

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

<https://www.roxboroughmetrodistrict.org/>

NOTICE OF MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Mat Hart	President	2025/May 2025
Ephram Glass	Vice President	2023/May 2023
Calvin Brown	Treasurer	2023/May 2023
Travis Jensen	Secretary	2025/May 2025
Mark Rubic		2025/May 2025

DATE: February 21, 2023
TIME: 6:00 p.m.
LOCATION: Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

Call in Number: 1 (719) 359-4580

** Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*

** Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

I. ADMINISTRATIVE MATTERS

A. Disclosure of Potential Conflicts of Interest.

B. Additions/Deletions/Approval of Agenda.

II. GUEST SPEAKER

A. Trip McLaughlin, IMEG presentation on GIS Mapping

III. PUBLIC COMMENTS/HOMEOWNER REQUESTS

A. 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. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines:

<https://www.roxboroughmetrodistrict.org/2022-meetings>

IV. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

- Minutes of the following meetings (enclosures):
 - a. October 18, 2022
 - b. October, 19, 2022
 - c. November 7, 2022
 - d. January 17, 2023
 - e. January 25, 2023
 - Monthly Invoice from Foothills Park & Recreation re: January 2023 Roxborough Village Resident Use (enclosure).
-

IV. FINANCIAL MATTERS

- A. Review and ratify approval of the payment of claims for the periods ending as follows (enclosure):
Note: The claims listed represent only the payments approved and released during the indicated month.

Fund	Period Ending December 31, 2022	Period Ending January 31, 2023
Total Claims	\$ 201,571.56	\$ 39,037.58

- B. Review and accept unaudited financial report for the period ending January 31, 2023 (enclosure).
-
- C. Discussion regarding approvers on bill.com.
-

V. OPERATION AND MAINTENANCE MATTERS

- A. Landscaping Updates- CDI Landscape, LLC
1. Snow Removal Updates
 2. Update regarding spring preparation.
-
- B. Review and consider approval from Ark Ecological Services to manage open space for 2023 (enclosure)
-

- C. Discussion regarding options for reading the Chatfield Farms Estates water meter without needing to send someone to manually read the meter (enclosure).

- D. Review and discuss the Colorado Water Conservation Board's Turf Replacement Program (enclosure).

- E. Update regarding grants from Douglas County and GoCo to support a playground and/or other improvements in the District.

- F. Update regarding pickle ball court lining.

- G. Review of management report and discussion regarding moving forward (enclosure).

- H. Other.

VI. ENGINEERING MATTERS

- A. Other

VII. LEGAL MATTERS

- A. Discuss update on options for addressing Sturgeon Electric failure to pay for main line repairs.

- B. Conflict of Interest Questionnaire review and approval (enclosure).

- C. Meeting Code of Conduct review and approval (enclosure).

- D. Miscellaneous District Procedures Document review and approval (enclosure).

- E. Executive session pursuant to C.R.S. §24-6-402(4)(b) to receive advice of legal counsel regarding installation of memorial and buoy (enclosure).

F. Other

VIII. DIRECTOR MATTERS

A. Discuss and approve adjusting the native mow scope to not include Chatfield Farms 1A Tract A. This area to the east of Campfire St. contains a fragment of native prairie that has remained relatively undisturbed. In lieu of mowing, it's preferred to perform selective cuts of the rabbitbrush. Mowing is not ideal due to the steeper terrain and cacti present and could harm the remaining native wildflowers (enclosure)

IX. OTHER MATTERS

A. _____

X. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 21, 2023**

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD OCTOBER 18, 2022

A Regular Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Tuesday, the 18th day of October, 2022 at 6:00 p.m. at Roxborough Library Meeting Room, 8357 North Rampart Range Road #200, Littleton, Colorado 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mathew Hart
Ephram Glass
Mark Rubic
Travis Jensen
Calvin Brown via telephone

Also In Attendance Were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.

Marcia Pryor and Dennis Bedford; BrightView Landscape Services, Inc.

Melissa Christopher; Gemsbok Consulting attended via Zoom

CALL TO ORDER

At 6:06 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: None.

ADMINISTRATIVE MATTERS

Agenda: The Board discussed the full agenda and requested to reorder it to address the following in order:

1. Financial Matters;
2. BrightView Report;
3. Snow Removal and Landscape Contractor RFPs;
4. Meeting Dates

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Upon a motion duly made by Director Jensen and seconded by Director Hart, and upon vote carried, the Board unanimously approved the agenda with the reordering.

Confirm Location of Meeting/Posting of Meeting Notices: The Board discussed that the library is booked for the November 15th regular meeting and budget hearing. November 15th works for the Board members and has already been planned for the budget hearing so they will keep that date. The Board's preference for setting the meeting is to use the fire station, if available, and if not, then the intermediate school, and then if not, to conduct the meeting by Zoom. Ms. James will alert SDMS to the preferences so they can book a location.

Excusal of Absence: There were no absences.

PUBLIC COMMENTS

None.

CONSENT AGENDA The Board considered the following actions:

- Approve the Minutes of the August 16, 2022 Regular Meeting.
- Approve the Minutes of the August 17th and 23rd Special Meetings
- Approve the Minutes of the September 20, 2022 Regular Meeting

The Board tabled approval of the August 16th, 17th and 23rd Special Meeting Minutes and September 20, 2022 Regular Minutes. . For approval of the September 20th Minutes.

FINANCIAL MATTERS

A. Review and ratify approval of the payment of claims for the periods ending as follows _____.

Ms. Christopher noted that she is not fully informed of how the Board liked to see the claims presented to them for Board meetings. It was noted that there are many outstanding claims for approval. Director Rubic has questions about different invoices before he will approve the claims that he has been reviewing in Bill.com. He noted that there was no response yet to questions about Ark Ecological's invoice, the Mission Communications bill, and a few small items on the Mulhern Engineering bill. Gemsbok and SDMS are working out who is best to get the billing questions answered between them.

Ms. Christopher reviewed the list of claims from Bill.com. Director Rubic confirmed which bills had been approved with Ms. Christopher and the

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Board ratified those approvals. Upon a motion duly made by Director Jensen and seconded by Director Hart, with Director Rubic abstaining, and upon vote carried, the Board approved the payment of bills.

The Board addressed their concerns with BrightView about a number of invoices for time and materials work related to irrigation repairs. The total of all of the invoices was approximately \$55,000.00. Director Rubic raised the issue that the contract included \$5,000.00 for estimated time and materials repair of the irrigation system and that this amount was far in excess of that estimated number. BrightView reported that Director Glass has been in regular contact with them and authorized the repairs as they found them, to save time and increase efficiency on making the repairs. Ms. Pryor noted that the system was in dire need of many repairs when BrightView came on board. After discussion, the Board approved the BrightView invoice and approval of these claims was included in the motion to approve and ratify the claims noted above.

- B. Review and accept unaudited financial statements for the period ending _____, 2022 and accept Cash Position Schedule, dated _____, 2022, updated _____, 2022 and Operations Fee Report.

There were no financial statements available for review and approval. Gemsbok will work on getting those prepared and to the Board.

Director Brown left the meeting.

- C. Review draft 2023 Budget.

Director Glass arrived at the meeting.

Ms. Christopher reviewed the draft budget with the Board. The format of the budget only included line item detail for the Chatfield Farms portion of the budget. There was not line item information available for the regular budget. Ms. Christopher will fix that and get the line items to the Board prior to a Special Meeting they intend to hold between the two regular meetings, in order to review the budget in detail. Director Rubic noted that he was concerned about needing an amended budget for 2022 based on his calculations of projected expenses for the year. The expenses were above budget especially during the period of June 30 to August 31, 2022 and his estimation indicates there may be a need for an amended budget. Ms. Christopher will evaluate and give a recommendation as to a possible amended budget. Ms. James noted that the budget can be amended anytime up until when the audit occurs and might reveal any need for an amendment. If the Board is certain it needs an amendment now, it can consider that at

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the November 15th meeting because publication for the budget hearing should include both the 2023 budget and a possible 2022 amended budget.

The Board determined to hold a Special meeting to review the draft budget sometime between November 1st and November 15th and Director Glass will coordinate the date of such meeting.

Discussion of the location of the November 15, 2022 Budget Hearing was discussed earlier in the meeting for Board preferences in meeting locations.

- D. Discussion regarding Accounts Payable process. Review and approve proposals for Bill.com.

The Board discussed the costs of Bill.com and the number of users that are currently authorized. Ms. Christopher reported that the cost is \$55 per month per user and there are currently 6 people authorized now and she asked the Board whether they wanted to consider reducing that number. Director Jensen suggested keeping the number as it is during the transition period of new accounting and new management staff and suggested the Board re-evaluate after budget season whether everyone currently listed needed to have access to Bill.com. The Board generally agreed and no changes were made.

Review and approve addendum to add Accounts Payable to SDMS services agreement. The Board approved adding SDMS. Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved adding accounts payable to SDMS services.

OPERATION AND MAINTENANCE MATTERS

- A. Review Report and Project Planner from BrightView.

Ms. Prior reported that Tim requested that the Weather Trac subscription be renewed. SDMS has the proposal and request for renewal. The Board approved renewing Weather Trac subscription in an amount not to exceed \$3,000.00 if it can be working by Monday, October 24th in order to actually assist with the irrigation system shutdown. If it can't be working by that date, BrightView will proceed manually with the shutdown. Upon motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the renewal.

The Board discussed BrightView fixing 2 Doggie Stations, specifically stations number 48 and 49. Upon motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board

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approved fixing those stations in an amount not to exceed \$250.00.

The Board discussed “wish list” items with BrightView, including for Director Rubic softball field work and for Director Glass irrigation controller access issues.

B. Review BrightView Proposals

1. Review and consider approval of proposal from BrightView Landscape Services for boulder adjustments.
2. Ratify approval of proposal from BrightView Landscape Services for irrigation repair.
3. Review and consider approval of proposal from BrightView Landscape Services for mowing services on Sledding Hill.
4. Review and consider approval of proposal from BrightView Landscape Services for holiday lighting. The Board discussed the timing of turning on the holiday lights and timing of turning them off. Ms. Pryor noted that usually they are put up at Thanksgiving and stay up until after the stock show. Director Rubic noted that he thought leaving them up after the stock show was too long and expensive. The Board discussed the timing and ultimately determined to put the lights up before Thanksgiving and turn on the day after, and leave them up until January 23rd.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved item numbers 1, 3 and 4 above. Item number 2 was previously approved during discussion of claims under financial matters.

B. Discuss forming Playground Committee

Discuss status on playground removal, replacement, repair and maintenance search. Ms. James confirmed with the Board that at the previous meeting they had decided a playground committee was not necessary due to the fact that there were such limited options for equipment and vendors at this time. The Board determined they could handle playground equipment discussions within regular Board meetings and did not need a committee.

- C. Review and consider approval of proposal from Mission Communications for Pump Station Controller Cellular Service. This was previously discussed

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under the claims section in financial matters and the Board still wants more information on why the dates of the invoice do not match the date of requested payment.

- D. Review proposals for snow removal services and consider next steps.
- E. Review proposals for landscape services and consider next steps.

The Board discussed the proposals that were received for snow removal and landscape services. They expressed dissatisfaction at the process and said they did not have sufficient time to review the proposals prior to SDMS narrowing down the list and scheduling interviews. The Board noted that they had a Special meeting scheduled for the next day, October 19th, to interview 3 contractors that all offered both services. Such contractors are BrightView, CDI and Keesen. Ms. James noted to the Board that if they were not satisfied with the interviews and felt that they did not have adequate time to prepare or select contractors for interviews, they could always extend the interview process or invite other contractors for interview if the meeting on October 19th did not satisfy them.

The Board briefly discussed BrightView and their satisfaction in the interim landscape contractor. The noted the large pricing difference between BrightView's new proposal and the other contractor proposals and noted the need to check all of their other options. The Directors also noted the overage on the time and materials for the irrigation repairs with BrightView as opposed to what was estimated in the contract and discussed that the approval process for such repairs needs to be clarified with the Board so that a distinct point person is identified and the Board is more informed of repairs that occur between meetings.

ENGINEERING MATTERS

- A. Discussion regarding engineering RFP for future projects.

- Pedestrian bridge
 - Wildfire Mitigation Permitting
 - Pipe intake for Crystal Lake

- B. Consider proposals to engage an engineering firm to improve the District's mapping capabilities using GIS.

The Board discussed the specific project items and that the District still really needed a dedicated engineering consultant for all engineering matters due to the number of them and the need to learn the irrigation system, etc. The Board directed Ms. James to tell SDMS to revise the engineer RFP to remove timelines and state "open until filled" and to re-send to SDA list, post on SDA website and send to anyone on Director Glass's list.

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LEGAL MATTERS

- A. Update on insurance claim for tree damage/loss in storm. Not discussed.
- B. Update on reimbursement from Sturgeon Electric for main line repairs.

Ms. James asked the Board if they had reviewed Ms. Duke's draft letter to Sturgeon and if they had any changes or comments. They did not. Discussion was had to confirm the total of the Sturgeon related invoices from C&L. Director Rubic confirmed that Ms. Duke was missing invoices number 3039 and 2897. Ms. James will let her know so she can add that information. The Board also discussed that consultant time should be added up. Ms. James will look into that for Mulhern, CLA, and herself.

- C. Consider options for addressing homeowners' encroachments on District property. Not discussed.
- D. Discuss proposal to amend service plan and consider ballot question to allow the District to explore improved broadband for resident use. Not discussed.
- E. Discussion regarding potential homeowner survey regarding ranked choice voting. Not discussed.
- F. Update on Conflict-of Interest Questionnaire. Not discussed.
- G. Other. None

DIRECTOR MATTERS

- A. Discussion to consider a proposal regarding transition to SIPA website

The Board discussed their frustration with slow updates to the website. Ms. James confirmed the Board could hire an outside consulting person for the website and SDMS could be the point of contact. The Board discussed pros and cons of SIPA website. The Board will invite website contractors to a meeting in 2023 to do a presentation of their services offered.

- B. Discussion regarding grant/loan opportunities and assistance with Farmer's Market. Not discussed.
- C. Update regarding greenhouse progress. Not discussed.
- D. Other.

RECORD OF PROCEEDINGS

The Directors noted that the drainage issue that was cleared by BrightView is still outstanding. They will need an estimate to move that item forward.

OTHER BUSINESS

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Regular Meeting was adjourned at 9:02 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD OCTOBER 19, 2022

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 19th day of October, 2022 at 6:00 p.m. via Zoom Meeting. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mathew Hart
Ephram Glass
Mark Rubic
Calvin Brown

Also In Attendance Were:

Larry Loften; Special District Management Services, Inc. (“SDMS”)

Dino Ross; Ireland Stapleton Pryor & Pascoe, PC

Marcia Pryor and Dennis Bedford; BrightView Landscape Services, Inc.

Hanna Burminska, Timothy Barrett and Steven Genders; Keesen Landscape Management, Inc.

CALL TO ORDER

At 6:06 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Director Glass noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Mr. Loften reviewed with the Board the proposed Agenda for this Regular Meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and, upon vote, unanimously carried, the Board approved the agenda, as amended.

Confirm Location of Meeting/Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Board's meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and, upon vote, unanimously carried, the Board determined this Board meeting will be held via Zoom.

Excusal of Absence: Director Jensen was not in attendance and his absence was excused.

Following discussion, upon motion duly made by Glass, seconded by Director Rubic and, upon vote, unanimously carried, Director Jensen's absence was excused.

Minutes: The Boards entered into discussion regarding the Minutes of the August 16, 17, and 23, 2022 Meetings.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and upon vote unanimously carried, the Board approved the Minutes of the the August 16, 17, and 23, 2022 Meetings, as amended.

PUBLIC COMMENTS

There were no public comments.

OPERATION AND MAINTENANCE MATTERS

Interviews for Landscape and Snow Removal Services: The Board conducted interviews with Brightview Landscape, CDI Landscape Services and Keesen Landscape.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Jensen, and upon vote unanimously carried, the Board approved the proposals from CDI Landscape Services for landscape and snow removal, subject to CDI Landscape Services providing acceptable verification of relevant and appropriate irrigation experience/expertise for communities similar in size and complexity to the District and with like irrigation systems with 72 hours of being notified of the conditional approval. Additionally, the award is contingent on the District and CDI Landscape Services executing a mutually agreeable contract within 20 days of CDI Landscape Services being notified of the conditional approval.

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DIRECTOR MATTERS

Winterization of Bathroom: The Board requested that SDMS confirm that the bathroom is winterized before a hard freeze. This is to include working with electrician or contractor to address concerns with the sewage pumps. The Board also asked SDMS to confirm the locks and login information has been transitioned from CliftonLarsonAllen LLP.

Budget Pre-Meeting: The Board asked SDMS to schedule a Special Meeting with the Board to review the draft Budget and answer questions prior to the Budget Hearing. It was also requested that possible ratification of the Landscape/Snow contract be added to the agenda for that meeting.

OTHER BUSINESS

There were no other business matters to discuss.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Glass and, upon vote, unanimously carried, the Special Meeting was adjourned.

Respectfully submitted,

By: _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD NOVEMBER 7, 2022

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Monday, the 7th day of November, 2022 at 6:00 p.m. via Zoom Meeting. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass
Mark Rubic
Travis Jensen

Also In Attendance Were:

Larry Loften; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Christina Griggs and Brenna Karamigios; Gemsbok Consulting Inc.

CALL TO ORDER

At 6:04 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Loften noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: Mr. Loften reviewed with the Board the proposed Agenda for this Regular Meeting.

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Director Rubic expressed concern with the late notice for the meeting and asked that this be corrected moving forward.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board approved removing the word “enclosures” for items that were not included in the packet, and removing approving Agreements with CDI – Environmental Contractor for Landscape Maintenance Services and Snow and Ice Removal Services Agreement , and approved the agenda as amended.

Confirm Location of Meeting/Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Board’s meeting.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board determined this Board meeting will be held via Zoom Meeting.

PUBLIC COMMENTS

There were no public comments.

FINANCIAL MATTERS

Draft 2023 Budget: The Board requested an update on the third quarter financials. Ms. Griggs indicated that Gemsbok Consulting Inc. is still completing transferring information from CliftonLarsonAllen and plans to have updated and accurate financials soon. There was a discussion about the readiness for the Budget Hearing on November 15, 2022 given the lack of clarity on Year-to-Date actuals.

Ms. Griggs requested additional communication from SDMS about meetings and a to include Christina Griggs, Brenna Karamigios, and Christopher ???.

Following discussion, the Board opted to move forward with the November 15, 2022 Budget Hearing with the understanding that the Public Hearing can be continued to a later date if needed. Based on current Year-to-Date information it was determined that a Resolution to Amend the 2022 Budget would not be needed. The Board directed SDMS to publish Notice of the Budget Hearing as soon as possible and include updated draft budget information online as it becomes available. The Board directed Attorney Ross to provide an updated notice reflecting no 2022 Budget Amendment is needed and Ms. Griggs to provide an updated draft budget that reflects changes made during this meeting.

Ms. Griggs reviewed the 2023 Draft Budget in detail with the Board. The Board discussed several line items and adjusted the 2023 draft numbers in several cases to reflect current goals and understanding.

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The Board also discussed working to ensure that Capital Expenditures are being accurately reflected in the Capital Projects Fund moving forward in order better track current and plan for future expenditures.

The Board further discussed the potential impact of assessed valuation and legislative changes may have on revenues. Attorney Ross discussed the potential of a Revenue Stabilization Ballot Initiative to allow the Board to maintain funding levels to meet the needs of the District as a potential future discussion item.

