

UPPER COTTONWOOD CREEK METROPOLITAN DISTRICT NO. 4  
121 S. Tejon Street, Suite 1100  
Colorado Springs, Colorado  
719-635-0330  
[www.ldranchmetrodistrict.org](http://www.ldranchmetrodistrict.org)

**NOTICE OF SPECIAL MEETING AND AGENDA**

**DATE:** November 13, 2023

**TIME:** 11:30 a.m.

**LOCATION:** **THIS MEETING WILL BE HELD BY VIDEO/TELEPHONIC MEANS WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON**

You can attend the meetings in any of the following ways:

1. To attend via Microsoft Teams Videoconference use the below link:

**ACCESS:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Y2YyODVmZWQtNDQ4YS00NzExLTlTYWUtNmZjZDJiMTZiYWw%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2YyODVmZWQtNDQ4YS00NzExLTlTYWUtNmZjZDJiMTZiYWw%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d)

2. To attend via telephone, dial 720-547-5281 and enter the following additional information:

Conference ID: 835 087 329#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Timothy Seibert	President	May, 2025
Delroy Johnson	Secretary	May, 2027
David D. Jenkins	Treasurer	May, 2025
Bobby Ingels	Assistant Secretary	May, 2025
Christopher S. Jenkins	Assistant Secretary	May, 2027

**I. ADMINISTRATIVE MATTERS**

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices.

D. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

E. Review and consider approval of Minutes from the April 12, 2023 Regular Meeting (enclosure).

F. Consider adoption of Resolution No. 2023-11-\_\_ Regarding 2024 Annual Administrative Matters (enclosure).

G. Discuss and consider approval of 2024 insurance renewal (enclosure).

1. Discuss and consider Worker's Compensation insurance for 2024; If necessary, consider adoption of Resolution No. 2023-11-\_\_ Excluding Worker's Compensation.
2. Consider authorization of renewing membership in the Special District Association for 2024.

**II. FINANCIAL MATTERS**

A. Review and consider acceptance of \_\_\_\_\_, 2023 Unaudited Financial Statements (enclosure).

B. Conduct Public Hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution No. 2023-11-\_\_ to Amend the 2023 Budget.

C. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution No. 2023-11-\_\_ to Adopt the 2024 Budget and Appropriate Sums of Money and to Set Mill Levies (enclosure).

D. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

E. Consider appointment of District Accountant to prepare 2025 Budget.

F. Ratify Approval of 2022 Audit Report (enclosure).

G. Discuss statutory requirements for an audit. Consider approving engagement letter with BiggsKofford, P.C. to prepare Audit Report for 2023 (enclosure).

**III. LEGAL MATTERS**

A. Legislation update (enclosure).

**IV. MANAGER MATTERS**

- A. Consider approval of CliftonLarsonAllen LLP Master Services Agreement and related Statement(s) of Work for 2024 (enclosures).

**V. OTHER BUSINESS**

**VI. ADJOURNMENT**

The next regular meeting is scheduled for \_\_\_\_\_, 2024 at \_\_\_\_\_ a.m./p.m.