXPENDITURES					
Administration					
Accounting	11,736	4,487	10,800	13,600	14,500
Management	18,076	4,604	20,500	20,500	22,000
Director's Fees	942	-	1,800	1,800	1,800
Election	2,277	563	2,500	1,000	-
Insurance	5,394	6,398	6,000	6,398	6,800
Legal	7,599	679	3,000	3,000	3,250
Locates	4,778	8,672	-	15,000	16,000
Payroll Taxes	23	-	138	138	138
Treasurer's Fees	2,363	1,503	2,306	2,306	2,379
Utilities	17,588	6,975	18,000	18,000	19,000
Plants & Tree Replacement	44,083	10,653	30,000	30,000	32,000
Repair and Maintenance	6,366	-	10,000	10,000	10,500
Median Renovation Construction	300	-	-	-	-
Winter Watering	-	-	3,000	3,000	3,250
Landscape Contract	55,463	26,088	49,000	53,000	57,000
Irrigation Repairs	10,345	4,032	5,000	8,000	9,500
Insurance Claim Replacement	5,125	-	-	-	-
Miscellaneous Expense	6,199	680	2,000	2,000	2,000
Contingency	-	-	200,000	-	200,000
Total Expenditures	198,656	75,335	364,043	187,742	400,117
Transfers and Other Sources (Uses)					
Emergency Reserve	-	-	(4,611)	-	(4,758)
Insurance Claim Reimbursement	12,600	-	-	-	-
Total Expenditures Requiring Appropriation	198,656	75,335	368,654	187,742	404,875
ENDING FUND BALANCE	\$ 550,263	\$ 592,232	\$ 63,396	\$ 545,443	\$ 315,674

RESOLUTION NO. 2023-12-__
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COLUMBIA METROPOLITAN DISTRICT
TO ADOPT THE 2024 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Columbia Metropolitan District (“District”) has appointed the District Accountant to prepare and submit a proposed 2024 budget to the Board at the proper time; and

WHEREAS, the District Accountant has submitted a proposed budget to this Board on or before October 15, 2023, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 13, 2023, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

WHEREAS, the Board of Directors of the District has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Columbia Metropolitan District:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Columbia Metropolitan District for the 2024 fiscal year.
2. That the budget, as hereby approved and adopted, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.

3. That the sums set forth as the total expenditures of each fund in the budget attached hereto as **EXHIBIT A** and incorporated herein by reference are hereby appropriated from the revenues of each fund, within each fund, for the purposes stated.

ADOPTED this 13th day of December, 2023.

Secretary

EXHIBIT A
(Budget)

I, David Solin, hereby certify that I am the duly appointed Secretary of the Columbia Metropolitan District, and that the foregoing is a true and correct copy of the budget for the budget year 2024, duly adopted at a meeting of the Board of Directors of the Columbia Metropolitan District held on December 13, 2023.

By: _____
Secretary

RESOLUTION NO. 2023-12-___
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COLUMBIA METROPOLITAN DISTRICT
TO SET MILL LEVIES

WHEREAS, the Board of Directors of the Columbia Metropolitan District (“District”) has adopted the 2024 annual budget in accordance with the Local Government Budget Law on December 13, 2023; and

WHEREAS, the adopted budget is attached to the Resolution of the Board of Directors to Adopt the 2024 Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference; and

WHEREAS, the amount of money necessary to balance the budget for general fund expenses from property tax revenue is identified in the budget; and

WHEREAS, the amount of money necessary to balance the budget for debt service fund expenses from property tax revenue is identified in the budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Columbia Metropolitan District:

1. That for the purposes of meeting all general fund expenses of the District during the 2024 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

2. That for the purposes of meeting all debt service fund expenses of the District during the 2024 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

3. That the District Accountant of the District is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levies for the District as set forth in the District’s Certification of Tax Levies (attached hereto as **EXHIBIT A** and incorporated herein by reference), recalculated as needed upon receipt of the final certification of valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED this 13th day of December, 2023.

Secretary

EXHIBIT A
(Certification of Tax Levies)

I, David Solin, hereby certify that I am the duly appointed Secretary of the Columbia Metropolitan District, and that the foregoing is a true and correct copy of the Certification of Mill Levies for the budget year 2024, duly adopted at a meeting of the Board of Directors of the Columbia Metropolitan District held on December 13, 2023.

