

CHURCH RANCH METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 · 800-741-3254
Fax: 303-987-2032
<https://churchranchmetrodistrict.com>

NOTICE OF A SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Gregg Bradbury	President	2027/May 2027
Gregg McKay	Vice President	2025/May 2025
Charles Church McKay	Treasurer	2027/May 2027
VACANT		2025/May 2025
VACANT		2025/May 2025
David Solin	Secretary	

DATE: December 12, 2023 (Tuesday)

TIME: 10:00 A.M.

PLACE: *This meeting will be held via Zoom. The meeting can be joined through the directions below:*

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

Meeting ID: 546 911 9353

Passcode: 912873

Dial In: 1-719-359-4580

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Confirm quorum, location of the meeting, and posting of meeting notices, and approve agenda.

C. Review and consider approval of Minutes of the July 18, 2023 Special Meeting (enclosure).

D. 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. 2023-12-____, Resolution Establishing Regular Meeting Dates, Time, and Location and Designating Location for Posting 24-Hour Notices (enclosure).

- E. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).
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F. **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 District’s insurance and Special District Association (“SDA”) membership for 2024.

III. FINANCIAL MATTERS

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

Fund	Period Ending Jul. 31, 2023	Period Ending Aug. 31, 2023	Period Ending Sep. 30, 2023
General	\$ 881.50	\$ 3,602.38	\$ 4,213.12
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 881.50	\$ 3,602.38	\$ 4,213.12

Fund	Period Ending Oct. 31, 2023	Period Ending Nov. 30, 2023
General	\$ 5,047.07	\$ 1,607.66
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-
Total	\$ 5,047.07	\$ 1,607.66

- B. Review and accept unaudited financial statements for the period ending September 30, 2023 (enclosure).
-

- C. Consider appointment of District Accountant to prepare Application for Exemption from Audit for 2023.
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- D. Conduct public hearing to consider Amendment to 2023 Budget and consider adoption of Resolution No. 2023-12-____, Resolution to Amend the 2023 Budget.

- E. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution No. 2023-12-____ to Adopt the 2024 Budget and Appropriate Sums of Money (enclosures – preliminary assessed valuation, 2024 draft Budget and Resolution).

- F. Authorize District Accountant to prepare and 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.

- G. Consider appointment of District Accountant to prepare the 2025 Budget and set date for public hearing to adopt the 2025 Budget (_____, 2024).

IV. LEGAL MATTERS

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

- B. Discuss and consider rescinding adoption of Resolution No. 2021-02-01, Resolution of the District Regarding Dissolution.

- C. Discuss and consider rescinding approval of Petition for Dissolution approved on February 25, 2021.

- D. Discuss and consider rescinding adoption of Resolution No. 2020-11-04, Resolution to Set Mill Levies for 2021 (due to post-meeting decision by Financial Committee to not impose any mill levies for 2021).

Church Ranch Metropolitan District
December 12, 2023
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V. OTHER BUSINESS

A. _____

VI. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2023.**

Informational Enclosure:

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

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE CHURCH RANCH METROPOLITAN DISTRICT HELD JULY 18, 2023

A special meeting of the Board of Directors (the “Board”) of the Church Ranch Metropolitan District (the “District”) was convened on Tuesday, July 18, 2023, at 10:00 a.m. via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Gregg Bradbury
Charles Church McKay

Also In Attendance Were:

David Solin; Special District Management Services, Inc.

Megan Becher, Esq.; McGeady Becher P.C.

Gregg McKay; Board Candidate

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 and to the Secretary of State. Mr. Solin noted that a quorum was present and requested members of the Board (the “Directors”) to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Directors prior to this meeting in accordance with the statute. Attorney Becher noted that all Directors’ Disclosure Statements have been filed, and no additional conflicts were disclosed at the meeting.

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 McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Agenda was approved, as presented.

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.,

RECORD OF PROCEEDINGS

concerning the location of the Board meeting. The Board determined that the meeting would be held by video/telephonic means, and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location of the meeting was duly posted and that the District had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxing electors within the District boundaries.

Designation of 24-Hour Posting Location: Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury, and upon vote, unanimously carried, the Board determined that notices of meetings of the Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted on the District's website, or if not available, within the boundaries of the District at least 24-hours prior to each meeting at the following location: on a telephone pole on W. 103rd Ave.

