

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
REGULAR BOARD MEETING AGENDA

Board of Directors:

Calvin Brown, President	Term Expires May 2020
Debra Prysby, Vice President	Term Expires May 2022
Ron Bendall, Secretary/Treasurer	Term Expires May 2020
Steven Sherman, Assistant Secretary	Term Expires May 2022
Edward Wagner, Assistant Secretary	Term Expires May 2022

Date: January 21, 2020 (Tuesday)
Time: 6:30 p.m.
Place: Roxborough Library
8375 N. Rampart Range Road. #200
Littleton, CO 80125
Call in Information: Dial 844-286-0635 Code 391046547

1. CALL TO ORDER
2. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS
3. APPROVE AGENDA
4. PUBLIC COMMENT and/or GUESTS
Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in.

CONSENT AGENDA (5 MINUTES)

(Note: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member or a member of the audience so requests.)

- A. Consider Approval of the amended minutes of the November 19, 2019 Regular Meeting and minutes of the December 17, 2019 Special Meeting (enclosed)
- B. Review and Accept the January 15, 2020 Cash Position and Property Tax Schedule (enclosed)
- C. Ratify Approval of Proposal from Quest Environmental for Soil Sampling - \$1,595 (enclosed)

DISCUSSION AGENDA

5. ACTION ITEMS (10 MINUTES)

Roxborough Village Metropolitan District

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- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
6. MANAGER MATTERS (40 MINUTES)
- A. Discuss Master Plan Next Steps (enclosed)
 - B. Discuss Newsletter timing – release strategies and follow-up plan, PR firm and historical debt chart (enclosed)
 - C. Plumbing updates (enclosed)
 - D. Consider changing meeting start time to 6:00 p.m.
 - E. Other
8. LANDSCAPE MAINTENANCE (10 MINUTES)
- A. Metco Landscape Report – Bill Barr (enclosed)
 - B. Review and Consider Approval of Proposals
 - 1. Proposals for Tree Fertilizer, Maintenance and Installation of 10 Trees Metco - \$56,840; Bailey Tree - \$83,165 (enclosed)
 - 2. Proposal to install drain at Marmot Ridge Park - \$8,255 (enclosed)
 - 3. Proposals to cut down Cottonwood touching fence at 7927 Elmwood Street - \$2,150 (enclosed)
 - 4. Proposal to replace doggy station trash cans - \$2,290 (enclosed)
 - D. Other
9. DIRECTOR ITEMS (5 MINUTES)
- A. Fall Festival
 - B. Town Hall
 - C. Other
10. ENGINEERING MATTERS (10 MINUTES)
- A. Discuss Enhancement, Spillway and Trail Design (enclosed)
 - B. Feasibility study discussion (enclosed)
 - C. Embankment Stabilization/wetlands Planting
 - D. Aqua Sierra updates (enclosed)
 - E. Discuss asset tracking and mapping assets – best approach (enclosed)
11. LEGAL MATTERS (10 MINUTES)
- A. Discuss Request for Funding for Annual Easter Egg Hunt
 - B. Update on Possible Encroachments (enclosed)
 - C. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested
 - D. Update on 7448 Pintail Drainage (enclosed)
 - E. Follow up re lumber delivery and GMR status
 - F. Election-related items

Roxborough Village Metropolitan District

Agenda – January 21, 2020

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- G. Review and Consider Approval of 2020 Services Agreement with Livable Cities Studios; Adopt Resolution Approving the 2020 Service Agreement with Livable Cities Studios (to be distributed)
- H. Review and Consider Approval of Resolution Amending Renewal of Foothills' Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2020 (enclosed)
- I. Executive Session Pursuant to C.R.S. Section 24-6-402(4)(b) for Purposes of Receiving Legal Advice on a Specific Legal Question
- J. Other

12. OTHER BUSINESS (5 MINUTES)

- A. Confirm Quorum for February 18, 2020 Regular Meeting at the Fire Station

13. ADJOURNMENT

2020 Meeting Calendar
Roxborough Library
West Metro Fire Station No. 15

JANUARY

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DECEMBER

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RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, November 19, 2019

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, November 19, 2019 at 6:30 p.m., at West Metro Fire Station 15, 6220 N. Roxborough Park Road, Littleton, Colorado 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner
Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
George Bidenstein and Steve Bailey; Bailey Tree
Anna Jones, Janece Soendker, Patrick Shannon and Andrew Williams; CliftonLarsonAllen LLP
Bob Clinard; 7218 Red Mesa Court
Tara Ham; 7565 Brown Bear Way
Ephram Glass; 10196 Cavaletti Drive
Tim Moore; 8057 Eagleview Drive

CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Director Brown.

**DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS**

Director Brown declared a quorum was present, all directors are qualified.

APPROVE AGENDA

Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the agenda, as presented.

RECORD OF PROCEEDINGS

PUBLIC COMMENT and/or GUESTS

Mr. Clinard thanked Mr. Barr for repairing the damage in the back of his property.

CONSENT AGENDA

- A. Consider Approval of the November 4, 2019 Special Meeting Minutes
- B. Review and Accept the September 30, 2019 Financial Statements, November 13, 2019 Cash Position and Property Tax Schedule

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Consent Agenda, with amendments made to the minutes.

DISCUSSION AGENDA

ACTION ITEMS

- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the current claims the transfer of funds and ratified payment of Autopay claims and previous claims.

- B. Update on Bailey Tree Planting and 2020 Plans – George Biedenstein
 - 1. Proposal for 2020 Tree Maintenance - \$83,165

Mr. Biedenstein reviewed the 2020 tree maintenance proposal. Discussion ensued regarding the current contract versus previous years. The Board again asked to remove tree stump on Village Circle West.

Mr. Barr expressed concerns about the communication between Bailey Tree and the District. Bailey Tree agreed to improve communications and to use Ms. Jones as the contact person for the Board. Ms. James discussed the fact that trees were supposed to have been planted in 2018 but was never done. She also pointed out that the District was not charged. Mr. Barr would like the locations of new tree plantings to be relayed to the Board.

RECORD OF PROCEEDINGS

Bailey Tree reported that ten trees that are under warranty have died and will be replaced in the spring.

Ms. Jones would like Bailey Tree to develop a spreadsheet/mechanism to track the scope and trend of tree work to anticipate future cost trends and maintenance, and to improve communication and efficiency. Steven Bailey agreed that Bailey would undertake a tracking system and communicate with CLA directly regarding progress. Director Sherman agreed and mentioned that this spreadsheet would be beneficial during the master planning process.

C. Conduct Public Hearing to Consider Adoption of 2020 Budget; Appropriate Sums of Money and Set Mill Levy; Consider Approval of Resolution No. 2019-11-01, Resolution to Adopt 2020 Budget; Resolution No. 2019-11-02, Resolution to Appropriate Sums of Money; and Resolution No. 2019-11-03, Resolution to Set Mill Levy

Upon a motion duly made by Director Brown, the Board opened the public hearing at 7:08 p.m.

There was no public comment. Upon a motion duly made by Director Brown, members of the Board closed the public hearing at 7:09 p.m.

Ms. Soendker reviewed the 2020 budget with the Board, noting the debt service mill levy dropped from 34.000 mills to 10.200 mills, bringing the total mill levy for 2020 to 22.287 mills.

Ms. Jones discussed the capital projects budget for 2020. Director Sherman asked that the Master Plan line item be changed to “Master Plan Implementation”.

Following discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board adopted the 2020 budget and approved Resolution No. 2019-11-01 Adopting the 2020 budget, Resolution No. 2019-11-02 Appropriating Sums of Money and Resolution No. 2019-11-03 Setting the Mill Levy subject to final assessed valuations.

D. Review and Consider Approval of Resolution No. 2019-11-04, 2019 Audit Engagement Letter with Stratagem

RECORD OF PROCEEDINGS

After review and discussion, upon a motion duly made by Director Sherman, seconded by director Bendall, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-04, 2019 Audit Engagement Letter with Stratagem.

E. Review 2020 Budget Process

1. December 15, 2019 – Mill Levy Certified

Ms. Jones reviewed the 2020 budget process with the Board.

F. Discuss Bill.com

Ms. Soendker reviewed the Bill.com process with the Board, noting concerns regarding emergency payment and approval process. After discussion, the Board deferred this matter.

MANAGER MATTERS

A. Discuss Master Plan Next Steps and Proposed December Meetings (enclosed)

Ms. Jones reported that Livable Cities Studios is submitting a plan timeline that she will distribute to the Board. Ms. Jones noted that she will ask for comments on outline within the week. The first draft of the plan will be distributed on December 17th, with comment due by January 6th. The final document will be produced in February.

Director Sherman noted that he has not posted the survey on Facebook, and asked the Board to review the survey, indicating he will post on social media soon.

B. Discuss Newsletter

Ms. Jones noted they can either continue producing the newsletter through Livable Cities Studio or it can be taken in house at CLA. The Board agreed that CLA will assume responsibility in the second quarter allowing Livable Cities to complete the version deliverable in January/February. She would like to advertise the mill levy drop and the Master Plan wrap up. Ms. Jones and Ms. James will draft content and send it to the Board for review. The draft will be to the Board by December 17th.

C. Discuss Holiday Lights Installation Proposal

Mr. Shannon reviewed the Metco lighting proposal with the Board. Mr. Barr noted that they will store and take down the lights within the proposed price. After discussion, upon a motion

RECORD OF PROCEEDINGS

duly made by Director Wagner, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal for the holiday installation of lights.

D. Update on Bathroom

Mr. Shannon provided an update to the Board. The Board requested that CLA obtain additional prices for the installation of steel toilets.

E. Discuss Holiday Party

The Board discussed conducting a shorter meeting and getting together afterward for a celebration.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr reviewed the October and November monthly Landscape Report with the Board.

B. Review and Consider Approval of Proposals:

1. Rampart Range Road and Village Circle West Branch Cutting \$1,850

Mr. Barr presented the proposal to the Board. Discussion ensued. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the proposal for replacement for the branch cutting in the amount of \$1,850 and requested a proposal for the installation of 10 trees in 2020.

C. Other

None.

ENGINEERING MATTERS

A. Discuss Enhancement, Spillway and Trail Design

Discussion ensued. After discussion, the Board directed Mr. Barnett to work with Livable Cities Studios to move forward with the spillway design

Mr. Barnett presented quotes to the board to repair the railing across the creek for review.

RECORD OF PROCEEDINGS

B. Update on Water Quality Analysis

Mr. Barnett reported that he has been in communication with Aqua Sierra. They will be doing a sampling and providing options for 2020. Discussion ensued regarding installing an aerator in the triangle pond. Mr. Barnett will discuss this further with Aqua Sierra.

Mr. Barnett discussed the estimated cost to run power to pond aerators (\$20k). He noted that this might be a beneficial item if the District is looking to use the area for recreational purposes. The Board discussed the possibility of adding this as an item for the Master Plan.

C. Update on Irrigation Analysis

No update.

D. Embankment Stabilization/Wetlands Planting

Mr. Barnett reported he is looking for new contractors.

LEGAL MATTERS

A. Review and Consider Approval of Resolution No. 2019-11-01, 2019 Annual Administrative Matters Resolution

Ms. James reviewed the resolution with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-01, 2019 Annual Administrative Matters Resolution.

B. Review and Consider Approval of Resolution No. 2019-11-05, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2019 Legal Services

Ms. James reviewed with the Board, noting the rate increase of 6%. After review, upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-05, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2019 legal services.

RECORD OF PROCEEDINGS

- C. Review and Consider Approval of Resolution No. 2019-11-06, Approving Renewal of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2020

Ms. James reviewed with the Board. After discussion upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-06, approving of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2020 and increasing the expenditures to \$20,000.

- D. Review and Consider Approval of Resolution No. 2019-11-07 Approving Renewal of Management Services with CliftonLarsonAllen LLP

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-07 Approving Renewal of Management Services with CliftonLarsonAllen LLP.

- E. Review and Consider Approval of Resolution No. 2019-11-08 Approving Renewal of Accounting Services with CliftonLarsonAllen LLP

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-08 Approving Renewal of Accounting Services with CliftonLarsonAllen LLP.

- F. Review and Consider Resolution No. 2019-11-09 Approving the 2020 Landscape Maintenance Services Agreement with Metco Landscape, LLC

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-09 Approving the 2019 Landscape Maintenance Services Agreement with Metco Landscape, LLC.

RECORD OF PROCEEDINGS

G. Review and Consider Resolution No. 2019-11-10 Approving the 2020 Snow Removal Services Agreement with Metco Landscape, LLC

Ms. James reviewed with the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-10 Approving the 2020 Snow Removal Services Agreement with Metco Landscape, LLC with the updates discussed.