OPERATION AND MAINTENANCE MATTERS

Limited Notice to Proceed to CDI – Environmental Contractor: Attorney Ross reviewed the Limited Notice to Proceed to CDI – Environmental Contractor.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board ratified approval of the issuance of Limited Notice to Proceed to CDI – Environmental Contractor.

The Board also discussed the pending Snow Removal Contract with CDI and if/how staking should be included in the agreement. Attorney Ross is waiting on a response from CDI and will follow-up once that is received.

DIRECTOR MATTERS

Other:

Capital Planning Work Session: The Board discussed scheduling a Capital Planning Work Session to discuss and plan for Capital Projects for the next 5-10 years. Ms. Griggs noted Gemsbok Consulting Inc. has a program that can help in the process, including accounting for inflation and other items that will make budget planning easier moving forward.

Proposal from Bailey Tree: The Board discussed the tree proposal from Bailey Tree and general plans for tree vendors moving forward. The Board directed SDMS to pursue proposals from additional vendors for tree care (excluding tree inventory).

Irrigation Invoices from Bright View: The Board discussed irrigation invoices from Bright View that are potentially in dispute with Roxborough Water District that are not construction related. It was determined that more information was needed from the District and Brightview about the disputed invoices prior to payment.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, unanimously carried, the Board suspend payment to Brightview pending more information.

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ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Rubic and, upon vote, unanimously carried, the Regular Meeting was adjourned at 8:42 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JANUARY 17, 2023

A Regular Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Monday, the 17th day of January, 2023 at 6:00 p.m. via Zoom Meeting. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mathew Hart
Ephram Glass
Calvin Brown
Travis Jensen
Mark Rubic

Also In Attendance Were:

Peggy Ripko and Larry Loften; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq. and Kelley Duke, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Brenna Karamigios and Christina Griggs; Gemsbok Consulting Inc.

Cory France and Dale Draper; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”)

Deputy Jason Blanchard; Douglas County Sherriff

Jim Helm and Tony Delphia; Residents

CALL TO ORDER

At 6:01 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Ms. Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for

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the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko reviewed with the Board the proposed Agenda for this Regular Meeting.

Following discussion, upon motion duly made by Director Glass seconded by Director Brown and, upon vote, unanimously carried, the Board amended the agenda and move Deputy Blanchard to the top of agenda, followed by CDI Environmental Contractor items to accommodate snow removal schedule and to add an Executive Session pursuant to C.R.S. 24-6-402(b) for matters subject to legal advice regarding Metco demand for payment and claims relating to Sturgeon Electric.

Confirm Location of Meeting/Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Board's meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, unanimously carried, the Board confirmed that this Board meeting will be held via Zoom. The Board further noted that notice of this meeting format was duly posted and that it has not received any objections to the meeting format or any requests that the meeting format be changed by taxpaying electors within the District's boundaries.

Management Report: Ms. Ripko reviewed with the Board the draft Management Report and discussed potential changes, timelines, and items to be included. It was noted that the report will be included in the Board Meeting Packet and be a part of the Consent Agenda each month. Items that require Board action will be included as separate items on the Agenda. The Board expressed an interest in more frequent updates and communications and discussed potential costs associated with preparing the report. Following discussion, the Board directed SDMS to move forward with the report, including comments submitted via the website, and provide a copy for the February 17, 2023 meeting. Additionally, the Board requested SDMS track the time needed to create the report in order to discuss and determine the frequency of reports moving forward.

GUEST SPEAKER

Safety Concerns with the Douglas County Sherriff's Office: Deputy Blanchard, Douglas County Sherriff Office, spoke with the Board and answered several questions about vandalism and tips to reduce vandalism in the community. The Deputy also suggested the District submit criminal mischief reports for incidents of

RECORD OF PROCEEDINGS

vandalism to raise awareness of the concerns with the Police Department. Deputy Blanchard also discussed the Sherriff Department's ability to enforce rules in the District's parks and ponds, traffic enforcement, and general crime reduction strategies for the community. Deputy Blanchard shared information about Flock Safety cameras and how they are being used in neighboring communities to address crime. Deputy Blanchard also discussed other options for using District owned cameras in high activity areas to potentially identify individuals involved in vandalism and other crimes. Deputy Blanchard encouraged the District, and residents of the District, to report traffic concerns to the Traffic Complaint Line to increase awareness and enforcement. Deputy Blanchard also offered to participate in a Community Forum to discuss concerns and answer questions and/or to provide additional print resources to specifically address concerns within the District.

OPERATION AND MAINTENANCE MATTERS

Prior to beginning discussion of CDI related items on the Agenda, Director Rubic made a motion to further amend the agenda and begin public comment. There was not second to the motion. The motion failed and the Board began discussion of CDI Snow Removal updates.

Snow Removal Updates: Mr. France and Mr. Draper provided an update to the Board about snow removal and addressed the many concerns with recent storm related issues, missed areas, icy conditions, and refreezing. Mr. France discussed the unexpected nature of the storm and the challenges experienced with the allocated equipment being inadequate to effectively address the heavy, wet snow. CDI also discussed their plans to address snow events moving forward and their plans for the storm forecast for the evening of the meeting. Director Rubic brought up numerous concerns with snow removal throughout the 2022/2023 season. Director Rubic raised concerns with CDI's vehicles compacting snow on paths prior to the snow being removed, sidewalks and paths not being cleared edge-to-edge, melting and refreezing leading to icy conditions, and piles of snow being piled in the accessible parking spaces in District parking lots. Director Rubic also expressed concerns that several areas were entirely missed by CDI and concerns that requests to address these areas were not adequately addressed. CDI responded that they were still learning the property and requested further direction and approval from the Board related to ice patrol and following up on storms.

Following discussion, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, unanimously carried, the Board approved CDI to return to the District in days following a storm to apply additional ice melt and shovel as needed to address ice hazards and other concerns.

cPUBLIC COMMENTS CONSENT AGENDA

There were no public comments.

The Board considered the following actions:

RECORD OF PROCEEDINGS

- Approve the Minutes of the September 20, and December 12, 2022 Special Meetings.
- Approve Monthly Invoice from Foothills Park & Recreation re: December 2022 Roxborough Village Resident Use.

Following discussion, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, unanimously carried, the Board approved and/or ratified approval of the Consent Agenda items.

FINANCIAL MATTERS

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

Fund	Period Ending Dec. 31, 2022
Total Claims	\$ 67,480.41

The Board discussed the claims including questions from Director Brown about Bank Fees and from Director Rubic about invoices from Metco Landscape, LLC. Following discussion, the Board tabled further discussion in order to do additional research for review. It was noted the Board will continue to use the Bill.com approval process in the meantime.

Unaudited Financial Report: Ms. Karamigios reviewed the unaudited financial report for the period ending December 31, 2022.

The Board had questions about outstanding 2022 expenses and how they will be accounted for. Ms. Karamigios stated that these will be booked in 2022. The Board asked that Ms. Karamigios confirm any invoices not reflected in Bill.com and expressed concern about expenditures potentially exceeding allocations once all of the outstanding invoices are accounted for. It was noted Ms. Karamigios will follow-up with Melissa Christopher with Gemsbok and communicate with the Board. Ms. Karamigios also indicated that Gemsbok is still working on obtaining W-9s from several vendors.

The Board requested the PNL for Chatfield Farms be included in the Board Packets moving forward. Director Glass also indicated that he would send an additional spreadsheet/resource that may help provide a template for information the Board is requesting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, carried with Directors Glass, Brown, Hart and

Jensen voting aye and Director Rubic voting nay, the Board accepted the unaudited

RECORD OF PROCEEDINGS

financial report for the period ending December 31, 2022, as presented.

Outstanding BrightView Invoices: Director Glass discussed with the Board the outstanding BrightView invoices, including issues with GPS and or photos not being attached. Director Glass recommended approving payment based on the work being completed in order to close out the account.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and upon vote, unanimously carried, the Board approved completing the approval process in Bill.com to allow invoices to be paid.

OPERATION AND
MAINTENANCE
MATTERS
CONTINUED

Landscaping Updates – CDI:

Deadline for CDI to Convert Vehicles to Electric Vehicles for Trash Removal: Mr. France updated the Board and informed them that Electric Vehicles are still being researched. Mr. France stated that the goal was to have Electric Vehicles in place and ready to go by April 1, 2023. The Board agreed that this was reasonable and directed CDI to proceed with the April 1, 2023 deadline.

Public Comment: Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and upon vote, unanimously carried, the Board approved opening public comment specifically to discuss concerns with snow removal before proceeding with the rest of the agenda.

Mr. Helm addressed the Board to express concerns with the “abysmal” snow removal for all storms in 2022 and 2023. Mr. Helm expressed concerns about slick/icy areas not being addressed, a lack of response from CDI and SDMS about hazards, and inadequate equipment being used to remove snow contributing to problems. Mr. Helm also stated that the snow removal on sidewalks and streets was unacceptable, and the residents were not getting the value for their tax money. He also expressed concerns about areas in the District that do not receive sunlight and need additional ice melt treatments.

Graffiti Removal: Mr. Draper provided an update to the Board including recent efforts to paint over vandalized areas and remove graffiti from the Skate Park. Director Rubic indicated that CDI needed to do a better job removing graffiti quickly and indicated that there were areas that were missed and or needed to be readdressed. Director Rubic also stated that graffiti was a bad billboard for the District and should be addressed quickly. The Board confirmed their preference that CDI attempt to cover graffiti quickly, even if weather conditions are not ideal for paint. CDI agreed to continue this practice and shared with the Board that they recently received new cleaning supplies that should better address stubborn areas. CDI confirmed that these new products are eco-friendly and will provide

RECORD OF PROCEEDINGS

specifications to the Board. The Board also gave direction to SDMS to file Criminal Mischief reports with the Sherriff's Office and coordinate removal with CDI upon a report being filed. SDMS to create a procedure for Board review and approval.

Chatfield Farms HOA Scope Addition to Snow Removal: CDI and the Board discussed providing options to HOA's in the District to contract/partner with CDI for snow removal. Attorney Ross reviewed the contract/agreement language with the Board. The Board directed SDMS to reach out HOA's with information about how to contact CDI to pursue a potential agreement.

Responsibility for Repairs to Electrical and Irrigation Lines: Mr. Loften updated the Board on electrical repairs and shared information provided by potential contractors. The Board directed SDMS to follow-up with contractors when snow melts and provides reasonable access to areas requiring repairs in order to provide detailed estimates. Mr. Loften also suggested that the Board work with the new engineer and a GIS company to identify and map any other potential electrical utilities that are the responsibility of the District.

Outstanding/Ongoing Operation and Maintenance Matters: Mr. Loften updated the Board on requests for proposals to repair the planter by the playground. The Board clarified that the proposal should be for stone veneer, not stucco and requested additional bids.

Mr. Loften updated the Board on the Excel Energy construction project and confirmed that the project will resume in early February 2023 and will include lane closures. Mr. Loften noted he is continuing to investigate the damage and vacuum truck issues from last week and verify if the District received a locate request from UNCC/811.

Grants from Douglas County and Great Outdoors Colorado: The Board entered into discussion regarding grants from Douglas County and Great Outdoors Colorado to support a playground and/or other improvements in the District. Attorney Duke informed the Board that they were unable to identify a Grant Writer that they could vouch for and offered to reach out to SDA to explore additional resources. The Board directed SDMS to reach out to Great Outdoors Colorado and Douglas County to request information about the grants process and what information would be required to submit one.

Utility Locates Invoices and Process: Mr. Loften updated the Board about ongoing communications with Diversified Underground, Inc., UNCC/811, and others to clarify maps, requests, and truck roll charges. Mr. Loften also informed the Board that CDI could perform this work. The Board requested Mr. Loften to obtain additional information from CDI about this process, including minimum

RECORD OF PROCEEDINGS

charges and response time frame.

Proposal(s) from Game-Set-Match, Inc. and CDI for Tennis Court Cleaning and Windscreen Maintenance: The Board reviewed a proposal from Game-Set-Match, Inc. for tennis court cleaning and windscreen maintenance. The Board requested that the contract be updated to state that cleanings will occur once per quarter, no money be paid up front, dates service being confirmed with the District prior to work being performed, and pictures taken to verify work.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass, and upon vote, unanimously carried, the Board approved the proposal from Game-Set-Match, Inc. for tennis court cleaning and windscreen maintenance, subject to the Board's requested changes.

Pickle Ball Court Lining: The Board entered into discussion regarding the pickle ball court lining. The Board directed SDMS to request an estimate from Game-Set-Match, Inc. to paint the pickle ball court, including providing the Board with the proposed paint colors for the lines.

Sherwin Williams Improvement Plan: Director Glass discussed the proposal with the Board and shared the concerns that were communicated to the Developer. Attorney Duke confirmed that there had been no response to requests to meet with the Board to discuss concerns and that there had been several HOA's that had not received notice due to concerns with the Jefferson County system. Director Glass also raised concerns about the Developer's plans for wildlife mitigation related to the prairie dogs on the site, expressing an interest in relocating them within the boundaries of the District as opposed to eradicating them. Following discussion, the Board directed Attorney Duke to reach out to the Developer to request information about their plans for the prairie dog population. Pending the response SDMS is to reach out to various entities to explore options and locations for relocating the prairie dogs.

Bailey Tree Proposal: The Board reviewed a proposal from Bailey Tree LLC for the 2023 tree service. Following discussion, the Board Director SDMS to request proposals from SavATree, LLC and Davey Tree Expert Company to complete the same work.

Sterling Ranch Development Process: The Board discussed the notice from Commissioner Thomas regarding an extension for installing parks and directed SDMS to draft a communication to the Commission expressing the concerns of the District and requesting that the extension not be granted.

The Board also discussed the impact that the lack of parks and recreation facilities

RECORD OF PROCEEDINGS

in Sterling Ranch was having on the District's residents and facilities. The Board discussed potentially implementing a priority reservation system for the residents and other approaches to better serve the residents of the District.

Other: Director Rubic requested a follow-up on a previous request for information about Roxborough Water's plan to remediate the staging area and expressed concern that this information was not provided. Director Glass provided an update on information he was aware of. The Board directed Attorney Duke to reach out to Roxborough Water to request their plans for remediation including maps, and to provide this information to the Board for review and comment.

ENGINEERING MATTERS

Engineer Interviews for Approved Request for Proposals ("RFP"): The Board reviewed the updated RFP. Director Rubic expressed concern that the RFP had not been posted and that dates had not been set for the interviews. Ms. Ripko informed the Board that they would be receiving communication from SDMS requesting availability for interviewing Engineering Firms and upon a date being set the RFP would be posted and identified Engineering Firms would be invited to apply.

Other: There were no other engineering matters.

LEGAL MATTERS

Update on Options for Addressing Sturgeon Electric Failure to Pay for Main Line Repairs:

Executive Session: Pursuant to Section 24-6-402(4)(b), C.R.S., upon motion duly made by Director Glass, seconded by Director Jensen and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 9:46 p.m. for the purpose of receiving legal advice relating to Metco's demand for payment and claims relating to Sturgeon Electric.

Pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S., no record will be kept of the this executive session that, in the opinion of the District's general counsel, constitutes privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

Also pursuant to § 24-6-402(4), C.R.S., the Board did not adopt any proposed policy, position, resolution, rule, regulation or take formal action during execution session.

The Board reconvened in regular session at 10:13 p.m.

Update Regarding Metco Receivership Demand for Payment: This topic was

RECORD OF PROCEEDINGS

discussed in executive session.

Other: There were no other legal matters to discuss.

DIRECTOR MATTERS

Resolution Concerning Board Member Compensation and Expense Reimbursement: The Board reviewed Resolution Concerning Board Member Compensation and Expense Reimbursement.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass, and upon vote, unanimously carried, the Board approved Resolution Concerning Board Member Compensation and Expense Reimbursement.

Project Management Software: The Board discussed utilizing a Microsoft Excel spreadsheet for the purposes of project management and tracking for practical and cost purposes. The Board discussed the ability to review the process moving forward and determine if this is working or if a more robust platform is needed. The Board also discussed adding items to the spreadsheet during meetings and formatting the spreadsheet moving forward.

OTHER MATTERS

Transparency Notice: Director Rubric asked if the 2023 Transparency Notice had been filed. Ms. Ripko confirmed that the notice was filed by the deadline and provided a copy to the Board via email. Ms. Ripko also informed the Board that the Notice would be posted to the District's website soon.

Roxborough Library Invitation: Director Glass shared with the Board that the Library invited the Board to present at the Library in May 2023. Director Glass volunteered to attend the meeting on behalf of the Board. The Board was supportive of Director Glass attending the meeting on the District's behalf.

Self-Nomination Forms and Other Election Materials: Director Rubic asked why the Self-Nomination Forms and other election materials were not posted to the District's website and asked what the status of the posting is. Ms. Ripko informed the Board that forms could not be posted until January 22, 2023 and that the forms, posting, and communications to the District were in process according to statute.

Board Meeting without Consultants: Director Glass and Hart expressed an interest in scheduling a meeting for the Board *with no Consultants in attendance*. Director Brown expressed concern about this having the potential to be perceived as the Board circumventing the normal process and failing to be transparent. Attorney Ross indicated that such a meeting would be allowed so long as it was Notice was posted, the public could attend, and agenda was included that would

RECORD OF PROCEEDINGS

allow the public to determine if they wanted to attend.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and, upon vote, carried with Directors Glass, Hart, Jensen and Rubic voting aye and Director Brown voting nay, the Board approved scheduling a Board meeting with no Consultants in attendance.

Meeting Date: The Board discussed a date for the above meeting and determined that February 15 or February 16, 2023 as potential dates. The Board directed SDMS to reach out to the Roxborough Library, West Metro Fire, and Roxborough Intermediate School to determine available space on these dates and communicate with the Board.

District's Website: Director Rubic expressed concern with the state of the District's website and listed several areas that needed to be updated and corrected. SDMS noted they will work to update the website in the near future.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, unanimously carried, the Regular Meeting was adjourned at 10:59 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JANUARY 25, 2023

A Regular Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Monday, the 25th day of January, 2023 at 6:00 p.m. via Zoom Meeting. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mathew Hart
Ephram Glass
Calvin Brown
Travis Jensen
Mark Rubic

Also In Attendance Were:

Larry Loften; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq. and Kelley Duke, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Kevin Fisher; Estates at Chatfield Farms HOA member

Debbie Prysby and Debbie Cramer; Residents

CALL TO ORDER

At 6:01 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Loften noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

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ADMINISTRATIVE MATTERS

Agenda: Mr. Loften reviewed with the Board the proposed Agenda for this Regular Meeting.

Following discussion, upon motion duly made by Director Glass seconded by Director Brown and, upon vote, unanimously carried, the Board amended the agenda to include an executive session pursuant to C.R.S. 24-6-402(b) for matters subject to legal advice regarding Sturgeon Electric Reimbursement and Metco Receivership and to add a discussion about scheduling Board meetings on February 15, 2023 and February 16, 2023.

Confirm Location of Meeting/Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Board's meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, unanimously carried, the Board confirmed that this Board meeting is being held via Zoom. The Board further noted that notice of this meeting format was duly posted and that it has not received any objections to the meeting format or any requests that the meeting format be changed by taxpaying electors within the District's boundaries.

PUBLIC COMMENTS

Ms. Prysby experienced technical difficulty with her microphone at this time. The Board opted to allow Ms. Prysby to comment later in the meeting, once her technical issue was resolved. There were no other public comments at this time.