Minutes: The Board reviewed the Minutes of the December 8, 2022, Regular Meeting.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Minutes of the December 8, 2022, Regular Meeting were approved, as presented.

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

Following discussion, upon motion duly made by McKay, seconded by Director Bradbury, and upon vote unanimously carried, the Board acknowledged the resignation of Larry Loften as Secretary to the Board and appointed David Solin as Secretary to the Board.

FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending Dec. 31, 2022	Period Ending Jan. 31, 2023	Period Ending Feb. 28, 2023
General Fund	\$ 1,422.94	\$ 4,855.20	\$ 3,892.99
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-
Capital Projects Fund	\$ -0-	\$ -0-	\$ -0-
Total	\$ 1,422.92	\$ 4,855.20	\$ 3,892.99

RECORD OF PROCEEDINGS

Fund	Period Ending Mar. 31, 2023	Period Ending Apr. 30, 2023	Period Ending May 31, 2023
General Fund	\$ 1,873.18	\$ 1,675.26	\$ 1,001.41
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-
Capital Projects Fund	\$ -0-	\$ -0-	\$ -0-
Total	\$ 1,873.18	\$ 1,675.26	\$ 1,001.41

Fund	Period Ending Jun. 30, 2023
General Fund	\$ 907.44
Debt Service Fund	\$ -0-
Capital Projects Fund	\$ -0-
Total	\$ 907.44

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as presented.

Unaudited Financial Statements/Cash Position Statement: Mr. Solin presented for the Board's review the unaudited financial statements for the period ending June 30, 2023, and the cash position statement dated June 30, 2023.

Following review and discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending June 30, 2023, and the cash position statement dated June 30, 2023.

2022 Audit Exemption: Mr. Solin reviewed the 2022 Application for Exemption from Audit with the Board.

Following review and discussion, upon motion duly made by Director McKay seconded by Director Bradbury and, upon vote, unanimously carried, the Board ratified the approval, execution and filing of the Application for Exemption from Audit for 2022.

LEGAL MATTERS

There were no legal matters.

ADMINISTRATIVE MATTERS (continued)

May 2, 2023, Regular Directors' Election: Mr. Solin advised the Board that the May 2, 2023, Regular Directors' Election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were not more candidates than positions available on the Board of Directors. It was noted that Directors Bradbury and McKay were each deemed elected to 4-year terms

RECORD OF PROCEEDINGS

expiring in May 2027, and that the two existing vacancies expiring in May 2025 were confirmed.

Appointment of Director: The Board considered the appointment of qualified individual Gregg McKay to fill a vacancy on the Board of Directors. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of such publication.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board appointed Gregg McKay to fill a vacant position on the Board of Directors. The Oath of Director was administered.

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

Following discussion, upon motion duly made by Director C. McKay, seconded by Director Bradbury, and upon vote unanimously carried, the following slate of officers was appointed:

President	Gregg Bradbury
Vice President	Gregg McKay
Treasurer	Charles Church McKay
Secretary	David Solin

OTHER BUSINESS

There was no other business.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director C. McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the meeting was adjourned at 10:11 a.m.

Respectfully submitted,

By _____
Secretary for the Meeting

RESOLUTION NO. 2023-12-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHURCH RANCH METROPOLITAN DISTRICT ESTABLISHING REGULAR MEETING DATES, TIME, AND LOCATION, ESTABLISHING DISTRICT WEBSITE 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 at 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 Church Ranch Metropolitan District (the “**District**”), Jefferson 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.

2. 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.

3. That regular meetings of the District Board for the year 2024 shall be held on December __, 2024, at 10:00 am via Zoom.

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

5. 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.

6. 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.

7. That the District Board authorizes establishment of a District Website, if such District Website does not already exist, in order to provide full and timely notice of meetings of the District Board online pursuant to the provisions of Section 24-6-402(2)(c)(III), C.R.S.

8. That, if the District has established a District Website, the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to each meeting pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

9. That, if the District has not yet established a District Website or 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) Telephone pole on West 103rd Avenue

10. Special District Management Services, Inc., or his/her designee, is hereby appointed to post the above-referenced notices.