H. Review and Consider Resolution No. 2019-11-11 Approving Service Agreement with Altitude Athletic Surfaces, LLC for Pickleball Line Installation

Ms. James reviewed with the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-11-11 Approving the Service Agreement with Altitude Athletic Surfaces, LLC for Pickleball Line Installation.

I. Discussion Regarding Possible Fence Encroachment

Ms. James reported that a letter was sent to the homeowner via Certified Mail. She has not yet received a response. Director Prysby noted that there is another encroachment in Chatfield Farms. Director Sherman noted that it was approved by the HOA. Ms. James will need to send a letter to the HOA.

J. Update Regarding Final Water Due Diligence Filing and Executive Session pursuant to C.R.S., Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested

There was no update needed.

K. Executive Session Pursuant to C.R.S. Section 24-6-401(4)(b) for Purposes of Receiving Legal Advice on a Special Legal Question

Director Brown opened the Executive Session at 9:11 p.m. by stating “The Board will now go into Executive Session, the topic of the Executive Session to be held by the Board is to discuss chain of command, authority of the Board, and authority of the Board to direct District actions. Director Prysby closed the

RECORD OF PROCEEDINGS

Executive Session at 9:33 p.m. Upon reconvening into regular session, Director Brown stated that “No policy, position, resolution, rule, regulation, or formal action occurred in the Executive Session. For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the Motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the open meetings law, I would ask that you state your concerns for the record.” Director Brown heard no concerns and the Board returned to open session.

No action was taken.

L. Other

There were no other legal matters.

A. Confirm Quorum for December 17, 2019 Regular Meeting (if necessary)

OTHER BUSINESS

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Brown, the Board adjourned the meeting at 9:35 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
ATTESTED STATEMENT OF ATTORNEY
REGARDING EXECUTIVE SESSION**

Pursuant to C.R.S. § 24-6-402(4)(b) and (e), the undersigned, attorney for the Roxborough Village Metropolitan District, hereby attests that in her opinion the Executive Session of the Board of Directors of the Roxborough Village Metropolitan District which was held on Tuesday, November 19, 2019, at a regular meeting of the Board which Executive Session began at approximately 9:11 P.M. and which ended at approximately 9:33 P.M., which was not recorded, constituted a privileged attorney-client communication. The purpose of the Executive Session was for the Board of Directors to discuss chain of command and authority of Board to direct District actions, and for the Board to confer with its legal counsel for the purpose of receiving legal advice on specific legal questions related thereto.

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

By: _____
Kathryn T. James

Date: _____

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, December 17, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, December 17, 2019 at 6:00 p.m., at West Metro Fire Station 15, 6220 N. Roxborough Park Road, Littleton, Colorado 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner
Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Todd Wenskoski; Livable Cities Studios
Anna Jones, Patrick Shannon, and Andrew Williams;
CliftonLarsonAllen LLP
Bob Clinard; 7218 Red Mesa Court
Tara Ham; 7565 Brown Bear Way
Ephram Glass; 10196 Cavaletti Drive
George Hefner; 7827 Canvasback Circle
Shelly Stephens; 9824 Falcon Lane
Kathy Shrista

CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Director Brown.

**DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS**

Director Brown declared a quorum was present, all directors are qualified.

RECORD OF PROCEEDINGS

APPROVE AGENDA

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the agenda, as presented.

PUBLIC COMMENT and/or GUESTS

Roxborough residents George Hefner and Tara Ham shared their thoughts regarding the overall performance of the RVMD Board and thanked the Board for its work.

CONSENT AGENDA

A. Consider Approval of the minutes of the November 19, 2019 Regular Meeting

B. Review and Accept the December 10, 2019 Cash Position and Property Tax Schedule (enclosed)

Upon a motion duly made by Director Prsby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the December 10, 2019 Cash Position and Property Tax Schedule.

DISCUSSION AGENDA

The November 19, 2019 Minutes were tabled to allow review by the Board of the full revisions.

ACTION ITEMS

A. Review and Consider Approval of Current Claims, Approve Transfer of Funds.

After review, upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the current claims and the transfer of funds.

B. Discuss Request for Funding For Annual Easter Egg Hunt Proposal for 2020 Tree Maintenance - \$83,165

Roxborough resident Ed Yeats requested \$1,200 this year for the Annual Easter Egg Hunt. Anna reviewed the request and outlined the information included in Mr. Yeat's letter with the Board. The Board discussed the increased amount being requested, noting that previous requests have been \$200.

After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board requested additional information about the budget for the event. Ms. James indicated she will follow-up with Mr. Yeats for more information. The Board will take action upon receiving more information.

RECORD OF PROCEEDINGS

MANAGER MATTERS

A. Discuss Master Plan Next Steps

Mr. Wenskoski reviewed the Master Plan outline and document delivery. Mr. Wenskoski provided an overview of the community survey results, noting a good representation of the community. Livable Cities Studios is continuing to work on the draft plan. A proposed schedule for the comment and revision process was passed out to the Board with the 1st draft to be distributed Monday, December 23rd.

The Board requested a PDF document to provide comments and feedback for the draft revision process

B. Discuss Newsletter

After some discussion, the Board agreed to a mid-February release of the newsletter to highlight the master planning process and 2020 mill levy reductions.

C. Other

None.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the current status of landscaping work. The Board asked Metco to work on removing ice and snow buildup in heavily shaded areas.

B. Review and Consider Approval of Proposals:

1. Proposals for Tree Fertilizer, Maintenance and Installation of 10 Trees \$56,840 (enclosed)

Mr. Barr provided an overview of the proposal provided by Metco. The Board discussed the proposed plan and compared it with Bailey Tree's proposal. The Board asked for more information before making a determination. Ms. Jones indicated she will follow-up and bring more information to the January meeting.

C. Other

None.

RECORD OF PROCEEDINGS

DIRECTOR ITEMS

A. Other

The Board has asked that CLA begin the planning process for the Fall Festival. The tentative date for the festival is the second week of September. CLA will also work with the softball organizers to coordinate dates and timing.

ENGINEERING MATTERS

A. Discuss Enhancement, Spillway and Trail Design

Mr. Barnett reviewed the spillway enhancement proposal and design, which includes scope for both design and engineering components from Mr. Barnett and Mr. Wenskoski.

B. Feasibility Study Discussion

Mr. Barnett reviewed the feasibility study outline and gave an overview of the proposed process.

C. Update on Water Quality Analysis

Mr. Barnett has not received 2019 recent updates from Aqua Sierra. He will follow-up.

D. Update on Irrigation Analysis

Mr. Barnett reviewed the pump and irrigation systems analysis. Hydro Systems will be present at the January meeting to go over the report. CLA asked for a one page executive summary.

E. Embankment Stabilization/Wetlands Planting

No discussion.

LEGAL MATTERS

A. Discussion Regarding Possible Fence Encroachment

Ms. James provided an update on the status of the fence encroachment items. A letter was sent to the residents at 7573 Jared Way, but no response has been received.

Ms. James will bring a recommendation to next meeting on how to move forward on this topic. Ms. James has not yet sent a letter about the second fence encroachment issue. She will research further before taking any formal action.

RECORD OF PROCEEDINGS

- B. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested.

Not needed.

- C. Consider Approval of 2020 Livable Cities Services Agreement

Ms. James noted the Service agreement is not yet finalized. Upon a motion duly made by Director Prysby, seconded by Director Wager, and upon vote unanimously carried, the Board extended the existing services agreement into 2020.

- D. Consider Approval of Mulhern MRE Services Agreement; Approval of Resolution Approving Services Agreement with Mulhern, MRE, Inc. for 2020

Ms. James reviewed the Contract and new rates with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Mulhern MRE Services Agreement and approved the Resolution Approving the Services Agreement with Mulhern MRE, Inc. for 2020.

- E. Discuss 7448 Pintail Drainage

Ms. James discussed the issue of a property dumping an unknown substance onto RVMD property, killing the adjacent grass. She will send a letter to the homeowner to tell them to cease dumping onto RVMD property, and that they will be billed for any incurred damages. Metco agreed to test the soil to find out what substance is being dumped.

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board authorized Ms. James to prepare the letter to the homeowner and authorized Metco to perform soil testing.

- F. Consider Approval of Resolution Regarding the May 5, 2020 Regular Special District Election

Ms. James reviewed the election process and information contained within Resolution, noting that residents can self-nominate beginning January 1st.

RECORD OF PROCEEDINGS

After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Resolution Regarding the May 5, 2020 Regular Special District Election.

G. Executive Session Pursuant to C.R.S. Section 24-6-401(4)(b) for Purposes of Receiving Legal Advice on a Specific Legal Question

Director Brown opened the Executive Session at 8:21 p.m. by stating “The Board will now go into Executive Session, the topic of the Executive Session to be held by the Board is to discuss the specific legal question of the scope and definition of fiduciary duty of Directors. Director Brown closed the Executive Session at 9:06 p.m. Upon reconvening into regular session, Director Brown stated that “No policy, position, resolution, rule, regulation, or formal action occurred in the Executive Session. For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the Motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the open meetings law, I would ask that you state your concerns for the record.” Director Brown heard no concerns and the Board returned to open session.

No action was taken.

H. Other

The Board addressed recent communications from District resident, Ed Yeats and how they would like to respond. Ms. James noted the District’s responses for each of the different communications including sign poles, Fall Festival and fireworks, and comments about the Board. Ms. James will write a letter to Mr. Yeats.

OTHER BUSINESS

A. Confirm Quorum for January 21, 2019 Regular Meeting

A quorum was confirmed.

RECORD OF PROCEEDINGS

B. Other

Director Sherman brought up an idea of hosting a town hall, to bring community institutions together in a public forum. Director Sherman will bring a proposal to the next meeting.

ADJOURNMENT

Upon a motion duly made by Director Brown, the Board adjourned the meeting at 9:19 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
ATTESTED STATEMENT OF ATTORNEY
REGARDING EXECUTIVE SESSION**

Pursuant to C.R.S. § 24-6-402(4)(B) and (e), the undersigned, attorney for the Roxborough Village Metropolitan District, hereby attests that in her opinion the Executive Session of the Board of Directors of the Roxborough Village Metropolitan District which was held on Tuesday, December 17, 2019, at a regular meeting of the Board which Executive Session began at approximately 8:21 P.M. and which ended at approximately 9:06 P.M., which was not recorded, constituted a privileged attorney-client communication. The purpose of the Executive Session was for the Board of Directors to get legal advice on the Director questions about the scope and definition of fiduciary duty of Directors and for the Board to confer with its legal counsel for the purpose of receiving legal advice on specific legal questions related thereto.

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

By: _____
Kathryn T. James

Date: _____

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
September 30, 2019
Updated as of January 15, 2020

