

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

8390 E. Crescent Pkwy, Suite 300  
Greenwood Village, CO 80111  
303-779-5710  
www.roxboroughmetrodistrict.org

## NOTICE OF REGULAR BOARD MEETING AND AGENDA

**DATE:** March 15, 2022

**TIME:** 6:00 p.m.

**LOCATION:** Via Zoom

Join Zoom Meeting:

URL:

<https://us02web.zoom.us/j/87533749841?pwd=YXlxMUlMS3orRHJHazVvZmRYVHdVQT09>

**ACCESS:**

Call: 346-248-7799

Meeting ID: 875 3374 9841

Passcode: 698305

### Board of Directors

### Office

### Term Expires

Calvin Brown

President

May, 2023

Debra Prysby

Vice President

May, 2022

Ephram Glass

Treasurer

May, 2023

Edward Wagner

Secretary

May, 2022

Garry Cook

Assistant Secretary

May, 2022

**I. CALL TO ORDER**

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

**III. APPROVE AGENDA (10 minutes)**

**IV. PUBLIC COMMENT and/or GUESTS (15 minutes)**

*(Note: 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 Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings> and attached hereto.)*

**V. CONSENT AGENDA (5 minutes)**

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

- A. Review and Consider Approval of the February 7, 2022 Special Meeting Minutes and February 15, 2022 Regular Meeting Minutes (enclosure).
- B. Review and Accept the Cash Position and Property Tax Schedule for February (enclosure).
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosure).
- D. Review Bailey Tree Monthly Update (enclosure).
- E. Review Metco Landscape Inc. Monthly Report (enclosure).

**VI. FINANCIAL MATTERS (5 minutes)**

- A. Other.

**DISCUSSION AGENDA**

*(Note: Some items are included in the packet for the Board's information and if not discussed at a Board meeting, may not be included in future packets.)*

**VII. ACTION ITEMS (30 minutes)**

- A. Review and Consider Approval of Community Park Sports Field Use (enclosure).
- B. Review and Consider Approval of Ed Stein Design Proposal for Community Garden (enclosure).
- C. Discuss Pond Health (enclosure).
  - i. Review and Consider Approval of EcoResource Solutions Proposal for 2022 Annual Pond Management in the amount of \$15,753.94 (enclosure).
  - ii. Review and Consider Approval of EcoResource Solutions Proposal for PondHawk Solar Aeration System in the amount of \$10,073.14 (enclosure).
- D. Review and Consider Approval of Ark Ecological Services Proposal for Additional Areas in the amount of \$5,050 (enclosure).
- E. Update on Placement of Boulders / United Site Services Driving on Grass (enclosure).

- F. Review and Consider Approval of Chavez Services LLC Proposal to Install Bollards in the amount of \$6,770 (enclosure).
- G. Review and Consider Approval of Updated Colorado Open Records Act Resolution & Policy (enclosure).
- H. Review and Consider Approval of Metco Landscape Proposal for 2022 Annual Flower Installation in the amount of \$5,822.00 (enclosure).
- I. Review and consider Approval of Metco Landscape Proposal for Mulching Trees in the amount of \$7,850.00 (enclosure).

**VIII. DIRECTOR MATTERS (10 minutes)**

- A. Environmental Committee Update (enclosure).
- B. Review Additional Snow Removal Areas (enclosure).
- C. Other.

**IX. MANAGER MATTERS (20 minutes)**

- A. Review 2022 Priority Projects List (enclosure).
- B. Update on Potential Disc Golf Course Planning.
- C. Discuss Resident Request for Pickleball Court Improvement (enclosure).
- D. Other.

**X. LEGAL MATTERS (5 minutes)**

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

**XI. ENGINEERING MATTERS (5 minutes)**

- A. Update on Phase 2 of Northside Spillway.
- B. Update on Landscape Maintenance Tract Map.

C. Continued Shoreline Stabilization

D. Other.

**XII. LANDSCAPING MATTERS (10 minutes)**

A. Other.

**XIII. OTHER BUSINESS (5 minutes)**

A. Confirm Quorum for April 19, 2022 Regular Meeting.

**XIV. ADJOURNMENT**

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

**A RESOLUTION ADOPTING CODE OF CONDUCT**

WHEREAS, the Board of Directors (the "Board") of Roxborough Village Metropolitan District, a quasi-municipal corporation and political subdivision of the State of Colorado ("District"), has determined that it is in the best interest of the residents of the District to adopt rules pertaining to public comment and meeting conduct for District meetings.

WHEREAS, pursuant to Section 32-1-1001 (m), C.R.S., the District is authorized to adopt, amend, and enforce bylaws, rules and regulations not in conflict with the constitution and laws of this state for carrying on the business, objectives, and affairs of the Board and of the District.

WHEREAS, the Board has determined it is in the best interest of the residents of the District to adopt the following Code of Conduct, attached as Exhibit A hereto, pertaining to public comment and meeting conduct for all District meetings. Such Code of Conduct was approved in substance on November 16, 2021 and the final form is attached as Exhibit A.

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

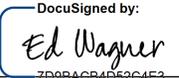
That the Code of Conduct, attached hereto as Exhibit A, is hereby approved, and the appropriate officers of the District are hereby authorized and directed to execute the same on behalf of the District.

APPROVED AND ADOPTED this 18 day of January, 2022, by a vote of 5 for and 0 against.

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

By:  Calvin Brown, President  
581B98172ECC405

ATTEST:

By:   
7D9BACB4D52G4E3...  
\_\_\_\_\_  
Edward Wagner, Secretary

## **EXHIBIT A**

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
MEETING CODE OF CONDUCT

Public comment—general

- When agenda provides for it, public comment will be held near the beginning of a meeting. Public comment may be routinely held at regular meetings of the Board and will be added to the agenda at the discretion of the Board at special meetings.
- Speakers can address the entire Board—personal Board member addressing to be done directly to a Board member outside of a meeting. Topic can be any matter that speaker wishes to address whether on the agenda or not on the agenda. If any agenda item is allocated specific comment such specific comments should be given at that agenda item time.
- Total time limit for individual comments will be 3 minutes per speaker, with a maximum total of 15 minutes for public comment, collectively unless otherwise extended by the Board (via Motion by a Director and majority Board approval).

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 non-residents are attending at the behest of the Board.

Public comment—specific

- If requested by the Board (via Motion by a Director and Board approval), any specific agenda item may have public comment added to that item.
- Specific comment will be limited to a specific agenda item.
- Total time limit for individual comments will be 15 minutes or as specified by the Board via aforementioned Motion.
- Question and Answer session: If requested by the Board (via Motion by a Director and Board approval), any specific agenda item may include a Question and Answer session with members of the public which shall be more of an engaged discussion than Public comment as otherwise described herein. Such Q and A session will be limited to 15 minutes unless the Motion and approval otherwise specifies.

Manner of addressing Board

- Time limit is 3 minutes per speaker. Speakers cannot cede time to others.

- All speakers must give their name and identify themselves as 1) a resident of the District and give address; 2) non-resident doing business within the District and give business name and address; or 3) non-resident and non-business speaker, and give an address for the record.
- Speakers who refuse to give name or address may not address the Board.
- As a general rule, Board members will not discuss or debate items during public comment with the speakers or one another, but will refer such items to staff for follow-up. Q and A sessions, if held, as a general rule will not include discussion or debate with the public but will provide a more engaged form of information gathering for the Board members.
- If a Board member asks a clarifying question of a speaker, only the Board member and speaker are permitted to enter into discussion regarding same.
- 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 to convey a message that is free from profanity or expletives.
- No speaker may make threats of violence or harm, or convey threats of violence or harm.

#### Manner of conduct by attendees of meeting

- All attendees must sign in or will be asked to leave meeting.
- No public speaking out of public comment period or unless directly addressed by the Board.
- No obscene, offensive, or profane language, gestures or written materials.
- No distracting gestures or written materials that detract from the Board's ability to conduct business.
- No intoxicated or otherwise impaired attendees.
- All speech and conduct must be respectful to other attendees and to Board Members.
- For video meetings—
  - All attendees must sign in through the chat, or will be removed from the meeting.
  - Turning on video camera is optional for any attendee.

- All non-Board public member attendees must stay on Mute at all times unless they are called for public comment.
- All non-Board consultant attendees must stay on Mute as much as possible when they are not being consulted by the Board.
- Board members should stay on Mute during any period they do not wish to speak.
- Any chat function on the video meeting will be monitored by one designated consultant of the District and used for noting attendance, identifying information for attendees and speakers, and for collecting informal written comment, none of which will constitute an official Board record but will be used to pass information along at the discretion of such consultant. The public always has the ability to email, call, or discuss in person with the District Manager or a Board Member to make individual comments.
- The following are prohibited at both video and in person meetings: Speaking out of turn; obscene or profane language; gestures, or written materials; distracting gestures, written materials, or backgrounds; are prohibited on video meetings as in person meetings.

#### Public comment—written in advance of meeting

- Public comment specific to an agenda item may be submitted in writing to the District Manager by 1:00 p.m. the day prior to a scheduled Board meeting, to be included in the meeting packet or post-packet items with name and address included. Such written comments will be read aloud by the Manager as time allows. Written comments must be specifically identified as public comment in order to be included in meeting packet materials.
- As a general rule, Board members will not discuss or debate items submitted as written public comment during a meeting but will refer such items to staff for follow-up.

#### Violations of meeting conduct/manner

- Request by any Board member to cease the conduct—1 request.
- Request by any Board member to cease the conduct –2<sup>nd</sup> request.
- Request by any Board member to cease the conduct—3<sup>rd</sup> request will require attendee to leave the meeting.

- Any threat of violence or harm, whether verbally or through gesture or other mannerism, will result in immediate ejection from meeting and a police report will be filed.
- Any attendee with signs of intoxication or impairment may be immediately ejected from meeting.

RECORD OF PROCEEDINGS

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

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, February 7, 2022 at 3:00 p.m. at the law offices of Folkestad, Fazekas, Barrick & Patoile 18 S. Wilcox St. #200 Castle Rock, CO 80104 and via Zoom. The meeting was open to the public.

ATTENDANCE

**In Attendance were Directors:**

Calvin Brown; President  
Debra Prysby; Vice President  
Ed Wagner; Secretary  
Ephram Glass; Treasurer  
Garry Cook; Assistant Secretary

**Also in Attendance were:**

Anna Jones, Nic Carlson and Shauna D’Amato;  
CliftonLarsonAllen LLP (“CLA”)  
Katie James and Tina Vildibill; Folkestad Fazekas Barrick &  
Patoile, P.C.  
Scott Barnett; Mulhern MRE, Inc.  
Todd Wenskoski; Livable Cities Studio  
Mark Rubic; Resident at 7735 Verandah Court  
Mat Hart; Resident at 7783 Verandah Court

CALL TO ORDER

The meeting was called to order at 3:00 p.m.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

A quorum was declared present. No new conflicts were disclosed.

CONTEXT/PURPOSE/GOALS  
OF 2022 PLANNING  
SESSION

Ms. Jones reviewed the context purpose and goals for the 2022 strategic planning session meeting with the Board. The Board discussed criteria for future capital projects and determined the following list:

1. Project is a priority of a majority of the Board.
2. Project is critical to the operation of the District.
3. Project is achievable within 12 – 18 months.

MASTER PLAN HIGH LEVEL  
OVERVIEW

Mr. Wenskoski reviewed the Master Plan in order to provide context for the strategic planning discussion.

## RECORD OF PROCEEDINGS

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### 2022 CAPITAL PROJECTS DISCUSSION & PRIORITIZATION

The Board considered priorities for capital improvements in 2022. After extensive Board discussion, several projects were outlined. The Board then narrowed down the list to their top three priorities through a guided voting exercise. After the voting exercise, the following items were agreed to be the focus for 2022:

#### **Community Park Upgrades:**

1. The Board determined Community Park upgrades as the first priority for 2022 capital projects. The Board determined the softball drainage issue to be the top priority in Community Park and directed Mr. Barnett to solicit proposals for repair.