LEGAL MATTERS

Colorado Open Records Act ("CORA") Policy: Attorney Ross reviewed the CORA policy document with the Board and discussed how this version organized the policy and technical information in a more succinct manner. Director Rubic asked whether the form included in the policy was required to be used for records request. Attorneys Ross and Duke recommended that the form be required for consistency and tracking and that this would be considered best practice. Director Rubic also questioned whether the policy allowed for adequate transparency and a presumption that the District would provide records. Director Rubic also expressed concern that the policy did not provide enough transparency. Attorneys Ross and Duke indicated that the current language protected the District and Consultants from sharing private information related to medical records or minors. They also explained that the law requires reasons be given if documents are not provided. Director Rubic asked if this information would be included on the form. Loften confirmed that the new policy and form would be posted to the District's website.

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Following discussion, upon motion duly made by Director Brown, seconded by Director Glass and, upon vote, carried with Directors Brown, Glass, Brown and Jensen voting aye and Director Rubic voting nay, the Board approved the CORA Policy.

District Maintenance Obligations:

Identify Guiding Principles: The Board discussed guiding principles for moving forward with maintenance obligations and agreements. The Board agreed that fairness and consistency were important moving forward and a thorough review and discussion about all agreements was needed. The Board also discussed evaluating how each agreement benefitted the District and was fiscally responsible and possible. There was also conversation about the fairness of the District paying for specific maintenance that benefitted Homeowner Association (“HOA”) members at the expense of District residents subsidizing the HOAs. The Board also discussed how the entire community is an asset and the interrelated nature of maintenance impacts the entire community. It was agreed that the Board would engage in due diligence in reviewing all agreements in a manner that would adhere to and respect these principals.

District Maintenance and Snow Removal Responsibilities for Areas Not Owned by District or Covered by a License Agreement or Easement: Attorney Duke and Director Glass reviewed current snow removal agreements with the Board. Director Glass will provide additional information to Legal Counsel about specific areas not currently being maintained. The Board agreed to include areas within Roxborough Village First and near school bus stops in the snow removal map, pending legal review.

District License Agreements and Easements; District’s Obligations; and Determine What Maintenance the District Should Perform Going Forward: Attorney Duke and Director Glass reviewed District License Agreements and Easements with the Board. The Board discussed the formal agreements and other agreements that have been made verbally or through meetings of the Board. The Board discussed the financial impacts of many of these agreements as they are currently being addressed, and if the work agreed to by the Board is actually what is required and covered in the agreements.

Areas in Need of New Agreements Where Existing Documents are Missing or Lacking Enough Detail: Attorney Duke discussed agreements that had vague and/or confusing language and the potential legal costs to review and update all agreements. The Board requested SDMS post the agreement documents to the website and include them in the Board Packet. The Board agreed to continue this conversation at a future meeting.

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Chatfield Farms Estates Water Agreement: Attorney Duke reviewed the Chatfield Farms Estates Water Agreement with the Board. There is a meter that should be read to determine what is being used in order to complete billing. This has not been done on a regular basis and there were questions as to whether or not the meter was measuring more than just the water used by Chatfield Farms Estates and may not be accurate for billing.

Water Agreement to Start Billing the HOA for Water: Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved Mr. Fisher to address the Board as a member of the Chatfield Farms Estates.

Mr. Fisher expressed that the HOA was fine with being billed for the water being used. He asked about the potential to explore a partnership with the District for landscape and snow services to enhance service and reduce costs.

The Board directed SDMS to work with Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) to confirm what the meter is measuring and discuss the costs for reading/billing. It was noted Director Glass will reach out to Roxborough Water and Sanitation District for additional suggestions on how to address this concern. The Board will discuss this item again at a later date after additional information is gathered and presented.

Sign Additions/Replacements: Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass and, upon vote, unanimously carried, the Board postponed this item until a later date per the recommendation of legal counsel.

Pond Signs: The Board deferred discussion.

Rules and Regulations Signs: The Board deferred discussion.

Court/Sport Field Signs: The Board deferred discussion.

Interpretive Signs: The Board deferred discussion.

Conditional Water Rights: The Board entered into discussion regarding the Conditional Water Rights. It was noted that every five years, the District is required to file paperwork to keep its allocation of water for irrigation purposes. Attorney Duke discussed the process with the Board including the history of the District’s Water Rights and provided an overview of the process and deadlines for the current application due on May 31, 2023. Attorney Duke explained that the Board was at a decision point in terms of pursuing another extension. The Board had several questions about what would be required to pursue permanent rights, the definition

RECORD OF PROCEEDINGS

of usage, and the impacts of not renewing. Attorneys Duke and Ross indicated that these questions were complex and would need to be answered by Lee Johnson, the District's Water Attorney.

Following discussion, upon motion duly made by Director Glass seconded by Director Brown and, upon vote, unanimously carried, the Board directed Attorney Duke to coordinate a call with the Operations Committee once Attorney Johnson is available to answer questions and bring more information back to the Board at a later date.

Survey to Gauge Interest in Potential Ballot Questions: Broadband, Ranked Choice Voting, and Other Initiatives: The Board deferred discussion.

Status to Amend Service Plan and the District's Interest in Exploring Improved Broadband for Resident Use: The Board deferred discussion.

Conflict of Interest Questionnaire: The Board deferred discussion.

Meeting Code of Conduct: The Board deferred discussion.

Miscellaneous District Procedures Document: The Board deferred discussion.

Policy on Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Review and Approval: The Board deferred discussion.

Homeowner Encroachment Procedures: The Board deferred discussion.

Policy for Existing Encroachments: The Board deferred discussion.

Policy for Future Encroachments: The Board deferred discussion.

Discuss Tract 16B HOA Inquiry: The Board deferred discussion.

Amendment to District Rules & Regulations, Parks & Open Space- Motorized Vehicles Review and Approval: The Board deferred discussion.

Discuss Memorandum Regarding Website Compliance with ADA: The Board deferred discussion.

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Update Regarding Metco Receivership Demand for Payment: This topic will be discussed in executive session later in this meeting.

Other: There were no other legal matters to discuss.

OTHER MATTERS

Executive Session: Pursuant to Section 24-6-402(4)(b), C.R.S., upon motion duly made by Director Glass, seconded by Director Jensen and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 8:17 p.m. for the purpose of receiving legal advice relating to Metco's demand for payment and claims relating to Sturgeon Electric.

Pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S., no record will be kept of this executive session that, in the opinion of the District's general counsel, constitutes privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

Also pursuant to § 24-6-402(4), C.R.S., the Board did not adopt any proposed policy, position, resolution, rule, regulation or take formal action during execution session.

The Board reconvened in regular session at 8:51 p.m.

Board Meetings on February 15 and 16, 2023: The Board discussed the meetings on the 15th and 16th of February and determined to hold Engineering Interviews on the February 15, 2023 and the Special Meeting on February 16, 2023. The Board directed SDMS to post the approved RFP with deadlines as soon as possible to ensure bids/proposals were received by the deadline.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Brown, seconded by Director Jensen and, upon vote, unanimously carried, the Regular Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

Foothills Rec Center Billing

2023	Users/Items	Billed
January	161	\$2,033.76
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total		\$2,033.76
Budgeted		\$22,500.00
YTD		\$2,033.76
Remaining		\$20,466.24
Percent Remaining		91.0%

Claims
December 2022

	Dec 22
Applied Ingenuity, LLC	-373.65
ARK Ecological Services, LLC	-20,078.09
Browns Hill Engineering & Controls, LLC	-293.00
Clifton Larson Allen, LLP	-23,197.61
Colorado Community Media	-30.08
Community Resource Services of Colorado	-17,834.88
Consolidated Divisions Inc	-21,743.29
Ephram Glass*	-40.00
Folkestad Fazekas Barrick & Patoile, P.C	-11,368.32
Foothills Park & Recreation District	-3,794.84
Gemsbok Consulting Inc.	-3,901.25
Greenhouse Nation	-21,838.00
Ireland Stapleton Pryor & Pascoe PC	-42,041.38
Patriot Pest Control	-4,000.00
Roxborough Village First HOA	-450.00
Special District Management Services, Inc	-28,462.68
Tree Analysis Group, LLC	-414.00
United Site Services	-1,334.79
Utility Notification Center of Colorado	-375.70
TOTAL	-201,571.56

Claims
January 2023

	Jan 23
Calvin Brown*	-486.70
Consolidated Divisions Inc	-10,553.62
EcoResource Solutions, Inc.	-659.00
Folkestad Fazekas Barrick & Patoile, P.C	-2,388.00
Foothills Park & Recreation District	-869.01
Game-Set-Match Inc.	-1,340.00
Gembok Consulting Inc.	-15,763.75
Mulhern MRE Inc.	-408.00
Special District Management Services, Inc	-6,446.00
Utility Notification Center of Colorado	-123.50
TOTAL	-39,037.58

Roxborough Village Metro District

Executive Summary

As of January 31, 2023

Summary

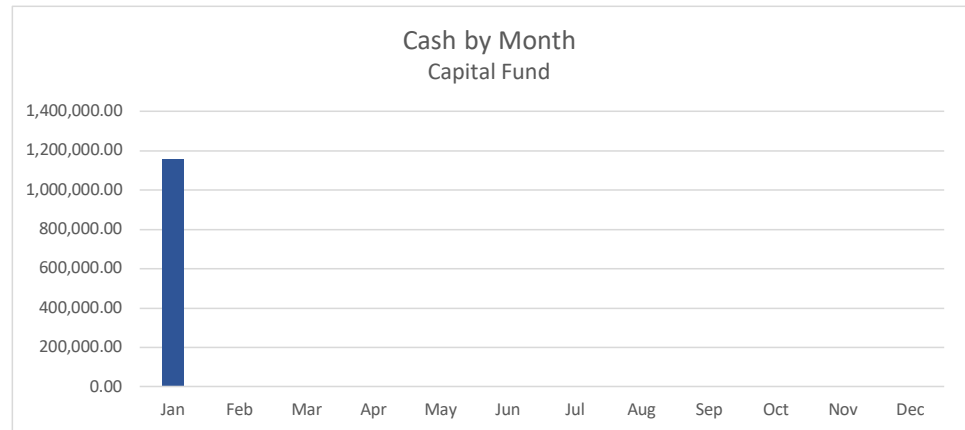
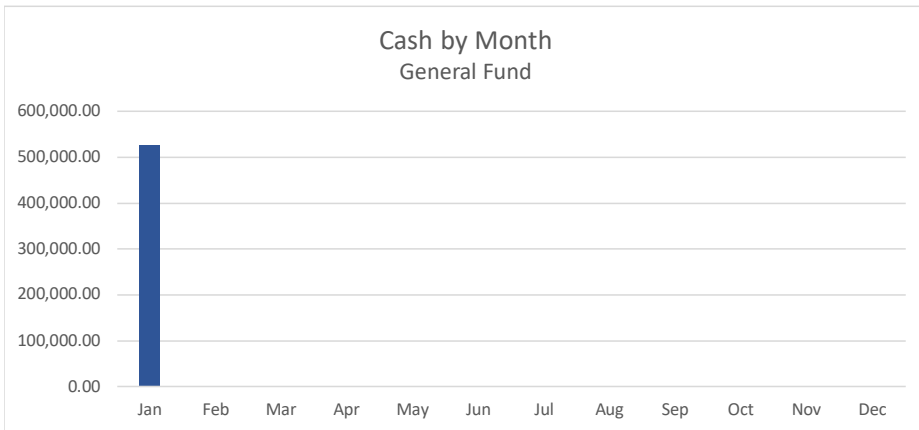
The only income received for January was a small Specific Ownership Tax payment and interest income. The 2023 budgets have been entered for all fund accounts. There has been very limited income and expense activity on the year so far. Draft bar charts for revenue and expenses have been created per the BOD's request and are located at the end of the executive summary.

Key Performance Metrics

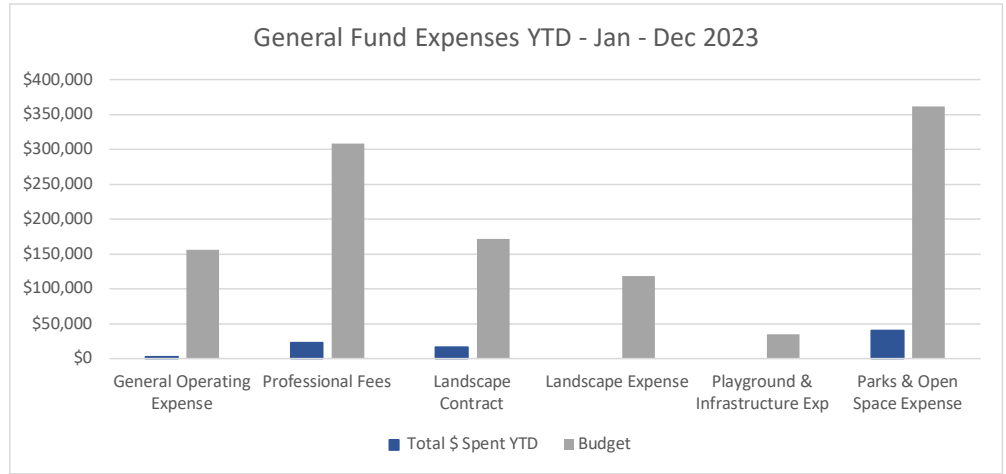
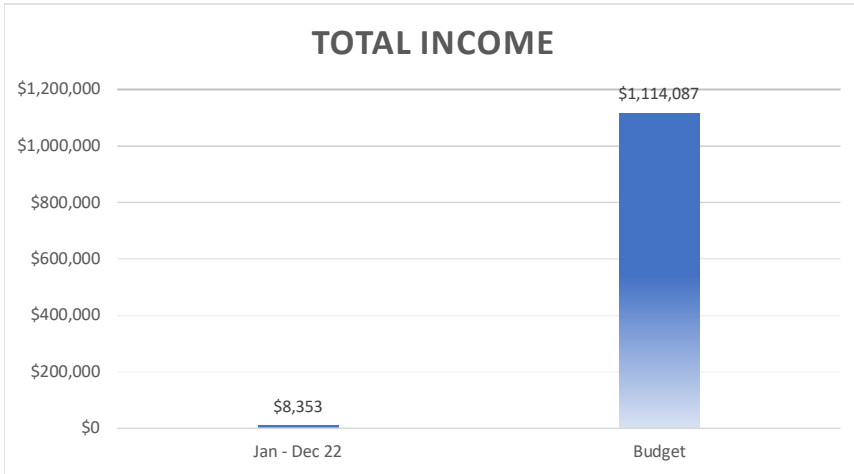
Cash Position



Cash balances continue to be low with the expectation of being restored now that we are into 2023. There were very few expense payments in the month of January. As the district enters audit season the auditors may ask that certain expenses be accrued back to 2022 or forward to 2023.

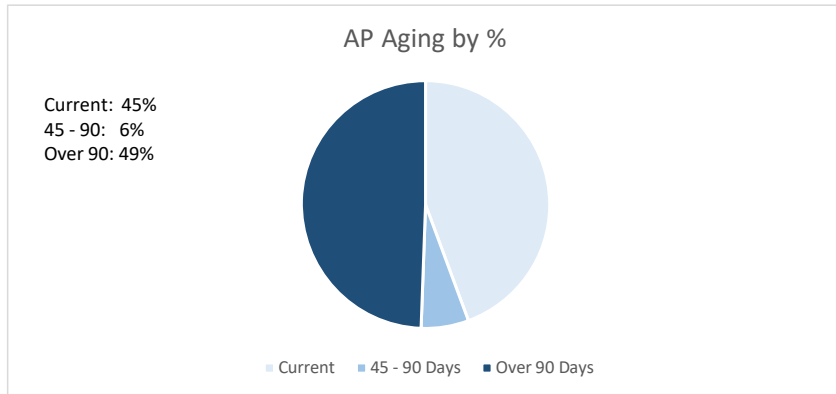


Income & Expenses



Total income for the General Fund in January was \$8,353.00. With very few expenses recorded in January the district is on trend to stay within budget on all expense categories. As the year progresses we will continue to monitor expense trends for 2023 as well as in comparison to historical years. The new revenue and expense graphs will be able to assist in monitoring these trends as the months progress.

Accounts Payable

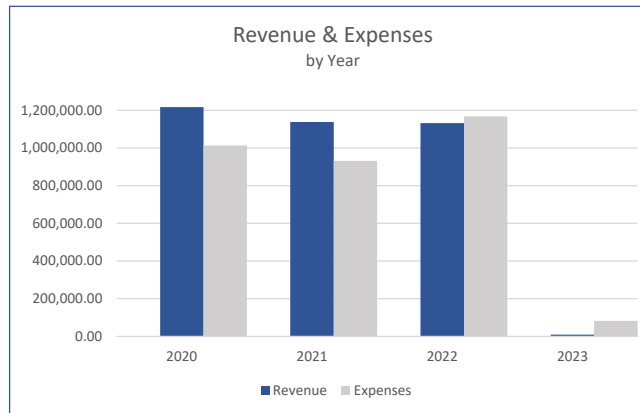


Based on the current reporting, 55% of Accounts Payable are over 45 days past due which is down 11% from last month. The total value of the past due bills through January are \$81,766.81. The value of the current bills are \$21,413.77.