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

RESOLUTION APPROVED AND ADOPTED on December 12, 2023.

CHURCH RANCH METROPOLITAN DISTRICT

By: _____
President

Attest:

Secretary

Church Ranch Metropolitan District

July-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Diversified Underground, Inc.	27897	6/30/2023	7/30/2023	\$ 90.00	Locates	1680
McGeady Becher P.C.	678B 05-2023	5/31/2023	5/31/2023	\$ 287.85	Legal	1675
Special District Management Services	Jun-23	6/30/2023	6/30/2023	\$ 3.40	Miscellaneous	1685
Special District Management Services	Jun-23	6/30/2023	6/30/2023	\$ 372.60	Accounting	1612
Special District Management Services	Jun-23	6/30/2023	6/30/2023	\$ 121.20	Management	1614
UNCC	223060265	6/30/2023	6/30/2023	\$ 6.45	Miscellaneous	1685
				\$ 881.50		

Church Ranch Metropolitan District
July-23

	General	Debt	Capital	Totals
Disbursements	\$ 881.50			\$ 881.50
				\$ -
Total Disbursements	\$ 881.50	\$ -	\$ -	\$ 881.50

Church Ranch Metropolitan District

August-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Diversified Underground, Inc.	28078	7/31/2023	8/30/2023	\$ 35.00	Locates	1680
McGeady Becher P.C.	678B 6-2023	6/30/2023	6/30/2023	\$ 248.47	Legal	1675
Special District Management Services	Jul-23	7/31/2023	7/31/2023	\$ 789.11	Miscellaneous	1685
Special District Management Services	Jul-23	7/31/2023	7/31/2023	\$ 441.20	Accounting	1612
Special District Management Services	Jul-23	7/31/2023	7/31/2023	\$ 2,088.60	Management	1614
				\$ 3,602.38		

Church Ranch Metropolitan District
August-23

	General	Debt	Capital	Totals
Disbursements	\$ 3,602.38			\$ 3,602.38
				\$ -
Total Disbursements	\$ 3,602.38	\$ -	\$ -	\$ 3,602.38

Church Ranch Metropolitan District
September-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Diversified Underground, Inc.	28258	8/31/2023	9/30/2023	\$ 60.00	Locates	1680
McGeady Becher P.C.	678B 07-2023	7/31/2023	7/31/2023	\$ 3,596.55	Legal	1675
Special District Management Services	Aug-23	8/31/2023	8/31/2023	\$ 3.20	Miscellaneous	1685
Special District Management Services	Aug-23	8/31/2023	8/31/2023	\$ 356.60	Accounting	1612
Special District Management Services	Aug-23	8/31/2023	8/31/2023	\$ 180.00	Management	1614
UNCC	223080264	8/31/2023	8/31/2023	\$ 16.77	Miscellaneous	1685
				\$ 4,213.12		

Church Ranch Metropolitan District
September-23

	General	Debt	Capital	Totals
Disbursements	\$ 4,213.12			\$ 4,213.12
				\$ -
Total Disbursements	\$ 4,213.12	\$ -	\$ -	\$ 4,213.12

Church Ranch Metropolitan District
October-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Colorado Special Districts P&L	24PL-60344-1144	9/5/2023	10/5/2023	\$ 2,076.00	Prepaid Expenses	1125
Colorado Special Districts P&L	24WC-60344-0512	8/14/2023	9/13/2023	\$ 450.00	Prepaid Expenses	1125
Diversified Underground, Inc.	28425	9/30/2023	10/30/2023	\$ 205.00	Locates	1680
McGeady Becher P.C.	678B 08-2023	8/31/2023	8/31/2023	\$ 242.40	Legal	1675
McGeady Becher P.C.	678b 09-2023	9/30/2023	9/30/2023	\$ 423.70	Legal	1675
Special District Management Services	Sep-23	9/30/2023	9/30/2023	\$ 9.60	Miscellaneous	1685
Special District Management Services	Sep-23	9/30/2023	9/30/2023	\$ 724.60	Accounting	1612
Special District Management Services	Sep-23	9/30/2023	9/30/2023	\$ 192.00	Election	1635
Special District Management Services	Sep-23	9/30/2023	9/30/2023	\$ 112.00	Management	1614
T Charles Wilson Insurance	13263	9/14/2023	9/14/2023	\$ 595.00	Prepaid Expenses	1125
UNCC	223090262	9/30/2023	9/30/2023	\$ 16.77	Miscellaneous	1685
				\$ 5,047.07		