The Board discussed incorporating a new playground, determining it as the second priority and directing Mr. Wenskoski to provide updated designs for potential locations within Community Park. He will adapt the plan he has begun work on to the new Community Park location.

2. The Board directed staff to provide recommendations regarding the installation of a disc golf course.

**Trail Connectivity:** The Board determined this is the second priority for 2022 capital projects. Following discussion, the Board prioritized trail connections within the District to focus on, in the following order:

1. Improved trails and connectivity in and around the Hogback
2. Trails to Roxborough State Park
3. Improved connections between the District and Chatfield State Park and the Highline Canal

The Board directed CLA to begin researching potential grant opportunities and provide such information for the Board's consideration at a future Board meeting.

**Monument Signage:** The Board chose not to prioritize this project for 2022.

**Goats for Grazing:** The Board will not pursue this item.

## RECORD OF PROCEEDINGS

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### 2022 MAINTENANCE PRIORITIES DISCUSSION

**Security Cameras:** Following discussion, the Board determined not to install cameras due to several legal issues raised by Attorney James.

Following discussion, upon a motion, second and, upon vote, unanimously carried, the Board approved staff to proceed with pursuing the recommended projects.

Ms. Jones reviewed the maintenance items previously identified and the list of proposed 2022 projects to include:

#### **Engineering**

- Landscape map upgrades
- Skate Park crack repair, maintenance
- Drainage ditch to the west side of Rampart Range Road – address sitting water
- Willow Creek Improvements – orange construction fencing upgrade
- 7 Acre Pond revegetation/stabilization

#### **Landscape**

- Trash can replacement in community park (move or add to high-use areas)
- Fix sprinklers by restroom – currently watering bathroom doors
- Update mowing map

#### **Management**

- Signage Updates throughout District (as identified in landscape walk through)
- Order and Replace Stolen Picnic Table in gazebo (in an amount not to exceed \$2300 plus installation)
- Mosquito application/chemical changes
- Noxious weed treatments in Community Park

**Park Maintenance:** The Board discussed the parks throughout the District. The Board requested CLA review the playgrounds for maintenance needs and address the identified maintenance as soon as practical. The Board requested staff prioritize maintenance items based on safety concerns.

### ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.

RECORD OF PROCEEDINGS

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Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

Attest:

By: \_\_\_\_\_  
Ed Wagner, Secretary

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
TUESDAY, FEBRUARY 15, 2022

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, February 15, 2022 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

**In Attendance were Directors:**

Calvin Brown, President  
Debra Prysby, Vice President  
Ephram Glass, Treasurer  
Ed Wagner, Secretary  
Garry Cook, Assistant Secretary

**Also in Attendance were:**

Anna Jones, Nic Carlson, Shauna D’Amato and Gina Karapeytan;  
CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Scott Barnett; Mulhern MRE, Inc.  
Bill Barr; Metco Landscape Inc.  
Steven Bailey; Bailey Tree  
Mark Rubic; Resident at 7735 Verandah Court  
Mat Hart; Resident at 7783 Verandah Court  
Michael Hruza; Resident at 8533 Liverpool Circle  
Brian Jordan; Resident at 8112 Dressage Road

CALL TO ORDER

The meeting was called to order at 6:06 p.m.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

A quorum was declared present. No new conflicts were disclosed.

APPROVE AGENDA

Ms. Jones reviewed the agenda with the Board and requested the addition of discussion regarding sports field use after public comment. Following review, upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote unanimously carried, the Board approved the Agenda, as amended.

## RECORD OF PROCEEDINGS

### PUBLIC COMMENT and/or GUESTS

Mark Rubic, resident, addressed the Board regarding meeting minutes and public meeting protocols.

Michael Hruza, resident, discussed ice management in the public right-of-way in Chatfield Farms and noted that he also requested the management team to reach out to United Services regarding not driving vehicles on the grass in the park.

Brian Jordan, resident, requested use of the Community Park fields for little league games.

### CONSENT AGENDA

#### **January 18, 2022 Special Meeting Minutes:**

Ms. Jones reviewed the Consent Agenda with the Board. Director Glass noted the January 18, 2022 meeting minutes should include verbiage that states “upon District Manager approval” and that he indicated the Metco contract dollar amount did not change when the overall scope was reduced.

Also, Director Glass noted the January 18, 2022 meeting minutes need to be corrected to accurately reflect that he objected to the Consent Agenda vote. Director Glass also requested the January 18, 2022 meeting minutes reflect Mark Rubic was in favor of the pavilion rather than recommending the addition to the Board.

Following discussion, upon a motion duly made by Director Glass, seconded by Director Wagner and, upon vote, unanimously carried, the Board approved the Consent Agenda, as amended.

#### **Cash Position and Property Tax Schedule for January:**

#### **Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:**

#### **Metco Landscaping Update:**

### FINANCIAL MATTERS

**December 31, 2021 Unaudited Financial Statements:** Ms. Karapeytan reviewed the financial statements with the Board and addressed the Board’s questions. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board accepted the December 31, 2021 Unaudited Financial Statements.

**Other:** None.

## RECORD OF PROCEEDINGS

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### ACTION ITEMS

**Playground Next Steps:** It was noted Mr. Wenskoski is working on revising the playground plans for Community Park as the previous location is no longer suitable based on Xcel's feedback. No action was taken.

**Correspondence Regarding Excel Easement:** No action was taken as the correspondence was included for informational purposes only.

### DIRECTOR MATTERS

**Environmental Committee:** Director Glass reviewed the report provided to the Board. Director Glass requested Mr. Barr make adjustments to water requests in order to optimize water use. The Board discussed. Director Glass noted the bat box has been installed and requested CLA provide pricing for new bat box signage. Following discussion, it was decided that Directors Glass and Prysby will provide signage specifications for pricing.

**Wildfire Mitigation:** Director Brown reviewed his notes included in the packet with the Board.

**Other:** None.

### MANAGER MATTERS

**Potential Disc Golf Course Planning:** Ms. D'Amato reviewed the information she provided to the Board. Following discussion, the Board determined a 9-hole course is preferable. Ms. D'Amato will follow up with the vendor to develop a preliminary sketch for the Board to review at the March Board meeting.

**Tree Inventory Information:** Ms. D'Amato reviewed the proposals provided to the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board determined to move forward with Tree Analysis Group to provide tree inventory information.

**Community Park Sports Field Use:** Mr. Jordan reviewed his proposal to utilize the playing fields for little league games from March 28, 2022 to June 13, 2022, Monday through Thursday from 5:00 p.m. to 8:00 p.m. Scheduling specifics will be dependent on enrollment. Director Brown polled the Board.

Following discussion, upon a motion, second and, upon vote unanimously carried, the Board approved moving forward with the request. CLA will work with Mr. Jordan to finalize the details and return to the March Board meeting for final discussion and consideration of approval.

## RECORD OF PROCEEDINGS

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**Signage Regarding No Fires:** Following discussion, CLA will research “no fire” signage at hogback trailheads.

**Bailey Tree Pathway Clearance Timing:** Mr. Bailey noted that pathway clearance timing is scheduled for next week, anticipating it to be a ten-day project, depending on weather. He also indicated that the problematic cottonwoods have been pruned and one more cottonwood is slated for removal next week, depending on weather.

**Other:** None.

### LEGAL MATTERS

**Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purpose of Receiving Legal Advice on Special Legal Questions, if requested:** Attorney James explained the reason for having this item on the agenda. No action was taken.

**16B Easement:** Attorney James reviewed the easement document and photographs provided to the Board. Following discussion, the Board directed Mr. Barnett to find out a specific request from the homeowners association.

**Mulch Letter:** Attorney James provided an update to the Board and will update the Board again in March.

**Resident Correspondence:** Ms. James indicated the theme of the correspondence – recording meetings – will be discussed in Executive Session.

**Other:** None.

### ENGINEERING MATTERS

**Phase 2 of Northside Spillway:** Mr. Barnett reviewed the drawings with the Board, noting it is approximately a \$200,000.00 project on the north side. He also indicated Douglas County will need to review and approve the plans.

Following discussion, upon a motion duly made by Director Cook, seconded by Director Wagner and, upon vote, majority carried, the Board directed Mr. Barnett to continue planning the project with Douglas County. Director Glass was opposed.

**Potential Landscape Map Updates:** Mr. Barnett reviewed the process underway with Attorney James. Mr. Barnett and Ms. James will bring an update on this item to the March meeting.

## RECORD OF PROCEEDINGS

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**Placement of Boulders:** Mr. Barnett reviewed the potential placement of boulders. Following discussion, the Board determined interested Board members should send preferred plans prior to the March meeting for the Board to consider.

**Other:** Director Glass asked how to address other snow and ice remediations. He also requested additional snow removal in the parking lot near Chatfield soccer fields and the sidewalk adjacent to Waterton.

Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the additional snow removal areas noted above.

### LANDSCAPING MATTERS

**Other:** None.

### OTHER BUSINESS

**Quorum for March 15, 2022 Regular Meeting:** A quorum was confirmed.

### EXECUTIVE SESSION

**Executive Session Pursuant to C.R.S. Section 24-6-402(4)(b) for the Purposes of Receiving Legal Advice on the Specific Legal Question of Recording Meetings:** Upon a motion duly made by Director Brown, seconded by Director Wagner and, upon vote, unanimously carried, the Board entered into Executive Session at 9:01 p.m.

The Board exited Executive Session at 10:33 p.m. Director Brown asked if any person who participated in the Executive Session believed that any substantial discussion of any matters not included in the Motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in the violation of the Open Meetings Law. No concerns were stated for the record.

Director Wagner made the following motions: A Motion to update the Code of Conduct and a Motion to update District recording keeping of meetings.

RECORD OF PROCEEDINGS

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ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Prysby, seconded by Director Brown and, upon vote, unanimously carried, the Board adjourned the meeting at 10:37 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

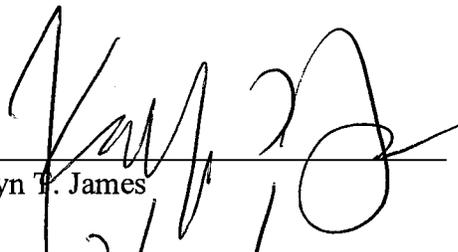
Attest:

By: \_\_\_\_\_  
Ed Wagner, Secretary

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

Pursuant to C.R.S. § 24-6-402(4)(B) and (e), the undersigned, attorney for the Roxborough Village Metropolitan District, hereby attests that in her opinion the Executive Session of the Board of Directors of the Roxborough Village Metropolitan District which was held on Tuesday, February 15, 2022, at a regular meeting of the Board which Executive Session began at approximately 9:01 P.M. and which ended at approximately 10:33 P.M., which was not recorded, constituted a privileged attorney-client communication. The purpose of the Executive Session was for the Board of Directors to get legal advice on the specific legal question of recording meetings and for the Board to confer with its legal counsel for the purpose of receiving legal advice on specific legal questions related thereto.