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<u>FirstBank - Checking Account</u>				
Balance as of 9/30/19	\$ 50,517.96	\$ -	\$ -	\$ 50,517.96
Subsequent activities:				
10/02/19 - Checks #1319	(351.00)	-	-	(351.00)
10/18/19 - Checks #1320	(648.88)	-	-	(648.88)
10/18/19 - Transfer from Colotrust	97,053.37	-	12,946.63	110,000.00
10/29/19 - Checks #1321-1336	(72,178.08)	-	(12,946.63)	(85,124.71)
Oct ACH - IREA payments	(1,801.25)	-	-	(1,801.25)
Oct ACH - Roxborough Water	(29,928.59)	-	-	(29,928.59)
Oct ACH - Xcel	(37.73)	-	-	(37.73)
October ADP payroll/taxes	(538.25)	-	-	(538.25)
11/15/19 - Transfer from Colotrust	57,111.54	300.00	14,588.46	72,000.00
11/19/19 - Checks 1337-1349	(53,201.31)	(300.00)	(14,588.46)	(68,089.77)
November ADP payroll/taxes	(538.25)	-	-	(538.25)
Nov ACH - IREA payments	(1,728.19)	-	-	(1,728.19)
Nov ACH - Roxborough Water	(2,269.27)	-	-	(2,269.27)
Nov ACH - Xcel	(18.90)	-	-	(18.90)
12/16/19 - Checks 1350-1360	(52,981.97)	-	(9,151.68)	(62,133.65)
ADP payroll/taxes - Dec	(538.25)	-	-	(538.25)
ACH utility payments - Dec	(1,587.88)	-	-	(1,587.88)
12/12/19 - Transfer from Colotrust	67,848.32	-	9,151.68	77,000.00
<i>Anticipated payables - Jan</i>	<i>(35,960.82)</i>	<i>-</i>	<i>(23,473.35)</i>	<i>(59,434.17)</i>
<i>Anticipated ADP payroll/taxes - Jan</i>	<i>(538.25)</i>	<i>-</i>	<i>-</i>	<i>(538.25)</i>
<i>Anticipated ACH utility payments - Jan</i>	<i>(2,091.45)</i>	<i>-</i>	<i>-</i>	<i>(2,091.45)</i>
<i>Anticipated transfer from Colotrust - Jan</i>	<i>36,526.65</i>	<i>-</i>	<i>23,473.35</i>	<i>60,000.00</i>
<i>Anticipated Balance</i>	<u>52,119.52</u>	<u>-</u>	<u>-</u>	<u>52,119.52</u>
<u>Colotrust - Plus</u>				
Balance as of 9/30/19	874,417.44	2,584,007.83	1,556,709.31	5,015,134.58
Subsequent activities:				
10/10/19 - Property/SO Taxes - Sept	29,472.53	5,270.06	-	34,742.59
10/18/19 - Transfer to FirstBank	(97,053.37)	-	(12,946.63)	(110,000.00)
10/31/19 - Interest Income	2,629.88	6,136.37	-	8,766.25
11/10/19 - Property/SO Taxes - Oct	31,584.12	-	-	31,584.12
11/15/19 - Transfer to checking	(57,111.54)	(300.00)	(14,588.46)	(72,000.00)
11/18/19 - Colorado Rush Soccer	1,650.00	-	-	1,650.00
11/26/19 - Transfer to Trustee for debt payment	-	(877,226.25)	-	(877,226.25)
11/30/19 - Interest income	2,281.79	5,324.18	-	7,605.97
12/10/19 - Property/SO Taxes - Nov	25,872.44	1,397.89	-	27,270.33
12/10/19 - Conservation trust funds	-	-	8,242.19	8,242.19
12/12/19 - Transfer to checking	(67,848.32)	-	(9,151.68)	(77,000.00)
12/12/19 - Transfer to Trustee	-	(566,807.68)	-	(566,807.68)
12/31/19 - Interest income	1,743.67	4,068.57	-	5,812.24
1/10/20 - Property/SO Taxes - Dec	29,153.64	-	-	29,153.64
<i>Anticipated transfer to checking</i>	<i>(36,526.65)</i>	<i>-</i>	<i>(23,473.35)</i>	<i>(60,000.00)</i>
<i>Anticipated Balance</i>	<u>740,265.63</u>	<u>1,161,870.97</u>	<u>1,504,791.38</u>	<u>3,406,927.98</u>

Continued

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
September 30, 2019
Updated as of January 15, 2020

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<u>UMB - 1993 A & B Bond Fund</u>				
Balance as of 9/30/19	-	1,558,329.68	-	1,558,329.68
Subsequent activities:				
10/31/19 - Interest Income	-	1,853.99	-	1,853.99
11/30/19 - Interest Income	-	1,614.37	-	1,614.37
12/12/19 - Transfer from Colostrust	-	566,807.68	-	566,807.68
12/31/19 - Interest income	-	1,323.67	-	1,323.67
12/31/19 - D/S Interest Payment - Series 1993	-	(937,638.43)	-	(937,638.43)
<i>Anticipated Balance</i>	-	1,192,290.96	-	1,192,290.96
<i>Anticipated Balances</i>	<u>\$ 792,385.16</u>	<u>\$ 2,354,161.93</u>	<u>\$ 1,504,791.38</u>	<u>\$ 4,651,338.46</u>

Yield information (as of 12/31/19):

First Bank - 0.0%

Colostrust Plus - 1.87%

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2019

	Current Year							Prior Year			
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 48,332.27	\$ -	\$ 25,063.17	\$ -	\$ (724.97)	\$ 72,670.47	1.51%	1.51%	\$ 107,497.35	2.53%	2.53%
February	1,448,704.86	-	24,350.33	-	(21,730.57)	1,451,324.62	45.11%	46.62%	1,366,897.70	42.52%	45.05%
March	50,188.47	-	20,873.86	16.62	(753.11)	70,325.84	1.56%	48.18%	138,944.83	3.52%	48.57%
April	197,959.47	-	27,623.11	16.26	(2,969.63)	222,629.21	6.16%	54.35%	242,363.71	6.87%	55.44%
May	271,397.00	-	25,759.45	53.32	(4,071.75)	293,138.02	8.45%	62.80%	319,919.86	9.23%	64.67%
June	1,143,023.98	-	23,938.45	264.41	(17,149.32)	1,150,077.52	35.59%	98.39%	1,092,289.73	33.79%	98.46%
July	23,029.82	-	32,568.95	636.41	(354.99)	55,880.19	0.72%	99.11%	60,808.27	0.96%	99.42%
August	8,407.66	-	27,393.93	397.06	(132.06)	36,066.59	0.26%	99.37%	40,946.33	0.35%	99.78%
September	6,107.15	-	27,898.17	841.48	(104.21)	34,742.59	0.19%	99.56%	31,451.65	0.05%	99.83%
October	-	-	31,584.12	-	-	31,584.12	0.00%	99.56%	18,662.53	-0.26%	99.57%
November	1,756.38	-	25,419.19	122.95	(28.19)	27,270.33	0.05%	99.62%	26,396.63	-0.06%	99.51%
December	-	-	29,153.64	-	-	29,153.64	0.00%	99.62%	32,171.88	0.00%	99.51%
Total	\$ 3,198,907.06	\$ -	\$ 321,626.37	\$ 2,348.51	\$ (48,018.80)	\$ 3,474,863.14	99.62%	99.62%	\$ 3,478,350.47	99.51%	99.51%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
\$ 842,190	26.23%	\$ 838,960.75	99.62%
2,369,030	73.77%	2,359,946.31	99.62%
\$ 3,211,220	100.00%	\$ 3,198,907.06	99.62%

Chatfield Farms
\$ 242,102.00
-
\$ 242,102.00

Property Tax

General Fund
 Debt Service Fund

Specific Ownership Tax

General Fund
 Debt Service Fund

Treasurer's Fees

General Fund
 Debt Service Fund



January 9, 2020

William Barr
Metco Landscape, Inc.
2200 Rifle Street
Aurora, CO 80011

**Re: Common Area Village Circle East
Soil Sampling Proposal**

Dear Mr. Barr;

It was a pleasure speaking with you regarding your soil sampling needs. As discussed, Quality Environmental Services & Technologies, Inc. (QUEST) would be pleased to conduct surface soil sampling of the Common Area Village Circle East. The purpose of our assessment would be to collect one (1) four-composite soil sample following standard surface soil sampling protocols to identify contaminants that appear to have been discharged from a poly pipe and killing vegetation in a common space landscaped area.

QUEST proposes to conduct a site inspection, trace gas monitoring for lower explosive limit emissions and total volatile organic compounds using a photo ionization detector, field monitoring for pH, and collect soil samples to be analyzed for volatile organic compounds (VOCs) by EPA Method 8260 or SW-846, semi-volatile organic compounds (SVOCs) by EPA Method 8270, total metals (RCRA 8 + Hg), methamphetamine, and corrosivity. Once the laboratory results are received, QUEST will assess the sample results and provide a report detailing the sample results.

Estimated Soil Sampling Charges:

QUEST Services

Travel, site inspection, trace gas monitoring, pH monitoring, and Sampling	\$ 300.00
Sample Coordination, Data Assessment and Report Generation:	<u>\$ 450.00</u>
Total Labor Costs =	\$ 750.00

Laboratory Costs

Semi-Volatile Organic Compounds by SW8270E	1	\$230	\$ 230.00
Volatile Organic Compounds by SW8260D	1	\$175	\$ 175.00
Total RCRA Metals by SW 6010	1	\$145	\$ 145.00
Corrosivity by SW 1110	1	\$25	\$ 25.00
Methamphetamine	1	\$70	\$ 70.00
Equipment/Supplies/Shipping:	2	\$100	<u>\$ 200.00</u>
Hard Costs =			\$ 845.00


Total Estimated Cost including all analyses = **\$ 1,595.00**

Mr. William Barr
 January 9, 2020
 Page 2

The proposed soil sampling costs if all analyses are requested are estimated to be \$1,595. It is expected that the proposed scope of services and sampling report will be completed approximately one week after the sampling date. Rush (three day) laboratory analysis should be available for an additional rush charge (2X). QUEST will provide our final report within two working days of receipt of all sample results.

Any liability of QUEST arising from or relating to QUEST's work shall not exceed \$1,595, and is hereby limited to, the total amount paid to QUEST as compensation under this letter agreement. Without limitation, QUEST shall have no liability for incidental or consequential damage. By requesting QUEST's services, your firm agrees to these terms. Please contact me with any comments or questions, or to schedule investigative and sampling services, at 303-935-1573. We look forward to the possibility of supporting you needs.

Sincerely,



Robert A. Woellner
 President

AUTHORIZATION TO PROCEED – Please sign and email this authorization to proceed to woellner@questmi.com, konowal@questmi.com, and admin@questmi.com. By signing below, you provide permission to access the site, authorize QUEST to conduct the scope of work, agree to provide all available laboratory or police reports and pertinent information, and commit to our limit of liability and payment at the time of sampling.

Client Signature

Sangster, Manager
Roxborough Village Metro Dist.

Client Name, Address and Telephone Number (report & billing address)

7448 Pintail Pl. Littleton, CO 80125

Subject Site Location

Bill Barr 303-619-4047 ; Jerel Sangster 303-439-6058
 Site Contact Person and Telephone Number to Gain Access to Site

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

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All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
CLA CliftonLarsonAllen, LLP					
Reference:	2351027	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107000	Accounting - CliftonLarsonAllen, LLP	<u>1,362.79</u>			
	Totals	1,362.79	0.00	1,362.79	1,362.79
Reference:	2352015	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107440	District management - CliftonLarsonAllen, LLP	<u>12,582.50</u>			
	Totals	12,582.50	0.00	12,582.50	12,582.50
Reference:	2352015	Date:	12/31/19	Discount exp date:	
GL AP account:	302500	Due date:	12/31/19	Payment term:	
307440	District management - CliftonLarsonAllen, LLP	<u>3,152.98</u>			
	Totals	3,152.98	0.00	3,152.98	3,152.98
	Totals for CliftonLarsonAllen, LLP	<u>17,098.27</u>	<u>0.00</u>	<u>17,098.27</u>	<u>17,098.27</u>
FOLKESTAD Folkestad Fazekas Barrick & Patoile					
Reference:	31674	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107460	Legal services - Folkestad Fazekas Barrick & Patoile	<u>6,021.50</u>			
	Totals	6,021.50	0.00	6,021.50	6,021.50
Reference:	31931	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107460	Legal services - Folkestad Fazekas Barrick & Patoile	<u>6,950.00</u>			
	Totals	6,950.00	0.00	6,950.00	6,950.00
	Totals for Folkestad Fazekas Barrick & Patoile	<u>12,971.50</u>	<u>0.00</u>	<u>12,971.50</u>	<u>12,971.50</u>
FOOTHILLS Foothills Park & Recreation District					
Reference:	SALES00000033110	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107600	Foothills Park and Recreation fees - Foothills Park & Recreation District	<u>1,596.69</u>			
	Totals	1,596.69	0.00	1,596.69	1,596.69
Reference:	SALES00000033141	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107600	Foothills Park and Recreation fees - Foothills Park & Recreation District	<u>1,600.02</u>			
	Totals	1,600.02	0.00	1,600.02	1,600.02
	Totals for Foothills Park & Recreation District	<u>3,196.71</u>	<u>0.00</u>	<u>3,196.71</u>	<u>3,196.71</u>
IREA IREA					
Reference:	25782000	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107701	Utilities - IREA	<u>45.95</u>			
	Totals	45.95	0.00	45.95	45.95
Reference:	85350300	Date:	11/30/19	Discount exp date:	

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

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All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
GL AP account: 107701	102500 Utilities - IREA	Due date: 11/30/19 <u>21.00</u>		Payment term:	
	Totals	21.00	0.00	21.00	21.00
Reference: GL AP account: 107701	26129901 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>21.00</u>		Discount exp date: Payment term:	
	Totals	21.00	0.00	21.00	21.00
Reference: GL AP account: 107701	85311102 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>504.00</u>		Discount exp date: Payment term:	
	Totals	504.00	0.00	504.00	504.00
Reference: GL AP account: 107701	21367302 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>21.57</u>		Discount exp date: Payment term:	
	Totals	21.57	0.00	21.57	21.57
Reference: GL AP account: 107701	25968000 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>22.13</u>		Discount exp date: Payment term:	
	Totals	22.13	0.00	22.13	22.13
Reference: GL AP account: 107701	85210100 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>132.74</u>		Discount exp date: Payment term:	
	Totals	132.74	0.00	132.74	132.74
Reference: GL AP account: 107701	85311100 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>46.33</u>		Discount exp date: Payment term:	
	Totals	46.33	0.00	46.33	46.33
Reference: GL AP account: 107701	25782000 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>30.00</u>		Discount exp date: Payment term:	
	Totals	30.00	0.00	30.00	30.00
Reference: GL AP account: 107701	85350300 102500 Utilities - IREA	Date: 12/31/19 Due date: 12/31/19 <u>21.00</u>		Discount exp date: Payment term:	
	Totals	21.00	0.00	21.00	21.00
Totals for IREA		<u>865.72</u>	<u>0.00</u>	<u>865.72</u>	<u>865.72</u>
LIVABLECITI	Livable Cities Studio, Inc.				
Reference: GL AP account: 307862	1283 302500 Master plan - Livable Cities Studio, Inc.	Date: 11/30/19 Due date: 11/30/19 <u>9,834.67</u>		Discount exp date: Payment term:	
	Totals	9,834.67	0.00	9,834.67	9,834.67
Reference: GL AP account: 307862	1291 302500 Master plan - Livable Cities Studio, Inc.	Date: 12/31/19 Due date: 12/31/19 <u>13,638.68</u>		Discount exp date: Payment term:	
	Totals	13,638.68	0.00	13,638.68	13,638.68

