

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: January 25, 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.

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>

VII. LEGAL MATTERS

A. Review and consider approval of updated Colorado Open Records Act (CORA) Policy (enclosure).

B. Discuss District maintenance obligations (including Arrowhead Shores/Chatfield Farms)

1. Identify guiding principles (e.g. fairness, upholding written agreements, requiring funding for future maintenance)

2. Review District Maintenance and snow removal responsibilities for areas not owned by District or covered by a License Agreement or Easement

3. Review and discuss all District License Agreements and Easements and Districts obligations and determine what maintenance the District should perform going forward

4. Identify areas in need of new agreements where existing documents are missing or lacking enough detail

C. Chatfield Farms Estates Water Agreement Discussion and Procedure Going Forward

1. Now that Chatfield Farms Estates is built-out, discuss executing the water agreement to start billing the HOA for water

D. Discuss the need for sign additions/replacements

1. Pond signs

2. Rules and Regulations signs

3. Court/Sport Field signs

4. Interpretive Signs

E. Discussion regarding Conditional Water Rights (Every five years, the District is required to file paperwork to keep its allocation of water for irrigation purposes).

- F. Discuss initiating a survey to gauge interest in potential ballot questions: broadband, ranked choice voting, and other initiatives.
-

1. Discuss status to amend service plan and the District's interest in exploring improved broadband for resident use
-

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

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

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

- J. Policy on Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Review and Approval (enclosure).
-

- K. Sturgeon Electric Reimbursement
-

- L. Homeowner Encroachment Procedures
-

1. Policy for existing encroachments
-

2. Policy for future encroachments
-

- M. Discuss Tract 16B HOA inquiry
-

- N. Amendment to District Rules & Regulations, Parks & Open Space- Motorized Vehicles Review and Approval (enclosure).
-

- O. Discuss memorandum regarding website compliance with ADA
-

IX. OTHER MATTERS

- A. _____

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

**RESOLUTION
BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

A RESOLUTION ESTABLISHING A POLICY FOR REQUESTS FOR PUBLIC RECORDS AND ASSESSING CHARGES FOR THE PRODUCTION OF PUBLIC RECORDS

WHEREAS, Roxborough Village Metropolitan District ("*District*") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.* ("*Special District Act*"), to provide certain public services to the communities within its boundaries;

WHEREAS, pursuant to the Special District Act, C.R.S. § 32-1-1001(1)(h) and (m), the District's Board of Directors ("*Board*") is vested with the management, control, and supervision of all the business and affairs of the District, and is authorized to adopt, amend, and enforce rules and regulations for carrying out the District's business and affairs;

WHEREAS, the Board is authorized by statute to charge a reasonable fee for copies, printouts, and photographs made at the request of an individual or entity pursuant to the Colorado Public (Open) Records Act, C.R.S. § 24-72-205 ("*CORA*");

WHEREAS, the Board intends for this Resolution to supersede and replace any prior written or unwritten policies or procedures utilized by the District in responding to requests for public records and assessing charges for the production of public records; and

WHEREAS, the Board determines that the fees it establishes by this Resolution are reasonable, cost-based fees, and are in compliance with the requirements and restrictions of CORA.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT THAT:

1. The Board is committed to accountability and transparency in its processing of requests for inspection and/or production of public records. The term "public records" shall have the same meaning as set forth in CORA.

2. This policy sets forth the procedures for processing requests for inspection and/or production of public records with the goal of providing prompt service to those requesting access to public records and imposing consistent fees in accordance with, and as permitted by, the requirements of all federal, state, and local laws, rules, and regulations governing requests to inspect or obtain copies of the District public records, including but not limited to, CORA, relevant Court decisions, or other applicable laws ("*Applicable Law*").

3. All requests for public records must be made in writing on the District's Public Records Request Form. The District's Public Records Request Form shall be in substantially the form attached as **Attachment A**.

4. The District will comply with the requirements of Applicable Law with respect to whether it must, may, or cannot produce public records, or other documents or information requested, and the fees it charges for producing such public records, or other documents or information.

5. Where the fee for a certified copy or other copy, printout, or photograph of a public record is specifically prescribed by Applicable Law, the specific fee shall be charged. If a fee is not specifically prescribed by Applicable Law, the District will furnish copies, printouts, or photographs of a public record for a fee of \$0.25 per standard page. The District shall charge a fee not to exceed the actual cost of providing a copy, photograph, or printout in a form other than a standard page. The District shall charge the actual costs it incurs in having the copies made off-site by an outside copying facility.

6. If, in response to a specific request, the District's custodian of records performs a manipulation of data so as to generate a record in a form not used by the District (including a privilege log), an hourly administrative fee equal to the hourly research and retrieval fee discussed in Section 7, below, shall be charged to the person or entity making the request; provided, however, that the fee shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee.

7. The District will not impose a charge for the first one hour of time expended in connection with the research and retrieval of public records. If the amount of time required by the District to research and retrieve the documents necessary to fulfill a specific request exceeds one hour, including the time required to identify and segregate records that must or may not be produced, the person or entity making the request shall be charged a research and retrieval fee of \$33.58 per hour, or such maximum hourly research and retrieval fee as may be established by the Colorado Legislative Council from time to time. Such fee will include discussing strategy for accomplishing the collection of public records (including time to agree on search terms and searchable time frame for email searches), redactions, and attorney time to review public records.