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

By:   
Kathryn T. James

Date: 2/15/22

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**Schedule of Cash Position**  
**December 31, 2021**  
**Updated as of March 09, 2022**

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b><u>FirstBank - Checking Account</u></b>				
Balance as of 12/31/21	\$ 56,272.04	\$ -	\$ -	\$ 56,272.04
Subsequent activities:				
01/05/22 - CORE Payment	(272.48)	-	-	(272.48)
01/10/22 - Bill.com Payment	(2,945.85)	-	(1,505.40)	(4,451.25)
01/10/22 - Void Payment	800.00	-	-	800.00
01/11/22 - Bill.com Payment	(800.00)	-	-	(800.00)
01/11/22 - CORE Payment	(516.00)	-	-	(516.00)
01/13/22 - Transfer from Colotrust	65,665.05	-	5,334.95	71,000.00
01/13/22 - Void Payment	11,111.65	-	-	11,111.65
01/13/22 - Bill.com Payment	(1,390.12)	-	-	(1,390.12)
01/14/22 - Bill.com Payment	(61,421.89)	-	(3,829.55)	(65,251.44)
01/18/22 - Roxborough Water Payment December	(1,295.62)	-	-	(1,295.62)
01/18/22 - CORE Payment	(21.00)	-	-	(21.00)
01/21/22 - ADP Payroll/Taxes	(538.25)	-	-	(538.25)
01/24/22 - CORE Payment	(67.50)	-	-	(67.50)
01/25/22 - Douglas County Payment	(90.51)	-	-	(90.51)
01/26/22 - Bill.com Payment	(2,431.00)	-	-	(2,431.00)
01/31/22 - Xcel Energy December	(18.73)	-	-	(18.73)
02/07/22 - CORE Payment	(51.60)	-	-	(51.60)
02/09/22 - Bill.com Payment	(250.00)	-	-	(250.00)
02/09/22 - CORE Payment	(235.81)	-	-	(235.81)
02/11/22 - Transfer from ColoTrust	22,331.25	-	2,668.75	25,000.00
02/16/22 - CORE Payment	(537.00)	-	-	(537.00)
02/16/22 - Roxborough Water Payment Jan	(1,376.35)	-	-	(1,376.35)
02/17/22 - ADP Payroll/taxes- February	(1,076.50)	-	-	(1,076.50)
02/22/22 - CORE Payment	(67.50)	-	-	(67.50)
02/23/22 - Bill.com Payment	(60,304.96)	-	(2,668.75)	(62,973.71)
02/23/22 - Transfer from ColoTrust	32,000.00	-	-	32,000.00
03/01/22 - Xcel Energy January	(18.62)	-	-	(18.62)
03/04/22 - Void bill.com duplicate payment	51.00	-	-	51.00
03/08/22 - CORE Payment	(51.74)	-	-	(51.74)
Anticipated Transfer from Colotrust	71,621.00	-	27,379.00	99,000.00
Anticipated ADP Payroll/taxes - March	(538.25)	-	-	(538.25)
Anticipated Payables	(71,483.80)	-	(27,379.00)	(98,862.80)
<i>Anticipated Balance</i>	<u>52,050.91</u>	<u>-</u>	<u>-</u>	<u>52,050.91</u>
<b><u>Colotrust - Plus</u></b>				
Balance as of 12/31/21	538,074.86	-	1,398,425.95	1,936,500.81
Subsequent activities:				
01/01/22 - Reverse Due to/from	230.59	(230.59)	-	-
01/10/22 - December PTAX	11,888.58	220.35	-	12,108.93
01/13/22 - Transfer to Checking	(65,665.05)	-	(5,334.95)	(71,000.00)
01/19/22 - UMB Escheat funds	-	4,792.00	-	4,792.00
01/25/22 - UMB Account closure	-	13.84	-	13.84
01/31/22 - Interest Income	118.68	-	-	118.68
01/31/22 - Transfer to GF	3.60	(3.60)	-	-
02/10/22 - January PTAX	17,799.06	-	-	17,799.06
02/11/22 - Transfer to Checking	(22,331.25)	-	(2,668.75)	(25,000.00)
02/23/22 - Transfer to Checking	(32,000.00)	-	-	(32,000.00)
02/23/22 - Douglas County Libraries Refundable Deposit	100.00	-	-	100.00
02/28/22 - Interest Income	140.72	-	-	140.72
Anticipated February PTAX	445,302.38	-	-	445,302.38
Anticipated Transfer to Checking	(71,621.00)	-	(27,379.00)	(99,000.00)
<i>Anticipated Balance</i>	<u>822,041.17</u>	<u>4,792.00</u>	<u>1,363,043.25</u>	<u>2,189,876.42</u>
<b><u>UMB - 1993 A &amp; B Bond Fund</u></b>				
Balance as of 12/31/21	-	10.24	-	10.24
Subsequent activities:				
01/31/22 - Interest Income	-	3.60	-	3.60
01/31/22 - Account Closure	-	(13.84)	-	(13.84)
<i>Anticipated Balance</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Anticipated Balances</u></b>	<u>\$ 874,092.08</u>	<u>\$ 4,792.00</u>	<u>\$ 1,363,043.25</u>	<u>\$ 2,241,927.33</u>

**Yield information (as of 02/28/22):**

First Bank - 0.0%

Colotrust Plus - 0.0981%

**ROXBOROUGH VILLAGE METRO DISTRICT**  
**Property Taxes Reconciliation**  
**2022**

	Current Year								Prior Year		
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 10,563.74	\$ -	\$ 7,393.79	\$ -	\$ (158.47)	\$ 17,799.06	1.03%	1.03%	\$ 50,225.08	2.22%	2.22%
February	445,392.08	-	6,591.17	-	(6,680.87)	445,302.38	43.27%	44.30%	728,016.04	42.56%	44.78%
March	-	-	-	-	-	-	0.00%	44.30%	87,719.36	4.21%	48.99%
April	-	-	-	-	-	-	0.00%	44.30%	140,039.03	7.47%	56.45%
May	-	-	-	-	-	-	0.00%	44.30%	139,097.60	7.50%	63.95%
June	-	-	-	-	-	-	0.00%	44.30%	603,250.04	34.80%	98.75%
July	-	-	-	-	-	-	0.00%	44.30%	25,126.98	0.65%	99.40%
August	-	-	-	-	-	-	0.00%	44.30%	17,541.81	0.23%	99.63%
September	-	-	-	-	-	-	0.00%	44.30%	17,257.82	0.20%	99.83%
October	-	-	-	-	-	-	0.00%	44.30%	15,567.53	0.07%	99.91%
November	-	-	-	-	-	-	0.00%	44.30%	14,245.59	0.05%	99.95%
December	-	-	-	-	-	-	0.00%	44.30%	12,108.93	0.03%	99.98%
<b>Total</b>	<b>\$ 455,955.82</b>	<b>\$ -</b>	<b>\$ 13,984.96</b>	<b>\$ -</b>	<b>\$ (6,839.34)</b>	<b>\$ 463,101.44</b>	<b>44.30%</b>	<b>44.30%</b>	<b>\$ 1,850,195.81</b>	<b>99.98%</b>	<b>99.98%</b>

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
--------------	-------------	--------------------------	------------------------------

Chatfield Farms
-----------------

**Property Tax**

General Fund	12.105	\$ 1,029,247	100.00%	\$ 455,955.82	44.30%
		\$ 1,029,247	100.00%	\$ 455,955.82	44.30%

\$ 122,242.99
\$ 122,242.99

**Specific Ownership Tax**

General Fund	\$ 82,340	100.00%	\$ 13,984.96	16.98%	
Debt Service Fund	-	0.00%	-	0.00%	
		\$ 82,340	100.00%	\$ 13,984.96	16.98%

**Treasurer's Fees**

General Fund	\$ 15,438	100.00%	\$ 6,839.34	44.30%	
Debt Service Fund	-	0.00%	-	0.00%	
		\$ 15,438	100.00%	\$ 6,839.34	44.30%

\$ 1,833.65
\$ 1,833.65

**Roxborough Village Metro District  
Claims Listing  
02/01/22-02/28/22**

Vendor	Invoice #	Description	Balance
<b>ACH</b>			
CORE Electric Cooperative	January - 21	Utilities	30.00
CORE Electric Cooperative	January - 21	Utilities	21.60
CORE Electric Cooperative	January - 21	Utilities	100.22
CORE Electric Cooperative	January - 21	Utilities	92.62
CORE Electric Cooperative	January - 21	Utilities	21.00
CORE Electric Cooperative	January - 21	Utilities	21.97
CORE Electric Cooperative	January - 21	Utilities	516.00
CORE Electric Cooperative	January - 21	Utilities	21.00
CORE Electric Cooperative	January - 21	Utilities	49.00
CORE Electric Cooperative	January - 21	Utilities	18.50
			<u>891.91</u>
*Roxborough Water & Sanitation District	January - 21	Nonpotable water purchase usage	798.35
*Roxborough Water & Sanitation District	January - 21	Nonpotable water purchase usage	192.60
*Roxborough Water & Sanitation District	January - 21	Nonpotable water purchase usage	181.10
*Roxborough Water & Sanitation District	January - 21	Nonpotable water purchase usage	108.00
*Roxborough Water & Sanitation District	January - 21	Nonpotable water purchase usage	96.30
			<u>1,376.35</u>
		<b>Total ACH</b>	<u><u>\$ 2,268.26</u></u>
<b>Check or Epayment</b>			
<b>General</b>			
CliftonLarsonAllen, LLP	3122822	District management	14,437.50
CliftonLarsonAllen, LLP	3124499	Accounting	3,404.63
Colorado Special Districts Property and Liability Pool	POL-0010310	Insurance and bonds	29,859.00
Douglas County Government	2022-0000920	Miscellaneous	90.51
Lightning Mobile Services, LLC	10059	Graffiti removal/ vandalism	740.00
Metco Landscape, LLC	56975735	Snow removal	1,483.20
Metco Landscape, LLC	56975736	Snow removal	4,037.60
Metco Landscape, LLC	56975847	Snow removal	1,524.20
Metco Landscape, LLC	56976125	Snow removal	1,483.20
Metco Landscape, LLC	56976197	Landscape maintenance & repairs	1,800.00
Metco Landscape, LLC	56976198	Landscape irrigation maintenance	600.00
On The Hook Fish and Chips	Refund	Miscellaneous	250.00
United Site Services	114-12820799	Portable restrooms	380.31
United Site Services	114-12820800	Portable restrooms	380.31
Utility Notification Center of Colorado	222011166	Miscellaneous	84.50
			<u>\$ 60,554.96</u>
<b>Capital</b>			
Livable Cities Studio, Inc.	1584	Master plan	2,668.75
			<u>\$ 2,668.75</u>
		<b>TOTAL Checks/Epayment</b>	<u><u>\$ 63,223.71</u></u>

## Roxborough railway clearance work.

3/9/22

“Go along all paths in greenbelt areas, cutting willow brush and other plants back to a swath 5 feet wide on either side of path and prune branches up to 10 ft high over the paths.”

(I also have the service crew addressing any hazardous limbs they come across while doing the trail maintenance.)

We have 2 days of work left on this project.

The attached pictures are of this trail work, and 2 screenshots of a map indicating the areas the pictures were taken.

The Cottonwood tree on Village Circle West by Halley’s Way has been removed and the stump has been ground.

No pictures of the removed cottonwood tree are attached.