Church Ranch Metropolitan District
October-23

	General	Debt	Capital	Totals
Disbursements	\$ 5,047.07			\$ 5,047.07
				\$ -
Total Disbursements	\$ 5,047.07	\$ -	\$ -	\$ 5,047.07

Church Ranch Metropolitan District
November-23

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Diversified Underground, Inc.	28644	10/31/2023	11/30/2023	\$ 325.00	Locates	1680
Special District Management Services	10.2023	10/31/2023	10/31/2023	\$ 9.20	Miscellaneous	1685
Special District Management Services	10.2023	10/31/2023	10/31/2023	\$ 1,104.40	Accounting	1612
Special District Management Services	10.2023	10/31/2023	10/31/2023	\$ 151.00	Management	1614
UNCC	223100269	10/31/2023	10/31/2023	\$ 10.32	Miscellaneous	1685
UNCC	223070262	7/31/2023	7/31/2023	\$ 7.74	Miscellaneous	1685
				\$ 1,607.66		

Church Ranch Metropolitan District
November-23

	General	Debt	Capital	Totals
Disbursements	\$ 1,607.66			\$ 1,607.66
				\$ -
Total Disbursements	\$ 1,607.66	\$ -	\$ -	\$ 1,607.66

CHURCH RANCH METROPOLITAN DISTRICT
Schedule of Cash Position
September 30, 2023

	<u>Rate</u>	<u>Operating</u>	<u>Capital Projects</u>	<u>Total</u>
Checking:				
FirstBank Checking		\$ 10,719.87	\$ -	\$ 10,719.87
Investments:				
ColoTrust	5.5058%	125,645.24	311,203.60	436,848.84
TOTAL FUNDS:		<u>\$ 136,365.11</u>	<u>\$ 311,203.60</u>	<u>\$ 447,568.71</u>

2023 Mill Levy Information

General Fund	0.000
Debt Service Fund	0.000
Total	0.000

Board of Directors

- * Gregg A. Bradbury
- * Charles C. McKay

*authorized signer on checking account

CHURCH RANCH METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

September 30, 2023

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

	GENERAL	CAPITAL PROJECTS	TOTAL MEMO ONLY
Assets			
FirstBank Checking	\$ 10,720	\$ -	\$ 10,720
ColoTrust	125,645	311,204	436,849
Total Current Assets	136,365	311,204	447,569
Total Assets	\$ 136,365	\$ 311,204	\$ 447,569
Fund Balance			
Fund Balance	\$ 250,896	\$ 200,000	\$ 450,896
Current Year Earnings	(114,531)	111,204	(3,327)
Total Fund Balances	136,365	311,204	447,569
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 136,365	\$ 311,204	\$ 447,569

CHURCH RANCH 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					
Interest Income	\$ 1,834	\$ 5,552	\$ 4,000	\$ 1,552	138.8%
Total Revenues	<u>1,834</u>	<u>5,552</u>	<u>4,000</u>	<u>1,552</u>	<u>138.8%</u>
Expenditures					
Accounting	1,170	3,756	6,500	2,744	57.8%
Management	2,390	3,999	6,500	2,501	61.5%
Election	-	832	1,000	168	83.2%
Insurance/SDA Dues	-	3,555	4,000	446	88.9%
Legal	4,133	5,598	18,000	12,402	31.1%
Locates	185	790	-	(790)	-
Miscellaneous	1,032	1,554	3,000	1,446	51.8%
Contingency	-	-	50,000	50,000	0.0%
Emergency Reserve	-	-	120	120	0.0%
Total Expenditures	<u>8,910</u>	<u>20,083</u>	<u>89,120</u>	<u>69,037</u>	<u>22.5%</u>
Excess (Deficiency) of Revenues Over Expenditures	(7,077)	(14,531)	(85,120)	70,589	
Other Financing Sources (Uses)					
Transfer to Capital Projects	-	(100,000)	(200,000)	100,000	
Total Other Financing Sources (Uses)	<u>-</u>	<u>(100,000)</u>	<u>(200,000)</u>	<u>100,000</u>	
Change in Fund Balance	(7,077)	(114,531)	(285,120)	170,589	
Beginning Fund Balance	143,442	250,896	439,515	(188,619)	
Ending Fund Balance	<u>\$ 136,365</u>	<u>\$ 136,365</u>	<u>\$ 154,395</u>	<u>\$ (18,030)</u>	