Secretary

RESOLUTION NO. 2023-12-
COLUMBIA METROPOLITAN DISTRICT
AMENDING POLICY ON COLORADO OPEN RECORDS ACT REQUESTS

A. On November 18, 2013, Columbia Metropolitan District (the “**District**”) adopted Resolution No. 2013-11-04 Regarding Colorado Open Records Act Requests (the “**Resolution**”), in which the District adopted a policy related to Colorado Open Records Act Requests (the “**Policy**”).

B. In 2023, the Colorado General Assembly enacted Senate Bill 23-286, which provided for certain changes in the law related to Colorado Open Records Act Requests

C. The District desires to amend the Policy due to the legislative changes set forth in Senate Bill 23-286.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Columbia Metropolitan District, Arapahoe County, Colorado:

1. Defined Terms. Capitalized terms used but not otherwise defined herein shall have the meaning ascribed to them in the Resolution.

2. Amendments to Policy. The Policy is hereby amended as follows:

(a) Amendment to Section 1 of the Resolution. Section 1 of the Resolution is hereby deleted in its entirety, and substituted in lieu thereof shall be the following:

“1. Special District Management Services, Inc., as the District Manager for the District, is hereby designated as the “Official Custodian” of the public records of the District, as such term is defined in Section 24-72-202(2), C.R.S. Contact information for the Official Custodian is: Special District Management Services, Inc., 141 Union Boulevard, Lakewood, CO 80228; Phone: 303-987-0835; Fax: 303-987-2032.”

(b) Amendment to Section 3 of the Resolution. Section 3 of the Resolution is hereby deleted in its entirety, and substituted in lieu thereof shall be the following:

“3. Within the period specified in Section 24-72-203(3)(a), C.R.S., as amended from time to time, the Official Custodian shall notify the record requester that a copy of the record is available, but will only be sent to the requester once the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the Official Custodian, or where prohibited or limited by law. Upon either receiving such payment or making arrangements to receive such payment at a later date, the Official Custodian shall provide the record(s) to the requester as

soon as practicable, but no more than three (3) business days after receipt of, or making arrangements to receive, such payment.”

(c) Amendment to Section 5 of the Resolution. Section 5 of the Resolution is hereby deleted in its entirety, and substituted in lieu thereof shall be the following:

“5. The Official Custodian shall not charge a per-page fee for providing records in a digital or electronic format.”

(d) Amendment to Section 6 of Resolution. Section 6 of the Resolution is hereby deleted in its entirety, and substituted in lieu thereof shall be the following:

(e) “6. After the first hour of time expended in connection with the research and retrieval of public records, the Official Custodian is authorized to charge a fee, the maximum of which shall not exceed the fee set forth in Section 24-72-205(6), C.R.S., as amended from time to time, for the costs incurred to review public records requests, prepare documents for inspection, consultation with legal counsel or other consultants regarding such requests, to supervise and coordinate preparation, review and copying of public records, and for actual costs incurred by Official Custodian, District, District Management, outside consultants and legal counsel in responding to and complying with public record requests.”

(f) Amendment to Section 7 of the Resolution. Section 7 of the Resolution is hereby deleted in its entirety, and substituted in lieu thereof shall be the following:

“7. All requests for copies or inspection of public records of the District shall be submitted to the Official Custodian in writing. Such requests shall be delivered by the Official Custodian to the District’s legal counsel for review and legal advice regarding the lawful availability of records requested and related matters, including without limitation, whether to deny inspection or production of certain records or information for reasons set forth in Sections 24-72-204(2) and (3), C.R.S., as amended from time to time. The District may, from time to time, designate specific records for which written requests are not required and with respect to which review by legal counsel is not required; i.e., service plans, rules and regulations, minutes, etc. Such designations shall occur in the minutes of the meetings of the District.”

3. Except as expressly set forth herein, the Resolution continues to be effective without modification.

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE TO RESOLUTION NO. 2023-12-____]

RESOLUTION APPROVED AND ADOPTED ON NOVEMBER 27, 2023.

**COLUMBIA METROPOLITAN
DISTRICT**

By: _____
President

Attest:

Secretary



(303) 761-0444
(303) 761-4366 FAX
www.keesenlandscape.com

Landscape Maintenance Agreement

November 29, 2023

Contract No. - 103361

Columbia Metro District
c/o Special District Management Services
141 Union Blvd, Suite 150
Lakewood, CO 80228

This is an Agreement between Keesen Landscape Management, Inc., ("Keesen"), 3355 South Umatilla Street, Englewood, CO 80110, and Columbia Metro District c/o Special District Management Services ("Client"), 141 Union Blvd, Suite 150, Lakewood, CO 80228. This Agreement shall commence on January, 1 2024 and conclude on December, 31 2024.