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

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All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Totals for Livable Cities Studio, Inc.		<u>23,473.35</u>	<u>0.00</u>	<u>23,473.35</u>	<u>23,473.35</u>
METCO	METCO LANDSCAPE, INC.				
Reference:	538399	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>4,040.00</u>			
	Totals	4,040.00	0.00	4,040.00	4,040.00
Reference:	538666	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>560.00</u>			
	Totals	560.00	0.00	560.00	560.00
Reference:	538665	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>2,422.50</u>			
	Totals	2,422.50	0.00	2,422.50	2,422.50
Reference:	538573	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>800.00</u>			
	Totals	800.00	0.00	800.00	800.00
Reference:	538572	Date:	11/30/19	Discount exp date:	
GL AP account:	102500	Due date:	11/30/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>7,000.00</u>			
	Totals	7,000.00	0.00	7,000.00	7,000.00
Reference:	540564	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>1,440.00</u>			
	Totals	1,440.00	0.00	1,440.00	1,440.00
Reference:	540563	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>1,667.50</u>			
	Totals	1,667.50	0.00	1,667.50	1,667.50
Totals for METCO LANDSCAPE, INC.		<u>17,930.00</u>	<u>0.00</u>	<u>17,930.00</u>	<u>17,930.00</u>
ROXWATERSAN	Roxborough Water & San District				
Reference:	7122027	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>189.42</u>			
	Totals	189.42	0.00	189.42	189.42
Reference:	7122381	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>100.39</u>			
	Totals	100.39	0.00	100.39	100.39
Reference:	7124611	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

31

All Dates

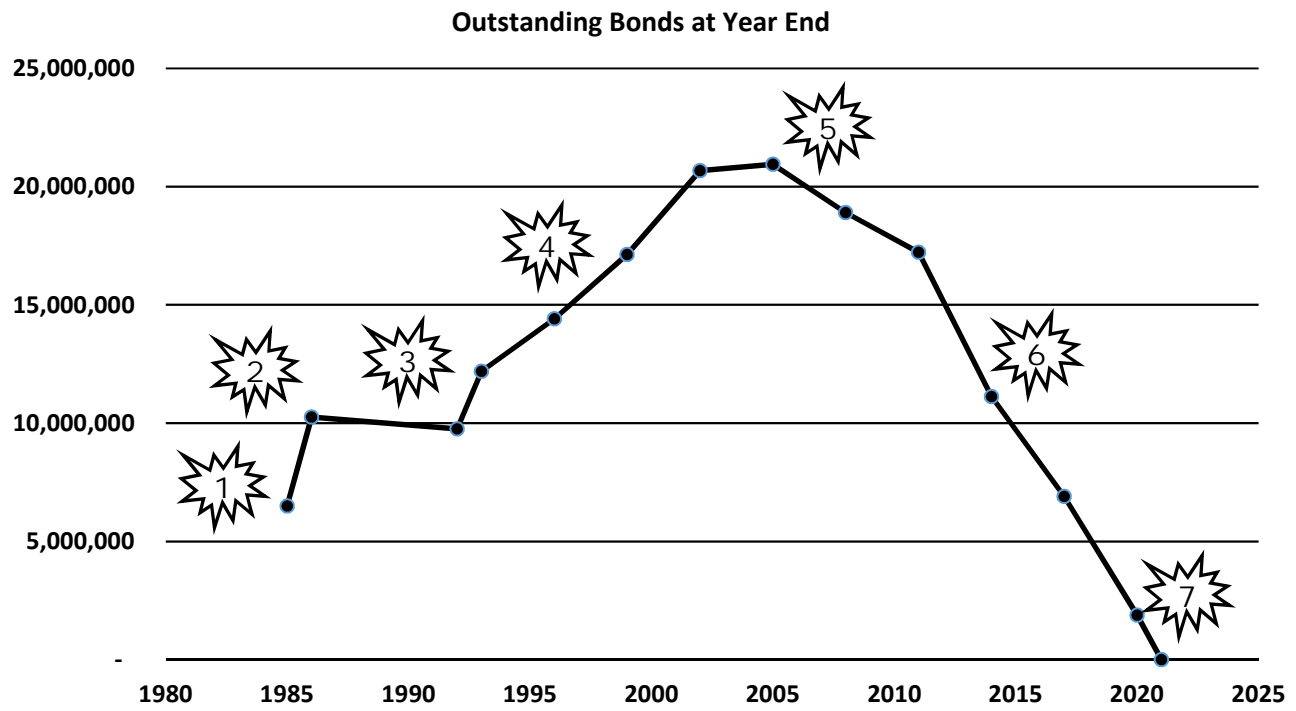
GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Totals		94.71	0.00	94.71	94.71
Reference:	7121316	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
Totals		94.71	0.00	94.71	94.71
Reference:	7122162	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>746.50</u>			
Totals		746.50	0.00	746.50	746.50
Totals for Roxborough Water & San District		<u>1,225.73</u>	<u>0.00</u>	<u>1,225.73</u>	<u>1,225.73</u>
SBPORTABOWL S&B Porta Bowl Restrooms, Inc.					
Reference:	435710	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>112.00</u>			
Totals		112.00	0.00	112.00	112.00
Reference:	435711	Date:	12/31/19	Discount exp date:	
GL AP account:	112500	Due date:	12/31/19	Payment term:	
117599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>112.00</u>			
Totals		112.00	0.00	112.00	112.00
Totals for S&B Porta Bowl Restrooms, Inc.		<u>224.00</u>	<u>0.00</u>	<u>224.00</u>	<u>224.00</u>
UNCC Utility Notification Center of CO					
Reference:	219120897	Date:	12/31/19	Discount exp date:	
GL AP account:	102500	Due date:	12/31/19	Payment term:	
107480	Miscellaneous - Utility Notification Center of CO	<u>29.82</u>			
Totals		29.82	0.00	29.82	29.82
Totals for Utility Notification Center of CO		<u>29.82</u>	<u>0.00</u>	<u>29.82</u>	<u>29.82</u>
Company Totals		<u>77,015.10</u>	<u>0.00</u>	<u>77,015.10</u>	<u>77,015.10</u>

**Roxborough Village Master Plan
Master Plan Document – Proposed Schedule**

DATE	TOPIC	COMMENTS/STATUS
Monday, November 25 th	Master Plan Outline circulated to RVMD Board	Complete
Monday, December 2 nd	Master Plan Outline comments due back	Complete
Tuesday, December 17 th	December Board Meeting <ul style="list-style-type: none"> Review feedback from Community Meeting #3 and 3rd Survey Livable Cities to walk through Master Plan recommendations and draft document 	DRAFT document schedule adjusted
Monday, December 23 rd	<ul style="list-style-type: none"> 1st draft distributed to RVMD Board for Review 	Dates adjusted to reflect change in schedule
Monday, December 23 rd – Friday, January 10 th (3 weeks)	<ul style="list-style-type: none"> RVMD Board 1st draft review Deadline for Board comments – Friday, January 10th 	Dates adjusted to reflect change in schedule
Tuesday, January 21 st	January Board Meeting <ul style="list-style-type: none"> Discuss main comments from 1st Draft, status of revisions and timing of 2nd draft for review 	Adjusted to align with January Board meeting
Thursday, Jan 23 rd	Issue Second Draft	
Thursday, January 23 rd – Monday, February 3 rd (10 days)	Board 2 nd draft review and comments. Deadline for Board comments – Monday, February 3 rd	Dates adjusted to reflect change in schedule
Wednesday, February 14 th	Final Draft sent to Board	Dates adjusted to reflect change in schedule
Tuesday, February 18 th	February Board Meeting <ul style="list-style-type: none"> Discuss final draft and review remaining items 	Dates adjusted to reflect change in schedule

ROXBOUGH VILLAGE METRO DISTRICT

Historial Outstanding Year End Debt Obligation
1985-2021



Highlights

- 1 - The District was formed in 1985 and issued debt that year in the amount of \$6,500,000.
- 2 - In 1986, the District refunded the 1985 Bonds and increased the bond amount to \$10,260,000, with an average interest rate of 8.69%.
- 3 - In 1993, the District went into bankruptcy and the court restructured the 1985 Bonds in the amount of \$12,188,027, with an average interest rate of 9.7%.
- 4 - Between 1993 and 2003, the outstanding debt obligation grew from \$12,188,027 to \$21,000,725 due to unpaid interest on the bonds.
- 5 - In 2004, the District was able to refund \$10,025,000 of the 1993 Bonds at an average interest rate of 3.75%. A rate significantly lower than the original bonds. This also allowed more property tax collections to go towards paying off the principal and less in interest.
- 6 - In 2014, the District was able to refund the 2004 Bonds in the amount of \$6,390,000 with an interest rate of 2.03%. Another win for the District.
- 7 - And here we are in 2020 poised to completely pay off the District's debt obligations in 2021. **Hooray!**

Suazo, Kathy

To: Sangster, Jerel
Subject: RE: Stainless Steel toilet pricing range

From: Sangster, Jerel <Jerel.Sangster@claconnect.com>
Sent: Thursday, January 16, 2020 4:29 PM
To: Suazo, Kathy <Kathy.Suazo@claconnect.com>
Cc: Jones, Anna <Anna.Jones@claconnect.com>
Subject: Stainless Steel toilet pricing range

Kathy,

The two toilets in the men's bathroom are needing to be replaced. Below is the price range for the urinal & the wall mounted toilet bowl plus flushometers for each.

Urinal: \$822.13 – \$1,030.20
+ flushometer: \$152.05 – \$197.11
Urinal total range: \$974.18 - \$1227.31

Wall mounted bowl: \$793.55 - \$1,053.71
+ flushometer: \$226.71 - \$319.34
Bowl total range: \$1,020.26 - \$1,373.05

Replacing two toilets: \$1,994.44 - \$2,600.36

*prices do not include labor.

I also have one of my plumbing contacts looking into additional pricing for these items. As soon as I receive an update I will forward.

Thanks,
Jerel



Jerel Sangster, Public Management Analyst
CliftonLarsonAllen LLP

Direct – 303-439-6058
jerel.sangster@CLAconnect.com

Main 303-779-5710, Fax 303-779-0348
8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
CLAconnect.com

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING



Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



METCO LANDSCAPE, INC.

Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr Jan-20 Recipients: Anna Jones, Public Manager

REVIEW OF GANTTED OPERATIONS

Turf
WINTER DORMANCY

Shrub Beds
CONTINUE TO PORTER FOR TRASH

Trees

Irrigation
WINTERIZED FOR THE SEASON START UP IN APRIL/MAY

Site Policing
CONTINUES WEEKLY ON DOGGY POTS AND TRASH CANS WE HAVE PROPOSED TO REPAIR AND REPLACE PARTS ON SEVERAL DOGGY STATIONS

Overall Site
GOOD THROUGHOUT DISTRICT WE HAVE STEPPED UP PATROLS ON TRASH DUE TO WINDS

Review of Operatons for Upcoming Month:
Schedule, Gantt, special Needs, Concerns, Areas of Focus

Memorandum

Date: 01/16/2020

To: Roxborough Village Metropolitan District Board of Directors

From: Andrew Williams, Assistant District Manager

RE: 2020 Service Proposals from Bailey Tree and Metco

Below is a breakdown and comparison of the 2020 service proposals from Bailey Tree and Metco.

The main difference between the two proposals are the costs and treatment methods for the Emerald Ash Borer treatments. See below for an deeper dive into the differences in price.

Tree Fertilizer Program

- Nutrient Root Injection
- Spring and fall application
- Promotes healthy root growth

Bailey	\$10,330
Metco	\$8,200

No major differences between the two proposals.