CHURCH RANCH METROPOLITAN DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 9 Months Ending
September 30, 2023
Capital Projects Fund

Account Description	Period Actual	YTD Actual	Budget	Favorable (Unfavorable) Variance	% of Budget
Revenues					
Interest Income	\$ 4,207	\$ 11,204	\$ -	\$ 11,204	-
Total Revenues	<u>4,207</u>	<u>11,204</u>	<u>-</u>	<u>11,204</u>	<u>0.0%</u>
Expenditures					
Public Improvements	-	-	200,000	200,000	0.0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Excess (Deficiency) of Revenues Over Expenditures	4,207	11,204	(200,000)	211,204	
Other Financing Sources (Uses)					
Transfer from General Fund	-	100,000	200,000	100,000	
Total Other Financing Sources (Uses)	<u>-</u>	<u>100,000</u>	<u>200,000</u>	<u>100,000</u>	
Change in Fund Balance	4,207	111,204	-	311,204	
Beginning Fund Balance	306,996	200,000	-	200,000	
Ending Fund Balance	<u>\$ 311,204</u>	<u>\$ 311,204</u>	<u>\$ -</u>	<u>\$ 511,204</u>	

RESOLUTION NO. 2023 - 12 - ____
RESOLUTION TO AMEND 2023 BUDGET
CHURCH RANCH METROPOLITAN DISTRICT

WHEREAS, the Board of Directors of the Church Ranch Metropolitan District adopted the budgeted and appropriated funds for the fiscal year 2023 as follows:

General Fund	\$	89,120
Debt Service Fund	\$	-0-
Capital Projects Fund	\$	200,000

WHEREAS, the necessity has arisen for additional expenditures in the General Fund requiring the unanticipated expenditure of funds in excess of those appropriated for the fiscal year 2023; and

WHEREAS, the expenditure of such funds is a contingency which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, funds are available for such expenditures in the General Fund from property taxes and specific ownership taxes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Church Ranch Metropolitan District shall and hereby does amend the amended Budget for the fiscal year 2023 and adopts a supplemental budget and appropriation for the General Fund for the fiscal year 2023, as follows:

General Fund	\$	_____
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BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the proper funds for the purposes stated.

DATED this 12th day of December, 2023.

CHURCH RANCH METROPOLITAN DISTRICT

By: _____
Secretary



SCOT KERGAARD

Assessor

OFFICE OF THE ASSESSOR
100 Jefferson County Parkway
Golden, CO 80419-2500
Phone: 303-271-8600
Fax: 303-271-8616

Website: <http://assessor.jeffco.us>
E-mail Address: assessor@jeffco.us

August 25, 2023

AUG 29 2023

CHURCH RANCH METRO DISTRICT
LARRY LOFTEN
141 UNION BLVD 150
LAKEWOOD CO 80228-1898

Code # 4159

CERTIFICATION OF VALUATION

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

\$32,253,430

This certification may not reflect all changes from legislation, pending cases, or other known issues.

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

Pursuant to Senate Bill 22-238 enacted by the Colorado General Assembly and signed by Governor Polis on May 16, 2022, the actual value of certain property types must be reduced for tax year 2023 under C.R.S. § 39-1-104 by varying amounts up to \$30,000 in actual value.

Please be advised that the software system used by Jefferson County is unable to accurately capture and reflect the recent legislative value reductions, and we understand that various other Colorado counties face a similar issue. As a result, the values shown on the August certifications do NOT reflect the value reductions required under SB22-238. That is, the adjustments/reductions have not yet been removed from the values currently certified. Once we successfully update our software systems to accurately capture and reflect the necessary value adjustments, the values that will be reflected in the certifications you will receive in December will likely change somewhat from those reflected in the August certifications. Please keep this information in mind when determining your budget estimates.