Scope

Landscape and grounds maintenance as outlined in this Agreement.

General Requirements

Keesen shall furnish all labor, materials and equipment necessary to perform operations in accordance with the scope of work.

1. Coordination between Keesen and the Client shall be required.
2. Keesen shall be responsible for any damages to the grounds caused by its workforce while performing the requirements of these specifications herein. Labor and materials for the repair or replacement of these damages shall be provided and borne by Keesen.
3. Keesen reserves the right to an arbitration hearing with the Client on questionable damage.
4. Keesen will comply with all federal, state and local licensing requirements.
5. Due to a change in Colorado's Department of Agriculture Rules and Regulations (Rule 9.04), we are now required to have written permission from our customers to communicate VIA Electronic means about pesticide applications. Electronic communication will take the form of one or more of the following; Voice mail, Email, text or fax. By signing this contract or addendum you are agreeing to electronic communication

Subcontractors

Keesen is responsible for the fulfillment of this Agreement and may occasionally use qualified subcontractors to complete certain items.

Modification or Amendment

This Agreement constitutes the entire understanding between the Client and Keesen and no modification, amendment, renegotiations or other alteration to the terms of the Agreement shall be of any force or effect unless mutually agreed upon by the parties and embodied in writing.

Termination

Keesen shall be responsible for the performance of all service items unless the Client provides notice of cancellation of a specific service prior to its completion by Keesen, or Keesen has placed the account on hold. Cancellation of a single service will not have any effect upon the status of any other remaining uncompleted services.

Either party may terminate this Agreement by notice in writing to the other party at the respective address herein stated. Notice is to be given at least thirty (30) days prior to the effective date of such termination. Non-payment as agreed to by contractual agreement may constitute immediate cancellation. In the event of termination by either party, full payment for services performed or materials provided becomes due and payable on or before the date of termination. In the event of prepayment of services or materials not performed, refund will be due and payable on termination date.

Insurance

During the term of this agreement, Keesen shall at all times be covered by commercially reasonable general liability, automotive and workers compensation insurance. Evidence of coverage shall be provided upon the Client's request.

Force Majeure and Delays

Keesen's obligations under this Agreement are accepted subject to strikes, labor troubles (including strikes or labor troubles affecting any suppliers of Keesen), floods, fires, acts of God, accidents, delays, shortages of equipment, contingencies of transportation, and other causes of like or different character beyond the control of Keesen. Impossibility of performance by reason of any legislative, executive, or judicial act of any government authority shall excuse performance of or delay in performance of this Agreement.

Primary Maintenance

MOWING - Turf areas will be mowed weekly from May through September or as deemed necessary by Maintenance Contractor according to growth and weather conditions. Mowing will be performed every 7 to 14 days in April and October depending on growth and weather conditions. Grass clippings will be mulched and not caught or removed from turf areas unless deemed necessary by Maintenance Contractor.

TRIMMING - Turf areas will be string trimmed as needed during each mowing occurrence. Areas inaccessible to mowers will be trimmed to present a well-groomed appearance.

EDGING - Turf areas will be edged along sidewalks twice monthly from May through September and once monthly in April and October. Curbs will be edged approximately one time per month from April through October.

BLOWING - Debris from turf maintenance operations will be blown off sidewalks and curbs adjacent to landscape areas.

SUMMER POLICING - Landscape areas will be policed for loose trash and debris during mowing services. Unless otherwise specified in this agreement, policing does not include parking lots, improperly contained dumpsters, debris and trash from vandalism and acts of God. Rock and wood mulch will be

maintained in their proper areas.

WEEDING - Landscape beds (except annual floral beds and some perennial gardens which are contracted separately) will be weeded using a combination of hand-pulling and chemical applications. Weeds growing out of cracks in sidewalks, driveways and private streets/parking lots will be treated chemically.

TREE RINGS - To protect tree bark from mowing and trimming operations, trees in manicured turf areas will be chemically ringed to control grass and weeds adjacent to tree trunks.

Spring Clean-Up

Clean-up of landscape areas will be performed one (1) time in the Spring. This may include pine needle and leaf clean-up, edging, mowing and any other activities the Maintenance Contractor deems necessary to prepare the property for the coming season.

Fall Clean-Up

Beginning in October, leaves in turf areas will be collected or mulched during mowing visits. When applicable, usually starting in November, leaf clean-up will be performed approximately every 14 days over all manicured landscape areas. This includes blowing out bed areas and may include areas adjacent to manicured landscaping. Depending on weather, this service will be performed until completed or through the Agreement end date.