Conifer Protective Program

- Spray for Pine Beetle, Ips beetle
- Applied at the trunk of the tree
- Applied in spring and in summer

Bailey	\$7,770
Metco	\$11,020

No major differences between the two proposals. Bailey could potentially include one additional spraying per year.

General Pest Program

- General insect spray
- Applied 1-3 times per year as needed
- Summer into fall

Bailey	\$6,990
Metco	\$13,770

No major differences exist between the two proposals.

Ash Treatment

- Aimed to fight against EAB

Bailey	\$34,855
Metco	\$7,100

The two proposals differ significantly in price and treatment method. Bailey proposes a trunk injection of Arboemectin, which according to lab tests and research studies is much more effective at treating for EAB. This treatment is performed once every two years as opposed to a twice yearly spraying proposed by Metco.

Tree Planting

- 10 trees

Bailey	\$13,225
Metco	\$9,250

No major differences between the two proposals

General Tree Maintenance and Watering

- Raise and thin trees

Bailey	\$9,995
Metco	T&M

In the two proposals, both companies intend to trim and prune trees as needed throughout the district. Metco does not provide a cost estimate for these services but does provide a price for winter watering. Bailey does not specifically address winter watering concerns.

Acceptance of proposal - I have read the terms stated herein, and I hereby accept them.				
Client's Signature _____			Total	\$56,840.00
Street, Aurora, CO, 80011		Tel: (303) 421-3100		
_____			Date	_____

Total: **\$56,840.00**

NS OF *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

CONDITIO

Extra Work Proposal 12/4/2019

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

GUARANT

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

TERMS

Invoices will be sent after the contract work is completed,

CANCELL

This contract may be cancelled by either party with a 30-

DISPUTES

All disputes shall be

**PHOTOS
DAPLM**

Metco
Landscape,

SIGNAGE

By signing
this contract
you, the
Owner, are

UTILITIES/UNKNOWN OBSTRUCTIONS

reasonable
caution will
be taken to
prevent
damage to
existing
pavement,
septic tanks,
septic fields
and

OWNER'S RESPONSIBILITIES

Harmless -
To the fullest
extent
permitted by



Bailey Tree LLC

13165 W. Yale PL.
Lakewood, Co 80228
720-940-6519
baileytreertrimming@gmail.com

PROPOSAL

Generated uniquely for

Please Email us to
accept and schedule
work

- Licensed with the Colorado Department of Agriculture for Pesticide Application
- Tree Services Licensed with all Cities in the Denver Metro Area
- Fully Insured with \$4m Liability & Workers Compensation Insurance

Clifton Larson Allen 20190725-5

Monday, November 4, 2019

Estimator: **George Biedenstein**
3035878069

Clifton Larson Allen
8390 E Crescent Pkwy Ste 500
Greenwood Village, CO 80111

303-779-5710

Worksite: 10127 Waterton Rd
Littleton, CO 80125

Requested Services

Task #	Item	Description	Quantity	Cost
1	Tree(s)	Tree Maintenance	1	\$83,165.00

2020 Roxborough Tree Maintenance

Fertilizer Program - \$10,330

This Service includes a systemic treatment applied by soil injection twice. Our late spring/early summer application promotes healthy growth in leaves & woody tissue, while the late summer/early fall application promotes healthy root growth to help the trees feed.

*Payment Due After First Application.

Conifer Protective Program - \$7,770

This Program is performed between April and October. This Service is for prevention and extermination of "Ips", Pine Beetle, or Tussock Moth. Pesticide will be applied 2-3 times throughout the Spring and Summer by spraying the trunk of the tree.

*Payment Due After First Application

General Pest Program - \$6,990

This Program is for aphids, mites, caterpillars, and other damaging insects that feed on your trees leaves/needles. Pesticide will be applied 1-3 times throughout the Summer into the Fall to coincide with different stages of insect development in order to maximize efficacy.

*Payment Due After First Application.

Ash Treatment - \$34,855

ArborMectin is applied as a trunk injection at the base of the tree. This service treats a variety of tree pests including Emerald Ash Borer, Lilac Ash Borer, and Ash Bark Beetle.

ArborMectin is delivered into the tree's vascular tissue via direct injection to assure rapid distribution and consistent results. This treatment can also be used as a substitution for a foliar spray or ground injection where exposure to bees, fish or fowl is a concern. This service should be performed once every 2 years.

This is the most effective treatment available.

*Applied Once Every 2 Years.

*This Plant Health Care service is billed separately and at the time of application.



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Rich Nelson RM-7199A
George Biedenstein RM-0756B

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General Tree Maintenance - \$13,225

Prune, Remove, and Stump Grind as needed. All debris cleaned up as well.
Service done between January and March.

43

Tree Planting - \$9,995

Tree Planting is per 10 Trees planted. Bailey Tree is not liable for irrigation of trees and will only guarantee trees if Landscaping Company to run water to all new trees. Minimum ten trees at a time to plant.

*Two year guarantee if trees are watered and Bailey Tree, LLC is managing trees on a yearly basis.

Additional 10 trees need to be planted for no charge to the Roxborough Metropolitan District.****

Requested Services Total:

\$83,165.00

Total For All Services: \$83,165.00



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George Biedenstein RM-0756B

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TERMS & CONDITIONS:

- 1--Our minimum service fee for trimming and/or removal work is \$200.00
- 2--Our minimum service fee for stump grinding is \$90.00
- 3--We do not have a minimum service fee for Plant Health Care (PHC) services (injections and spraying)
- 4--Please make sure no cars are parked under or near the tree(s) on the day of service.
- 5--All moveable objects under and around the tree, and in the pathway between the tree and the service truck, should be moved out of the work zones prior to a service crews arrival.
- 6--Tree services performed in the vicinity of delicate flowers and shrubs may result in some damage to those flowers and shrubs. To avoid this possibility please request a fall or winter schedule date.
- 7--Bailey Tree LLC will not be held responsible for damage to underground utilities not included in a standard locate request during removal, planting, stump grinding, or any subsurface application or service. All repairs will be billed accordingly. Underground utilities include, but are not limited to; sprinkler lines, heads of equipment, electric dog fences, private landscape wiring such as irrigation wires, or any unspecified buried outdoor wiring.
- 8--Prices quoted are good for 45 days. You may need a re-quote after 45 days.
- 9--Cancellations requested with less than 24 hrs notice may be subject to a \$150 mobilization fee.
- 10--All invoices are due upon completion. Monthly finance charges at 18% per annum will accrue after 30 days.
- 11--The customer warrants that all trees upon which work is being performed either belong to the homeowner or that permission to work on them has been obtained by the owner. **IN THE EVENT OF ANY ERROR, BAILEY TREE LLC IS NOT TO BE HELD RESPONSIBLE.**
- 12--This estimate is for completing the job as described above. It is based on our evaluation and does not include additional services requested or required during or after this service is provided. Project timing is subject to change based on weather and other unforeseen circumstances.
- 13--To accept a proposal is to acknowledge & accept these terms and conditions.



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George Biedenstein RM-0756B

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Client's Signature _____	Total	\$8,255.00
street, Aurora, CO, 80011	Tel: (303) 421-3100	
_____	Date	_____

Total: **\$8,255.00**

NS OF *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

CONDITION

Extra Work Proposal 1/7/2020

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

GUARANT

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

TERMS

Invoices will be sent after the contract work is completed,

CANCELL

This contract may be cancelled by either party with a 30-

DISPUTES

All disputes shall be

**PHOTOS
DURING**

Metco
Landscape,

SIGNAGE

By signing
this contract
you, the
Owner, are

UTILITIES/UNKNOWN OBSTRUCTIONS

reasonable
caution will
be taken to
prevent
damage to
existing
pavement,
septic tanks,
septic fields
and

OWNER'S RESPONSIBILITIES

.....
Harmless -
To the fullest
extent
permitted by



Memorandum

Date: 01/09/2020

To: Roxborough Village Metropolitan District Board of Directors

From: Andrew Williams, Assistant District Manager

RE: 7927 Elmwood Street Tree Removal Proposal

A recent resident complaint at 7927 Elmwood Street called the districts attention to a tree growing on district property into a resident's fence causing damage. The resident has said that the fence had been mended because of past damage and that they were fearful that the tree will continue to do damage to the fence. The Roxborough Village Metro District management team solicited proposals from both Baily Tree and Metco Landscape. An overview of the proposals can found below.

The two proposals vary in price by \$1,200. After some investigation into the proposals, the only difference was a Metco Landscape suggested injection of chemical herbicide to prevent future suckering. The District Management team surveyed Bailey Tree about why they are not recommending an herbicide application. Bailey responded by saying that an herbicide application was not necessary and was not recommended. The reasoning for this is the potential for the herbicide to affect other nearby trees.

Metco Landscape	Bailey Tree
Cut down Cottonwood	Cut down tree to low stump
Haul away Debris	Haul away debris
Drill Stump for Chemical Injection to prevent suckering	
\$2,150	\$950

Client's Signature _____	Total	\$2,150.00
street, Aurora, CO, 80011	Tel: (303) 421-3100	
_____	Date	_____

Total: **\$2,150.00**

NS OF *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

CONDITION

Extra Work Proposal 1/6/2020

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

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PHOTOS
DAILY

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Landscape,

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.....
Harmless -
To the fullest
extent
permitted by



Bailey Tree LLC

13165 W. Yale PL.
Lakewood, Co 80228
720-940-6519
baileytreetrimming@gmail.com

PROPOSAL

Generated uniquely for
C/O Clifton Larson Allen

Please Email us to
accept and schedule
work

- Licensed with the Colorado Department of Agriculture for Pesticide Application
- Tree Services Licensed with all Cities in the Denver Metro Area
- Fully Insured with \$4m Liability & Workers Compensation Insurance

Clifton Larson Allen 20191231

Estimator: Robert Bailey

Tuesday, December 31, 2019

Roxborough Village Metro District
C/O Clifton Larson Allen
8390 E Crescent Pkwy Ste 500
Greenwood Village, CO 80111

303-779-5710

Worksite: 7927 Elmwood St
Littleton, CO 80125

Requested Services

Task #	Item	Description	Quantity	Cost
1	Cottonwood	Removal	1	\$950.00

Tree Behind address leaning against fence.

Cut the tree down to as low of a stump as is reasonable. Haul away all wood and debris. Clean up work areas.

We would like to use the homeowners yard to haul wood and debris through.

Requested Services Total:

\$950.00

Total For All Services: \$950.00



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George Biedenstein RM-0756B

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Page 1 of 2

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TERMS & CONDITIONS:

1--Our minimum service fee for trimming and/or removal work is \$200.00

2--Our minimum service fee for stump grinding is \$90.00

3--We do not have a minimum service fee for Plant Health Care (PHC) services (injections and spraying)

4--Please make sure no cars are parked under or near the tree(s) on the day of service.

5--All moveable objects under and around the tree, and in the pathway between the tree and the service truck, should be moved out of the work zones prior to a service crews arrival.

6--Tree services performed in the vicinity of delicate flowers and shrubs may result in some damage to those flowers and shrubs. To avoid this possibility please request a fall or winter schedule date.

7--All animal excrement in the areas the service crews will be working must be removed prior to the crews arrival.

8--Bailey Tree LLC will not be held responsible for damage to underground utilities not included in a standard locate request during removal, planting, stump grinding, or any subsurface application or service. All repairs will be billed accordingly. Underground utilities include, but are not limited to; sprinkler lines, heads of equipment, electric dog fences, private landscape wiring such as irrigation wires, or any unspecified buried outdoor wiring.

9--Prices quoted are good for 45 days. You may need a re-quote after 45 days.

10--Cancellations requested with less than 24 hrs notice may be subject to a \$150 mobilization fee.

11--All invoices are due upon completion. Monthly finance charges at 18% per annum will accrue after 30 days.

12--The customer warrants that all trees upon which work is being performed either belong to the homeowner or that permission to work on them has been obtained by the owner. **IN THE EVENT OF ANY ERROR, BAILEY TREE LLC IS NOT TO BE HELD RESPONSIBLE.**

13--This estimate is for completing the job as described above. It is based on our evaluation and does not include additional services requested or required during or after this service is provided. Project timing is subject to change based on weather and other unforeseen circumstances.



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treet, Aurora, CO, 80011

Tel: (303) 421-3100

Date _____

Total: **\$2,290.00**

NS OF *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

CONDITION

Extra Work Proposal 1/15/2020

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

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**PHOTOS
PANEL**

Metco
Landscape,

SIGNAGE

By signing
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UTILITIES/UNKNOWN OBSTRUCTIONS

reasonable
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septic tanks,
septic fields
and

OWNER'S RESPONSIBILITIES

.....
Harmless -
To the fullest
extent
permitted by

DRAFT MEMO

Re: Roxborough Village Metropolitan District – Spillway and upper pond reconfiguration and upgrade project outline

To: RVMD Board of Directors

From: Scott Barnett P.E.