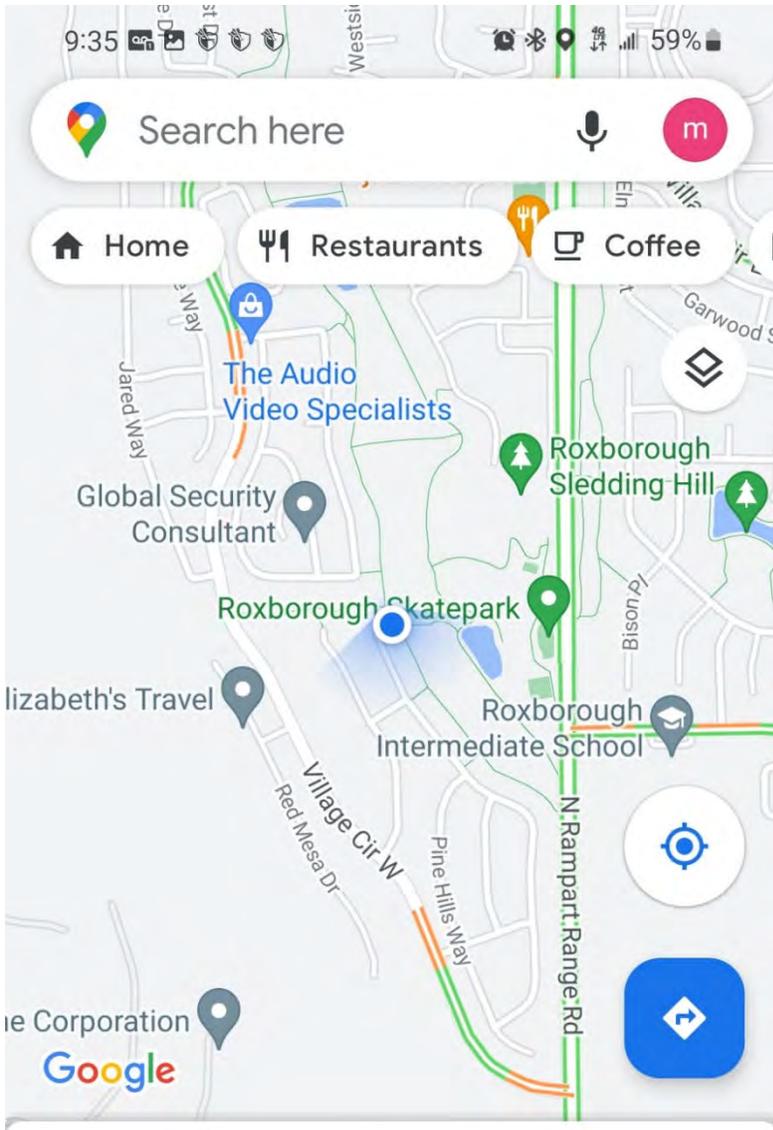












### Latest in the area



**Brian Wilson**

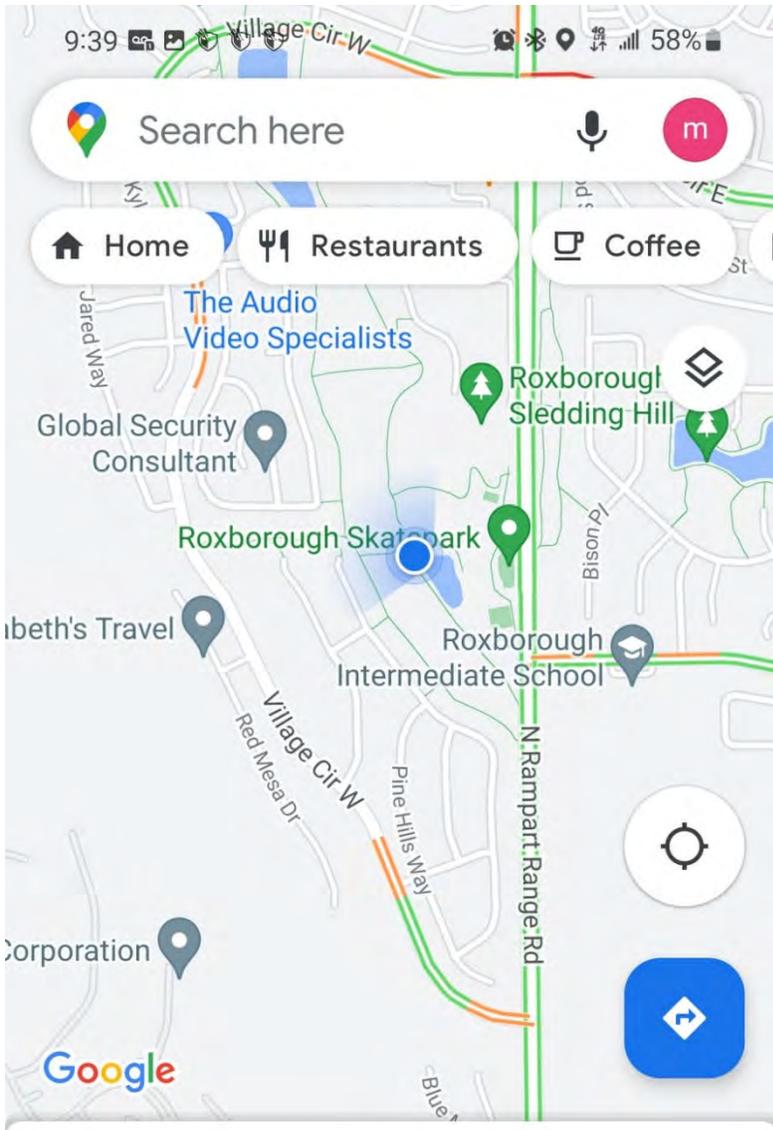
6 hiking area reviews

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- Go
- Saved
- Contribute
- Updates





### Latest in the area



**Brian Wilson**

6 hiking area reviews

[Follow](#)



- Explore
- Go
- Saved
- Contribute
- Updates





## Monthly Maintenance Report for Roxborough Village

METCO LANDSCAPE, INC.

Submitted by: Bill Barr 3/7/2022 Recipients: Anna Jones, Public Manager

### REVIEW OF GANTTED OPERATIONS

#### Turf

TURF COMING OUT OF DORMANCY ALL LOOKS GOOD OVERSEED SPORTS FIELDS SHOULD BE RECOMMENDED

#### Shrub Beds

PRE-EMERGENT APPLICATION IN ALL BEDS WILL BE DONE THIS MONTH WEATHER PERMITTING

#### Trees

TREES LOOK GOOD WE WILL BE PLANTING SOME TREES THE END OF THE MONTH INTO APRIL IN SEVERAL AREAS

#### Irrigation

IRRIGATION WILL BE LOOKED AT THE END OF THE MONTH AND CHECKED FOR FREEZE DAMAGE AND AUDIT THROUGH THE SYSTEM GOING INTO APRIL FOR A STARTUP THE END OF APRIL

#### Site Policing

SITE POLICING AND TRASH ASSIGNMENTS CONTINUE ON SPRING CLEAN UP IS SCHEDULED THIS MONTH INTO NEXT MONTH

#### Overall Site

OVERALL SITE LOOKS GOOD WITH THE AMOUNT OF SNOW THAT HAS FALLEN THE PAST COUPLE MONTHS WE WILL BE FIXING TURF EDGE DAMAGE TO SIDEWALKS CAUSED BY ATV PLOW DURING SNOW EVENTS THIS WILL BE ONGOING THIS MONTH INTO APRIL

#### Review of Operatons for Upcoming Month:

*Schedule, Gantt, special Needs, Concerns, Areas of Focus* PRE-EMERGENT APP - SPRING CLEANUP AND AERATION ASSIGNMENTS WILL BE GOING ON

### Ken Caryl Little League (KCLL) Field Usage in Roxborough

**The request:** KCLL requests permission from the Roxborough Village Metro District Board to utilize the baseball field on Rampart Range Road for the upcoming Spring baseball season.

**Business case:** KCLL respects the stated policy regarding usage of the field being dedicated to residents of the Roxborough community. It is true that KCLL is not a league that is exclusively made up of Roxborough kids; however, the league remains popular for kids in Roxborough that do play baseball.

**Field usage details:** KCLL would use the field 3-4 days per week, always on Mondays through Thursdays from 5:00-8:00 strictly as a game field. Teams using it would be our lower divisions, consisting of teams ranging from tee ball through AA. Ages of players would fall between 5 and 10/11 years old. Team rosters range from 10-12 players so 20-25 players would occupy the field on any given day. In addition, KCLL further requests permission to place a roughly 3'X2' locked storage container by the field for the purposes of storing chalk, bases, umpire gear, etc.

**Duration of request:** KCLL requests access to the field for a period of 11 weeks, starting the week of March 28 through the week of June 13.

**Conditions:** KCLL is a league that understands and supports the goals of the Positive Coaching Alliance. As a league, we believe that the primary responsibility of each coach is ensuring that each player wants to continue playing the game in following years. We expect that coaches, players, and spectators conduct themselves in a way consistent with good sportsmanship and respect for the game and the communities in which we play. If incidents arise contrary to these values, KCLL recognizes the ability of the RVMD Board to rescind access to the field at any time.

**Cost:** KCLL proposes to pay the RVMD a fee in the amount of \$1,700 for usage of the field during the days/times outlined above.

**PROPOSAL FOR ESTABLISHMENT  
OF A  
COMMUNITY GARDEN**

**Attn: Anna Jones,  
Roxborough Park Metropolitan District**

**LOCATION**

Roxborough Community Park,  
Next to Parking Lot on West side Rampart Range Rd  
The site has adjacent parking and east side path access

**DIMENSIONS:**

171' X 18' land space  
3 x 6 x1', 2 rows of French raised garden frames  
3 x 6 x 4 , 2 raised garden frames to accommodate disabled persons

**WATER ACCESS**

Acknowledgement by District Engineer, for four (4) hoses and drip system

**FENCING**

Split rail fencing, 3 sides: east, west and north, cedar posts with metal wire grid

**PATHWAYS**

Crusher fine 4' wide pathways on all sides of garden beds  
Gravel separation between existing tennis court concrete slab and crusher fine path, to address drainage

**BASE SOIL**

13 cubic yards Garden Mix @ \$52/yard, total delivered to site - \$850, estimate from ARS Materials

**SOIL AMENDMENTS**

To be supplied by individual gardener

**VEGETABLE PLANTS & SEED MEDLEY**

Available for purchase from Jared Nursery by individual gardener

**APPROVAL AND FUNDING REQUEST**

This proposal is submitted for approval to proceed. Costs are preliminary.  
I would be pleased to expand further details, as requested.

**ATTACHMENTS**

Site photos

Schematic drawings

Respectfully submitted,

Ed Stein,  
7636 Dawn Drive  
Roxborough, CO. 80125  
Phone: 303-435.1548  
Email: [edstein80246@gmail.com](mailto:edstein80246@gmail.com)  
Website: [www.edsteindesign.us](http://www.edsteindesign.us)

# P R O P O S A L

**PROPOSAL:**
**ROXBOROUGH PARK COMMUNITY GARDEN**

Ed Stein

 7636 DAWN DR  
 LITTLETON CO 80125

---

Phone:	303-435-1548
Mobile:	303-619-4799
email:	<a href="mailto:edstein80246@gmail.com">edstein80246@gmail.com</a>
www	<a href="http://www.edsteindesign.us">www.edsteindesign.us</a>

---

**PROPOSAL SUBMITTED TO:**

Roxborough Park Community Assoc.

re: Anna Jones

We hereby submit specifications and estimates for:

**ROXBOROUGH PARK COMMUNITY GARDEN**
**BUDGET:**

	Provider	Cost
Landscape Cloth	Home Depot	\$92.00
Gravel > 16 ft x 171 ft	Elite Fencing	\$2,246.00
Pebble Strip > 4ft x 171 ft	Elite Fencing	\$361.40
Fencing w/3 gates > 16 ft x 171 ft x 16 ft x 8 ft high	Cowboy Fencing	\$4,494.00
20 Wooden Raised Garden Frames	Ace Hardware	\$1,869.83
Garden Shed	Home Depot	\$229.00
Watering equipment > faucets, hoses, drip strips	Home Depot	\$150.00
Gardening Soil > 3 cubic yards	ARS Materials	\$800.00
Entrance Sign	CS4 Signs	\$1,500.00
Soil Amendments	Jared Garden Center	\$400.00
Gardening Tools > shovel, rakes, trowels etc	Home Depot	\$84.00
Administration fees	Ed Stein	\$500.00
<b>TOTAL</b>		<b>\$12,726.23</b>

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## Herschberg, Natalie

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**From:** Jones, Anna  
**Sent:** Thursday, March 10, 2022 11:25 AM  
**To:** Herschberg, Natalie  
**Subject:** FW: [External] MAP & SIGN FOR ROX COMM GARDEN  
**Attachments:** GARDEN-SIGN.jpg

Community garden



**Anna Jones**  
Public manager  
State and Local Government  
CLA (CliftonLarsonAllen LLP)

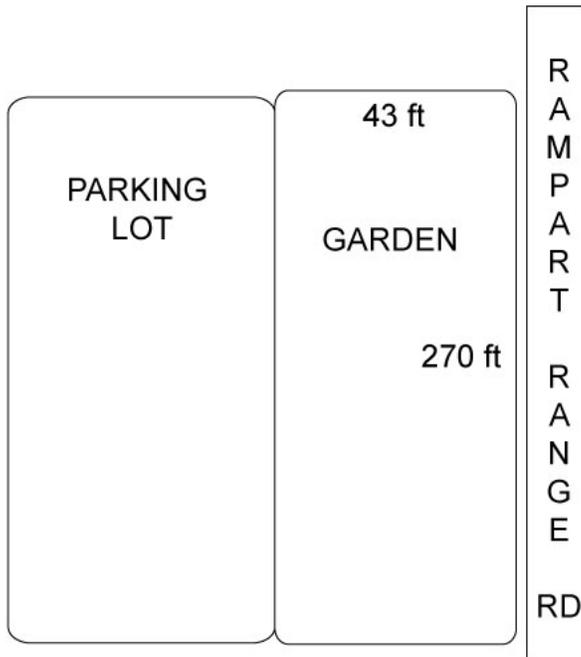
**Direct 303-793-1478**  
[anna.jones@CLAconnect.com](mailto:anna.jones@CLAconnect.com)

CLA is an independent member of Nexia International. See [member firm disclaimer](#) for details.