Summer Pruning

Timing of pruning may vary by plant species.

Shrubs under ten feet (10') will be pruned to promote plant health and aesthetics. Pruning may include a combination of shearing and/or selective hand pruning where deemed necessary by Maintenance Contractor.

Lower limbs on trees, up to ten feet (10'), will be pruned or removed for pedestrian and vehicle traffic clearances where necessary. This applies to trees that have been maintained for the respective clearances.

Removal of trees and shrubs, reduction pruning, rejuvenation pruning (including Acts of God), splitting of ornamental grasses, staking, guying, wound repair, or wrapping trees (unless otherwise stated in this Agreement) and replacement or installation of trees and shrubs is not included.

Winter Pruning

Timing of pruning may vary by plant species.

During the dormant season, select shrubs under ten feet (10') will be pruned to promote plant health and aesthetics. Pruning may include a combination of shearing and/or selective hand pruning where deemed necessary by Maintenance Contractor.

Lower limbs on trees, up to ten feet (10'), will be pruned or removed for pedestrian and vehicle traffic clearances where necessary. This applies to trees that have been maintained for the respective clearances.

Removal of trees and shrubs, reduction pruning, rejuvenation pruning (including Acts of God), splitting of ornamental grasses, staking, guying, wound repair, or wrapping trees (unless otherwise stated in this Agreement) and replacement or installation of trees and shrubs is not included.

Ornamental Grass Cutting

Ornamental grasses will be cut one (1) time per year, typically in late winter, to approximately one quarter of the existing height. For year-round agreements, select grasses may be cut if they become damaged by snow or hinder pedestrian or vehicle traffic.

Bed Pre-Emergent

Pre-emergent will be applied to bed areas to aid in controlling weed growth.

Bed Fertilization

Tree Wrap

Tree wrap is installed to help prevent sun scald during the winter months. Select deciduous trees, based on size and species, will have the trunk wrapped from the ground to the first crotch in the fall. Tree wrap will then be removed in the spring.

Lane Closures

Lane closures for pruning and ornamental grass cutting.

Irrigation Activation

The Maintenance Contractor will activate the irrigation system in the spring as weather conditions allow. The irrigation system will be checked and adjusted as necessary and controllers programmed for early season watering needs. Activation does not include labor or materials for repairs, these items will be billed at \$82.00 per man-hour plus materials.

Irrigation Winterization

Winterization of the irrigation system will be performed in the Fall, typically in October or November depending on weather. Forced air will be used to void the system of water.

Exterior backflow wrapping or draining is not included and will be performed as necessary according to weather conditions at \$75.00 per device.

Backflow removal and storage is not included unless otherwise mentioned in this Agreement. Winterization does not include labor or materials for repairs, these items will be billed at \$82.00 per man-hour plus materials.

Irrigation System Checks

The Maintenance Contractor will check the irrigation system operation on a regular basis to insure proper operation, adjust spray patterns and maintain controller programming to seasonal needs. Drip systems

will be checked for on/off function only. All necessary irrigation repairs will be \$82.00 per man-hour plus materials unless specified differently in this Agreement.

Winter Policing

Landscape areas will be policed for loose trash and debris weekly or as weather permits. Unless otherwise specified in this agreement, policing does not include parking lots, improperly contained dumpsters, debris and trash from vandalism and acts of God. Rock and wood mulch will be maintained in their proper areas.

2024 CONTRACT SUMMARY

INCLUDED SERVICES	TOTAL COST
Primary Maintenance	\$22,601.54
Spring Clean-Up	\$2,508.74
Fall Clean-Up	\$3,010.48
Summer Pruning	\$3,763.12
Winter Pruning	\$4,803.98
Ornamental Grass Cutting	\$2,135.10
Bed Pre-Emergent	\$3,843.18
Bed Fertilization	\$1,501.20
Tree Wrap	\$348.92
Lane Closures	\$4,270.20
Irrigation Activation	\$512.42
Irrigation Winterization	\$1,024.84
Irrigation System Checks	\$3,074.40
Winter Policing	\$1,387.88
TOTAL	\$54,786.00

BILLING SCHEDULE

SCHEDULE	SERVICE COST	TOTAL COST
January	\$4,565.50	\$4,565.50
February	\$4,565.50	\$4,565.50
March	\$4,565.50	\$4,565.50
April	\$4,565.50	\$4,565.50
May	\$4,565.50	\$4,565.50
June	\$4,565.50	\$4,565.50
July	\$4,565.50	\$4,565.50
August	\$4,565.50	\$4,565.50
September	\$4,565.50	\$4,565.50
October	\$4,565.50	\$4,565.50
November	\$4,565.50	\$4,565.50
December	\$4,565.50	\$4,565.50
TOTAL	\$54,786.00	\$54,786.00

The term of this Agreement commences on 1/1/2024 and will be in effect until 12/31/2024 and is subject to the termination clause as noted.