Date: December 17, 2019

Based upon Board, consultant, and staff meetings related to the 2019 Master Plan, conference calls, and Board discussions, the following is a project outline:

1. The two “Irrigation Ponds” were designed and constructed with the original development of some of the oldest Filings in RVMD.
2. The original design was sufficient for stormwater runoff detention, irrigation storage, and recreation.
3. The construction never met the criteria from the design. There were originally three ponds, they constructed two. There was supposed to be a 10-year capacity spillway in between, they constructed something that was only capable of handling nuisance flows.
4. Over the years, due to the undersized spillway, and its poor location related to the water flows, there have been many storm events that have caused damage to the embankment. We have made repairs when possible to the embankment and spillway, but a better solution is needed to avoid continued repairs.
5. The spillway has become an eyesore due to all of the patched repairs and something more visually appealing is desired.
6. Both ponds are very uniform and have intentionally constructed grades which lead to a very sterile, industrial look and feel. Some enhancements to the grading would benefit the ponds both ecologically and visually.
7. The RVMD Board desires to begin a design and construction project that address the issues mentioned above and believes it can remedy most, if not all, of the problems.
8. This process can be achieved by:
 - RVMD now owns these ponds, whereas originally, they were part of a 99 year lease from Douglas County. Neither Douglas County nor Urban Drainage and Flood Control District ever accepted the ponds or spillway due to the insufficient construction. RVMD is responsible for all of its maintenance; however, Douglas County remains responsible for the maintenance of Little Willow Creek and the

administration of the floodplain. As such, Douglas County Engineering will likely oversee any proposed improvements related to design.

- MMRE will work in coordination with Livable Cities Studio (LCS) to prepare initial sketch level conceptual drawings with several potential options for circulation among Board members and any other consultants for review and comment.
- Board members and consultants will provide review and comment in an iterative process to MMRE and LCS in order to best select the final product desired.
- MMRE will use this input to fine tune the design drawings into a preferred conceptual drawing with estimated costs and phasing options.
- MMRE will take the design drawing to Douglas County Engineering for an initial discussion on what their review jurisdiction will be and minimize their involvement in the review and permitting process.
- Typically, Douglas County oversteps their responsibility on review of these types of projects. Depending on their position, we may need assistance from the legal counsel on this. The Special Warranty Deed specifically states that RVMD has maintenance responsibility for the two irrigation ponds and the spillway in between. It may be possible to do this project with a very low level of review and permitting, but it may also be something that they require their involvement. County review and approval on the lighter side might take 3 months; on the heavier involvement side, it may take 6 months. These details will be worked out with a County meeting.
- Through this process, MMRE and LCS may need to make continual adjustments to the conceptual design based on input and feedback from Douglas County, but ultimately upon approval, MMRE and LCS would revisit the preferred design and construction phasing approach with RVMD Board and develop and develop a proposal to prepare Construction Drawings and Specifications for the initial phase.
- Most likely the improvements that are agreed upon and are incorporated into the likely Phase ICDs are high enough in cost to warrant a public Bid process. This is not a difficult process, but very formal and takes about a month and a half normally.
- Contract Documents for this process are tedious to create from scratch, but RVMD has had projects in the past, such as the skate park, where we have prepared them. We would begin with those documents and review and adjust accordingly, but they will require a thorough review by Folkestad Fazekas.
- Upon opening the Bid, the Board would need to approve the amount in a Board meeting, allocate those funds, and enter into a contract with the Contractor.
- All combined these items may take a year or more but would probably align with a summer 2021 construction season, which would be a good target. To do some of this work, the upper pond would need to be pumped down and with less rain in summer months, the timing would make the project less difficult.

DRAFT MEMO

Re: Roxborough Village Metropolitan District – Proposed Site Selection Feasibility Study process for pool and/or community facility per 2019 Master Plan results

To: RVMD Board of Directors

From: Scott Barnett P.E.

Date: November 19, 2019

Based upon Board, consultant, and staff meetings related to the 2019 Master Plan and a community interest in a pool and/or community facility, the following is a proposed process to determine site feasibility and cost to develop identified sites located in Roxborough. The four sites have been identified by the Master Plan consultant, Livable Cities Studio and discussed in Board meetings. We are not limited to these sites, but they could work due to existing grading and location. District ownership is desirable, but land purchase might be necessary. MMRE proposes the following steps for the first phase of the study:

1. Provide a detailed exhibit of each property for Board's consideration and overall feasibility.
2. Attend meeting(s) with Douglas County Engineering and Planning personnel to discuss strategies for each site. DC will likely require exhibits in order to initiate a discussion or meeting. DC will provide guidance for all of the sites related to normal development process for each such as a Site Improvement Plan or Location and Extent Application.
3. Attend meeting(s) with property owners (if necessary) to discuss purchasing property.
4. Develop a site survey for each location. A consultant would be hired for this task. (We have successfully used Bell Surveying many times in the past for this type of service for the District.) When appropriate, we can obtain a proposal from them. It likely would need an ALTA survey or similar that also includes utilities.
5. Similarly, a preliminary soil analysis will need to be developed on each of the sites. (We have successfully used Ground Engineering in the past for this type of service.) We can obtain a proposal from them if we decide to move forward.
6. Should any of the properties require that we do site work near the floodplain or wetlands along Little Willow creek, an Environmental Consultant would be required. The need for this will be outlined by meetings with Douglas County Engineering. We have worked with IRIS consulting and ERO Resources for past similar projects. Should we need to go down this path, we would get proposals from one or both of these consultants.
7. MMRE will compile all of the data collected from the above methods in a site by site basis and present it to the Board. MMRE can do this in phases as we go along as it may help the Board make cost saving decisions along the way.
8. Real estate data will also be needed to finalize the study. Katie James will provide input as to her firm's potential role(s) and/or other resources that might be needed.

9. Once the final site has been selected, the Survey consultant will also need to provide a detailed site grading survey including all major surface features and contours. This is also something Bell can do, but only needs to be done on the property that is selected.
10. MMRE can take the project through a Site Application or a Location and Extent process with the County at the appropriate time. We would develop the necessary drawings and take the project through the County process. This process can take some time but the schedule would be outlined by DC at the early stages of this work.
11. Depending on the outcomes of the Master Plan and site feasibility, the Board will need to hire an architect. Phase 1 of the project would be complete, and phase 2 would begin.

If the Board concurs with this suggested process, MMRE will set up an independent project through our Billing program to keep MMRE time and billing for this separate from general District work. This concept has been included as a line item on the 2020 Budget that is being considered at the meeting tonight.

Any proposals by the outside consultants above would be directly to the District and not through MMRE to avoid unnecessary mark up.

*WATER QUALITY SUMMARY AND
MANAGEMENT RECOMMENDATIONS FOR
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT PONDS
LITTLETON, CO*



DECEMBER 30TH, 2019

PREPARED BY:

AQUA SIERRA, INC.

FISHERY AND WATER QUALITY CONSULTANTS

9094 US HWY 285

MORRISON, CO 80465



Water Quality Monitoring Overview

Aqua Sierra, Inc. (ASI) became involved with Roxborough Village Metro District (RVMD) in the fall of 2018 to evaluate four waterbodies: Irrigation Ponds #1 and #2, Park Pond, and Seven Acre Lake. After assessing site conditions and reviewing water quality, it was deemed necessary to implement a seasonal water quality monitoring program and stock grass carp to encourage the natural reduction of nuisance vegetation. The primary goals outlined by RVMD Board of Directors is to maintain ecological health while decreasing nuisance vegetation and improving water quality.

The major management achievement in 2019 was the stocking of grass carp. Grass carp were stocked in all ponds, except for Irrigation Pond #1. Significant macrophyte growth was noted in the Park Pond and Irrigation #2 last fall, and again this August, while blue-green algae growth has been observed in Irrigation #1. Grass carp offer excellent rooted vegetation control and reduced nutrient availability; however, they do not favor algae. It takes approximately one full season to observe control after stocking. Vegetation densities should be monitored so that adequate control is achieved.



Figure 1. Irrigation Pond #2, August 2019



Figure 2. Park Pond, August 2019



Figure 3. Seven-Acre Pond, August 2019

In late August, Irrigation Pond #1 experienced a harmful algal bloom (HAB) although community members commented seeing it as early as June. The ASI team closely monitored the bloom over several weeks. The bloom stayed low in density, but persistent in growth. As demonstrated by Figure 3, the cyanobacteria formation begins in the shallow, warm waters in the small tributary entering the south side of the pond. In early September, ASI collected and analyzed algal samples, as well as treated, to reduce concerns. Although the blue-green algae, *Microcystis spp.*, was present, toxins were not detected at the time of sampling.

In effort to support the community, ASI biologists met with students at the Roxborough Intermediary School to talk about the algae bloom, being a steward to water, projects to support pond health, etc.... It is believed that this is still the only pond in the District plagued by a HAB's and further understanding of the driving factors is being explored for the most effective and efficient management plan. Further collaboration with the school is planned for 2020 to promote community education.



Figure 4. Irrigation Pond #2, September 2019

The water samples collected in June and November were strategically completed around weather events for the most representative result. Large spring rains diluted the ponds, as well as likely completely flushed the Park Pond. In addition, a quick fall cold snap and snow delayed sampling until late fall due to early ice formation. This program is to assist in developing management strategies for the RVMD ponds that are solution and science based. Each sample was tested in a laboratory for parameters important to overall pond health and repeated parameters compared to previous years data. Results of the chemical makeup are detailed in tables below. Please note that ideal range is set to maintain optimal ecological health; however, some many values are more stringent in waterbodies managed for aesthetics, recreation, and/or fisheries.

Water Discussion and Results

Access to water quality data is invaluable in addressing and preventing recurring problems including unsightly algal blooms and fish kills. Ideally monitoring will continue to track trends, especially in Irrigation Pond #1 where HAB's have been observed. Current water chemistry data demonstrates large fluctuations of nutrients and that the natural system ponds, Park Pond and Irrigation Ponds #1 and #2, are influenced by storm events seasonally.

Nutrients in the water column are the key driving factors of algal blooms and excessive vegetation. Typically, nutrients are limited in aquatic resources and only a certain amount of vegetation can survive. When a limiting nutrient enters the system, the carrying capacity for plant growth increases. A limiting nutrient in an aquatic environment and its concentration inhibits or enhances the growth and density of aquatic plants and algae. This

has been observed in the RVMD ponds and can be seen in the water quality data tables when reviewing the three primary nutrients in plant growth: phosphorus, nitrogen and potassium. Phosphorus, very mobile in aquatic plants, comes in two forms: reactive and particulate. Reactive, also known as ortho-phosphorous is the most concerning regarding availability and plant use in aquatic environments. Even though phosphorous was undetectable in initial samples collected in 2018, phosphorous concentrations were extremely elevated in all of the samples this year except for the Seven-Acre Pond fall sample. Nitrogen and nitrates, also essential for plant growth, were present in 2019. Nitrates were within the normal range, but any amount of nitrogen will accelerate the possibility for plant growth. Potassium was recorded to be within the ideal range amongst all samples.

In addition, other micro-nutrients such as calcium, magnesium, and sulfate also affect vegetation growth. Calcium is important to cell walls, magnesium is required for the synthesis of chlorophyll, and sulfates promote root growth and seed formation. Sulfates also encourages algal growth when other nutrients are available. Each of these parameters were recorded to be elevated in most samples. Current concentrations do not pose toxicity risks, but high sulfate concentrations can cause unpleasant odors through sulfate reduction in anoxic sediments. The source of sulfates is typically related to geology, but anthropogenic sources often contribute through runoff.

Heavy metals, such as iron and copper, can be more soluble in acidic water or water with low alkalinity. In resources with sensitive aquatic species, metals can be toxic, especially in those with lower buffering capacity. The copper values remain above the ideal range across all waterbodies. ASI recommends limiting the use of copper-based algacides to oppose increasing copper values. Copper levels should continue to be monitored as copper at high concentrations can be toxic to fish such as trout depending on water hardness and pH.

Laboratory Water Quality Results- Roxborough Village Metropolitan District

* Units for conductivity are $\mu\text{mhos/cm}$ ** pH is reported in standard pH units *** Turbidity is reported as NTU

Table 1. Irrigation Pond #1, 2018 and 2019.