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**From:** Ed Stein <edstein80246@gmail.com>  
**Sent:** Wednesday, March 9, 2022 4:35 PM  
**To:** Jones, Anna <Anna.Jones@claconnect.com>  
**Subject:** [External] MAP & SIGN FOR ROX COMM GARDEN

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**





Range Rd

Range Rd

N Rampart Range Rd

N Rampart Range Rd

N Rampart Range Rd

N Rampart Range Rd

P



Ac Hardware  
 Frame: 1 1/2 in high x 72 in long  
 36 cubic ft  
 36 in wide



# GARDEN OF EATING

Roxborough Park CO



# Project Cost Proposal



## EcoResource Solutions, Inc.

5765 Olde Wadsworth Blvd., Ste. 10  
Arvada, CO 80002

Date	3/7/2022
Proposal No.	7192
Terms	Net 30

Phone # (720) 974-4075  
office@EcoResourceSolutions.com  
EcoResourceSolutions.com

Name / Address
Roxborough Village Metropolitan District Attn: Nicholas Carlson 8390 E. Crescent Parkway, Ste. 300 Greenwood Village, CO 80111-2814

Description	Qty	Rate	Total
Annual Pond Management Program (2022 Season) Roxborough Village Ponds (North (lower) and South (upper))  Note: ERS technicians will visit and perform maintenance tasks on a monthly basis from April through October, including a bi-weekly schedule during the months June-August to monitor and treat filamentous algae and dense weed beds. Task schedules and costs are summarized below.  Task 1 - Initial Pond Spring Cleanup Note: due to excess trash and debris now in the ponds, ERS technicians will complete a thorough cleanup in early spring. Aquatic Management Technician (per hour) 4 65.00 260.00 Misc. reimbursement - landfill fee 125.00 125.00 Subtotal 385.00			
Task 2 - Monthly Pond Maintenance Note: monthly services will include inspection of all resources, beneficial bacteria inoculation (for nutrient control and aid in algae control), in-pond and shoreline trash and debris removal (within reason), and algae and weed control, when necessary. Aquatic Management Technician (per hour) - monthly (APR-MAY: SEP-NOV) 20 65.00 1,300.00 Aquatic Management Technician (per hour) - bi-weekly (JUN-AUG) 18 65.00 1,170.00 ERS Benthosweep beneficial pond & lake bacteria (per lb) (10/lbs/mo each pond; APR-NOV) 160 19.95 3,192.00T SeClear algaecide (2.5 gal) - annual supply (only when needed) 10 145.50 1,455.00T Subtotal 7,117.00			
Task 3 - Annual Pond Management Tasks Note: Annually, ERS will eradicate excessive growths of aquatic weeds (not algae) in both ponds (primarily Potamogeton pondweed), requiring one treatment per season. We will also apply Phoslock to bind-up phosphorus to aid in control of algae and weeds. Aquatic Management Technician (per hour) - pondweed treatment, both ponds (treatments will be divided by two to reduce pond stress) 14 65.00 910.00			
Quote Void After 60 Days			
<b>Subtotal</b>			
<b>Sales Tax (0.0%)</b>			
<b>Total</b>			

**EcoResource Solutions, Inc.**

5765 Olde Wadsworth Blvd., Ste. 10  
Arvada, CO 80002

**Project Cost Proposal**



Date	3/7/2022
Proposal No.	7192
Terms	Net 30

Phone # (720) 974-4075  
office@EcoResourceSolutions.com  
EcoResourceSolutions.com

Name / Address
Roxborough Village Metropolitan District Attn: Nicholas Carlson 8390 E. Crescent Parkway, Ste. 300 Greenwood Village, CO 80111-2814

Description	Qty	Rate	Total
Tribune herbicide (2.5 gal)	12	211.12	2,533.44T
Cidekick aquatic surfactant (per qt)	1	38.00	38.00T
ERS BenthoSweep beneficial pond & lake bacteria (per lb) - supplemental bacteria application to help oxidation of dead plant mass	20	19.95	399.00T
Aquatic Management Technician (per hour) - annual Phoslock application	6	65.00	390.00
Phoslock phosphorus neutralizer (55 lbs)	6	315.25	1,891.50T
Subtotal			6,161.94
Task 4 - Quarterly Water Quality Monitoring (APR, JUL and OCT) - to identify water quality problems and formulate corrective actions			
Standard inorganic water quality analysis (per sample)	6	100.00	600.00
Chlorophyll-a analysis (per sample)	6	60.00	360.00
Subtotal			960.00
Task 5 - Annual Pond Bathymetric Surveys (pond mapping) - to measure physical attributes to assist with determination of future weed control needs, potential pond aeration system design, etc. Note: ERS now has the technology to survey shallow depths using our new CEE ECHO echosounder. Deliverables to include measurements of surface area, average and maximum depths, optimal aeration diffuser locations, water volume, aquatic weed densities and distribution, bottom hardness composition (i.e., hard vs muck bottom), etc., as well as pond contour and 3D maps.			
GIS / Bathymetry Survey Technician	4	95.00	380.00
Bathymetric and GIS Data Analyst (per hour)	6	125.00	750.00
Subtotal			1,130.00

Quote Void After 60 Days

I, as an authorized representative of the client or as the property owner, hereby agree to the project tasks and/or products, and costs stated herein, and authorize EcoResource Solutions, Inc. to provide such services and/or goods.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Please returned signed copy via email to office@EcoResourceSolutions.com. Thank you.

<b>Subtotal</b>	\$15,753.94
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$15,753.94</b>

# Lake & Pond Management



Since 1995 we have been managing hundreds of ponds, lakes and reservoirs in over 25 states. Our clients include private landowners, golf courses, city municipalities, state fish and wildlife agencies, homeowner associations, private ranches and resorts, Native American tribes, fishing and hunting clubs, office parks, and property management firms. We offer a full array of products and services to enhance aquatic resources and maintain such on a long term, cost effective basis. Our pond and lake management services and products include:

-  Annual, year round management services contract (Comprehensive Annual Program, or CAP)
-  Water quality assessment, improvement and maintenance
-  Seasonal water quality monitoring
-  Aeration system design, installation and maintenance
-  Habitat evaluation and enhancement
-  Shoreline stabilization and nutrient loading control
-  Algae and weed control (licensed by State of Colorado)
-  Fish population assessment and management plan development
-  Fish stocking (and eradication/removal)
-  Monthly and quarterly pond and lake maintenance programs
-  Complete line of aeration systems and decorative fountains
-  Algae and weed control chemicals and other water treatment products



We strive to offer the best lake management services in the Rocky Mountains and Great Plains. We apply effective, state of the art techniques for aquatic resource management and we complete our services in a professional manner. Moreover, we are staffed with professional, educated and certified aquatic and fishery biologists with over 150 years of combined expertise and experience. Please feel free to contact us for all of your pond and lake management needs.

**Please contact *EcoResource Solutions, Inc.* at (720) 974-4075**

# Questions You Should Ask



## Questions to Ask When Considering a Lake Management Company

### 1. Will you offer a proactive, annual management plan for my lake to ensure that it stays healthy all year long?

If the answer is yes, then make sure you find out what this plan includes and how often the firm will visit the property.

**ERS** offers a **Comprehensive Annual Program** (CAP) that ensures proactive, preventative care all year long. We do not just treat problems you already have using herbicides. Rather, we use proactive and innovative techniques and apply holistic, eco-friendly solutions like aeration, biological augmentation, nutrient reduction, beneficial plantings, and balanced fish stocking.

### 2. Does your company keep the environment in mind when managing lakes? Does it look at the whole picture?

Don't fall for the lake management company that only addresses the surface, visual symptoms like algae and weeds. A good company will emphasize overall water quality and nutrient management strategies and will identify problems and appropriate long term solutions.

**ERS** applies a comprehensive resource assessment process to identify factors that limit the health and quality of a lake, overall. Thus enables us to identify and implement long term strategies for safe, effective improvement and maintenance of the resource. We consider proactive, ecologically balanced approaches, stringent recycling practices, and eco-friendly solutions to reduce herbicide and pesticide dependency.

### 3. Will an actual expert come out to do a site visit, evaluate my lake and customize a plan specific to my property?

Use of "cookie cutter solutions" is a risky way to manage a lake. Lake ecosystems are unique and dynamic, and what works for one most often hurts another. You should never take advice from a company who has never visited and evaluated your lake.

**ERS** visits and assesses each new lake account before any opinions are formulated or strategies are discussed. It is important for us to evaluate various factors, such as existing water quality, general fish community, habitat, and surrounding land use. With this general information we are able to determine whether additional analyses are required (e.g., fish survey, lake bathymetric assessment, detailed water quality assessment, etc.), or whether enough information exists to develop an assessment. Either way, the information will be used to construct an ecological profile of your lake and develop a customized **CAP** designed to enhance and manage the resource on a long term, cost effective basis.

#### 4. Do you have degreed biologists and ecologists who will be working directly with me throughout the year?

You would be surprised of the number of fishery and lake consulting firms that do not staff degreed biologists. There are a number of firms that were established by fishing enthusiasts who simply believe that a little outdoor knowledge and internet research make them experts in the field. Hey, we all know how to flush the toilet, but that doesn't make us plumbers! Make sure the firm you hire employs true professionals with experience and training in the field.

**ERS** was established by a degreed, experienced and certified biologist and we staff **ONLY** degreed and experienced biologists and technicians. Our principal staff members have MS and PhD degrees and we require a minimum of a BS degree to even be considered for a lower level biologist or technician position. Every time you consult with an ERS staff member, you can be sure that this person has the expertise needed to assist you.

#### 5. Will you implement innovative and modern technologies when managing my lake?

Many lake management companies stick to the "old school" method of algaecide and herbicide treatments and unjustified fish stockings. Your lake management company should always be aware of the latest and most advanced methods available to keep your resource healthy.

**ERS** continually develops, evaluates and applies advanced and innovative lake management tools that are effective, yet environmentally safe. For example, we use the most effective bacteria inoculation methods available for nutrient control. We also use innovative oxidizer treatments and clarifiers integrated with polymer technologies. Our *Opti-Aer* lake aeration system technology is the most advanced available on the market. Manufactured specifically by ERS, our aeration systems use the most effective, energy efficient air compressors and diffusers available.

When you partner with ERS, you will never have to worry about keeping abreast of the "latest and greatest" in lake and fishery management. We do that for you.