In consideration for performance of the services outlined in this Agreement for Columbia Metro District c/o Special District Management Services, 141 Union Blvd, Suite 150, Lakewood, CO 80228. Client agrees to submit timely payments according to the above billing schedule. Payments are to be made on or before the first day of each month. Time and material charges are billed separately as incurred for payment.

The account is considered past-due 30 days after the billing date. All balances 30 days or more past due are subject to a service charge of two percent (2%) per month (twenty-four percent <24%> per year). If reasonable attempt to negotiate fail, Client hereby agrees to pay all reasonable attorneys' fees, court costs, and any other expenses of collection incurred by Keesen.

We, the undersigned, agree to the terms and conditions as set forth by this Agreement between Columbia Metro District and Keesen Landscape Management, Inc.

By _____
Shane Chisolm

Date 11/29/2023

Keesen Landscape Management, Inc.

By _____

Print _____

Date _____

Authorized Representative for
Columbia Metro District



November 29, 2023

PROPOSAL #103403

PROPOSAL FOR

JAMES BECK
SPECIAL DISTRICT MANAGEMENT SERVICES
COLUMBIA METRO DISTRICT
E. ORCHARD ROAD AND S. TOWER
CENTENNIAL, CO 80015

Thank you for allowing us to provide you a quote to perform the work we discussed. We will work out a schedule with you to complete the work once you sign and return this proposal. You may send it via email to service@keesenlandscape.com or fax it to (303) 761-3466. While we do not anticipate any changes to the total cost, Keesen Landscape Management, Inc. does reserve the right to review any proposal that is over 30 days old.

DESCRIPTION OF WORK TO BE PERFORMED

2024 Summer Flowers

Summer Flowers		\$11,922.84
	Sale	\$11,922.84
	Sales Tax	\$0.00
	Total	\$11,922.84

Summer Flowers

Add flowers to:

13 Median End Beds On Orchard between Buckley and Smokey Hill.

*traffic control not included

A colorful mix of annual flowers will be installed. Standard flower colors and varieties based on availability. Keesen Landscape Management, Inc., Inc. guarantees all nursery stock planted by our landscape department to be in good, live condition when planted. After planting, plant losses caused by improper watering, cultivation, physical abuse, or neglect are not covered by this guarantee. If a plant has received reasonable care and maintenance, but fails to grow, we will replace the plant one time only without charge provided that the original invoice is paid in

full. All on-site transplants are excluded from this guarantee. We will not replace plants lost to hail, wind, freeze, animals, or other Acts of God. Unless otherwise specified below, all required irrigation repairs/modifications will be billed at a time and materials rate.

Annual flowers will be maintained every other week from installation through the beginning of October. Granular fertilizer is applied at planting and liquid fertilizer is applied as needed throughout the season.

PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
April	\$0.00	\$0.00	\$0.00
May	\$11,922.84	\$0.00	\$11,922.84
June	\$0.00	\$0.00	\$0.00
July	\$0.00	\$0.00	\$0.00
August	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00
	\$11,922.84	\$0.00	\$11,922.84

By 
 Kyle Gorman

Date 11/29/2023

**Keesen Landscape Management,
 Inc.**

By _____

Date _____

**SPECIAL DISTRICT
 MANAGEMENT SERVICES**

as Agent for

**COLUMBIA METRO
 DISTRICT**

Note: Unless otherwise specified in the work order, all required irrigation repairs/modifications will be done on a time and materials basis at contracted rates.



141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898
303-987-0835 • Fax: 303-987-2032

MEMORANDUM

TO: Board of Directors

FROM: Christel Gemski
Executive Vice-President

DATE: October 12, 2023

RE: Notice of 2024 Rate Increase

A rectangular box containing a handwritten signature in blue ink that reads "Christel Gemski".

In accordance with the Management Agreement (“Agreement”) between the District and Special District Management Services, Inc. (“SDMS”), at the time of the annual renewal of the Agreement, the hourly rate described in Article III for management and all services shall increase by (6.0%) per hour.

We hope you will understand that it is necessary to increase our rates due to increasing gas and operating costs along with new laws and rules implemented by our legislature.