

CASTLEWOOD RANCH METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
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<https://castlewoodranchmd.colorado.gov/>

NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Caryn Johnson	President	May, 2025/2025
Steven G. Peterson	Treasurer	May, 2027/2027
Michael Miller	Assistant Secretary	May, 2025/2025
David Mulay	Assistant Secretary	May, 2027/2027
Max Brooks	Assistant Secretary	May, 2027/2027

DATE: November 9, 2023 (Thursday)

TIME: 6:00 P.M.

PLACE: Philip S. Miller Library
100 South Wilcox Street
Castle Rock, Colorado 80104

-AND VIA TELECONFERENCE-

Phone Number: 1 (669) 900-6833

Meeting ID: 546 911 9353

Passcode: 912873

I. PUBLIC COMMENTS

A. _____

II. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Confirm quorum, confirm location of the meeting and posting of meeting notice, and designate 24-hour posting location. Approve Agenda.

C. Review and consider approval of minutes from the July 31, 2023 special meeting (enclosure).

- D. Discuss business to be conducted in 2024 and location (**virtual and/or physical**) of meetings. Schedule Regular Meeting dates (suggested dates are June 13, 2024 and November 14, 2024) and consider approval of Resolution No. 2023-11-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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E. Insurance Discussion

- i. Cyber Security and Increased Crime Coverage.
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- ii. Establish Insurance Committee to make final determinations regarding insurance, if necessary.
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- iii. Authorize renewal of District’s insurance and Special District Association (SDA) membership for 2024.
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III. FINANCIAL MATTERS

- A. Review and ratify approval of the payment of claims as follows (enclosures):

	Period Ending Nov. 30, 2022	Period Ending Dec. 31, 2022	Period Ending Jan. 31, 2023	Period Ending Feb. 28, 2023
General Fund	\$ 6,706.98	\$ 5,662.56	\$ 5,107.50	\$ 2,658.63
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 6,706.98	\$ 5,662.56	\$ 5,107.50	\$ 2,658.63

	Period Ending Mar.31, 2023	Period Ending Apr. 30, 2023	Period Ending May 31, 2023	Period Ending Jun. 30, 2023
General Fund	\$ 4,252.94	\$ 5,105.13	\$ 4,792.73	\$ 5,324.20
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 4,252.94	\$ 5,105.13	\$ 4,792.73	\$ 5,324.20

	Period Ending Jul. 31, 2023	Period Ending Aug. 31,2023	Period Ending Sep. 30, 2023	Period Ending Oct. 31,2023
General Fund	\$ 5,156.68	\$ 12,794.90	\$ 5,552.88	\$ 9,458.41
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 5,156.68	\$ 12,794.90	\$ 5,552.88	\$ 9,458.41

	Period Ending Nov. 5, 2023
General Fund	\$ 32,962.87
Debt Service Fund	\$ -0-
Capital Fund	\$ -0-
Total	\$ 32,962.87

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- B. Review and accept unaudited financial statements through the period ending June 30, 2023 (enclosure).
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- C. Conduct Public Hearing to consider Amendment to 2023 Budget (if necessary) and consider adoption of Resolution to Amend the 2023 Budget.
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- D. 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 (enclosures).
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- E. Authorize 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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- F. Consider appointment of District Accountant to prepare the 2025 Budget and set the date of the Budget Hearing as November __, 2024.
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- G. Discuss statutory requirements for an Audit. Consider engagement of _____ for preparation of 2023 Audit, in the amount of \$_____ (to be distributed).
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IV. LEGAL MATTERS

- A. Discuss potential conveyance of Tract A to the Town of Castle Rock; authorize any necessary actions.
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- B. Discuss potential conveyance of District property to the Castlewood Ranch Homeowners Association; authorize any necessary actions.
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C. Discuss status of round-about.

D. Discuss status of Bella Mesa Monument Sign; authorize all necessary actions.

E. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2024 (District Transparency Notice).

F. Discuss and consider adoption of Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).

V. CAPITAL IMPROVEMENTS/MAINTENANCE MATTERS

A. Discuss report on wildland fire risks and potential mitigation efforts (enclosure).

B. Discuss community sign boards.

C. Discuss electrical power issue for the power stand at the monument at the corner of Mitchell Street and Sheldon Avenue.

VI. OTHER BUSINESS

A. _____

VII. ADJOURNMENT THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2023.

Informational Enclosure:

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