#### 6. Will I receive seasonal and annual reports demonstrating the progress of maintaining my lake?

Few companies provide progress and annual reports, indicating tasks completed, successes, limitations, etc. When you partner with **ERS**, you can be assured that our communication with you will be frequent. We also remain readily available to you, anytime, should questions or concerns arise. Our seasonal progress reports are provided within quarterly water quality reports that are submitted to the assigned client representative. We also prepare and submit annual management reports that include a summary of management actions taken, successes or limitations of those actions, recommended strategies for the following year, and a budget proposal for the following year. All of our invoices are itemized and include a summary of tasks completed for that particular month.

We make extra effort to communicate with our clients and we take our client relationships very seriously. We also interact with our clients on a regular basis through social media outlets, email updates and phone calls to make sure they stay informed and up-to-date on management of their resources.

## 7. Will my annual lake management contract be comprehensive and all-inclusive?

Many lake management companies have “additional charges” for the products and services that are needed on a regular basis anyway. Their “base contract” is designed to get your attention by focusing on the lower contract cost. It is only later that you learn that additional costs are applied regularly because these additional costs are for things that are regularly needed. The company you choose should be 100% inclusive in their service offerings, ensuring that all reasonably anticipated services and products are accounted for in the annual program.

**ERS** contracts are all-inclusive. We list all services and products we anticipate that will be needed to properly and effectively manage your resource throughout the year. We also include some additional services and products that may be needed in response to unpredictable problems like equipment failures, fish kills, etc. However, we invoice for those services and products that are actually used, thereby attempting to minimize annual costs.

## 8. Will you educate me (and my community) about the industry’s latest developments?

Many companies choose to keep their lake management tools a secret in hopes of keeping the competition away. However, if their competitor is a true, professional company, then they will already be aware of those so-called “secrets”.

At **ERS**, we are first and foremost, scientists, and as such, we are trained to share scientific findings and methods with our peers and the public. We are committed to improve the aquatic resource management field, as a whole, by developing innovative and effective methods for safely managing ponds, lakes, streams and rivers. We will always discuss with you the methods used when managing your resource, as well as new tools that would benefit your lake. The only time we do not offer information is when we are in the process of developing and testing new products and tools, unless those are authorized to be used on your lake.

## Project Cost Proposal



### EcoResource Solutions, Inc.

5765 Olde Wadsworth Blvd., Ste. 10  
Arvada, CO 80002

Date	3/9/2022
Proposal No.	7194
Terms	Net 30

Phone # (720) 974-4075  
office@EcoResourceSolutions.com  
EcoResourceSolutions.com

Name / Address
Roxborough Village Metropolitan District Attn: Nicholas Carlson 8390 E. Crescent Parkway, Ste. 300 Greenwood Village, CO 80111-2814

Description	Qty	Rate	Total
Purchase and Installation of PondHawk Solar Aeration System, Roxborough Lower North Pond			
We recommend installation and operation of a self-sustaining solar powered aeration system for the lower north pond to improve and maintain water quality and minimize the potential for future fish kills.			
Note: use of the same system would also greatly benefit the upper south pond for improvement and maintenance of water quality and fishery health. If desired, total cost would be doubled.			
Although this system has a relatively high initial cost, the benefits of the proposed PondHawk aeration system will include significantly reduced O&M costs (i.e., no electricity needed and battery replacement does not apply due to direct solar power vs power storage in batteries) and minimal maintenance effort and parts. One-year warranty.			
Labor and Expenses (Installation and Startup - 1 unit)			
Aeration System Technician (per hour)	10	65.00	650.00
Shipping and Handling - freight to Arvada, CO		800.00	800.00
Equipment Rental (per day) - trencher (for underground airline install)	1	307.50	307.50
Subtotal			1,757.50
Equipment, Parts, and Materials - 1 unit)			
PondHawk XL solar aeration unit (ea) - 2-diffuser system	1	7,665.00	7,665.00T
Dura-Aer self-weighted aeration tubing, 5/8" ID (per 500 ft)	0.6	933.74	560.24T
Cabinet pad form and concrete, 80 lbs (each)	4	8.50	34.00T
Aeration tubing coupler, 1/2" (each)	4	2.95	11.80T
Aeration tubing clamp, #12 stainless (each)	8	1.95	15.60T
Diffuser anchor assembly (each)	2	14.50	29.00T
Subtotal			8,315.64

Quote Void After 30 Days

I, as an authorized representative of the client or as the property owner, hereby agree to the project tasks and/or products, and costs stated herein, and authorize EcoResource Solutions, Inc. to provide such services and/or goods.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Please return signed copy via email to office@EcoResourceSolutions.com. Thank you.

**Subtotal** \$10,073.14

**Sales Tax (0.0%)** \$0.00

**Total** **\$10,073.14**



**EcoResource**  
SOLUTIONS

# Keeping Ponds Healthy

with the PondHawk<sup>®</sup> Solar Aeration System

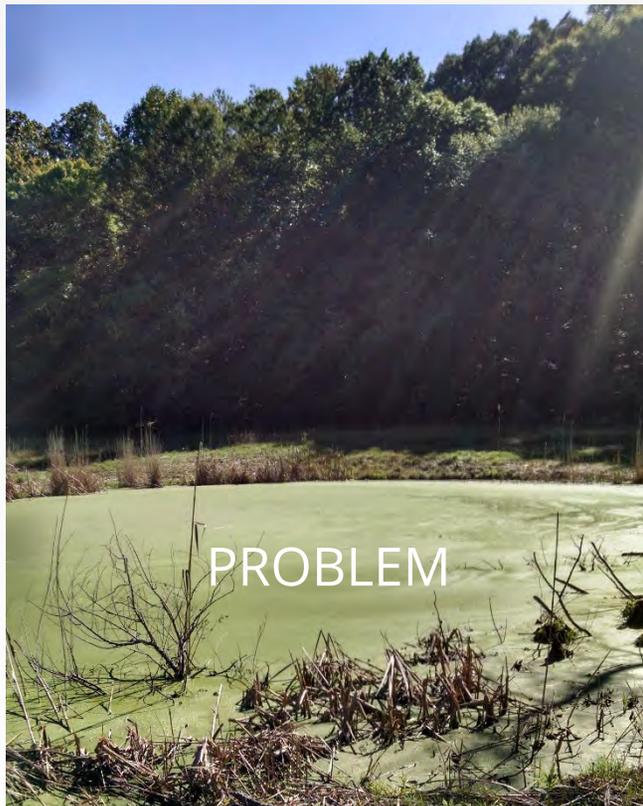


Army Navy Country Club



# About LINNE Industries

OUR OBJECTIVE: Deliver a simple and reliable solution that eliminates stagnant water – *without chemicals or energy costs.*





# Challenges ALL ponds face

- Stagnant water
- Stratification
- Algae growth
- Abundant Mosquito populations
- Odor ( $H_2S$  gas)
- Fish kills
- Muck buildup from decaying organic matter
- Lowest priority at budget time

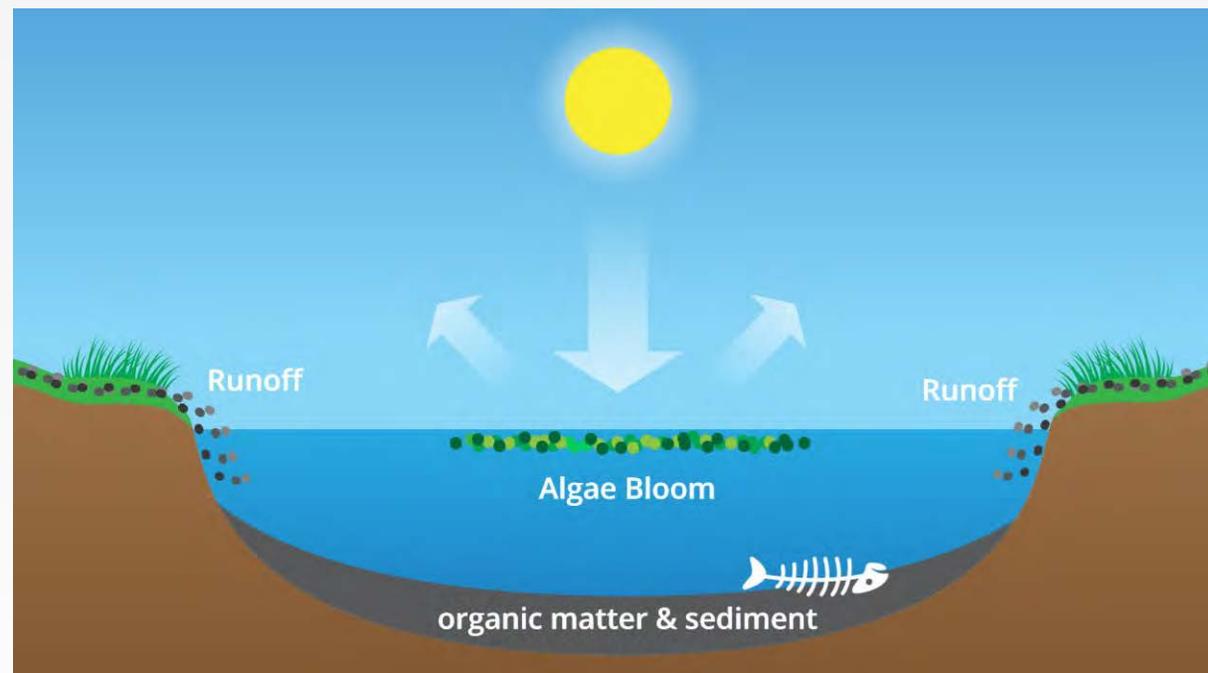




# A Deeper Dive - Subsurface Impact

Fertilizers, agricultural runoff, and geese increase the nutrient load, leading to

- Algae blooms
- Reduced oxygen levels
- Degradation of water quality
- Fish kills

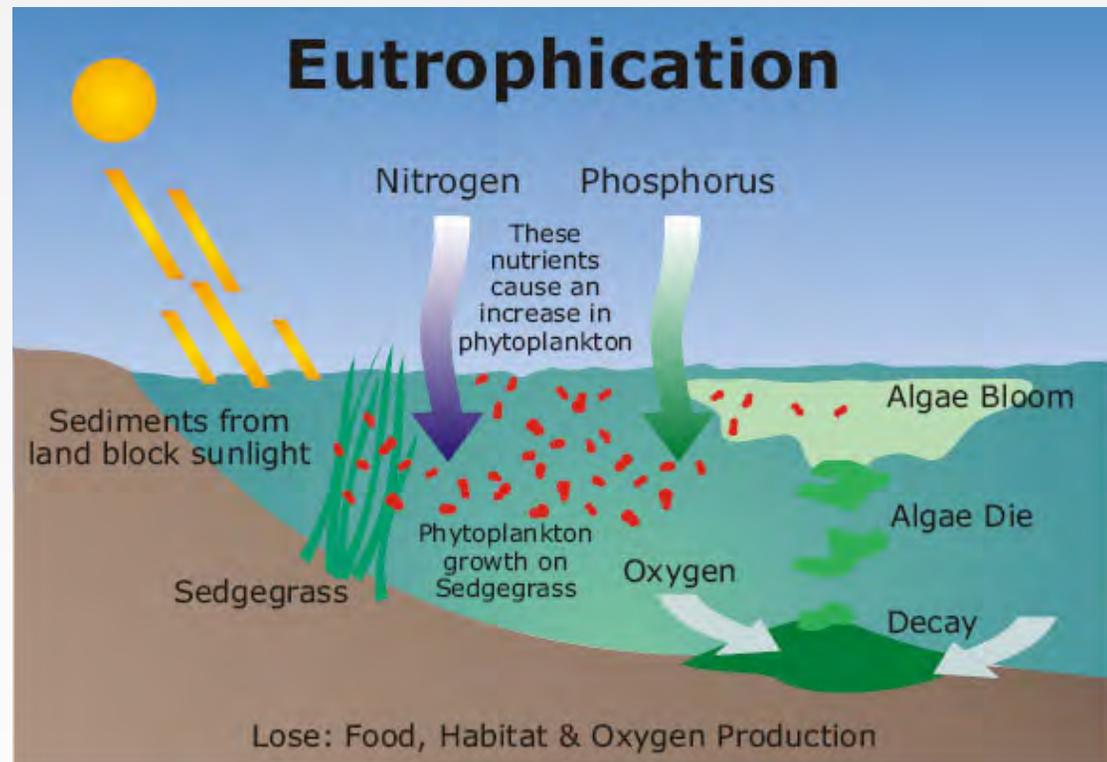




# Cycle of Reduction and Destruction

Without management, all ponds will eventually become eutrophic.

