

# COPPERLEAF METROPOLITAN DISTRICT

## NOS. 1 AND 3-9

450 E. 17<sup>th</sup> Ave., Suite 400  
Denver, Colorado 80203-1254

Phone: 303-592-4380

Fax: 303-592-4385

<https://copperleafmetropolitandistricts.specialdistrict.net>

### NOTICE OF REGULAR MEETING AND AGENDA

DATE:	Tuesday, November 14, 2023
TIME:	10:30 a.m.
LOCATION & ACCESS	<p>This meeting will be held virtually, via Zoom video/telephone conference:</p> <p>1. To attend via Zoom videoconference, use the following link, or e-mail <a href="mailto:csorensen@specialdistrictlaw.com">csorensen@specialdistrictlaw.com</a> to have the link e-mailed to you: <a href="https://us02web.zoom.us/j/82348578183?pwd=Nk9GcUNPQXlSVlhEUmRFQnpVQ2RXdz09">https://us02web.zoom.us/j/82348578183?pwd=Nk9GcUNPQXlSVlhEUmRFQnpVQ2RXdz09</a></p> <p>2. To attend via telephone, dial 1-719-359-4580 or 1-253-215-8782 and enter the following additional information:</p> <p style="padding-left: 40px;">(a) Meeting ID: 823 4857 8183</p> <p style="padding-left: 40px;">(b) Passcode: 959762</p>

<u>District</u>	<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Copperleaf MD No. 1	Richard A. Frank	President	May 2027
	Marc Cooper	Treasurer	May 2027
	Jonathan Alpert	Asst. Secretary	May 2027
	Eric R. "Rick" Miller	Asst. Secretary	May 2025
	Daniel Frank	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 3	Richard A. Frank	President	May 2027
	Marc Cooper	Treasurer	May 2027
	Jonathan Alpert	Asst. Secretary	May 2027
	Daniel Frank	Asst. Secretary	May 2025
	Tracy Brooks	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 4	Richard A. Frank	President	May 2027
	Marc Cooper	Treasurer	May 2027
	Jonathan Alpert	Asst. Secretary	May 2027
	Daniel Frank	Asst. Secretary	May 2025

	Tracy Brooks	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 5	Marc Cooper	President	May 2027
	Eric R. "Rick" Miller	Treasurer	May 2025
	Shawn J. Cooper	Asst. Secretary	May 2027
	Richard A. Frank	Asst. Secretary	May 2027
	Daniel Frank	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 6	Richard A. Frank	President	May 2027
	Marc Cooper	Treasurer	May 2027
	Jonathan Alpert	Asst. Secretary	May 2027
	Daniel Frank	Asst. Secretary	May 2025
	Robert P. Manlove, Jr.	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 7	Marc Cooper	President	May 2027
	Eric R. "Rick" Miller	Treasurer	May 2025
	Jonathan Alpert	Asst. Secretary	May 2027
	Richard A. Frank	Asst. Secretary	May 2027
	Daniel Frank	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 8	Richard A. Frank	President	May 2027
	Daniel Frank	Treasurer	May 2025
	Jonathan Alpert	Asst. Secretary	May 2027
	Shawn J. Cooper	Asst. Secretary	May 2027
	Eric R. "Rick" Miller	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A
Copperleaf MD No. 9	Marc Cooper	President	May 2027
	Tracy Brooks	Treasurer	May 2025
	Jonathan Alpert	Asst. Secretary	May 2027
	Daniel Frank	Asst. Secretary	May 2025
	Eric R. "Rick" Miller	Asst. Secretary	May 2025
	Craig Sorensen	Secretary	N/A

## I. ADMINISTRATIVE MATTERS

A. [All Districts] Present disclosures of potential conflicts of interest.

---

B. **[All Districts]** Confirm quorum, location of meeting, and posting of meeting notices. Approve agenda.

---

C. **[District Nos. 1, 7 and 8 only]** Discuss results of cancelled May 2, 2023 Regular Director' Election (enclosures – Notices of Cancellation of Election).

---

D. **[District Nos. 1, 7 and 8 only]** Consider appointment of officers:

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Assistant Secretary: \_\_\_\_\_

Assistant Secretary: \_\_\_\_\_

Assistant Secretary: \_\_\_\_\_

E. **[All Districts]** Discuss business to be conducted in 2024 and location (**virtual and/or physical**). Schedule regular meeting dates and consider adoption of Resolution No. 2023-11-\_\_\_\_, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosures).

---

F. **[All Districts] Insurance Discussion:**

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 Authority's insurance and Special District Association ("SDA") membership for 2024.