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.

enc

SCOT KERGAARD
Jefferson County Assessor

CERTIFICATION OF VALUATION BY JEFFERSON COUNTY ASSESSOR

New Tax Entity YES NO

Date: August 25, 2023

NAME OF TAX ENTITY: CHURCH RANCH METRO DISTRICT

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.	\$	31,127,347
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$	32,253,430
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$	0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$	32,253,430
5. NEW CONSTRUCTION: *	5.	\$	365,006
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.	\$	102,699,365
ADDITIONS TO TAXABLE REAL PROPERTY			
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2.	\$	1,308,265
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.	\$	115,691,449
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IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **		\$	0
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** 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.

CHURCH RANCH METROPOLITAN DISTRICT
Assessed Value, Property Tax and Mill Levy Information

	2022 Actual	2023 Adopted Budget	2024 Preliminary Budget
Assessed Valuation	\$ 30,317,983	\$ 31,127,347	\$ 32,253,430
Mill Levy			
General Fund	-	-	-
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	-	-	-
Refunds and Abatements	-	-	-
Total Mill Levy	-	-	-
Property Taxes			
General Fund	\$ -	\$ -	\$ -
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	-	-	-
Refunds and Abatements	-	-	-
Actual/Budgeted Property Taxes	\$ -	\$ -	\$ -

CHURCH RANCH METROPOLITAN DISTRICT

GENERAL FUND

2024 Preliminary Budget

with 2022 Actual, 2023 Adopted Budget and 2023 Estimated

	2022 Actual	01/23-09/23 YTD Actual	2023 Adopted Budget	2023 Estimated	2024 Preliminary Budget
BEGINNING FUND BALANCE	\$ 469,671	\$ 250,896	\$ 439,515	\$ 250,896	\$ 216,841
REVENUE					
Interest Income	7,830	5,552	4,000	6,000	250
Total Revenue	7,830	5,552	4,000	6,000	250
Total Funds Available	477,501	256,448	443,515	256,896	217,091
EXPENDITURES					
Accounting	4,973	3,756	6,500	6,500	6,900
Management	6,558	3,999	6,500	6,500	6,900
Election	711	832	1,000	1,000	-
Insurance/SDA Dues	3,504	3,555	4,000	3,555	4,250
Legal	4,903	5,598	18,000	18,000	20,000
Miscellaneous	3,236	1,554	3,000	3,000	3,000
Locates	225	790	-	1,500	1,500
Website	2,495	-	-	-	-
Contingency	-	-	50,000	-	50,000
Total Expenditures	26,605	20,083	89,000	40,055	92,550
Transfers and Other Sources (Uses)					
Transfer to Capital Projects	200,000	100,000	200,000	-	-
Transfer from Debt Service	-	-	-	-	-
Emergency Reserve	-	-	120	-	-
Total Expenditures Requiring Appropriation	26,605	20,083	89,120	40,055	92,550
ENDING FUND BALANCE	\$ 250,896	\$ 136,365	\$ 354,395	\$ 216,841	\$ 124,541

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

WHEREAS, the Board of Directors of the Church Ranch 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 12, 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 Church Ranch Metropolitan District:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Church Ranch 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 12th day of December, 2023.

Secretary

(SEAL)

EXHIBIT A
(Budget)

I, David Solin, hereby certify that I am the duly appointed Secretary of the Church Ranch 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 Church Ranch Metropolitan District held on December 12, 2023.

By: _____
Secretary

RESOLUTION NO. 2023-12-____

**CHURCH RANCH METROPOLITAN DISTRICT
RESOLUTION AMENDING POLICY ON COLORADO OPEN RECORDS ACT
REQUESTS**

A. On November 21, 2013, Church Ranch Metropolitan District (the “**District**”) adopted Resolution No. 2013-11-05 Regarding Colorado Open Records Act Requests (as amended November 13, 2014, 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 the Church Ranch Metropolitan District, City of Westminster, Jefferson 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 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.”

(b) 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.”

(c) 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.

RESOLUTION APPROVED AND ADOPTED on December 12, 2023.

**CHURCH RANCH METROPOLITAN
DISTRICT**

By: _____
President

Attest:

Secretary



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.