- Organic matter and sediment collect on the bottom
- Accumulates quickly  
1 – 8"/year
- Impaired capacity





# A Slippery Slope...

Impaired capacity  
leads to

- Flooding
- Degradation of property value
- Costly dredging
- Significant disruption



# The solution? **Sub-surface Aeration**



**Subsurface or “bottom” aeration** is widely understood to improve water quality and solve the problem of pond eutrophication.

Chemicals, dyes & fountains do not solve the underlying problem and are expensive in the long term





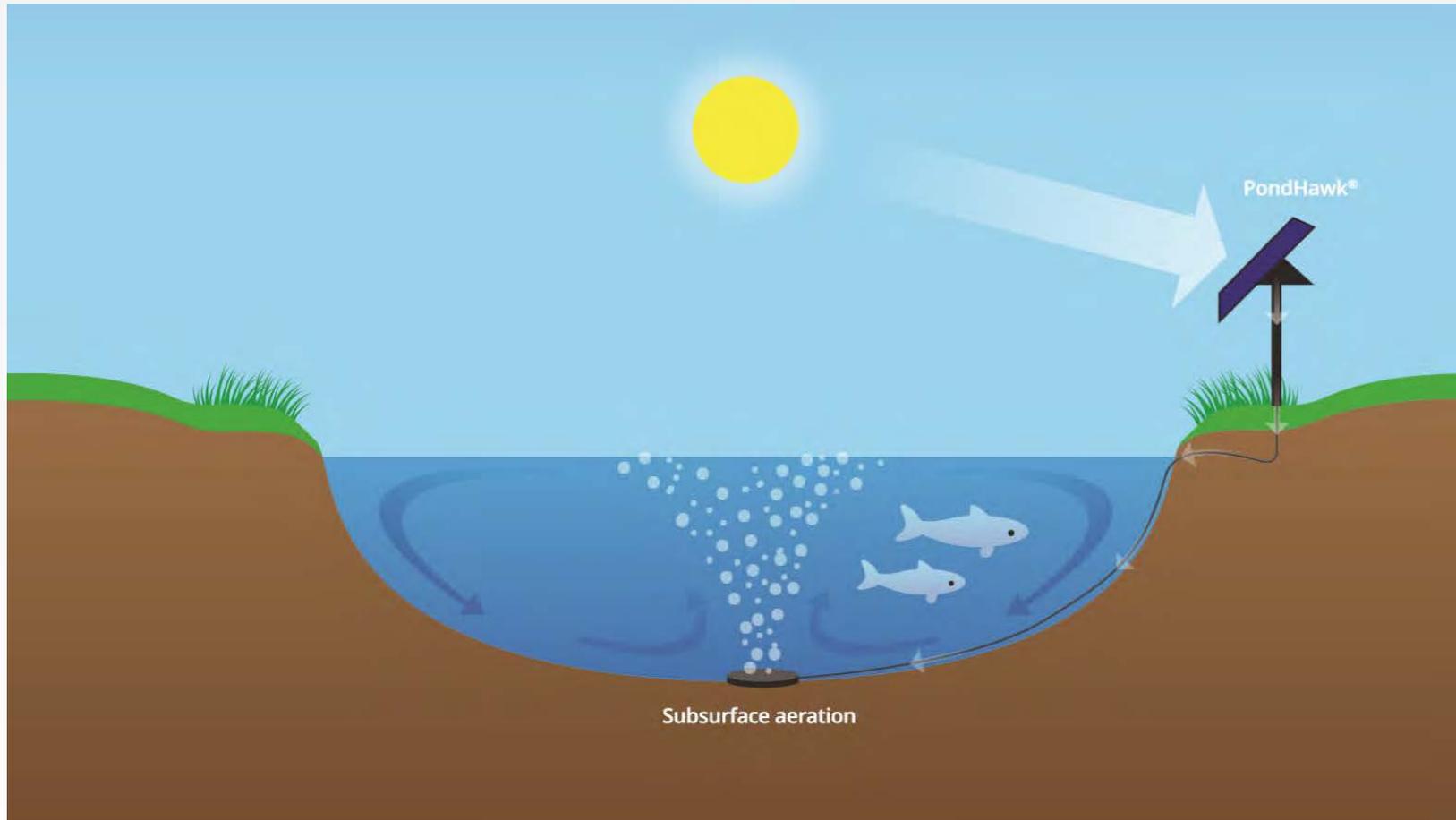
# The PondHawk® Solution

The solar-powered aeration system delivers proper aeration to keep your ponds looking clean & beautiful naturally.

- Durable, simple and reliable
- Saves labor costs; no need to remove equipment
- Restores capacity, saves costly dredging
- Reduces your pond budget
- Long term – Long life – Low cost pond solution



# PondHawk® What's going on here?!

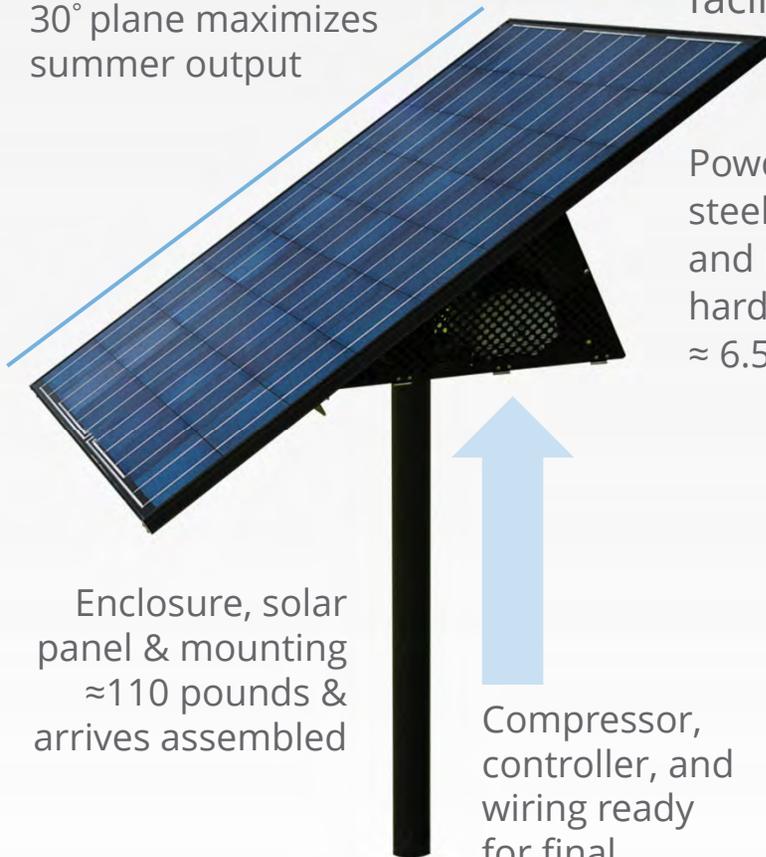




# The PondHawk® System

Semi-custom for each pond. Serves facilities from 1/10 to 2 acres.

30° plane maximizes summer output



Powder coated tamper-resistant steel enclosure, mounting system and mast with stainless steel hardware and solar panel. ≈ 6.5' tall

Enclosure, solar panel & mounting ≈110 pounds & arrives assembled



Compressor, controller, and wiring ready for final connection

Coiled weighted airline

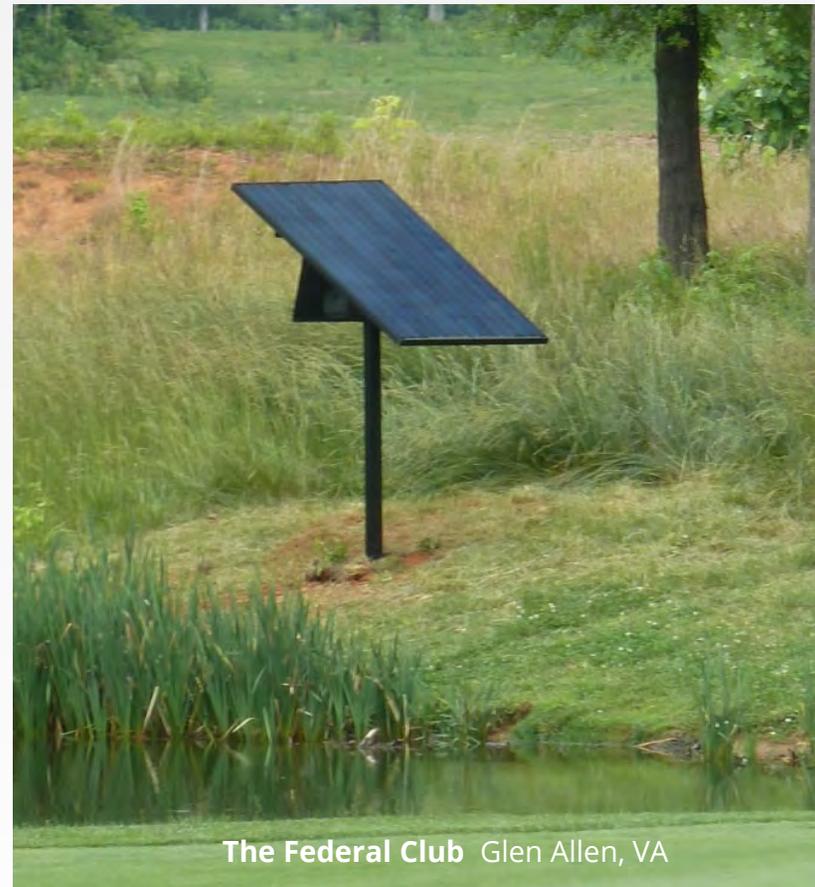


Diffuser platform and industrial grade diffuser ready for connection to airline



# Distinctly PondHawk®

- Stealth and quiet design will not impede the beauty of your property
- Durable & tamper resistant structure has no exposed wires or tubing and keeps all components off the ground above high water
- Reliably works in the heavy clouds and light rain with no batteries
- No permit or electrician required for installation
- Operates year round - No winter removal required