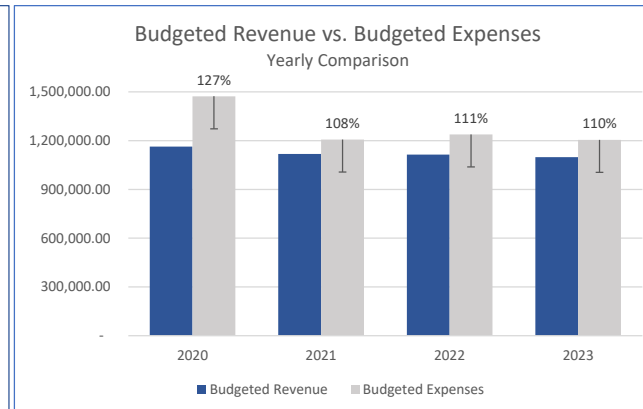
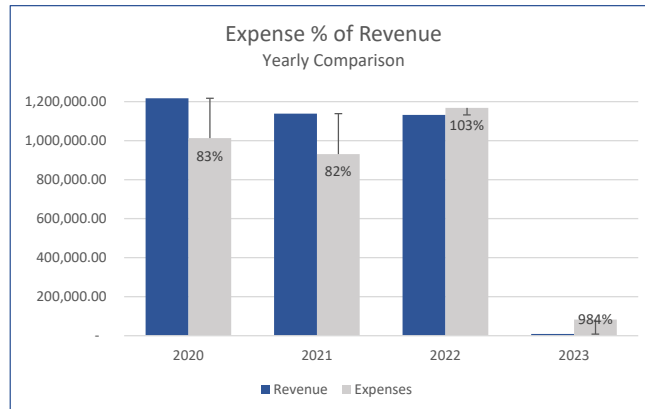
Revenue and Expense Trends by Type

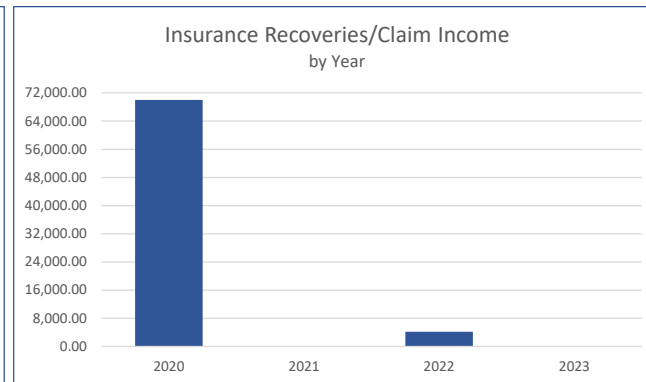
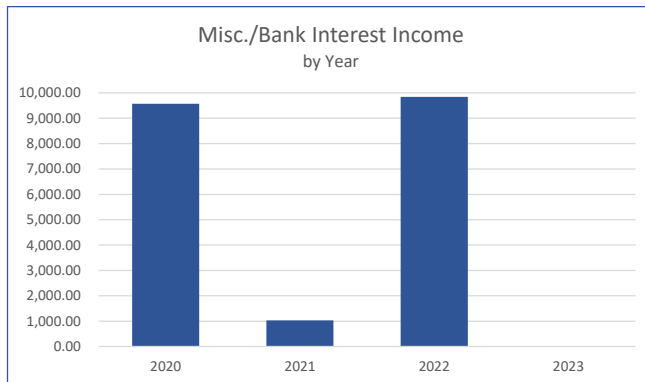
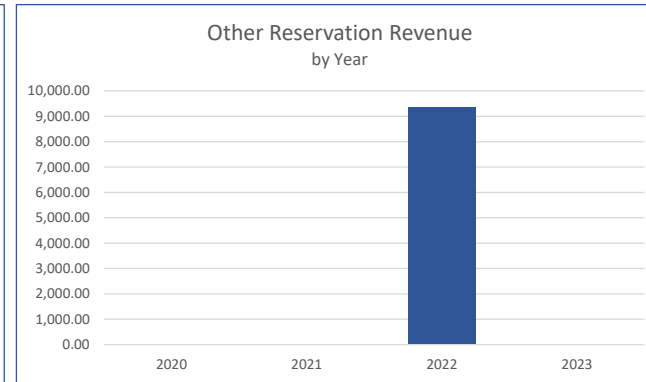
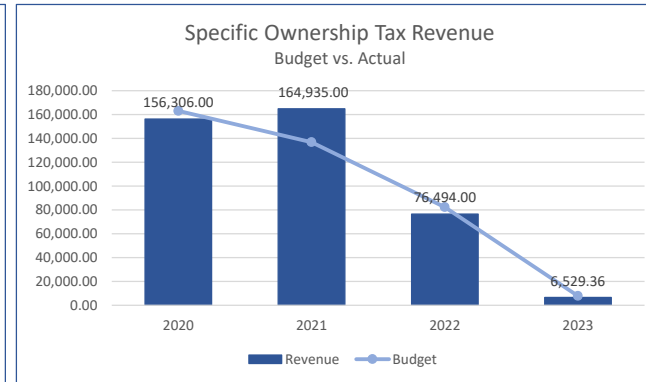
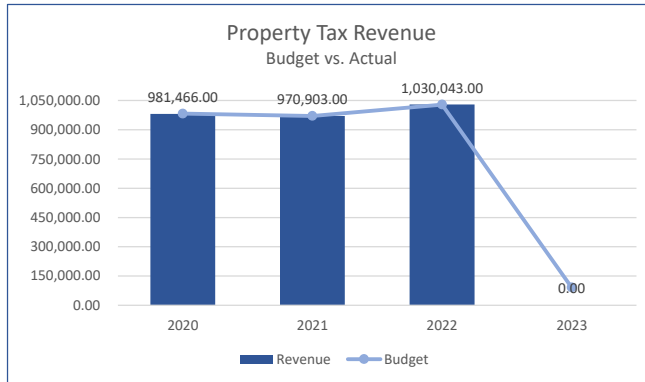
As of January 31, 2023

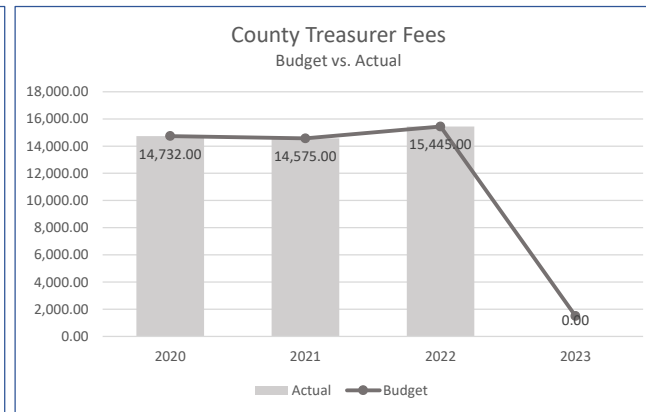
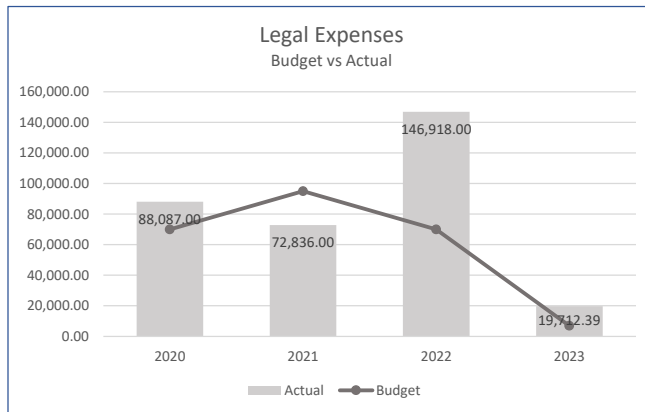
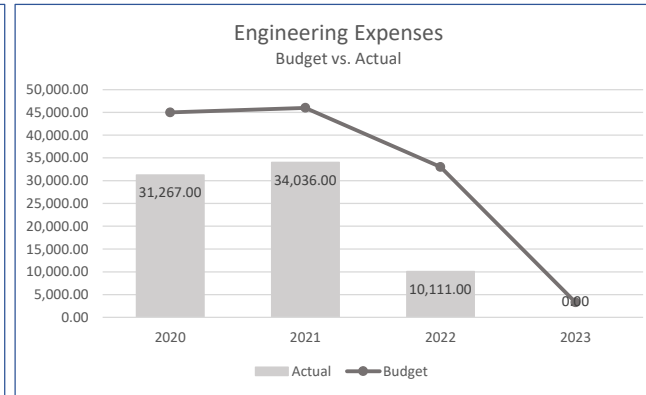
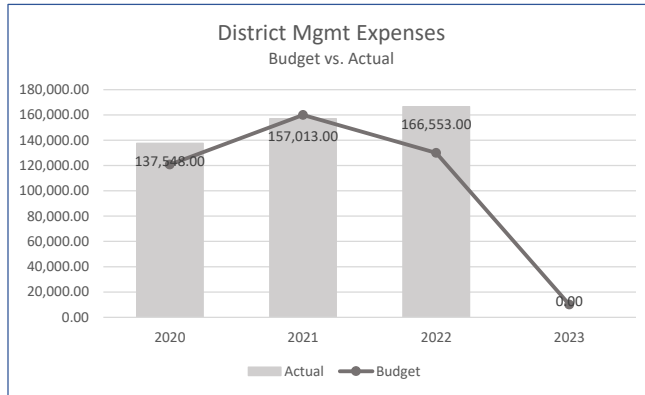
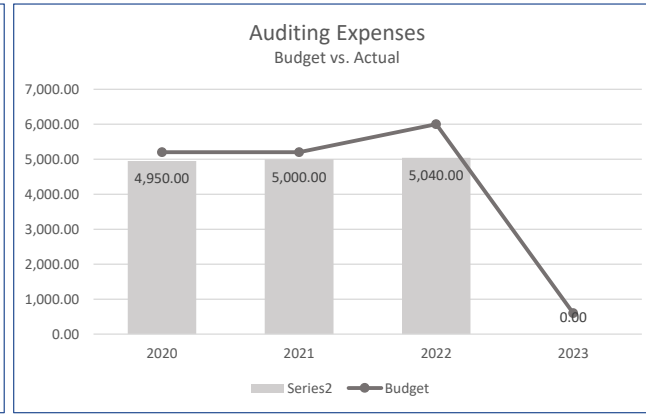
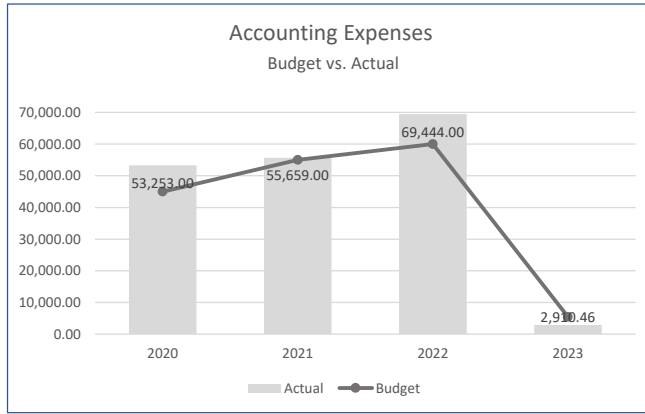
Revenue

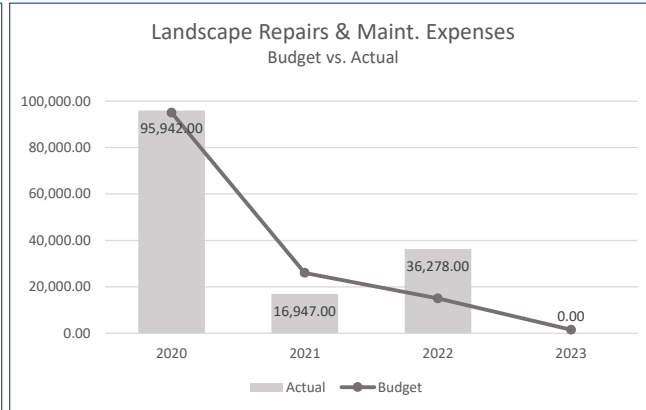
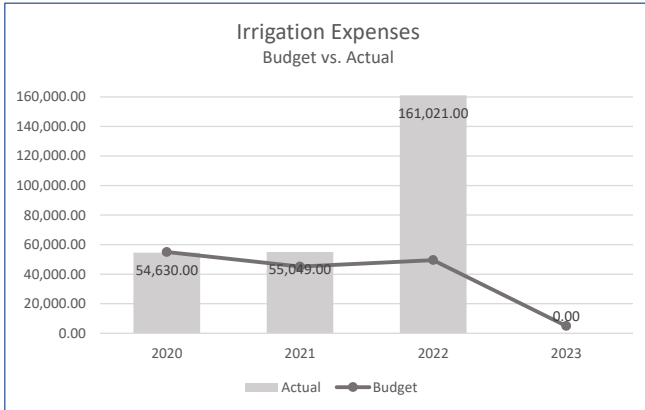
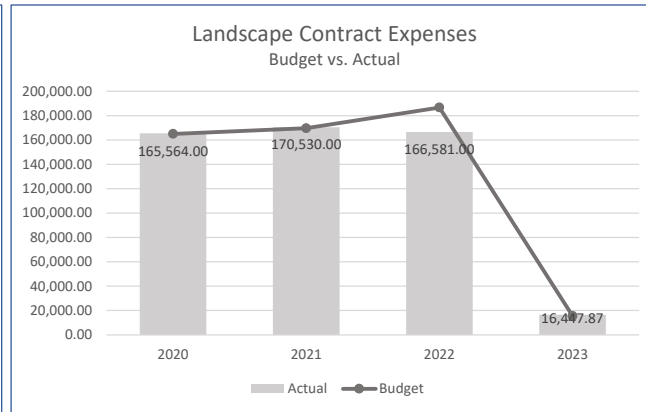
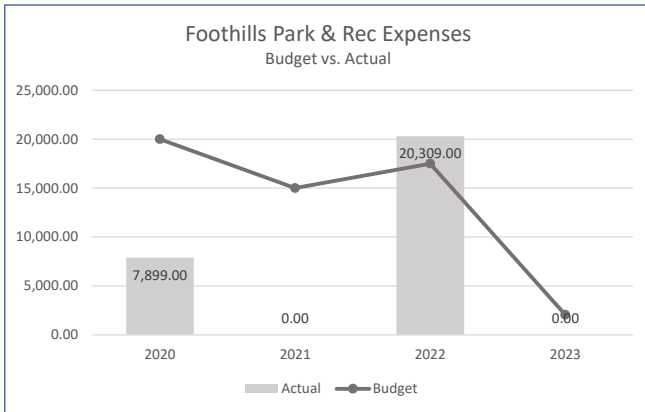


Total expenses have been below revenue in the recent years leading to 2022. On average the district has operated with expenses 10% lower than revenue. However, when comparing the budgeted revenue to budgeted expenses since 2020, budgeted expenses have been on average 14% higher than budgeted revenue, indicating that the district is budgeting to operate at a deficit. Out of the 14%, contingency funds make up on average 4% of the expense overage.









Roxborough Village Metro District
Balance Sheet by Class
 As of January 31, 2023

8:12 AM
 02/09/2023
 Accrual Basis
TOTAL

	<u>100-General Fund</u>	<u>200 - Capital Project Fund</u>	<u>300 - Debt Service Fund</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
10100 · General Operating Acct	354,303.43	-318,953.57	0.00	35,349.86
10500 · ColoTrust Funds	174,635.16	1,480,513.44	220.35	1,655,368.95
Total Checking/Savings	<u>528,938.59</u>	<u>1,161,559.87</u>	<u>220.35</u>	<u>1,690,718.81</u>
Other Current Assets				
13000 · Due from Capital Projects Fund	230.59	0.00	0.00	230.59
14010 · Prepaid Expense	501.00	0.00	0.00	501.00
14020 · Taxes Receivable	1,029,247.00	0.00	0.00	1,029,247.00
15000 · Bond Fund 1993 A&B	0.00	0.00	10.24	10.24
Total Other Current Assets	<u>1,029,978.59</u>	<u>0.00</u>	<u>10.24</u>	<u>1,029,988.83</u>
Total Current Assets	<u>1,558,917.18</u>	<u>1,161,559.87</u>	<u>230.59</u>	<u>2,720,707.64</u>
TOTAL ASSETS	<u>1,558,917.18</u>	<u>1,161,559.87</u>	<u>230.59</u>	<u>2,720,707.64</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	61,394.80	20,372.01	0.00	81,766.81
Total Accounts Payable	<u>61,394.80</u>	<u>20,372.01</u>	<u>0.00</u>	<u>81,766.81</u>
Other Current Liabilities				
20011 · Accrued Expenses	59,140.89	0.00	0.00	59,140.89
22000 · Payroll Liabilities				
20210 · Federal Tax	1.80	0.00	0.00	1.80
20240 · State Tax	6.00	0.00	0.00	6.00
Total 22000 · Payroll Liabilities	<u>7.80</u>	<u>0.00</u>	<u>0.00</u>	<u>7.80</u>
23010 · Deferred Revenue-Taxes	1,029,247.00	0.00	0.00	1,029,247.00
24100 · Due to Capital Improvement Fund	0.00	0.00	230.59	230.59
Total Other Current Liabilities	<u>1,088,395.69</u>	<u>0.00</u>	<u>230.59</u>	<u>1,088,626.28</u>
Total Current Liabilities	<u>1,149,790.49</u>	<u>20,372.01</u>	<u>230.59</u>	<u>1,170,393.09</u>
Total Liabilities	<u>1,149,790.49</u>	<u>20,372.01</u>	<u>230.59</u>	<u>1,170,393.09</u>
Equity				
32001 · Retained Earnings	-75,502.29	-456,392.15	-1,229,610.62	-1,761,505.06
34000 · Restricted Net Assets				
34010 · Nonspendable	502.00	0.00	0.00	502.00
34020 · Restricted	0.00	1,593,341.54	0.00	1,593,341.54
34040 · Assigned	124,413.00	0.00	0.00	124,413.00
34050 · Emergency Reserve 3%	34,200.00	0.00	0.00	34,200.00
Total 34000 · Restricted Net Assets	<u>159,115.00</u>	<u>1,593,341.54</u>	<u>0.00</u>	<u>1,752,456.54</u>
39000 · Unrestricted Net Assets	400,664.60	0.00	1,229,610.62	1,630,275.22
Net Income	<u>-75,150.62</u>	<u>4,238.47</u>	<u>0.00</u>	<u>-70,912.15</u>
Total Equity	<u>409,126.69</u>	<u>1,141,187.86</u>	<u>0.00</u>	<u>1,550,314.55</u>
TOTAL LIABILITIES & EQUITY	<u>1,558,917.18</u>	<u>1,161,559.87</u>	<u>230.59</u>	<u>2,720,707.64</u>
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

Roxborough Village Metro District
Profit & Loss Budget vs. Actual
January 2023

	Jan 23	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	6,529	86,294	(79,765)	8%
41020 · Property Tax	0	1,003,565	(1,003,565)	0%
41000 · Property Tax Income - Other	0	0	0	0%
Total 41000 · Property Tax Income	6,529	1,089,859	(1,083,330)	1%
43000 · Park and Field Income				
43010 · Sports Field Fees	0	2,000	(2,000)	0%
Total 43000 · Park and Field Income	0	2,000	(2,000)	0%
46000 · Interest Income	6,513	20,000	(13,487)	33%
48000 · CTF/Lottery Income	0	44,000	(44,000)	0%
49000 · Miscellaneous Income				
49020 · Refunds	0	3,000	(3,000)	0%
49000 · Miscellaneous Income - Other	0	2,000	(2,000)	0%
Total 49000 · Miscellaneous Income	0	5,000	(5,000)	0%
Total Income	13,042	1,160,859	(1,147,817)	1%
Gross Profit	13,042	1,160,859	(1,147,817)	1%
Expense				
50000 · Treasurer Fees	0	16,483	(16,483)	0%
51000 · General Overhead				
51005 · Dues & Subscriptions	0	1,526	(1,526)	0%
51010 · Communication / Website Expense	0	2,180	(2,180)	0%
51015 · Postage & Shipping	0	0	0	0%
51030 · Security Expense	0	239	(239)	0%
51050 · Utilities Expense	2,194	23,112	(20,918)	9%
51060 · District Functions/Events	0	0	0	0%
Total 51000 · General Overhead	2,194	27,057	(24,863)	8%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	316	425	(109)	74%
52000 · Computer & Software Expenses - Other	0	0	0	0%
Total 52000 · Computer & Software Expenses	316	425	(109)	74%

Roxborough Village Metro District
Profit & Loss Budget vs. Actual
January 2023

	Jan 23	Budget	Budget Variance	% of Budget
52500 · Insurance Expense				
52550 · General Insurance	0	4,800	(4,800)	0%
52500 · Insurance Expense - Other	0	30,080	(30,080)	0%
Total 52500 · Insurance Expense	0	34,880	(34,880)	0%
52600 · Election Expense	0	45,000	(45,000)	0%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	0	8,720	(8,720)	0%
Total 53000 · Board of Director's Expense	0	8,720	(8,720)	0%
53500 · Community Relations Exp.				
53520 · Newsletter Expense	0	4,360	(4,360)	0%
Total 53500 · Community Relations Exp.	0	4,360	(4,360)	0%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	0	1,274	(1,274)	0%
Total 54000 · Payroll Expenses	0	1,274	(1,274)	0%
57000 · Professional Services Fees				
57010 · Auditing	0	6,540	(6,540)	0%
57020 · Legal Expenses	20,533	103,550	(83,017)	20%
57030 · Accounting Services	3,032	63,815	(60,783)	5%
57040 · District Management	0	162,102	(162,102)	0%
57050 · Engineering Expense	0	35,970	(35,970)	0%
57070 · Master Plan Fee	0	74,500	(74,500)	0%
57085 · Paying Agent Fees	0	0	0	0%
Total 57000 · Professional Services Fees	23,565	446,477	(422,912)	5%
57500 · Misc & Petty Cash Expense	0	0	0	0%
61000 · Miscellaneous Expense	0	1,635	(1,635)	0%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	0	13,000	(13,000)	0%
62020 · Utility Locate	0	4,000	(4,000)	0%
Total 62000 · Repairs and Maintenance	0	17,000	(17,000)	0%