---

**II. CONSENT AGENDA** - These items are considered to be routine and will be approved and/or ratified by a single motion and vote. There will be no separate discussion of these items unless a Board Member so requests. In such case the item will be removed from the Consent Agenda and considered as part of the Regular Agenda.

- A. **[District Nos. 1 and 7 only]** Approve minutes of the April 11, 2023 Special Meeting (enclosures).
- B. **[District No. 8 only]** Approve minutes of the November 15, 2022 Regular Meeting (enclosure).
- C. **[District Nos. 3, 4, 5, 6 and 9 only]** Approve minutes of the July 27, 2023 Special Meeting (enclosures).
- D. **[District No. 8 only]** Ratify approval, execution and filing of Application for Exemption from Audit for 2022.
- E. **[District No. 4 only]** Ratify approval of Change Order No. 3 to Service Agreement for 2021 Recurring Day Porter and Street Sweeping Services between Copperleaf Metropolitan District No. 4 and KPM Property Maintenance LLC, d/b/a KPM Property Services (enclosure).
- F. **[District No. 4 only]** Ratify approval of Change Order No. 3 to Service Agreement for Snow Removal between Copperleaf Metropolitan District No. 4 and ColoradoScapes, Inc. (enclosure).

---

**III. FINANCIAL MATTERS**

- A. **[District No. 1 only]** Consider ratification of claims for the period of April 12, 2023 through July 27, 2023, in the amount of \$108,201.15, and ratification of claims for the period of July 28, 2023 through November 14, 2023 in the amount of \$\_\_\_\_\_ (enclosures).

- 
- B. **[All Districts]** Consider acceptance of unaudited financial statements for the period ending September 30, 2023 (enclosures).

- 
- C. **[District No. 1 only]** Review and consider approval of 2022 Audit (enclosure) and authorize execution of Representations Letter.

- 
- D. **[District Nos. 5, 7 and 8 only]** Consider appointment of District Accountant to prepare Application for Exemption from Audit for 2023.
-

- E. **[District Nos. 1, 3, 4, 6 and 9 only]** Consider engagement of Hiratsuka & Associates, LLP to prepare the 2023 Audit for the fee indicated (enclosures):
1. District No. 1, fee not to exceed \$5,300 (\$300 increase from last year).
  2. District No. 3, fee not to exceed \$5,300 (\$300 increase from last year).
  3. District No. 4, fee not to exceed \$5,300 (\$300 increase from last year).
  4. District No. 6, fee not to exceed \$5,300 (\$300 increase from last year).
  5. District No. 9, fee not to exceed \$5,300 (\$300 increase from last year).
- 

- F. **[All Districts]** Conduct Public Hearing to consider Amendment to 2023 Budget. If necessary, consider adoption of Resolution No. 2023-11-\_\_\_\_, Resolution to Amend the 2022 Budget.
- 

- G. **[All Districts]** Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution No. 2024-11-\_\_\_\_ to Adopt the 2024 Budget and Appropriate Sums of Money, and **[District Nos. 3-9 only]** Resolution No. 2023-11-\_\_\_\_ to Set Mill Levies (enclosures – draft budgets and resolutions).
- 

- H. **[District Nos. 3, 4, 6 and 9 only]** Consider adoption of Resolution No. 2023-11-\_\_\_\_, Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan (enclosures).
- 

- I. **[All Districts]** Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form (“Certification”). Direct District Counsel to file the Certification with the Board of County Commissioners and other interested parties.
- 

- J. **[All Districts]** Consider appointment of District Accountant to prepare 2025 Budget.
-

**IV. LEGAL MATTERS**

A. **[District No. 1 only]** Review and consider approval of Task Order No. 3 to the Master Service Agreement for Cost Verification Services between the District and Independent District Engineering Services, LLC, for Time and Materials – Charge Rate Schedule, in the amount of \$25,000.00 (enclosure).

---

B. **[All Districts]** Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2024 (District Transparency Notice).

---

C. **[All Districts]** Discuss and consider adoption of Resolution No. 2023-11-\_\_\_\_\_ Resolution Amending Policy on Colorado Open Records Act Requests (enclosures).

---

D. **[District No. 6 only]** Discuss and consider adoption of Resolution No. 2023-11-\_\_\_\_\_ Resolution of the Board of Directors of Copperleaf Metropolitan District No. 6 Regarding Payment of Project Costs (enclosure).

---

**V. OTHER BUSINESS**

---

**VI. ADJOURNMENT**

---