Parameter	Fall 2018	Spring 2019	Fall 2019	Ideal (mg/L)
<i>Alkalinity (as CaCO₃)</i>	<i>80</i>	<i>90</i>	<i>106</i>	> 100
Calcium	50.1	90	135	4-160
<i>Copper</i>	<i>0.09</i>	<i>0.03</i>	<i>0.06</i>	< 0.01
Dissolved Oxygen – Surface	---	---	7.5 (77.2%)	> 4
Hardness (as CaCO ₃)	218	137	165	100 – 300
Iron	0.01	---	0.11	< 0.5
Magnesium	22.5	47.2	30.3	< 25
<i>Nitrate</i>	< 0.1	<i>0.245</i>	<i>0.164</i>	< 5
pH **	8.0	8.1	8.4	6.5-9
<i>Phosphorous</i>	< 0.001	<i>0.089</i>	<i>0.097</i>	< 0.001
Potassium	6.6	0.1	4.2	< 5
<i>Sulfate</i>	<i>72.9</i>	<i>87.4</i>	<i>67.1</i>	< 50
Zinc	< 0.01	0.02	0.02	< 0.1

Table 2. Irrigation Pond #2

Parameter	Fall 2018	Spring 2019	Fall 2019	Ideal (mg/L)
Alkalinity (as CaCO ₃)	165	164	279	> 100
<i>Calcium</i>	129	187	645	4-160
<i>Copper</i>	0.1	0.02	0.02	< 0.01
Dissolved Oxygen – Surface	---	---	10.8 (109.3%)	> 4
<i>Hardness (as CaCO₃)</i>	594	304	720	100 – 300
Iron	0.01	---	0.07	< 0.5
<i>Magnesium</i>	66.3	140.1	75.4	< 25
<i>Nitrate</i>	< 0.1	0.249	0.38	< 5
pH **	8.0		7.7	6.5-9
<i>Phosphorous</i>	< 0.001	0.002	0.002	< 0.001
Potassium	6.6	0.3	3.9	< 5
<i>Sulfate</i>	72.9	166	219	< 50
Zinc	< 0.01	0.03	0.03	< 0.1

Table 3. Park Pond

Parameter	Fall 2018	Spring 2019	Fall 2019	Ideal (mg/L)
Alkalinity (as CaCO ₃)	1,161	68	199	> 100
Calcium	45.9	38.2	90.0	4-160
<i>Copper</i>	0.1	0.09	0.05	< 0.01
Dissolved Oxygen – Surface	---	---	12.8 (128.8%)	> 4
Hardness (as CaCO ₃)	218	63	190	100 – 300
Iron	0.01	---	0.07	< 0.5
<i>Magnesium</i>	51.6	25.0	100.3	< 25
<i>Nitrate</i>	< 0.1	0.245	0.135	< 5
pH **	9.0	8.4	7.9	6.5-9
<i>Phosphorous</i>	< 0.001	0.072	0.037	< 0.001
Potassium	8.3	1.0	5.5	< 5
Sulfate	71.8	47.0	33.5	< 50
Zinc	< 0.01	0.08	0.07	< 0.1

Table 4. Seven-Acre Pond, aka Crystal Lake

Parameter	Fall 2018	Spring 2019	Fall 2019	Ideal (mg/L)
Alkalinity (as CaCO ₃)	61	126	160	> 100
Calcium	29.0	74.0	90.1	4-160
<i>Copper</i>	0.09	0.1	0.07	< 0.1
Dissolved Oxygen – Surface	---	---	9.6 (102.4%)	> 4
Hardness (as CaCO ₃)	138	113	160	100 – 300
Iron	< 0.01	---	0.07	< 0.5
<i>Magnesium</i>	16.0	39.0	70.2	< 25
<i>Nitrate</i>	0.8	0.198	0.118	< 5
pH **	8.9	8.4	8.1	6.5-9
Phosphorous	< 0.001	0.198	0.001	< 0.001
Potassium	3.6	0.5	4.1	< 5
<i>Sulfate</i>	84.0	98.8	86.4	< 50
Zinc	< 0.01	< 0.01	< 0.01	< 0.1

Management Recommendations

It is important to take all characteristics of a resource into account when making management recommendations. Educated and informed decisions will assure objectives are met while also indicating needs for improvement. Based on the results of the water quality analysis and ecological health goals for the ponds, ASI recommends continued annual water quality monitoring and landscape management, along with implementing aeration and bacterial augmentation in others. Please take the information from this report into consideration when reviewing next season's plan for maintaining the RVMD ponds.

1. Annual Water Quality Monitoring

Water quality monitoring is the best way to proactively manage a waterbody. ASI recommends continued monitoring in order to evaluate the changing needs of the ponds and adjust strategies to meet the goals of the property. Water samples should be collected, at minimum, in the spring and fall and compared to previous data. Monitoring should occur biannually until sufficient data is collected to verify management objectives are clearly met and achieved.

2. Landscape Management

Irrigation water and rain not absorbed leach fertilizers and other pollutants into the ponds. Landscape fertilizers contain the same nutrients that cause algae growth in ponds and herbicides safe for terrestrial applications can be detrimental to aquatic resources. Reducing external inputs can make significant improvements to water quality and aesthetic appearance. Buffered zones of wetland plants and/or grasses around ponds are also beneficial as they reduce sedimentation and mitigate external nutrient loading into ponds from adjacent landscapes, paths, and roads. The absence of vegetative buffer zones serve as access points for geese. Homeowners and landscape crews should be educated on how they impact the community's surface water.

3. Bottom Diffused Aeration

The natural process of lake aging occurs when nutrients sink to the bottom and begin to break down. It consequently forms a sludge layer which then increases nutrient levels back in the water column. If left untreated, this type of environment is likely to experience continued management problems such as algal blooms. In order to keep dissolved oxygen levels high in Irrigation Pond #1, speed up decomposition of organic material, maintain fish health, and improve water quality, installation of aeration system is advised. Bottom diffused aeration forces complete water turnover maximizing dissolved oxygen concentrations from top to bottom. Increased oxygen reduces phosphorous, nitrogen, iron, and manganese, all of which contribute to poor water quality and algae growth. Aeration systems should operate on a time clock with flow meters and a manifold to keep the overall system balanced and offer the best treatment.

4. Aquatic Resource Management – Bacterial Augmentation

When vegetation dies, decaying material breaks down and releases nutrients back into the water column. Consequently, these suspended nutrients feed more growth causing a vicious cycle. Beneficial bacterial augmentation is suggested for all of the ponds to accelerate nutrient consumption and proactively manage succession. Bioaugmentation is an effective and natural solution to limit reactive chemical management. However, not all bacterial products are equal. ASI has performed outside testing, as well as independent case studies, of the endorsed products. These bacterium are a slow release probiotic that sink to the bottom speeding up the breakdown of organic waste. This formulation has shown significant aesthetic benefits by reducing internal loading and organic accumulation especially when teamed with aeration.

ASI Water Quality References

- Bennett, G.W. 1970. *Management of Lakes and Ponds 2nd Ed.* Kreiger Publishing Company. Malabar, Florida.
- Cooke, G.D., E.B. Welch, S.A. Peterson, and S. A. Nichols. 2005. *Restoration and Management of Lakes and Reservoirs 3rd Ed.* Taylor and Francis. Boca Raton.
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- Hart, S. A. 2001. *Aquatic Weed Control.* Rutgers Cooperative Extension, Fact Sheet, FS386. New Brunswick, NJ.
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- Wurts, W.A. *Alkalinity and Hardness in Production Ponds.* World Aquaculture, 33(1): 16-17.

Aqua Sierra, Inc.

9094 US Hwy 285
 MORRISON, CO 80465-2418
 (303) 697-5486
 www.aqua-sierra.com



INVOICE

BILL TO
 Roxborough Village Metro District
 c/o Clifton Larson Allen
 8390 E. Crescent Parkway, Ste. 300
 Greenwood Village, CO 80111

SHIP TO
 Roxborough Village Metro District
 8390 E CRESCENT PKWY STE 300
 GREENWOOD VILLAGE, CO
 80111-2813 US

INVOICE 04-6355
DATE 12/30/2019
TERMS Net 30
DUE DATE 01/29/2020

PROJECT
 RVMD Ponds

SERVICE	QTY	RATE	AMOUNT
Water Quality Monitoring Program *Park Pond, Irrigation Pond 1, Irrigation Pond 2, and Seven-Acre Lake - spring and fall samples - summary provided along with management recommendations	1	4,130.00	4,130.00

We take pride in the commitment to our clients and know how important your feedback really is. Please let us know how we are doing: asi_feedback@aqua-sierra.com.

BALANCE DUE \$4,130.00

Aqua Sierra, Inc. will no longer assess finance charges; however, a \$25 late fee will accrue monthly on past due accounts.

Playgrounds

Location	Address	Year Built	NOC Value
Community Park Playground	7673 North Rampart Range Road		
Imperial Park Playground	7932 Kyle Way		\$9,988.84
Imperial Park Swingset	7932 Kyle Way	2004	\$5,853.27
Chatfield/Soccer Field Playground	8563 Liverpool Circle		
Airplane Park Playground	7570 Brown Bear Court	2018	\$12,750.17
Marmont Ridge Playground	9701 Marmot Ridge Circle	2018	\$10,691.07
Mule Deer Playground	7846 Mule Deer Place		
Waterton Playground	10126 Waterton Road		

Fields

Location	Address	Year Built	NOC Value
Soccer Field	Community Park		
Three Rail Fence around Soccer Field	Soccer Field		
Softball Field	Community Park		
Softball Fence/Backstop	Community Park		
Softball Bleachers	Community Park		

Other Parks Facilities

Location	Address	Year Built	NOC Value
Tennis Court	Community Park		
Basketball Court (2 backboards/fence)	Community Park		\$18,779.62
Skate Park	Community Park	2009	\$437,516.95
Skate Park Picnic Shelter	Community Park		
Skate Park Picnic Tables	Community Park		
Community Park Gazebo	Community Park	1999	\$23,051.17
Gazebo Picnic Tables	Community Park		
Park Restrooms w E/One Sewage Grinder	Community Park	2002	\$116,712.75
Port-O-Potty enclosure - Community Park	Community Park		
Volleyball Court	Community Park		
Community Park Sign	Community Park		
Upper Parking Lot	Community Park		
Lower Parking Lot	Community Park		
Picnic Shelter at Soccer fields	Soccer Field		
Picnic Tables (2)	Soccer Field		
Port-O-Potty enclosure - Soccer Field	Soccer Field		
Soccer Field Parking Lot	Soccer Field		
Grills	Soccer Field		
Small Retaining Wall	Soccer Field		
Chain Link Fence around Waterton Playground	Waterton Playground		
Trees	Throughtout District		
Trash Barrels	Throughtout District		
Dog Stations	Throughtout District		
Benches	Throughtout District		

Open Space

Location	Address	Year Built	NOC Value
Concrete Paths/Trails	Throughtout District		
Bridges on path	Spillway		
Wooden Deck on detention pond	North Detention Pond		
Signs	Throughtout District		
Entry Monument Sign/Hardscaping	Rampart Range Road and Village Circle West (South side of intersection on both east and west corners)		

Medians

Rampart Range Road

Detention Ponds

Location	Address	Year Built	NOC Value
7 Acre Pond			
Triange Pond			
Square Pond			
Community Park Pond			
Community Park Pond Aeration System			
Spillway			

Irrigation

Location	Address	Year Built	NOC Value
Irrigation System	Througout District		
(2) Irrigation Pumps	Crystal Lakes Drive		\$124,786.21
(2) Wet Wells	Crystal Lakes Drive & Coyote		\$69,859.91
Vault (near 1-Acre Lake)	Rampart Range Road		\$176,138.03
Irrigation Distribution System	Througout District		
7 Acre Pond Fill Pipeline	7 Acre Pond		
Meter Vault at Rox Water SD			

Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Joe D. Kinlaw, II
Lauren O. McDaniel

Ernest F. Fazekas, II
1947-2016

October 30, 2019

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Robert and Laura Bingham
7573 Jared Way
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2
By 7573 Jared Way, Littleton, Colorado 80125
Lot 4, Block 1, Imperial Homes at Roxborough Village #2

Dear Mr. and Mrs. Bingham:

I am District Legal Counsel for Roxborough Village Metropolitan District, the owner of the 6.5 acre open space parcel adjacent to Imperial Homes a Roxborough Village Filing 2. It has recently come to our attention that you maintain certain landscaping and a fence which are located outside the boundary of your lot and in our open space. An aerial photograph is enclosed to illustrate this encroachment.

The District's policy is as follows:

Encroachments onto property maintained by the District is prohibited. These areas must be free of obstructions to permit snow removal, grass mowing, to promote public safety, and to maintain a uniform appearance of the open space.

The District also has Rules and Regulations that state that it is unlawful for any person "to construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within any Parks or Open Space without written approval from the District Manager."

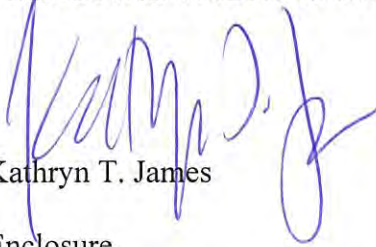
Please remove the encroaching fence and landscaping improvements immediately.