8. Upon request for transmission of the public record, the District will transmit the public record by United States mail, other delivery service, facsimile, or electronic mail. If transmitting the public record pursuant to this paragraph, the District may notify the record requester that a copy of the public record is available, but will be sent only when the District receives payment or makes satisfactory arrangements for payment of all costs associated with transmitting the public record and for all other fees lawfully allowed; provided, however, that no transmission fees will be charged for transmitting the public record via electronic mail. If, after the initial deposit is made, the actual cost associated with the request is greater than the initial deposit, the custodian shall collect the actual cost in full from the requestor before producing the public records. If the actual cost is less than the initial deposit, the custodian will refund the balance to

the requestor. Persons making a subsequent request for the same public record(s) shall be charged the same fee.

9. The District will destroy any requested public records that have not been picked up within 30 calendar days of the date the public records request was submitted to the District. The District shall keep any fees pre-paid by the requestor to compensate the District for the costs it incurred in preparing the requested public records.

10. This Resolution shall supersede and replace the 2014 Open Records Policy and any other written or unwritten policies or procedures utilized by the District with respect to responding to requests for public records and assessing charges for the production of public records, which prior policies or procedures are hereby rescinded and null and void, in whole or in part, to the extent such Resolutions and motions conflict with this Resolution.

ADOPTED this ____ day of _____, 2023.

**BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

By: _____
Director

By: _____
Director

By: _____
Director

By: _____
Director

By: _____
Director

Attachment A
Public Records Request Form
Roxborough Village Metropolitan District

Please complete the following information to obtain copies of the requested records. Roxborough Village Metropolitan District (“*District*”) will respond to your request within three working days, except in the event of extenuating circumstances, in which case the District will respond to your request within seven working days.

The District complies with the requirements of the Colorado Open Records Act and any other applicable federal or state laws with respect to whether it must, may, or cannot produce public records, or other documents or information requested, and the fees it charges for producing such public records or other documents or information. A complete copy of the District' policy for requests for public records and assessing charges for the production of public records is available at: <https://www.roxboroughmetrodistrict.org/district-documents>

Requester Name:	
Requester Address:	
Requester Telephone:	
Detailed Description of Requested Records:	
Requested Method of Delivery:	<input type="checkbox"/> Inspection at the District's offices.
	<input type="checkbox"/> United States mail to the following address:
	<input type="checkbox"/> Other delivery service (FedEx, UPS, etc.) to the following address:
	<input type="checkbox"/> Facsimile to the following number:
	<input type="checkbox"/> Email to the following email address:

I understand that fees may be assessed for the production of the records I am requesting, and/or for delivering the records to me. If requested by the District, I agree to pay all fees assessed for my request prior to the District sending the records to me.

Requester Signature

Date

Please return to: **Peggy Ripko, Records Custodian/District Manager**
Roxborough Village Metropolitan District
Attn: CORA Requests
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898

Attachment A
pripko@sdmsi.com

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.

Roxborough Village Metropolitan District
Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor
Expectations
RVMD Board of Directors

The following are policy and procedures adopted by the Board of Directors to facilitate the orderly creation of meeting agendas and notice and posting requirements. In the event of any conflict or discrepancy with prior Board policy or procedure, this current policy or procedures will control.

1. Formulation of Public Meeting Agenda and Meeting Packets.

In order to facilitate the formulation of agendas and meeting packets for public meetings, the following procedures are established for all Regular Board Meetings and to the extent practical, any Special Board Meetings. Twelve (12) calendar days prior to the meeting date, the Board President, or his or her designee, and/or the District's Business Manger shall request agenda items and/or meeting packet inclusions from Board members. Board members shall provide any agenda items or meeting packet inclusions they propose for the meeting no later than eight (8) calendar days prior to the meeting date. The Board President or his/her designee and the District Manager shall then meet to finalize the meeting agenda and packet in order to have the Meeting Notice Agenda and Meeting Packet published as specified in Section 2.

2. Public Meeting Notice Agenda and Meeting Packets Posting Requirements.

Meeting Notice Agenda and Meeting Packet information for all Regular Board Meetings shall be posted on the District's 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. In addition, the Meeting Notice Agenda and Meeting Packet shall be delivered at the same time, but not later than the day before the scheduled meeting, to District residents that have provided an email contact. 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.

3. Meeting Notice Agenda Items Involving District Residents.

Any meeting notice agenda items identifying any 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.

4. 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 the meeting in order to proceed in a timely and efficient manner.

Amendment to District Rules & Regulations Parks and Open Space

1.17 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 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 concrete or 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.

The following motorized vehicles or equipment shall be permitted to operate on or through parks and open space owned or maintained by the District as long as such vehicle or equipment is operated only on the concrete or paved areas:

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

B. Wheelchair, as that term is defined under the Americans with Disabilities Act (ADA) Part 35, to mean a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

C. Other power-driven mobility device means any mobility device powered by batteries, fuel, or other engines--whether or not designed primarily for use by individuals with mobility disabilities--that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section.

Other Power-Driven Mobility Devices are permitted subject to the following:

Other Power-Driven Mobility Devices (OPDMD's) Not a wheelchair as defined under the Americans with Disabilities Act (ADA) Part 35.		
<p>Electric Powered; Electric Personal Assistance Mobility Devices (EPAMD'S)</p>	<p>EPAMD's are permitted to operate on concrete or paved trails and parking lots owned or maintained by the District and are restricted to the following: EPAMD's cannot:</p> <ul style="list-style-type: none"> • Carry more than 2 persons • Exceed 250 pounds • Exceed 36" maximum width • Exceed speed of 10 MPH 	<p>EPAMD's are permitted to operate in Parks and Open Space on concrete or paved trails and parking lots. EPAMD's are not permitted to operate off designated concrete or paved trails or parking lots</p>
<p>Fuel Powered – (internal combustion engines)</p>		<p>Fuel Powered OPDMD's are not permitted to operate in parks and open space, and facilities owned or managed by the District</p>