Roxborough Village Metro District
Profit & Loss Budget vs. Actual
January 2023

	Jan 23	Budget	Budget Variance	% of Budget
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	0	43,350	(43,350)	0%
64020 · Landscape Weed Control Expense	0	48,000	(48,000)	0%
64030 · Irrigation Expense	0	53,995	(53,995)	0%
64040 · Landscape Contract	17,134	171,335	(154,201)	10%
Total 64000 · Landscape Expenses	17,134	316,680	(299,546)	5%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	16,350	(16,350)	0%
65030 · Graffiti Removal /Vandalism Exp	0	3,815	(3,815)	0%
65040 · Skate Park Maintence	0	15,000	(15,000)	0%
Total 65000 · Playground & Infrastructure Exp	0	35,165	(35,165)	0%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	0	22,500	(22,500)	0%
68020 · Mosquito Control Expense	0	10,000	(10,000)	0%
68030 · Seasonal Lighting Expense	0	15,260	(15,260)	0%
68045 · Tree Care Expense	0	82,000	(82,000)	0%
68050 · Portable Restroom Exp.	889	7,630	(6,741)	12%
68065 · Water Rights Expense	0	125,350	(125,350)	0%
68070 · Snow Removal Expense	39,856	54,500	(14,644)	73%
68080 · Algae Control Exp.	0	5,450	(5,450)	0%
68085 · Annual Trails Maintenance	0	114,450	(114,450)	0%
68090 · Pond Maintenance	0	5,509	(5,509)	0%
68095 · Open Space Maintenances / Fire	0	27,250	(27,250)	0%
Total 68000 · Parks & Open Space Expense	40,745	469,899	(429,154)	9%
68500 · Park & Recreation Events				
68540 · Community Service Events	0	1,700	(1,700)	0%
Total 68500 · Park & Recreation Events	0	1,700	(1,700)	0%
70000 · Bond Interest & Principal Exp.				
70010 · Bond Interest - Series 1993	0	0	0	0%
70020 · Bond Principal - Series 1993	0	0	0	0%
70110 · Bond Interest - Series 2014	0	0	0	0%
70120 · Bond Principal - Series 2014	0	0	0	0%
Total 70000 · Bond Interest & Principal Exp.	0	0	0	0%

Roxborough Village Metro District
Profit & Loss Budget vs. Actual
 January 2023

	Jan 23	Budget	Budget Variance	% of Budget
80000 · Capital Expenses				
80020 · Irrigation Improvements	0	100,000	(100,000)	0%
80030 · Spillway / Embankment Cost	0	0	0	0%
80060 · Plant Nursery	0	10,000	(10,000)	0%
80070 · New Playground	0	350,000	(350,000)	0%
80000 · Capital Expenses - Other	0	0	0	0%
Total 80000 · Capital Expenses	0	460,000	(460,000)	0%
99000 · Contingency	0	113,853	(113,853)	0%
Total Expense	83,954	2,000,608	(1,916,654)	4%
Net Ordinary Income	(70,912)	(839,749)	768,837	8%
Other Income/Expense				
Other Expense				
78500 · Reserve Expense	0	0	0	0%
99900 · Non-Operating Expense				
99960 · Transfers	0	0	0	0%
Total 99900 · Non-Operating Expense	0	0	0	0%
Total Other Expense	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	(70,912)	(839,749)	768,837	8%

Roxborough Village Metro District
Capital Fund Profit & Loss Budget vs. Actual
January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	0	0	0	0%
46000 · Interest Income	4,689	15,000	(10,311)	31%
48000 · CTF/Lottery Income	0	44,000	(44,000)	0%
49000 · Miscellaneous Income	0	3,000	(3,000)	0%
Total Income	<u>4,689</u>	<u>62,000</u>	<u>(57,311)</u>	<u>8%</u>
Gross Profit	4,689	62,000	(57,311)	8%
Expense				
51000 · General Overhead	108	0	108	100%
54000 · Payroll Expenses	0	500	(500)	0%
57000 · Professional Services Fees	942	137,667	(136,725)	1%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance	0	2,100	(2,100)	0%
64000 · Landscape Expenses	686	27,000	(26,314)	3%
68000 · Parks & Open Space Expense	0	107,920	(107,920)	0%
80000 · Capital Expenses	0	460,000	(460,000)	0%
99000 · Contingency	0	60,713	(60,713)	0%
Total Expense	<u>1,736</u>	<u>795,900</u>	<u>(794,164)</u>	<u>0%</u>
Net Ordinary Income	<u>2,953</u>	<u>(733,900)</u>	<u>736,853</u>	<u>(0)%</u>
Net Income	<u><u>2,953</u></u>	<u><u>(733,900)</u></u>	<u><u>736,853</u></u>	<u><u>(0)%</u></u>

Roxborough Village Metro District
General Fund Profit & Loss Budget vs. Actual
January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	6,529	818,897	(812,368)	1%
43000 · Park and Field Income	0	2,000	(2,000)	0%
46000 · Interest Income	1,824	5,000	(3,176)	36%
49000 · Miscellaneous Income	0	2,000	(2,000)	0%
Total Income	<u>8,353</u>	<u>827,897</u>	<u>(819,544)</u>	<u>1%</u>
Gross Profit	8,353	827,897	(819,544)	1%
Expense				
50000 · Treasurer Fees	0	12,338	(12,338)	0%
51000 · General Overhead	2,086	24,297	(22,211)	9%
52000 · Computer & Software Expenses	316	425	(109)	74%
52500 · Insurance Expense	0	30,080	(30,080)	0%
52600 · Election Expense	0	36,750	(36,750)	0%
53000 · Board of Director's Expense	0	7,520	(7,520)	0%
53500 · Community Relations Exp.	0	3,760	(3,760)	0%
54000 · Payroll Expenses	0	667	(667)	0%
57000 · Professional Services Fees	22,623	263,960	(241,337)	9%
57500 · Misc & Petty Cash Expense	0	0	0	0%
61000 · Miscellaneous Expense	0	1,410	(1,410)	0%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance	0	13,400	(13,400)	0%
64000 · Landscape Expenses	16,448	246,900	(230,452)	7%
65000 · Playground & Infrastructure Exp	0	31,640	(31,640)	0%
68000 · Parks & Open Space Expense	40,745	310,304	(269,559)	13%

Roxborough Village Metro District
General Fund Profit & Loss Budget vs. Actual
January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
68500 · Park & Recreation Events	0	1,445	(1,445)	0%
99000 · Contingency	0	45,827	(45,827)	0%
Total Expense	<u>82,218</u>	<u>1,030,723</u>	<u>(948,505)</u>	<u>8%</u>
Net Ordinary Income	<u>(73,865)</u>	<u>(202,826)</u>	<u>128,961</u>	<u>36%</u>
Other Income/Expense				
Other Expense				
78500 · Reserve Expense	0	0	0	0%
Total Other Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Income	<u>(73,865)</u>	<u>(202,826)</u>	<u>128,961</u>	<u>36%</u>

Roxborough Village Metro District
Chatfield Farms Profit & Loss Budget vs. Actual
January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	0	270,962	(270,962)	0%
46000 · Interest Income	492			
Total Income	<u>492</u>	<u>270,962</u>	<u>(270,470)</u>	<u>0%</u>
Gross Profit	492	270,962	(270,470)	0%
Expense				
50000 · Treasurer Fees	0	4,145	(4,145)	0%
51000 · General Overhead	296	2,760	(2,464)	11%
52500 · Insurance Expense	0	4,800	(4,800)	0%
52600 · Election Expense	0	8,250	(8,250)	0%
53000 · Board of Director's Expense	0	1,200	(1,200)	0%
53500 · Community Relations Exp.	0	600	(600)	0%
54000 · Payroll Expenses	0	107	(107)	0%
57000 · Professional Services Fees	3,393	44,850	(41,457)	8%
61000 · Miscellaneous Expense	0	225	(225)	0%
62000 · Repairs and Maintenance	0	1,500	(1,500)	0%
64000 · Landscape Expenses	2,467	42,780	(40,313)	6%
65000 · Playground & Infrastructure Exp	0	3,525	(3,525)	0%
68000 · Parks & Open Space Expense	4,940	51,675	(46,735)	10%
68500 · Park & Recreation Events	0	255	(255)	0%
80000 · Capital Expenses	0	0	0	0%

Roxborough Village Metro District
Chatfield Farms Profit & Loss Budget vs. Actual
January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
99000 · Contingency	0	7,313	(7,313)	0%
Total Expense	11,097	173,985	(162,888)	6%
Net Ordinary Income	(10,604)	96,977	(107,581)	(11)%
Net Income	<u>(10,604)</u>	<u>96,977</u>	<u>(107,581)</u>	<u>(11)%</u>

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
46000 · Interest Income							
Deposit	01/31/2023			Deposit		4,689.17	4,689.17
Total 46000 · Interest Income					0.00	4,689.17	4,689.17
Total Income					0.00	4,689.17	4,689.17
Gross Profit					0.00	4,689.17	4,689.17
Expense							
51000 · General Overhead							
51050 · Utilities Expense							
Check	01/10/2023		CORE Electric Cooperative		34.98		34.98
Check	01/17/2023		Roxborough Water & Sanit...		28.08		63.06
Check	01/17/2023		Roxborough Water & Sanit...		3.90		66.96
Check	01/17/2023		Roxborough Water & Sanit...		3.90		70.86
Check	01/17/2023		Roxborough Water & Sanit...		4.42		75.28
Check	01/17/2023		Roxborough Water & Sanit...		31.93		107.21
Check	01/31/2023		Xcel Energy		0.82		108.03
Total 51050 · Utilities Expense					108.03	0.00	108.03
Total 51000 · General Overhead					108.03	0.00	108.03
57000 · Professional Services Fees							
57020 · Legal Expenses							
General Journal	01/31/2023	JanAccru...		Jan Legal Fees	821.00		821.00
Total 57020 · Legal Expenses					821.00	0.00	821.00
57030 · Accounting Services							
General Journal	01/31/2023	JanAccru...		Jan Accounting Fees	121.27		121.27
Total 57030 · Accounting Services					121.27	0.00	121.27
Total 57000 · Professional Services Fees					942.27	0.00	942.27
64000 · Landscape Expenses							
64040 · Landscape Contract							
Bill	01/25/2023	2007915	Consolidated Divisions Inc	January Maintenance	342.67		342.67
General Journal	01/31/2023	JanAccru...		Jan-Mar Landscape Contract	343.00		685.67
Total 64040 · Landscape Contract					685.67	0.00	685.67
Total 64000 · Landscape Expenses					685.67	0.00	685.67
Total Expense					1,735.97	0.00	1,735.97
Net Ordinary Income					1,735.97	4,689.17	2,953.20
Net Income					1,735.97	4,689.17	2,953.20

Roxborough Village Metro District
General Fund Profit & Loss Detail
January 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
41000 · Property Tax Income							
41010 · Specific Ownership Tax							
Deposit	01/10/2023			Deposit		6,529.36	6,529.36
Total 41010 · Specific Ownership Tax					0.00	6,529.36	6,529.36
Total 41000 · Property Tax Income					0.00	6,529.36	6,529.36
46000 · Interest Income							
Deposit	01/31/2023			Deposit		1,823.57	1,823.57
Total 46000 · Interest Income					0.00	1,823.57	1,823.57
Total Income					0.00	8,352.93	8,352.93
Gross Profit					0.00	8,352.93	8,352.93
Expense							
51000 · General Overhead							
51050 · Utilities Expense							
Check	01/10/2023		CORE Electric Cooperative		839.55		839.55
Check	01/17/2023		Roxborough Water & Sanit...		766.42		1,605.97
Check	01/17/2023		Roxborough Water & Sanit...		106.08		1,712.05
Check	01/17/2023		Roxborough Water & Sanit...		93.60		1,805.65
Check	01/17/2023		Roxborough Water & Sanit...		166.92		1,972.57
Check	01/17/2023		Roxborough Water & Sanit...		93.60		2,066.17
Check	01/31/2023		Xcel Energy		19.78		2,085.95
Total 51050 · Utilities Expense					2,085.95	0.00	2,085.95
Total 51000 · General Overhead					2,085.95	0.00	2,085.95
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Check	01/06/2023		Bill.com LLC		316.24		316.24
Total 52040 · Software & Online Subscriptions					316.24	0.00	316.24
Total 52000 · Computer & Software Expenses					316.24	0.00	316.24
57000 · Professional Services Fees							
57020 · Legal Expenses							
General Journal	01/31/2023	JanAccru...		Jan Legal Fees	19,712.39		19,712.39
Total 57020 · Legal Expenses					19,712.39	0.00	19,712.39

Roxborough Village Metro District
General Fund Profit & Loss Detail
 January 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
57030 · Accounting Services							
General Journal	01/31/2023	JanAccru...		Jan Accounting Fees	2,910.46		2,910.46
Total 57030 · Accounting Services					2,910.46	0.00	2,910.46
Total 57000 · Professional Services Fees					22,622.85	0.00	22,622.85
64000 · Landscape Expenses							
64040 · Landscape Contract							
Bill	01/25/2023	2007915	Consolidated Divisions Inc	January Maintenance	8,224.10		8,224.10
General Journal	01/31/2023	JanAccru...		Jan-Mar Landscape Contract	8,223.77		16,447.87
Total 64040 · Landscape Contract					16,447.87	0.00	16,447.87
Total 64000 · Landscape Expenses					16,447.87	0.00	16,447.87
68000 · Parks & Open Space Expense							
68050 · Portable Restroom Exp.							
Bill	01/04/2023	INV-0132...	United Site Services		444.44		444.44
Bill	01/04/2023	INV-0132...	United Site Services		444.93		889.37
Total 68050 · Portable Restroom Exp.					889.37	0.00	889.37
68070 · Snow Removal Expense							
Bill	01/31/2023	2007811	Consolidated Divisions Inc	November Maintenance	12,847.00		12,847.00
General Journal	01/31/2023	JanAccru...		Jan Snow Removal Services	27,009.00		39,856.00
Total 68070 · Snow Removal Expense					39,856.00	0.00	39,856.00
Total 68000 · Parks & Open Space Expense					40,745.37	0.00	40,745.37
Total Expense					82,218.28	0.00	82,218.28
Net Ordinary Income					82,218.28	8,352.93	-73,865.35
Net Income					82,218.28	8,352.93	-73,865.35

Open Space Management Proposal for 2023

**Weed and Native Plant Management Program
for the
Roxborough Village including Chatfield Farms
and the South Hogback**

Prepared
by

Raymond H. Sperger

Ark Ecological Services, LLC

Conserving and restoring native species and landscapes for future generations

**6560 Dover Street
Arvada, CO 80004
303-985-4849**

Feb. 1, 2023

Open Space Management Proposal for 2023 Weed and Native Plant Management Program for the Roxborough Village

Introduction

Roxborough Village is a beautiful integration of residential homes surrounded with substantial areas of open space including prairies, riparian woodlands, ponds and wetland habitats. Many of these native open spaces have high quality natural areas with an abundance of plant and animal life. Recreation opportunities including several miles of trail, wildlife viewing, and aesthetic beauty abound in the large, diverse, greenbelts and wild spaces. These natural amenities are worth cherishing and conserving for future generations, but this can only happen through sound ecological planning, through the commitment of homeowners and community leaders, and through proper stewardship practices (See Addendum 1 for a list of reasons why we should manage and restore native open spaces). Due to the development of the community and past management practices, many of the natural treasures need a helping hand to restore much of their former beauty and diversity, and to serve the needs and desires of Roxborough Village Residents.

The following is a compilation of weed management, ecological restoration, and land management actions that will help to ensure ecologically sound stewardship of these diverse open lands. There is purpose and statement of need that will help the property owners to establish its priorities for open space management. Please consider these items for 2023 or in the future to help you meet the communities' goals. With the support of the community and board of directors, Ark Ecological Services can help you keep your native open spaces beautiful and healthy for future generations.

Weed and Native Plant Management Program

Purpose: To contain, suppress, control, and eventually eliminate state and county-listed noxious weeds and other aggressive non-native plants within the Roxborough Village Open Space. This program will focus on the noxious weeds including Canada Thistle, Diffuse Knapweed, Scotch Thistle, Musk Thistle, Poison Hemlock, Mullein, Leafy Spurge, Redstem Filaree, Bindweed, Kochia and other weeds found within and adjacent to these infestations. This proposal will help the community comply with state and county weed ordinances. And, to encourage the growth and sustain the populations of the many native plants which are currently found within the Open Space. We will identify areas that need to be restored and seeded to provide competition with the noxious weeds.

Statement of Need: Currently, there are several species of noxious weed growing in the Roxborough Village Open Space and some areas in the Chatfield Farms Open Space, previously-unmanaged areas that are degraded by more dense infestations of Canada Thistle, Diffuse Knapweed, Scotch Thistle, Poison Hemlock, Mullein and other invasive exotic species. Other

parts of the Open Space in the southern upland areas that have been previously managed have few or no weeds and need to be protected from future weed invasions. Lowland areas with willows and cottonwood riparian woodlands have not been managed for noxious weeds as well as the upland areas, and need to be more intensively managed for noxious weeds. Without actively managing these weeds using integrated weed management practices, (chemical treatment, mechanical treatments like mowing, cutting, pulling, and biological controls), weeds will continue to multiply in the areas where infestations exist, will spread into new areas, and will reduce native plant and animal populations. **Prevention, early detection, containment, suppression, and control of noxious weeds are the most efficient and cost effective methods of any weed management strategy.**

Weed and Native Plant Management Program Options and Costs for 2023

<i>Weed and Native Plant Management Program</i>		
Southern Open Space Areas* (52.4 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$17,500
Chatfield Farms Open Space Areas* (38.3 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See images below.	\$7,950
Southern Hogback Open Space Area* (63.7 land acres)	2 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$7,500
Roxborough Village East Side Pond	3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2014)	\$2,000
Roadside Berm on N. Rampart Range Road	2 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2015)	\$800
Total		\$35,750

Additional Areas - Management Started in 2023.

<i>Weed and Native Plant Management Program</i>		
Rampart Range Power Lines* (10.73 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below. Higher cost this year are due to the amount of weeds found in the area last year (1st year managed) and 2-3 acres of disturbance that will need to be managed in fall after most grass and wildflower establishment.	\$4,500
Arrowhead Shores - Pulte* (2.03 acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$1,050
Total		\$5,550

*To the extent possible, native wildflower and shrub populations that are susceptible to broadleaf herbicides will not be sprayed.

Rampart Range Rd. Power Lines (10.73 land acres)

Arrowhead Shores (2.03 acres)

*To the extent possible, native wildflower and shrub populations that are susceptible to broadleaf herbicides will not be sprayed.

Estimated Weed Management Costs Over Time. As weeds are controlled through time the seed bank in the soil is depleted and fewer weeds come up each year. Selective applications of herbicides give **both** native grasses and native wildflowers a competitive advantage, thereby increasing the beauty of the area and crowding out space for weeds. In highly infested sites or areas with extensive disturbance, ecological restoration is teamed with weed control to encourage the replacement of weeds with natives. With 2-3 herbicide application per year and a program to restore highly degraded areas, the costs for future control efforts will decline more quickly and it will cost the homeowner’s association less money in the long-term than with an less aggressive management program.