If you have any questions about this policy, the Rules and Regulations, or about the District's property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett



Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Joe D. Kinlaw, II
Lauren O. McDaniel

Ernest F. Fazekas, II
1947-2016

January 16, 2020

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Jason and Stacy Cole
7448 Pintail Place
Littleton, Colorado 80125

Re: Dumping on District Property
Lot 752 Roxborough Village #16A

Dear Mr. and Mrs. Cole.

Our firm represents the Roxborough Metropolitan District (the "District"). It has come to our attention that you have a sump pump that is dumping an unknown toxin into the District owned real estate, that is known as Tract R, Roxborough Village Filing No. 16A, located behind your property. Dumping onto District property is not authorized and should be stopped immediately.

The substance you are dumping is unknown but is clearly toxic to the grass and our landscaping. The District has already obtained a soil sample to identify the substance. Once we have the results from the testing, the District will be restoring the landscaping to remedy the damage you have done. We will bill you for such restoration work.

Please call my office with any questions. Otherwise, please cease the dumping immediately and be advised that the restoration bill will follow upon completion of the necessary work.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.


Kathryn T. James

cc: Anna Jones, District Manager
Scott Barnett

**RESOLUTION
OF THE BOARD OF DIRECTORS OF
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
DOUGLAS COUNTY, COLORADO**

**A RESOLUTION AMENDING RENEWAL OF FOOTHILLS'
INTERGOVERNMENTAL AGREEMENT FOR ROXBOROUGH VILLAGE
METROPOLITAN DISTRICT RESIDENT USE OF FOOTHILLS RECREATION
AMENITIES FOR 2020**

The Roxborough Village Metropolitan District, a quasi-municipal corporation and political subdivision of the State of Colorado (the "District"), entered into an agreement effective April 1, 2016, with Foothills Park & Recreation District ("Foothills"), attached hereto as Schedule A (the "Agreement"); and

Foothills will continue to provide such services in accordance with the terms of the Agreement; and

The Board of Directors of the District has determined that it is in the best interest of District residents to renew the Agreement with the following amendments.

Section 5. Cap on Reimbursement Expenditures. Notwithstanding the foregoing Section 3, RVMD's reimbursements to Foothills shall not exceed the amount of \$15,000.00 without prior approval by RMVD in the manner specified herein. When 2/3 of the amount of the cap on reimbursements (\$15,000.00) is reached, and as reflected on the monthly invoices provided by Foothills to RVMD, RVMD will advise Foothills in writing within 45 calendar days of such invoice as to whether RVMD will increase the cap on reimbursements specified herein. Any such authorized increase by RVMD will be in increments of at least \$5,000.00. If RVMD does not authorize an increase in the cap on reimbursements, this Agreement shall terminate upon the amount of billed reimbursements reaching \$15,000.00. Any other termination hereunder shall be governed by Section 5.

Section 5 above shall be amended to increase the reimbursement amount from \$15,000.00 to \$22,500.00 for 2020. Notice shall be given when 2/3 of the amount of the cap is reached.

The Board has determined that it is in the best interest of the customers of the District to amend the Agreement with Foothills to increase the reimbursement amount from \$15,000.00 to \$22,500.00 and to continue to give notice when 2/3 of the amount of the cap is reached.

THEREFORE, be it resolved by the Board of the District that:

Section 5 of the Agreement with Foothills shall be amended as follows:

Section 5. Cap on Reimbursement Expenditures. Notwithstanding the foregoing Section 3, RVMD's reimbursements to Foothills shall not exceed the amount of **\$22,500.00** without prior approval by RMVD in the manner specified herein. When 2/3 of the amount of the cap on reimbursements (**\$17,500.00**) is reached, and as reflected on the monthly invoices provided by Foothills to RVMD, RVMD will advise Foothills in writing within 45 calendar days of such invoice as to whether RVMD will increase the cap on reimbursements specified herein. Any such authorized increase by RVMD will be in increments of at least \$5,000.00. If RVMD does not authorize an increase in the cap on reimbursements, this Agreement shall terminate upon the amount of billed reimbursements reaching **\$22,500.00**. Any other termination hereunder shall be governed by Section 5.

NOW, THEREFORE, be it resolved by the Board of Directors of Roxborough Village Metropolitan District, Douglas County, Colorado, that:

The Board further resolves that the amendment to the Agreement with Foothills shall be amended to increase the reimbursement amount from \$15,000.00 to \$22,500.00 and notice shall continue to be given when 2/3 of the amount of the cap is reached.

APPROVED AND ADOPTED this ___ day of January, 2020, by a vote of ___ for and ___ against.

ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT, a quasi-municipal corporation and political
subdivision of the State of Colorado

By: _____
Calvin Brown, President

ATTEST:

By: _____
Ronald Bendall, Secretary

Suazo, Kathy

From: Jones, Anna
Sent: Tuesday, January 7, 2020 3:39 PM
To: Suazo, Kathy
Subject: FW: [External] RE: Foothills/Roxborough IGA

Agenda, please



Anna Jones, Public Manager
 Outsourcing, CliftonLarsonAllen LLP

Direct 303-793-1478, Mobile 303-931-6134
anna.jones@CLAconnect.com

Main 303-779-5710 x31478, Fax 303-779-0348
 8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111
CLAconnect.com

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 Wealth Advisors, LLC, an SEC-registered investment advisor.

From: Ron Hopp <rhopp@fhprd.org>
Sent: Tuesday, January 7, 2020 3:35 PM
To: Katie James <james@ffcolorado.com>
Cc: Tina Vildibill <vildibill@ffcolorado.com>; Jones, Anna <Anna.Jones@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>
Subject: [External] RE: Foothills/Roxborough IGA



Think Security
 at CLA

This email originated from an external source.

Good afternoon!

Happy New Year! I just received the numbers for December and the totals for the year, and it looks like the utilization exceeded \$20,000 for 2019. The total was \$20,464.71.

As a result, we may want to consider upping the cap to \$22,500 for 2020 and maybe the notice provision to \$17,500? As a reminder, our Board meeting is January 28th and we usually finalize the packet the prior Thursday if we want to consider an amended agreement.

Let me know your thoughts.

Thanks,

Ron

Ronald Hopp, Executive Director
 Foothills Park & Recreation District
 6612 S. Ward St
 Littleton, Colorado 80127
 (303) 409-2107
rhopp@fhprd.org

www.foothills.org

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Celebrating 60 years of Creating Community, Enhancing Health, Inspiring Play

From: Katie James <james@ffcolorado.com>
Sent: Tuesday, December 17, 2019 4:17 PM
To: Ron Hopp <rhopp@fhprd.org>
Cc: Tina Vildibill <vildibill@ffcolorado.com>; Jones, Anna <Anna.Jones@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>
Subject: RE: Foothills/Roxborough IGA

Hi, Ron,

As we enter another meeting tonight, I realize I did not get back to you. At the November meeting, the Board approved both the additional \$5000 for 2019 and they voted to approve an amendment to the IGA to increase the cap to \$20K and the notice provision at \$15K. I have not had a chance to put together an amendment for signature but will do so before the January meeting. In any event, the approval has occurred.

Thank you and have a wonderful holiday season.

Katie James

Kathryn T. James
 Attorney at Law
FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.
 18 South Wilcox Street, Suite 200
 Castle Rock, Colorado 80104-1909
 Phone: 303.688.3045
 Fax: 303.688.3189
james@ffcolorado.com
www.ffcolorado.com

From: Ron Hopp <rhopp@fhprd.org>
Sent: Friday, November 15, 2019 3:26 PM
To: Katie James <james@ffcolorado.com>
Cc: Tina Vildibill <vildibill@ffcolorado.com>; Jones, Anna <Anna.Jones@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>
Subject: RE: Foothills/Roxborough IGA

Thanks for the email Katie!

We are fine with continuing with the agreement for 2020. I think from our perspective, it is working out well.

In regard to authorizing additional funds, that would be appreciated. As you know, the contract caps the amount at \$15,000 and Paragraph 5 of the agreement outlines the required process when we reach \$10,000. I have attached a copy of the contract for reference.

You are actually over the amount that the agreement states. As of the end of October, you are at \$17,267. If you could authorize an additional \$5000, hopefully that will get us through the end of the year. For reference, your total for 2018 was \$16,606.

I am wondering if we should amend the agreement to reflect what has been happening over the past couple of years?

Let me know your thoughts.

Thanks,

Ron

Ronald Hopp, Executive Director
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Celebrating 60 years of Creating Community, Enhancing Health, Inspiring Play

From: Katie James <james@ffcolorado.com>
Sent: Thursday, November 14, 2019 4:41 AM
To: Ron Hopp <rhopp@fhprd.org>
Cc: Tina Vildibill <vildibill@ffcolorado.com>; Jones, Anna <Anna.Jones@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>
Subject: RE: Foothills/Roxborough IGA

Hi, Ron,

I hope all is well. I am checking in on the Agreement between Foothills and Roxborough for 2020. I am sure our Board wants to continue the arrangement, but as you know, we re-evaluate and confirm that fact every November.

Is your Board of the same feeling? Also, do we have any issues with additional funds to be approved for fees or are we on track with that? We could do the approval at Nov. meeting as well if needed.

Thank you,
 Katie James

From: Ron Hopp <rhopp@fhprd.org>
Sent: Friday, October 27, 2017 3:27 PM
To: Katie James <james@ffcolorado.com>
Cc: Wendy Walden <walden@ffcolorado.com>; Mendisco, Mathew <Mathew.Mendisco@claconnect.com>; Beyer, Cynthia <Cynthia.Beyer@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>; Shannon, Patrick

<Patrick.Shannon@claconnect.com>

Subject: Re: Foothills/Roxborough IGA

Thanks Katie! Our Board would like to continue. Let me know if your Board is fine to continue.

Thanks!

Ron Hopp

Sent from my iPhone

On Oct 27, 2017, at 3:16 PM, Katie James <james@ffcolorado.com> wrote:

Hi, Ron,

Sorry I missed this for your meeting. I expect the Board will continue, yes. I am copying our current District Manager as Mat left CLA last year at the end of 2016. We will put this on our next regular meeting agenda for Nov. 14 and confirm for sure afterward. Thank you.

Katie James

From: Ron Hopp [<mailto:rhopp@fhprd.org>]

Sent: Tuesday, October 24, 2017 2:20 PM

To: Wendy Walden <walden@ffcolorado.com>; Katie James <james@ffcolorado.com>; Mendisco, Mathew <Mathew.Mendisco@claconnect.com>

Subject: Foothills/Roxborough IGA

Good afternoon!

I thought I'd check in with you to make sure that the Roxborough Metro District would like to continue with the Intergovernmental Agreement to provide recreation facility and programming services to your residents.

The agreement reads as follows:

*The initial term of this Agreement shall commence on the Effective Date and continue through December 31, 2016 ("**Initial Term**"). Thereafter, this Agreement shall automatically renew for successive one year periods ("**Renewal Term(s)**") on the same terms and conditions set forth herein. Notwithstanding the foregoing, this Agreement may be terminated by either Party at any time during the Initial or any Renewal Term upon 30 calendar days prior written notice to the other Party ("**Notice Period**").*

I will be discussing this with my Board tonight to make sure they would like to continue, which I am quite sure that they will.

Also, the total amount, through September, that has or will be billed during 2017 is \$9,358. It appears that the \$15,000 cap is sufficient at this time.

Let me know your thoughts.

Thanks!

Ron

Ronald Hopp, Executive Director
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(303) 409-2107
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www.foothills.org

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Creating Community, Enhancing Health, Inspiring Play

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The Following Are Post Packet Items:

Items That Were

Distributed At The Meeting

And Not In

The Original Packet

Town Hall

Date: Feb 25,26, or 27, 6-8 pm

Location: School to be reserved by CLA. Best at Intermediate

Staffing: Admin help from CLA. Facilitation quote from CDR, \$175/hour for a total of \$700 - \$875 though non-profit rate may be available.

Format: 10 minutes per governmental entity and 5 minutes of questions after.

Advertisement: in our January newsletter and other formats. Use our sign posts to advertise closer to the event. So we will need banners made.

Invitees:

Primary:

Douglas County *

DCSO *

West Metro Fire *

Roxborough Water & Sanitation *

RVMD *

Secondary:

Douglas County Libraries *

Roxborough Park Foundation

Other (rotating as needed)

Sterling Ranch

Shea Homes

Northwest Douglas County EDC/Chamber

Roxborough Elementary

Roxborough PTIC

Hands Across Roxborough

Lamb Spring Archeological Preserve

Sedalia Spurs 4H

Roxborough Area Historical Society

Roxborough Arts Council

Roxborough State Park

Audubon Society

Roxborough Living Community Calendar