No weed control in 2023 has the following negative ramifications:

1. Populations of weeds will increase.
2. The number of seeds in the soil seed bank will continue to grow making future weed control and restoration more expensive.
3. Desirable native vegetation will decline and wildlife will decrease.
4. The aesthetic beauty of the area is marred and the desirability to recreate in weed-infested areas is reduced.
5. Weeds may spread off-site to other parks and private property.
6. Possible violations of county weed ordinances and state weed laws may be enforced.

It is, therefore, prudent to continue to control weeds and prevent their spread.

Ecological Restoration Projects

Purpose: To restore native plants as well as environmental conditions to areas that have been disturbed beyond the short-term natural recovery cycle or to enhance the natural recovery cycle.

Statement of Need: Several native common areas in Roxborough Village are in need of restoration due to past construction of homes, utilities, trails, or other facilities, due to poor revegetation practices, improper or lack of management, or neglect. These areas will continue to be weed problem areas unless they are restored and revegetated so that there is competition between native plants and weeds. Restoration will enhance the beauty of these areas, reduce long-term management costs, and restore important ecosystem functions. Assessment of areas that need to be reseeded will be conducted and recommendations for future areas that may need to be reseeded.

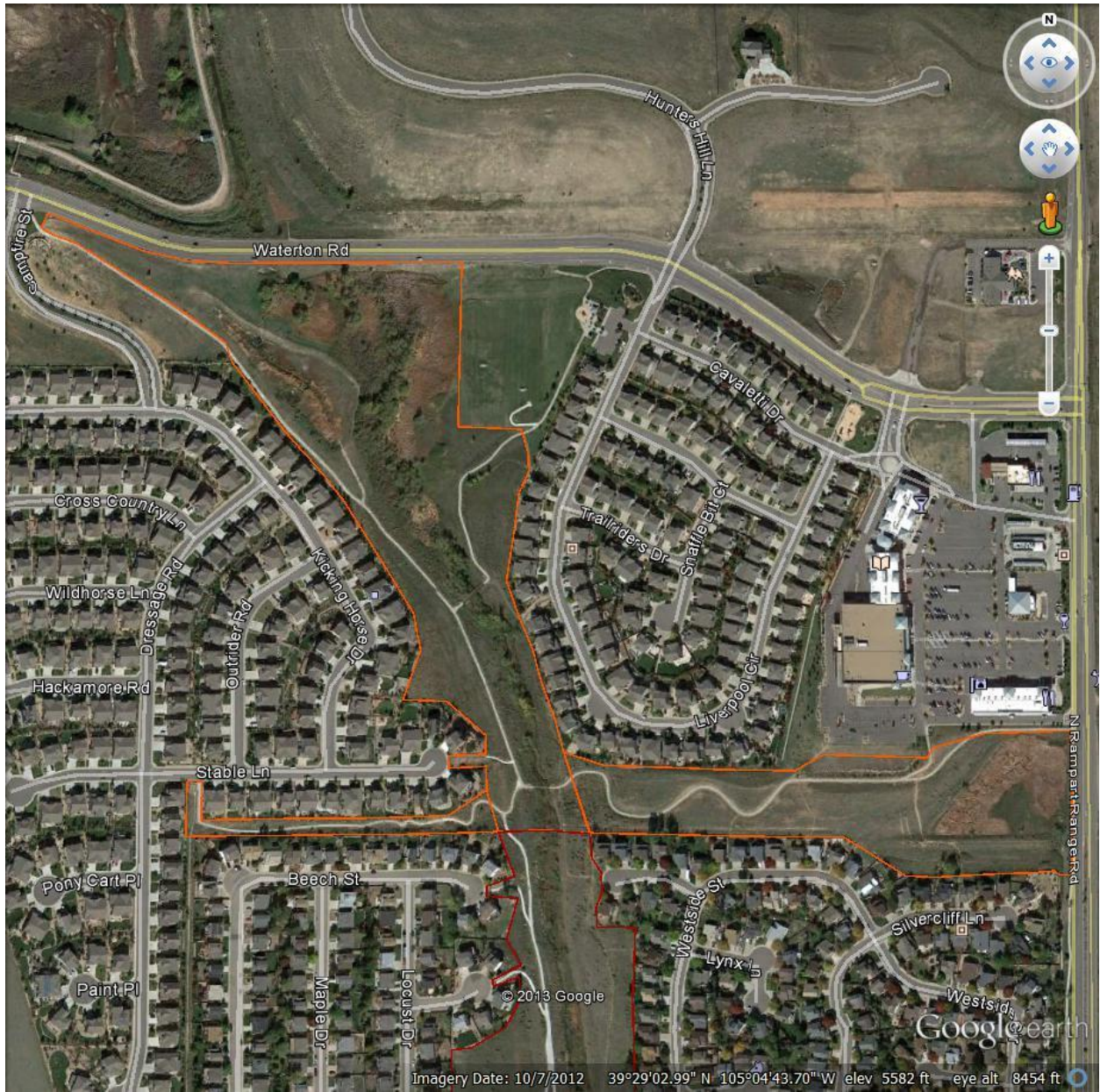
<i>Recommended Actions:</i>	<u>Cost</u>
<u>Restoration Projects</u> Assess the need to revegetate areas where weeds are controlled and bare ground is left.	No charge

Debris Clean-up Projects and Encroachment Notification

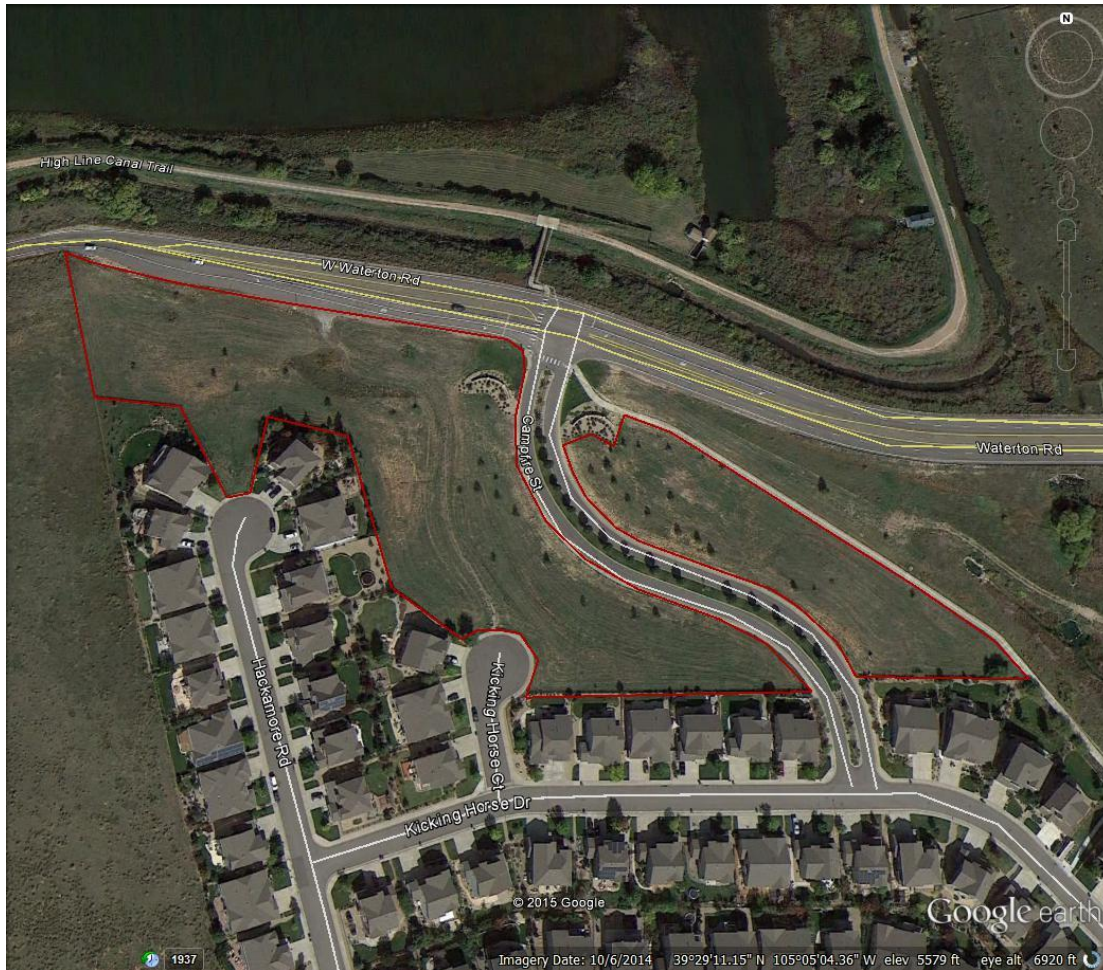
Purpose: To improve the aesthetics of the property and to keep people from dumping yard debris, construction debris, and other foreign items into the open space. To prepare the site, if needed, for proper restoration actions. To assist with the notification of other encroachments into the open space.

Statement of Need: There may be a few small areas in Roxborough Village that are in need of debris clean-up due to homeowners, contractors, or others dumping concrete, yard debris, and fencing material in the open space. There are likely more areas that need cleaned up. Notify the management company of homeowners who are violating various covenants in the open space including dumping, placing personal items like play equipment into the open space, unauthorized mowing of open space, or planting non-native ornamental plants in the open space.

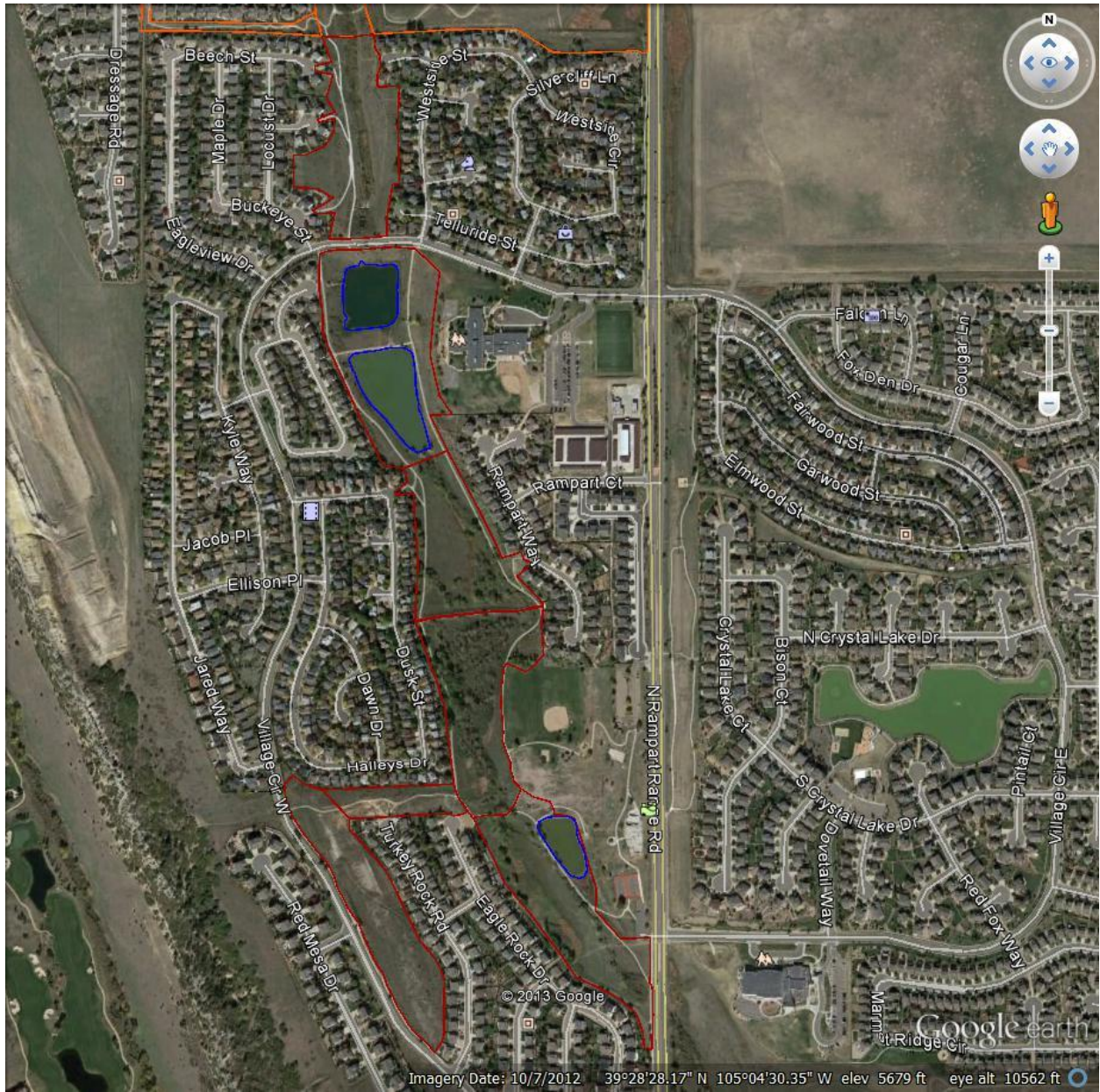
<i>Recommended Actions:</i>	<u>Cost</u>
<u>Clean-up Projects</u> One area behind homes in the Chatfield Farms open space and miscellaneous seeding in various open space areas.	Time and materials plus disposal fees



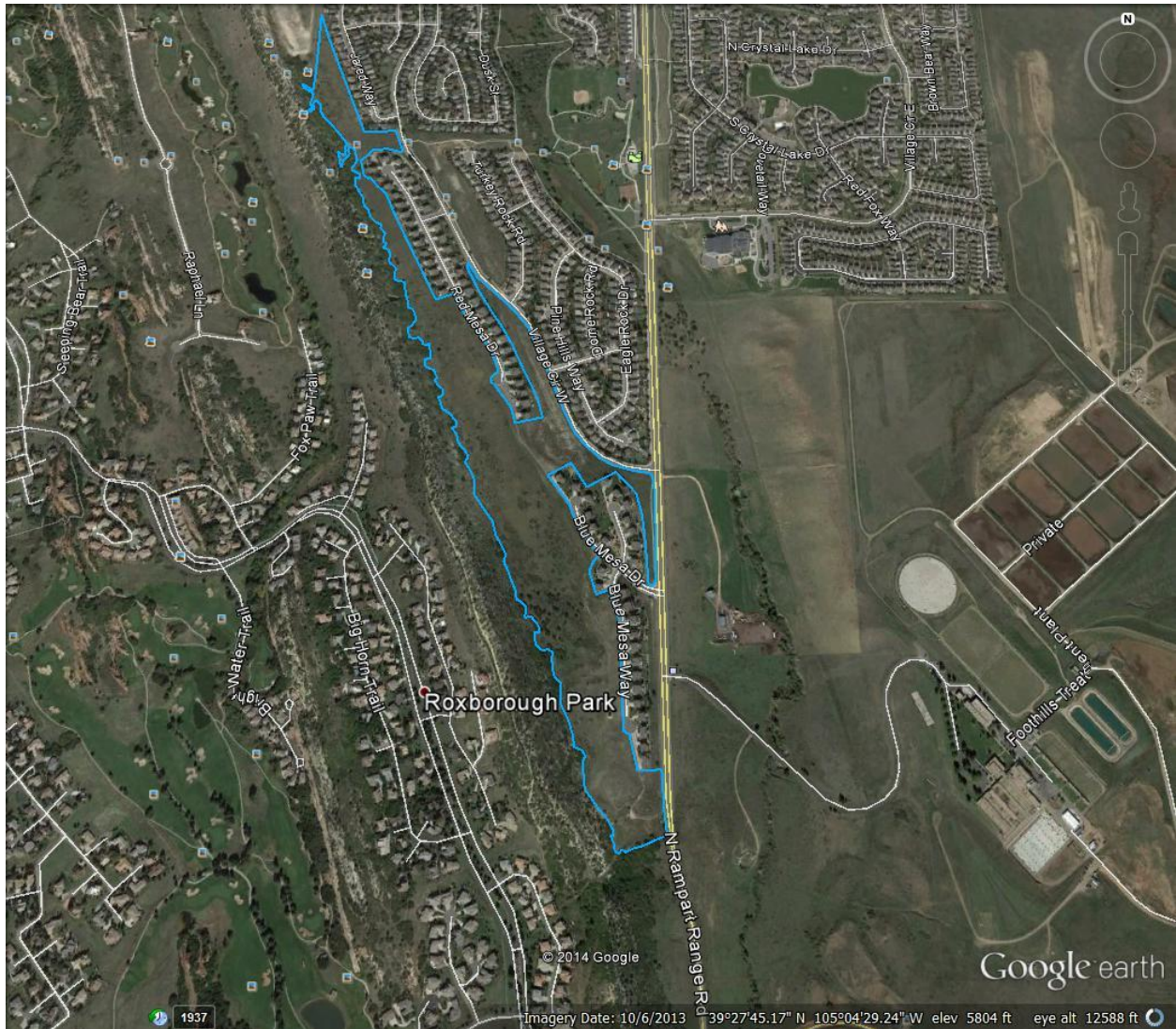
Chatfield Farms Open Space Areas (31 land acres) - Outlined in Orange.



Chatfield Farms - Campfire Street Additional Area - 7.3 acres (Outlined in Red)
First managed for noxious weeds in 2015.



Roxborough Village Open Space (52.4 land acres) - Outlined in Red



South Hogback Open Space (63.7 land acres) - Outlined in Light Blue

Proposed Schedule: (Based on three herbicide applications and on typical weather patterns)

April	Conduct the first herbicide application with an emphasis on early season weeds like Poison Hemlock, Whitetop, Redstem Filaree, and trailside Kochia.
May	Begin second herbicide application with a focus on Diffuse Knapweed, Mullein, Musk Thistle, and Scotch Thistle in open areas.
June	Continue second herbicide application with a focus on Canada Thistle and other weeds in the willow and cottonwood riparian areas, as well as Mullein and Bindweed.
July- August	Complete second herbicide application with a focus on Canada Thistle, Mullein, and Bindweed.
October – November	Complete third herbicide application. Develop a list of potential restoration sites for future budget consideration.
September - Dec.	Complete Open Space Management Proposal for 2023

This proposal is acknowledged and accepted by:

Date: _____

Signed: _____

Board President; Roxborough Village Metro District

Date: _____

Signed: _____

Raymond H. Sperger; Business Manager and Principal Ecologist; Ark Ecological Services, LLC

Addendum 1

Reasons to Manage and Restore Native Open Space

Because we want to:

Open Space -The Benefits are Endless

- Cleans and purifies our water
- Cleans the air and produces oxygen we need to breathe
- Reduces air temperatures on hot summer days
- Provides habitat for the animals and plants that we enjoy seeing
- Provides children and adults an opportunity to learn about the environment
- Provides artistic, written, and photographic inspiration
- Provides a place for spiritual and emotional renewal
- Defines, identifies, and separates regions, communities, neighborhoods, and neighbors
- Provides a sense of history – what the landscape may have looked like prior to settlement
- Provides recreational space for walking, jogging, bicycling, and other outdoor activities.

Because we need to:

It is a part of the planning and guiding documents for most communities.

- Planned Unit Development Plan
- Design Review Philosophy and Guidelines
- Covenants

It maintains property values.

It protects other investments made into the community (infrastructure, lot premiums, etc.).

Because we have to:

It is a part of the laws of the land.

- Douglas County Weed Ordinance
- Colorado Noxious Weed Law – Revised Statute 35-5.5-115

Addendum 2

Possible Goals for Resource and Weed Management in Roxborough Village Open Space

Resource Management Goal for the Open Spaces

- To conserve and restore the native biological diversity of the Roxborough Village Open Space through sound land management including aggressive weed control and active ecological restoration for the benefit and enjoyment of the Roxborough Village Homeowners.

Weed Control Mission Statement

- Work cooperatively to prevent the invasion and manage the spread of noxious weeds in order to conserve and restore the native biological diversity of the open space properties.

Weed Management Goals

1. Prevent the introduction of noxious weeds not already present in the Open Space.
2. Eradicate noxious weeds which are not well established in the Open Space.
3. Contain the spread of noxious weeds which are so well established that they cannot be easily and quickly eradicated.
4. Implement appropriate weed management actions within weed containment areas.
5. Restore Open Space that has become infested with weeds.
6. Coordinate weed management actions to maximize effectiveness and minimize economic and environmental costs of weed control.
7. Inform homeowners and adjacent landowners within the Roxborough Village about noxious weeds and provide support for their weed management and restoration efforts.

From: [Ephram Glass](#)
To: [Peggy Ripko](#); [Larry Loftin](#)
Cc: [Mathew Hart](#); [Kelley B. Duke](#); [Dino A. Ross](#)
Subject: Chatfield Farms Estates Water Meter
Date: Friday, February 3, 2023 11:45:20 AM

All,

I followed up with Roxborough Water's water meter vendor about options for reading the Chatfield Farms Estates water meter without needing to send someone to manually read the meter. Below were the options given:

- 1) Install a meter that can be read from a passing vehicle. Total cost is ~\$3000 for the meter.
- 2) Piggy-back onto Roxborough Water's system by having Roxborough Water install a meter and use their metering software (assuming Roxborough Water agrees to that). We would need to call Rox Water to get the meter reading and do the billing ourselves. Total cost is a few hundred dollars for the meter and about \$8 a year. An advantage to this option is we would get notifications of any leaks. We would need an agreement with Roxborough Water for this option.

I don't think option #1 is even worth looking at. For option #2, we would need to wait until Roxborough Water is installing their new meters to install the one at Chatfield Farms Estates (assuming Rox Water is ok with this plan). It may still be cheaper to amend the Chatfield Farms Estates water agreement to only read the meter once a year and just do it manually.

--

Ephram Glass
Roxborough Village Metropolitan District Director
District Vice President
ephramglass@RoxboroughMetroDistrict.org

From: [Barbara Biggs](#)
To: [Ephram Glass](#); [Peggy Ripko](#)
Subject: FW: CWCB Turf Replacement Program
Date: Tuesday, February 7, 2023 12:08:45 PM
Attachments: [image001.png](#)

Ephram & Peggy,

Below is some information on the Colorado Water Conservation Board's turf replacement program. As a District, the RVMD would be eligible to apply for a grant to establish a program to remove non-essential turf.

 <p>Barbara J Biggs General Manager</p>	<p>303.979.7286 www.roxwater.org barbara@roxwater.org 6222 N Roxborough Park Rd Littleton CO 80125</p>
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Roxborough Water & Sanitation District

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From: Angie Grunder <angiegrunder@southmetrowater.org>
Sent: Friday, February 3, 2023 1:13 PM
To: Lauren Pulver <lpulver@douglas.co.us>; Sandor Rebek <srebek@acwwa.com>; Steve Balcerovich <steve@balcerovich.com>; Andrea Cole <andrea.cole@dominionwsd.com>; Barbara Biggs <Barbara@ROXWATER.ORG>; Chris Muller <chrismuller@southmetrowater.org>; Courtney Linney <clinney@spencerfane.com>; Dave Kaunisto <dkaunisto@eccv.org>; Emilie Abbott <eabbott@pswd.org>; Erik Jorgensen <ErikJorgensen@southmetrowater.org>; Ger Whelan <gerw@coloradowatersystems.com>; Heather Beasley <hbeasley@pinerywater.com>; Heidi <heidi@svmd.org>; Josh Baile (josh.baile@dominionwsd.com) <josh.baile@dominionwsd.com>; Kate Bandel <katebandel@southmetrowater.org>; Kathryn Gienger <KathrynG@pinerywater.com>; Kelly Conover <kelly@mulhernmre.com>; Ken Lykens <ken.lykens@sheaproperties.com>; Luis Tovar <luis@mulhernmre.com>; Mark Harding <mharding@purecyclewater.com>; Mark Marlowe <mmarlowe@crgov.com>; Matt Benak <mabenak@crgov.com>; Michael Assante <michael.assante@sheaproperties.com>; Randy Gabriel <randy.gabriel@sheaproperties.com>; Rick Clark <rclark@eccv.org>; Ron Redd <rredd@pswd.org>; Russ Dykstra <rdykstra@spencerfane.com>; Samuel Calkins <scalkins@cwsdhrmd.org>; Scott Lehman <slehman@purecyclewater.com>; Sheila Giusti <sheilagiusti@southmetrowater.org>; Stephanie Stanley <finance@highlandsranch.org>; Steve Coffin <steve@stevecoffinstrategies.com>; Nathan Travis <nathan@cpnmd.org>
Cc: Lisa Darling <lisadarling@southmetrowater.org>
Subject: CWCB Turf Replacement Program

Hello!

Attached is a message from Lisa regarding the CWCB's Turf Replacement Program.

All – In case you haven't heard, CWCB's Turf Replacement Program has been approved and is

up and running!

To provide context, the purpose of the Colorado Water Conservation Board (CWCB) turf [program](#) is explicitly focused on supporting ongoing programmatic efforts to remove non-essential turf (i.e. nonfunctional turf). Because the legislation specifically focuses funding toward expanding existing Turf Replacement Programs, a bulk of the money is expected to go to the twenty-two known water providers who have programs. However, there will be some seed money to support new/developing programs - that could be as little as \$400,000 for the entire state. The actual funding amounts will be determined based on the demand from both existing and new programs that submit applications. I've attached a pdf of some questions each class of applicant may see in the process.

There will be two funding cycles in 2023 (one in spring and one in fall). The first cycle is accepting applications through March 31, 2023. The second opens July 1 and runs through the end of August and aims to support work that will be completed in Spring 2024. No more than \$25k is expected to be awarded for existing programs in a single funding cycle – and there is less money set aside to support new programs. CWCB expects some new programs may only be requesting guidance and will offer one-on-one consultations as requested. If an existing program plans to request funds in both funding cycles there may be the option to combine funding requests for a maximum of \$50k. While the application process is fairly straightforward, applications are competitive and submitting is not a guarantee of funding.

Matching funds are required and only eligible entities can apply (local government; 501(c)3 Nonprofits working in water, districts and federally recognized tribes). Single family, multifamily (e.g. HOA) or commercial customers cannot apply to the state for funding by a water provider applying for funds as a local government could run a program that supports those customer classes.

Several water providers contract directly with [Resource Central](#) for their [lawn removal](#) and [Garden in a Box](#) services. CWCB does not manage that process but does allow eligible entities who contract with Resource Central to leverage that funding as match for the Turf Replacement Program. It may be possible for South Metro to apply to the CWCB as a third party contractor that aims to manage a larger turf replacement program. That could potentially entail subcontracting with Resource Central to help assist (with common goals) for members who wish to start a program. This would need more discussion but seems possible.

As a part of the larger rollout, CWCB has also contracted with Resource Central to run a Transformative Landscape Change [\(TLC\) Challenge](#). Those without existing turf replacement programs can submit an essay pitching a single project that removes no more than 2,000 square feet, provides measurable water savings and other benefits to their community. Three (3) submissions will be selected to receive these services as well as replacement low-water garden in a box plants. Eligible entities will still need to provide match funding (which can

include in-kind), have a plan for planting, identify ongoing maintenance, etc. This application period is slightly shorter and runs through March 1, 2023. SMWSA is exploring this opportunity, as well.

Have more questions? Please visit engagecwcb.org or feel free to reach out to CWCB staffer Sam Stein (sam.stein@state.co.us). This will certainly be the topic at our next meeting with the possibility of asking state staff to join us, if available. **Please forward this information if you'd like!**

Thank you and have a wonderful weekend!

-Lisa

ANGIE GRUNDER | EXECUTIVE ASSISTANT

angiegrunder@southmetrowater.org | Mobile: (720)-338-0977

EXAMPLE OF EXISTING TURF REPLACEMENT PROGRAM QUESTIONS (2/3/2023)

This is an example of what question an existing program will receive. New programs and third party programs will see most but potentially not all of the questions below. For example, the highlighted questions (in yellow) are exclusively seen by existing programs. The other program types will need to be prepared to describe additional details about the program they are contemplating and how developed their idea is. Applicants should not expect to get a response until the close of the intake process (first round funding intake ends March 31). Each applicant will receive a follow-up from CWCB staff and new programs may need deeper consultation. Funds are limited, applications are competitive and submitting an application is not a guarantee of funding. Only eligible entities who can meet the minimum requirements (e.g. matching dollars; ensuring funds are used as prescribed) will be able to proceed. Applicants who are not eligible entities (e.g. Single Family Homeowners; HOAs; Commercial properties) or cannot meet the requirements will receive a notice of non-eligibility when

Which of the following Colorado eligible entities are you submitting an application on behalf of?
Are you a 501(c)3 entity who works to coordinate water resource conservation or efficiency projects as their primary purpose and who can demonstrate the ability to coordinate turf replacement programs for other eligible entities rather than perform projects for their organization alone (e.g. Resource Central; High Country Conservation, etc.)?
Do you have matching funds in the amount of 50% of the total cost of the project/effort you are proposing?
Can your organization commit to tracking funds, invoicing, and providing reports for work completed (including any estimates of water savings, before and after pictures, and projected and/or actual water savings)?
Can you ensure requested funds will not be spent to replace turf with artificial turf, impermeable concrete, water
Please provide your organization's name
Please provide your name and title
Please provide your phone number
Please provide your email address
Please provide your organization's mailing address?
Please specify the total dollar (\$) amount your organization is requesting for the current funding cycle? (maximum of
Does your organization expect to apply for this same amount in the next funding round (expected to be September 2023)?
Are you a water provider who bills customers for treated water or a water district who supplies raw water?
Are you the water provider that directly bills ratepayers in your community?
Please list the name of the Water District that supplies your water (or say "self supplied" if you do not get water from
Do you deliver 2,000 acre feet or more of treated water per year?
Has your organization consistently reported annual water use and water conservation information to CWCB as required
Have you conducted any analysis to know where turf replacement may be most effective?
Which sector do you intend to focus your funding on (check all that apply)?
Which of the following best describes the goal of your proposed turf replacement funding?
How will these new funds expand your existing efforts? (Select all that apply)
Does this funding expand your program or would it be used to replace existing funding?
What is your estimated total water savings associated with this project? Please explain your method for estimating
Do you have a plan for addressing underlying irrigation (e.g. switching to drip irrigation) as a part of this project?
Do you already have a water conservation rebate program or mechanism for funding rebates or otherwise incentivizing
Do you already have a water conservation/efficiency plan and/or a drought management plan?
Do you have a tiered rate structure that incentivizes water conservation?
Do you have landscape codes, ordinances or rules that prevent any turf replaced through your program from being reverted back to turf by the current or future property owner?
Do you currently work with your municipalities' transportation department?
Do you have the ability to ensure (through inspection or other means) that turf removal was done and eligible materials
Do you plan to continue this program in the future?
Does your turf replacement program consider addressing any of the following encouraged planning considerations (check
Is your funding match made-up of cash, in-kind or both?
Can you ensure funds will start being spent within 12 months of the contract if funds are awarded?
Please describe any elements of your program that address equity, diversity, and inclusivity issues.
How is equity included into and/or supported outside of your turf replacement program when it comes to your

Please briefly describe the program you envision. What work will be completed, who/what would be the target of the work (e.g. residential; commercial, community spaces), are there any partnerships you have developed and what value

What questions do you have for CWCB that you'd like answered?

Are you ready to provide your Scope of work, W-9, Certificate of good standing (Government Agencies Excluded), Certificate of insurance (Government Agencies Excluded), and Direct Deposit/ACH (optional)?

Please upload your Scope of work, W-9, Certificate of good standing (Government Agencies Excluded), Certificate of insurance (Government Agencies Excluded), Direct Deposit/ACH Authorization form (optional)

New programs will see some subset of the questions below but may not get all of them.

Can you ensure funding would only be provided to eligible entities as defined in HB -22-1151 (Local Governments, Districts, Native American Tribes, Non-profit organizations)?

Are you seeking funding for a specific defined project? (E.g. replacing turf on medians and right-of-way)

Are you planning to administer a broader program with turf replacement support services or will you simply

What added value does your program offer eligible entities as compared to them directly contracting with the CWCB to fund turf replacement? For example, are you helping to organize projects, remove turf, provide replacement plant material or otherwise give support beyond being a fiscal agent? Please explain.

What percentage of funds do you expect your organization to take for administration of the program (including any staff time, overhead or other administrative costs you would charge)?

Third party programs will see some subset of the questions below but may not get all of them.
Which of the following would you like to do (check all that apply)?
Do you have a vision for rolling out a new program or are you just looking for general information?
What type of matching funds could you offer?
Do you have a way to verify where turf was removed, types of replacement material and irrigation updates?
Do you have an existing conservation rebate program or mechanisms to incentivize conservation?
Do you have a way to process and manage customer rebate requests?
Do you have a plan for marketing and managing your program
Do you have staff, invoicing support and/or contract support who can manage this program funding if awarded?
Do you have a way of tracking water use before and after turf replacement?
Are you willing to share non-personally identifiable water use data from before and after the turf replacement efforts funded by CWCB have occurred?

Roxborough Village Metropolitan District
District Management Report
January 18-February 14 2023

Note: This report took 1.2 hours, or \$192 to compile.

Homeowner Communication Overview:

1. Snow Removal-

January 18th Snow Storm

- 5 emails from residents about 2 separate concerns.
 - Larry and Peggy from SDMS responded to the residents about the concerns and followed-up with CDI immediately.

January 23rd Snow Storm

- 3 emails from residents about 3 separate concerns
 - Peggy and Larry reached out to CDI immediately and contacted the homeowners with an update.

January 28-30th Snow Storm

- 0 emails from residents

CDI Option for Snow Removal for HOA's

- 2 emails from HOA representatives with questions about this option. Responded to both emails letting them that this is an option and not required. Also provided information on areas of District responsibility.

2. 2023 Elections- General information regarding the topic, number & type of communication, and information provided to homeowner(s).

- 1 email from a resident requesting a Self-Nomination Form for the May 2023 Election. 1 e-mail from a current Bard member requesting same.
 - Peggy responded to both and provided the requested form and instructions.

3. Dog Stations/Trash - General information regarding the topic, number & type of communication, and information provided to homeowner(s).

- 1 email from a homeowner about trash and dog stations needing to be emptied. Larry contacted CDI immediately. CDI was on-site and progress. This was communicated with the homeowner.

Contractor/Consultant Communication Overview:

1. Snow Removal (CDI)

- There were more than 75 emails and 7 phone calls between SDMS, CDI, and others related to snow removal during the report period.

2. Tree Care

- *Davey Tree* – Emails and phone calls to discuss tree pruning, removal, and replacement. Provided maps of District, and tree inventory.
- *Sav-A-Tree* - Emails and phone calls to discuss tree pruning, removal, and replacement. Provided maps of District, and tree inventory.

3. Graffiti – 3 emails from the Board and CDI about graffiti and graffiti removal. Graffiti seemed to pick up again with the warmer weather. CDI's new product seems to be

working well. We are still finalizing the best way to both report vandalism to law enforcement and address it quickly while CDI is on site.

4. **Cameras** – 2 phone calls and one video conference with Flock Cameras. Flock has reviewed the District maps and will be putting together a proposal for the Board. They are available to attend (virtually) the March Board meeting to discuss options and costs. They are also in the process of developing stand alone security cameras that may be an option to address areas of concern related to vandalism/graffiti.
5. **Electric Repair** – With the warmer weather we reconnected with 2 electrical contractors to revisit the repairs along Rampart Range Road.
6. **Landscaping** – Discussion with CDI about trimming of native grasses in anticipation of spring and to take advantage of nicer weather.
7. **Tennis and Pickleball** – Emails and phone calls with Game-Set-Match and Coatings Inc. to request updated proposals for court maintenance and pickleball lining.

Community Communication Overview:

1. **Development – Project Referrals/Acceptances**
 - Chatfield Farms Filing 1A, 3rd Amendment, Lot 119A-1 - McDonald's Drive Thru
 - Chatfield Farm Filing 1A, 3rd Amendment, SP2022-003
 - R16B – Tract C, Tract E, Monument Sign
2. **School/School District** – Several phone calls and emails with the school and school district to finalize paperwork for reserving rooms in the school. This required updated insurance information and other documentation. We would like to discuss with the Board reserving spaces at the schools for meetings that are currently Zoom only.
3. **Compliance** – Confirmed that the Annual Budget was submitted and accepted by the DLG and the Call for Nominations was published.
4. **Election** – Meeting with Counsel from Ireland Stapleton to discuss requirements and options for ballot box. Communication with Roxborough Water about potential of using their location.

Park Facility Permits:

1. April 8, 2023 – 10:00AM-2:00PM - \$100 deposit received
2. May 27, 2023 – 1:00PM-4:00PM - \$100 deposit received
 - a. *Based on feedback from folks making reservations we updated the website to include additional information and details about the process, including costs and how to submit payment.*

CORA Requests:

1. No CORA requests were received during this time.

Website Comments:

- 1 website comment/request related to a memorial at Crystal Lake. This information is included in your Board Packet and will be discussed at a meeting.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Director's Acknowledgement of Statutory Duties Regarding Conflicts of Interest

As a Director of the Roxborough Village Metropolitan District, a quasi-municipal corporation and political subdivision of the state of Colorado (the "District"), you acknowledge that the holding of a public office is a position of "public trust" and that you must carry out your duties for the benefit of the District's constituents and not for your own self-interest. You further agree to comply with the following statutory code of ethics:

Required Disclosures

Any Director shall disqualify himself/herself from voting on any issue in which he/she has a conflict of interest, unless such Director has disclosed the conflict of interest as required by law to the Secretary of State and to the Board, §32-1-902(3)(b), C.R.S., and then only to vote if his/her participation is necessary to obtain a quorum or otherwise enable the Board to act. §24-18-109(3)(b), C.R.S.

A Director with a conflict who does not vote shall also refrain from attempting to influence the decisions of other members of the Board in voting on the matter. §24-18-109(3)(a), C.R.S.

A Director is guilty of failing to disclose a conflict of interest if he/ she exercises any substantial discretionary function in connection with a government contract without having given 72 hours actual advance written notice to the Secretary of State and to the District Board of the existence of a known potential conflicting interest. §18-8-308(1), C.R.S. Failure to disclose a conflict of interest is a class 2 misdemeanor. §18-8-308(3), C.R.S

Acts Constituting a Conflict of Interest

A potential conflict of interest exists when the Director is an executive officer or owns or controls, directly or indirectly, a substantial interest in any nongovernmental entity participating in the transaction. §18-8-308(2), C.R.S.

A District Board member, as a local government official (elected or appointed), or a District employee, shall not:

1. Disclose or use confidential information acquired in the course of his/her official duties in order to further his/her personal financial interests.

2. Accept gifts of substantial value or of substantial economic benefit tantamount to a gift of substantial value, which would tend to improperly influence a "reasonable person" in his/her public position to depart from the faithful and impartial discharge of his/her public duties or which he/she knows or which a reasonable person in his/her position should know under the circumstances is primarily for the purpose of rewarding him/her for official action he/she has taken.

3. Engage in a substantial financial transaction for his/her private business purposes with a person whom he/she inspects or supervises in the course of his/her official duties.

4. Perform an official act directly and substantially affecting to its economic benefit, a business or other undertaking in which he/she either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

5. Be financially interested in any contract made in his/her official capacity or by any body, agency, or Board of which he/she is a member or employee.

6. Be a purchaser at any sale or vendor at any purchase made by him/her in his/her official capacity. §§24-18-104, 24-18-109, 24-18-201, and 24-18-202, C.R.S.

Exceptions

The following exceptions exist which are not considered to be conflicts of interest:

1. A Director holding a minority interest in a corporation contracting with the District is not considered “interested” in such contract. §24-18-201(1)(a), C.R.S.;

2. Contracts in which the Director has disclosed a personal interest and has not voted thereon; and

3. A Director may vote, notwithstanding any other prohibition, if participation is necessary to obtain a quorum or otherwise enable the Board to act, and if the Director complies with voluntary disclosure procedures. §24-18-109(3)(b), C.R.S.

Guidelines of Ethical Principles:

The following principles are intended as guides to conduct; they do not constitute violations of the public trust or employment in local government unless circumstances would otherwise so indicate:

1. A local government official or employee should not acquire or hold an interest in any business or undertaking which he/she has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the local government agency over which he/she has substantive authority.

2. A local government official or employee should not, within six months following the termination of his/her office or employment, obtain employment in which he/she will take direct advantage, unavailable to others, of matters with which he/she was directly involved during his/her term of employment.

3. A local government official or employee should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he/she has a substantial financial interest in a competing firm or undertaking. §24-18-105(4), C.R.S.

Consequences for Failure to Disclose Potential Conflict of Interest

Failing to disclose a potential conflict of interest is a criminal misdemeanor and could result in prosecution. §18-8-308(3), C.R.S.

Any contract, vote, or other official act in which a Director had a potential conflict, not cured by disclosure, may result in the act or contract being voided.

The undersigned, as a Director of Roxborough Village Metropolitan District, hereby acknowledges the foregoing Statutory Duties Regarding Conflicts of Interest and agrees to act in accordance therewith. The undersigned has no current Conflicts of Interest as of the date hereof. The undersigned agrees to immediately notify the District legal counsel of any conflicts that arise in the future for the undersigned Director.

Signature: _____

Name: _____

Date: _____

**PUBLIC CONFLICTS OF INTEREST
AND FINANCIAL DISCLOSURE QUESTIONNAIRE
RVMD BOARD OF DIRECTORS**

The duties and responsibilities of your position require you to file the Public Conflicts of Interest and Financial Disclosure Questionnaire to avoid involvement in a real or apparent conflict of interest.

Directors: The questionnaire is due within 30 days of adoption of this questionnaire by the Board of Directors, or of your assuming a position on the Board.

The Public Conflicts of Interest and Financial Disclosure Questionnaire adopted by the Board of Directors of the District requires disclosure of certain interests. To carry out the purpose of this Policy, you state in this form that you or your family members have the following affiliations, interest or relationships, and/or have taken part in the following transactions that, when considered in conjunction with your position with or relationship to the District and its affiliates, might possibly constitute or give rise to an actual, apparent, or potential conflict of interest.

Individuals considered to be "family members" for purposes of this questionnaire include: your spouse, parent, domestic partner, spouse or domestic partner parent, child, sibling, spouse or domestic partner or child or sibling. Check "No" where applicable, or explain any possible conflicts of interest, including all material facts, on this questionnaire. All actual, apparent, or potential conflicts of interest that existed or that exist since the filing of your questionnaire shall be publicly stated at the first Board meeting after such occurrence and your filed questionnaire shall be updated within 30 days of such occurrence to reflect same.

If you have any questions about how to complete this form, please contact District counsel.

I. OUTSIDE INTEREST

A. Do you or any of your family members hold, or within the last one (1) year have you or any of your family members held, directly or indirectly, (i) a position or (ii) a financial non-publicly traded interest in any outside entity with which you or your family member have reason to believe the District (a) does business, including obtaining goods or services, or (b) provides services competitive with the District?

No Yes-Explain below

1) Are you or any of your family members currently engaged, or within the last one (1) year have you or any of your family members been engaged, in any business outside of your duties at the District that in any way does business the District?

No Yes-Explain below.

2) Are you or any of your family members, or within the last one (1) year have you or any of your family members been, an officer, director, trustee, or in a similar capacity of any company or organization (for-profit or not-for-profit) other than the District that does business with the District or may be affected by District governance?

No Yes-Explain below.

3) Do you or any of your family members have, or within the last one (1) year have you or any of your family members had, any personal loans, advances, or borrowings from any contractor, vendor, or supplier who does business with the District? (You may exclude charge cards and personal or mortgage loans at market rates at financial institutions such as bank, finance companies, insurance companies, and savings and loans associations.

No Yes-Explain below.

B. Do you or any of your family members compete, directly or indirectly, with any District contractor, vendor, or supplier of services?

No Yes-Explain below.

C. Do you or any of your family members render, or within the last one (1) year have you or any of your family members rendered directive, managerial, consultative or other services to the District or on behalf of any outside entity that does business with the District?

No Yes-Explain below.

D. Do you or any of your family members employ or otherwise retain, or within the last one (1) year have you or any of your family members employed or otherwise retained, personnel, contractors, vendors, or suppliers of the District for work on non-district business done outside of the District?

No Yes-Explain below.

II. GIFTS, GRATUITIES, AND ENTERTAINMENT

A. Have you or any of your family members in the last one (1) year accepted gifts, entertainment, benefits, discounts, or other favors valued in excess of One Hundred Dollars (\$100.00) from any outside entity that does or is seeking to do business with the District?

No Yes-Explain below.

In the space below, I have disclosed any other interest, activities, investments, or involvement of or concerning me or my family members that I believed might be considered relevant for purposes of disclosure of all actual, apparent, or possible conflicts of interest, or I have indicated "none". (Use additional pages as necessary.)

ACKNOWLEDGMENT

I certify that the statements I have made on this questionnaire and all attached statements are true, complete, and correct to the best of my knowledge and belief.

Print Name: _____

Signed: _____ **Date:** _____

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT MEETING CODE OF CONDUCT

This Meeting Code of Conduct supersedes any prior written or verbal policy or practice regarding Board member and public conduct during a Board meeting.

1. Public Comment — General

- a. Public comment will be routinely held at the Board's regular and special meetings (including study sessions), unless the Board determines by affirmative majority vote not to provide for public comment. In general, public comment will be held near the beginning and near the end of a meeting.
- b. Speakers shall address the entire Board, not an individual Board member. A speaker may speak on any topic regardless whether it is on the agenda provided that the topic is relevant to the District.
- c. Each speaker shall have three (3) minutes. A speaker may not give part of his/her time to another speaker. The total time allotted for public comment is fifteen (15) minutes, unless otherwise extended by an affirmative majority vote of the Board. Each speaker may speak only once. Only one speaker will be acknowledged at a time.
- d. Speakers will be taken in order of sign-in, as time allows. Priority will be given to District residents if any speakers are non-residents, unless a non-resident is attending at the Board's request.

2. Public Comment — Specific

- a. Any agenda item may have public comment added to it by the affirmative majority vote of the Board.
- b. If an agenda contains a specific item for public comment, such as an annual budget hearing, public comments will only be permitted during that specific agenda item.
- c. The Board may by affirmative majority vote add a Question and Answer session to any agenda item for the purpose of having a more engaged discussion with the public on that agenda item. The total time allotted for a Question and Answer session is fifteen (15) minutes, unless otherwise extended by an affirmative majority vote of the Board.

3. Manner of Addressing the Board

- a. All speakers must give their name and identify themselves as: i) a District resident and state their address; ii) a non-resident doing business within the District and state their business name and address; or, iii) a non-resident and non-business speaker. Any speaker who refuses to give their name or otherwise identify themselves cannot address the Board.

- b. Except for a Question and Answer session, the Board will not discuss or debate an item with a speaker or with one another, but will refer the item to staff for follow-up as appropriate.
- c. If a Board member asks a clarifying question of a speaker, only the Board member and the speaker are permitted to discuss the clarifying question.
- d. All speakers must respect the public nature of the forum, and the limited purpose of the forum to conduct the business of the District, by using language that is free from profanity or expletives.
- e. No speaker may make direct or implied threats of violence or harm.

4. Written Public Comment

- a. Any member of the public may submit his/her comments in writing to the District Manager by 1:00 p.m. the day before a scheduled Board meeting, to be included in the meeting packet or post-packet items. The written comments must include the commentator's name and must be identified as "public comment" in order to be included in a meeting packet or post-packet items. If the commentator does not attend the meeting, the commentator's comments will be read aloud by the District Manager as time allows.
- b. In general, Board members will not discuss or debate the item(s) in a written public comment, but will refer such item(s) to staff for follow-up as appropriate.

5. Recording of Meetings

- a. Recording (audio and/or video) of meetings is permitted for both in-person and audio/video meetings.
- b. An attendee recording a meeting shall ensure their device does not interfere with the meeting and is not distracting to the Board or any other attendee.

6. Attendee Conduct

- a. No attendee is permitted to speak outside a public comment period, unless directly addressed by the Board.
- b. No obscene, offensive, or profane language, gestures or written materials.
- c. No intoxicated or otherwise impaired attendees.
- d. All speech and conduct must be respectful to other attendees and the Board.
- e. For audio/video meetings —
 - i. All attendees must sign in through the chat.

- ii. Turning on a video camera is optional for any attendee. All Board members shall, to the extent practical, have their video camera on for the entirety of the public portion of a meeting.
- iii. All attendees must stay on Mute at all times unless they are called for public comment.
- iv. All District consultants shall stay on Mute unless the Board has asked them to speak.
- v. Board members should stay on Mute unless they are speaking.
- vi. Any chat function on the audio/video meeting will be monitored by the District and used for noting attendance, identifying information for attendees and speakers, and for collecting informal written comments, none of which will constitute an official Board record but will be used to provide information to the Board. The public always has the ability to email, call, or discuss an item in-person with the District Manager or a Board member.
- vii. The following are prohibited at both audio/video and in-person meetings: speaking out of turn; obscene or profane language, gestures, or written materials.

7. Violations

- a. Request by any Board member to cease the conduct — 1st request.
- b. Request by any Board member to cease the conduct — 2nd request.
- c. Request by any Board member to cease the conduct — 3rd request. The attendee will be asked to leave the meeting.
- d. Any threat of violence or harm, whether verbally or through gesture or other mannerism, will result in immediate removal from the meeting and a police report will be filed.
- e. Any attendee with signs of intoxication or impairment may be immediately removed from the meeting.

Miscellaneous Procedures RVMD Board of Directors

The following are policy and procedures adopted by the Board of Directors to facilitate the orderly transaction of District business and meetings. In the event of any conflict or discrepancy with prior Board policy or procedure, these current policy or procedures will control.

1. Meeting Notice Agenda and Meeting Packets.

Meeting Notice Agenda and Meeting Packet information for all Regular Board Meetings shall be posted on the District website no later than three (3) business days preceding the Regular Board Meeting date and time. To the extent practical, the same shall hold true for any Special Board Meeting. The purpose of this policy is to affirm the Board's commitment to accountability and transparency by fostering public engagement and participation by such advance notification. In the event such advance notification is not made or agenda topic, items of information are added after such time period, no formal action or vote shall be had on any such matter except for those matters that pose a health or safety concern or are otherwise emergent issues requiring immediate Board attention and the Board by a Director motion and majority approval consent to such consideration. Otherwise, any such items or matters may be discussed but will be held over for action to the next Board meeting.

2. Meeting Notice Agenda Items Involving District Residents.

Any meeting notice agenda items identifying specific District resident communication, issues, concerns, or the like, will be entertained at such meeting provided such meeting topic or item is properly noticed under the Meeting Notice Agenda and Meeting Packet provision and the District resident has been advised by separate communication the topic or item will be discussed at such meeting and is invited to attend such meeting. In the event the resident is not so advised any discussion or action on such agenda topic or item shall be deferred to a future meeting where the resident has been so advised.

3. Director, Consultant or Vendor Meeting Expectations.

It is the expectation of the RVMD Board of Directors that each Director, Consultant, and Vendor that is to participate in any Board Meeting have reviewed all Meeting Agenda items and Meeting Packet information prior to meeting in order to proceed in a timely and efficient manner.

4. Invoices.

All consultant or vendor invoices for services performed on a time and materials basis shall be submitted in such detail so as to have an itemization of the cost for each material supplied and the amount of time, number of workers and hourly rate. Any invoice submitted not detailing such shall be returned to the consultant or vendor for resubmission with the required information in order to be processed and paid.

5. Operation of Motorized Vehicles and Equipment.

The operation of any motorized vehicle or equipment on or through parks and open space owned or maintained by the District is prohibited except for the following:

A. District vendor and contractor service vehicles and equipment. Except for equipment that is required for services to be performed on non-paved areas of parks or open space such as mowing equipment, tree trimming, planting or mulching equipment, equipment required in order to complete repairs, all other vehicles and equipment operated shall be permitted to operate only on paved areas unless the contractor or vendor has obtained an access permit from the District.

B. Law enforcement, fire, rescue, and emergency vehicles and equipment, including the sheriff, other law enforcement, Colorado Division of Wildlife, and animal welfare.

C. Vehicles and equipment operated at the direction of public agencies, when being used by such entities to install or maintain facilities located in their easements or rights-of-way.

D. Class I and II electrical assisted bikes as defined by C.R.S. 42-1-102 are permitted.

6. Meeting Minutes.

The official public record of any public meeting shall be the Board approved written meeting minutes. To the extent practical, all public meetings will be recorded and such recordings shall be available on the District website. Any such recording will not constitute or be considered the official record of the meeting but only means to facilitate public awareness.

Written meeting minutes will be posted on District website within three (3) business days after Board approval. Draft meeting minutes shall also be available and posted on the District website as promptly as possible following any meeting. Any draft shall not constitute the official record of any meeting.

7. Contracts.

All contracts shall adhere to the requirements contained under "Special District Act". C.R.S. § 32-1-101-1807. In addition to any contract that is required by law to have an invitation to bid, all other contracts for materials or services in excess of \$ amount shall have multiple bids or proposals (more than two (2)) solicited and/or received to the extent practical. Before any Board consideration or action may be taken on any contract that fails to meet this threshold, the Board shall be provided reasons and upon motion of Director and majority Board approval may proceed with any consideration or action.

Contracts for annual District services such as administrative, accounting, legal, landscape, tree, snow removal, engineering and the like services shall be excepted from the preceding provision. For these contracts, the Board shall establish a schedule of periodic review to include seeking multiple bids or proposals for providers of such services and outside of these periodic reviews may consider annual approval of providers services without seeking or receiving any additional bids or proposals.

In Loving Memory of

Dyllan Whittenburg

2008-2022



Hole in ea corner
Gold with black
lettering

5"

6"x6" Post

Attach plaque to rear facing trail
Attach buoy and rope to lake side

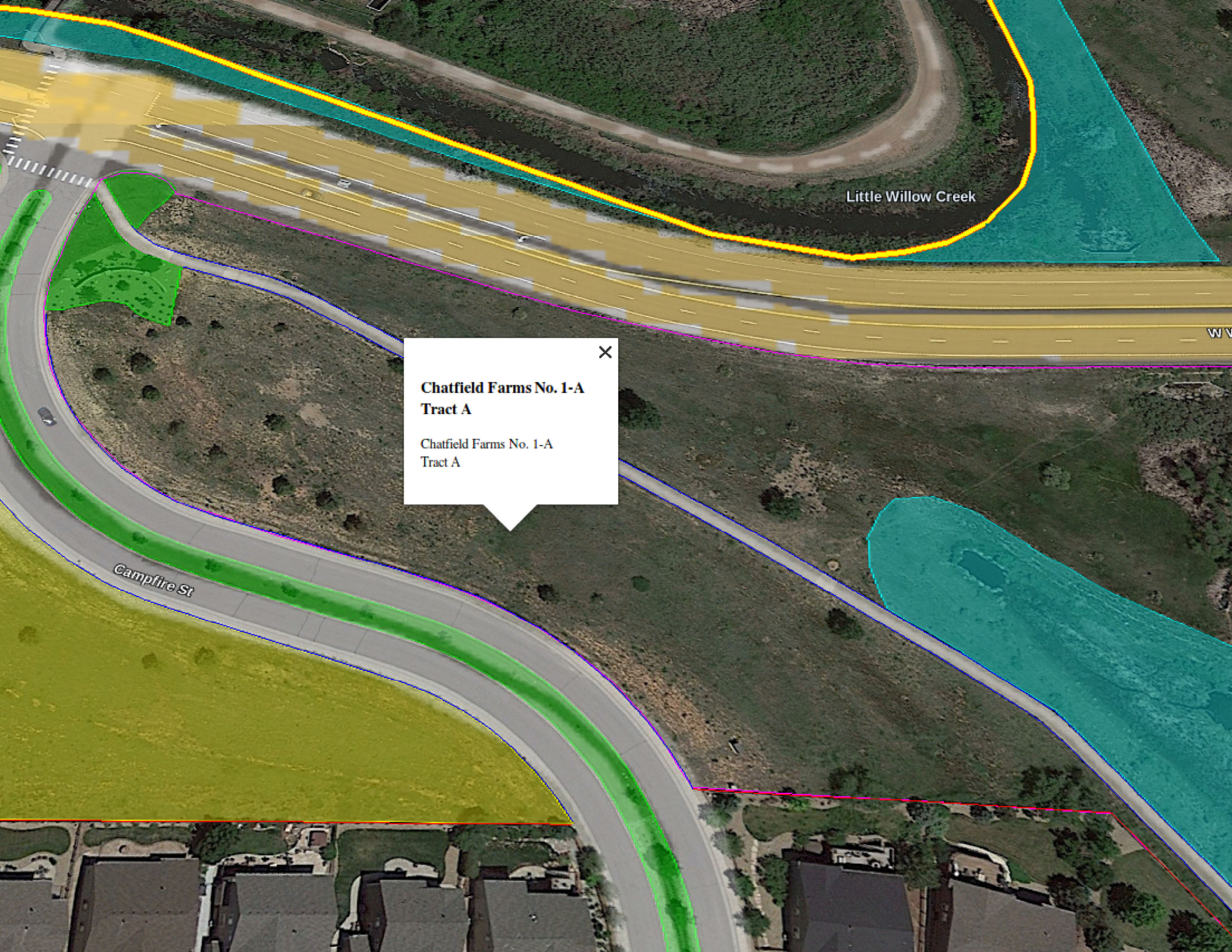


Actual Buoy
and Hook:



Life buoy installation

Life Ring and Rope	\$	95.00
Horseshoe Bracket with bungee	\$	25.00
6"x6"x8' Cedar Post	\$	90.00
(4) 80lb bags of quickcrete	\$	28.00
Auger Rental	\$	110.00
Labor - 2 men, 2 hours, \$60/hour	\$	240.00
Material	\$	238.00
Labor	\$	350.00
Total per post	\$	588.00



Little Willow Creek

**Chatfield Farms No. 1-A
Tract A**

Chatfield Farms No. 1-A
Tract A

Campfire St