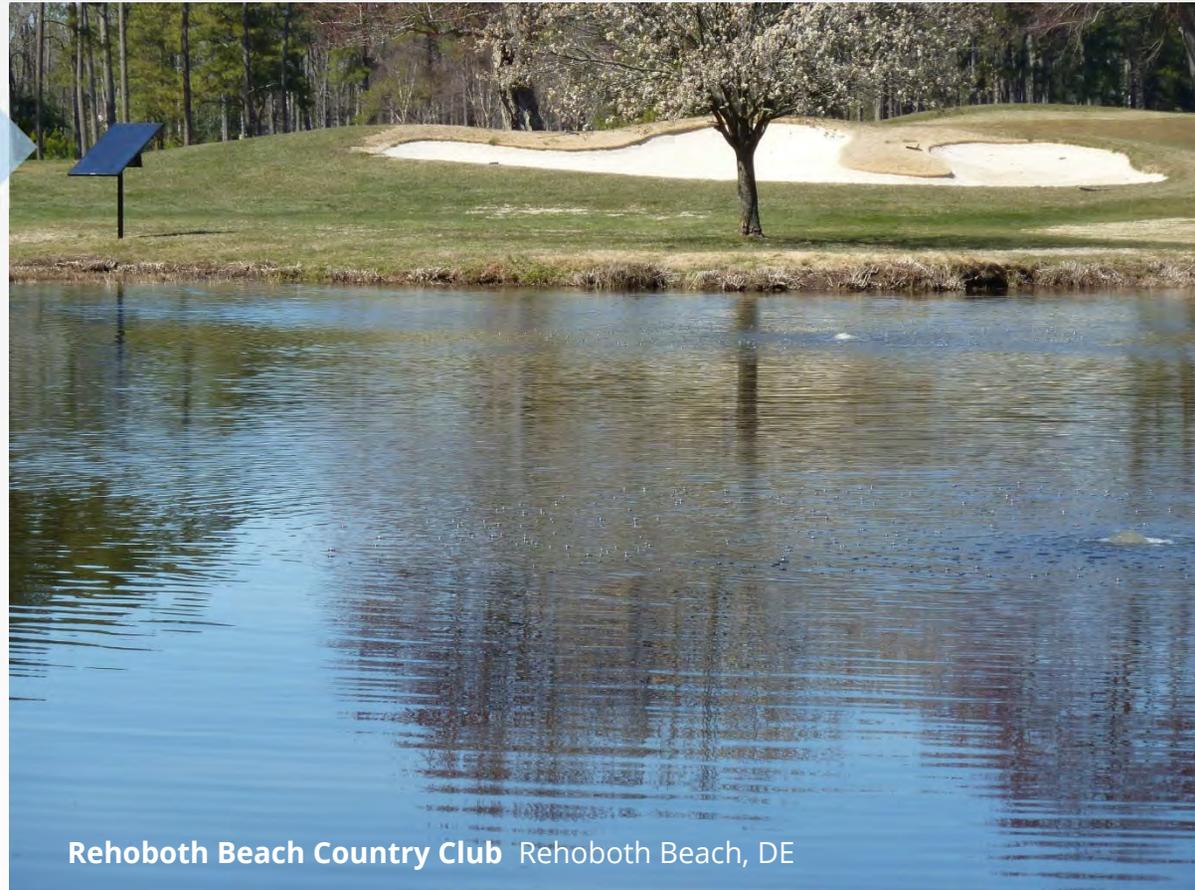
The Federal Club Glen Allen, VA



# Nearly maintenance, **FREE!**

PondHawk® was designed to use only solar power

- Ideal where grid power is unavailable
- Low operating cost
- Modular – lower cost option for large lakes





# PondHawk® Quality

PondHawk is fully fabricated and assembled in USA and tested prior to shipping.

## Operation and Maintenance

- Solar panel glass may require light cleaning if no rain or snow
- Solar power has no electricity costs or demand charges
- Compressor requires service only every 4 years
- No winter removal required – works year round
- No battery to maintain

## Warranty

- 3 Year Warranty
- 25 year solar panel manufacturer warranty
- 3 year compressor manufacturer warranty



3:19 PM · Feb 21, 2019 · Twitter for iPhone

# PondHawk® – There's No Substitution



Engineered and created by **solar industry experts**, no other solar solution compares



The Federal Club,  
Glenn Allen, VA

Made in USA 

# PondHawk® Really Delivers...



## Before



**Federal Club, Glen Allen, VA**  
Between #1 tee box and #9 green

## After





# Our Customers Say it Best

 **Keith Fellenstein**  
@Turfguy00 Following

Our silent warrior bubbling away not even full sun yet. Brilliant! @solarpondhawk #lovingit



RETWEETS 3 FAVORITES 7



Hermitage Country Club  
Director of Grounds and Course  
Management

 **Justin Kalanquin** @JustinKalanquin · Apr 8

Our pond on 4 is so much clearer thanks to @SolarPondHawk bubblers we installed last summer @SycamoreHillsFW



1 1 6

Sycamore Hills Golf Club, Fort Wayne  
Assistant Superintendent  
Justin Kalanquin





# Winter Operation



Scott Rettmann  
@WCCCGROUNDS

@SolarPondHawk aerators working well through the dead of winter in SE Michigan



02/13/18, 2:42 PM

Scott Rettmann  
Walnut Creek Country Club  
Superintendent

Keeps pond ice  
free without  
electric costs

Eliminates  
stratification that  
leads to turnover  
and fish kills

Minimizes  
temptation to  
approach thin ice.



# Before and After – 1 year

## The Sterling Nursery, Inc. Smyrna, DE

Installed June 2017

Nursery irrigation pond

Chemical treatments *can't*  
be used!

Photos courtesy of  
Steve Sterling  
The Sterling Nursery, Inc.



LINNE Industries, LLC added 2 new photos.

July 31 · 🌐

What a year since we installed PondHawk at **The Sterling Nursery, Inc.**! The nursery's irrigation pond cannot be treated with chemicals. Oh, but the power of oxygen!

Steve Sterling said, "Pretty big change, I think." We agree.



**Open Space Management Proposal for 2022**  
**Weed and Native Plant Management Program**  
**for the**  
**Roxborough Village Additional Areas**

*Rampart Range Rd. Power Lines*  
*and*  
*Arrowhead Shores - Pulte*

**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**

February 14, 2022

**Open Space Management Proposal for 2022  
Weed and Native Plant Management Program  
for the  
Roxborough Village  
Additional Areas**

**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. 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. **These two Additional Open Space Properties have been identified for weed management in 2022 and have not been treated for noxious weeds as indicated by a board member for at least 9 years, to the best of our knowledge. Both properties have areas that back to numerous homes and the power line property has 4,325 feet of trail, both of which adds to the complexity and cost of the weed management work.**

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. Please consider managing these two additional properties for 2022 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 these Roxborough Village Open Space that have not been managed for noxious weeds in the past 7 years. 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 a relatively unknown population of several species of noxious weed growing in the Roxborough Village Open Space, previously-unmanaged areas that are likely degraded by infestations of Canada Thistle, Diffuse Knapweed, Scotch Thistle, Poison Hemlock, Mullein and other invasive exotic species. Without actively managing these areas for 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 2022

<i>Weed and Native Plant Management Program</i>		
<b>Rampart Range Power Lines*</b> (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.	\$4,000
<b>Arrowhead Shores - Pulte*</b> (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
<b>Total</b>		\$5,050

\*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) - **Outlined in Orange.**

Arrowhead Shores (2.03 acres) - **Yellow and Outlined in Red**

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

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

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















Estimate By: Ermilo Chavez  
 990 S. Garrison St  
 Lakewood, CO 80226  
 Cell No. 720-308-2926

<b>Client Name / Address</b>	<b>Date:</b> 02/24/2022	<b>Estimate No.</b>	E2022029
Roxborough Village Metro District Attn: Scott Barnett P.E. 8390 E. Crescent Parkway, Suite 500 Greenwood Village, CO 80111	<b>Project Location:</b> Roxborough Village Metropolitan District Park Bollard Project Littleton, CO		
<b>Task Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1. Demo of (2) existing bollards and (2) existing trail slabs. Includes hauling and disposal fees.		LS	\$ 1,050.00
2. Install 6" removable locking bollards, schedule 40 pipe galvanized, 42" above ground, 7" round steel floor sleeve.	2 EA.	\$ 1,100.00	\$ 2,200.00
3. Form and place 6" concrete slabs, 2 each. Provide and install #4 epoxy coated dowels were applicable to tie existing concrete to new concrete.		LS	\$ 2,400.00
4. Mobilization and General Conditions.		LS	\$ 1,120.00
	<b>Total Project Estimate</b>		<b>\$ 6,770.00</b>
<b>Estimate Notes:</b>			
1. <i>Permitting or testing fees of any type are excluded from this estimate.</i>			
2. <i>All quantities are estimated. Invoicing will be based on actual quantities used or installed.</i>			
3. <i>Bond is not included in this estimate.</i>			
4. <i>New base material below trails is not included. CDOT Class 6 base material can be delivered, placed, and compacted at a rate of \$60 per ton.</i>			
5. <i>Over excavation can be provided at a rate of \$65/CY, includes removal off site.</i>			

Approval Signature:

\_\_\_\_\_  
 Scott Barnett

\_\_\_\_\_  
 Date of Acceptance

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

**A RESOLUTION AMENDING COLORADO OPEN RECORDS ACT RULES AND  
POLICY**

WHEREAS, the Roxborough Village Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado located in Douglas County, Colorado; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §24-72-200.1 to - 206, C.R.S. (“CORA”); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt an amendment to its policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

WHEREAS, C.R.S. §24-72-203(1)(a) to make rules with reference to the inspection of public records as are reasonably

WHEREAS, the District finds it necessary and in the best interests of the District to adopt certain rules with reference to the inspection of its public records maintained by the custodian for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian and the custodian’s office; and

NOW THEREFORE, be it resolved by the Board of Directors of the Roxborough Village Metropolitan District as follows:

1. The Board adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution.

APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by a vote of \_\_\_\_ for  
and \_\_\_\_ against.

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

By: \_\_\_\_\_  
Calvin Brown, President

ATTEST:

By: \_\_\_\_\_  
Edward Wagner, Secretary

## **EXHIBIT A**

### **POLICY REGARDING REQUESTS FOR PUBLIC RECORDS Research and Retrieval**

A "public record" includes most writings made, maintained, or kept by the records custodian's office. However, there are some exceptions concerning records made available under CORA. See C.R.S. 24-72-202(6) for statutory definition.

#### **Requesting Public Records**

The District, through its custodian, endeavors to make public records available on the District's website. Many records can be obtained from the website and through direction from the custodian as to location on the website, without a formal CORA request. Members of the public should feel free to ask informally for directions to posted documents.

To request public records, contact CliftonLarsonAllen LLP at (303) 779-5710, who will identify the designated custodian for the requested records. As of the date of this policy, such custodian is Anna Jones, but the designated custodian is subject to change. Records requests must be in writing and directed to the designated custodian of records. General emails to the District, or inquiries on the District's website, will not be treated as records requests under the Colorado Open Records Act ("CORA"). Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- The requestor's name, mailing address, telephone number, and email address. The custodian may contact the requestor to clarify or narrow the request.
- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- The records custodian will provide electronic documents to the requestor unless the document can only be conveyed as a hard copy.

#### **Limitations**

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

In order to preserve the District's resources, including staff time and public funds, the custodian will not manipulate data to create a new public record not in existence at the time

of the public records request in response to any request. The custodian will provide public records in accordance with CORA and these rules, in the format in which the District's custodian stores them.

### **Time for Production**

Pursuant to C.R.S. §24-72-203, the custodian will make every effort to respond to the request within three (3) working days, unless the custodian adds a seven (7) working day extension due to extenuating circumstances as provided in C.R.S. § 24-72-203(3)(b). The day the request is received, weekends, legally recognized holidays, and any days the custodian's office is otherwise closed, shall not count as a working day for the purposes of computing the date set for inspection for production of public records.

Furthermore:

- A modification to a request for public records is considered a new request.
- For broad, general requests, the timeframe for completion of a request may be put on hold while the custodian attempts to assist with clarification or narrowing of a request.

The District reserves the right to withhold public records until such time that the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the custodian.

### **Fees and Costs**

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1 <sup>st</sup> Hour	-	No Charge
Second and Each Subsequent Hour	-	\$33.58/hour

If the District or custodian performs a manipulation of data so as to generate a record in a form not used by the District, while such manipulation is not required but the custodian may elect to do so to either preserve its property from of data or to accommodate the requestor in its discretion, the District may charge a reasonable fee to the person making the request, which shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request.

Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA, including a charge, not to exceed \$0.25 per standard page for a copy of a public record or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a public record in a format other than a standard page.

The custodian will charge the requestor for all copying expenses or staff time in accordance with C.R.S. § 24-72-205(5)(a).

### **Estimate of Fees**

Within the three (3) day initial response period, the custodian will notify the requestor of the estimated cost for production, and such costs will include estimated time for staff to search for, retrieve, redact, assemble, and transmit the records. The requestor must approve the cost estimate before the custodian will begin work on fulfilling the request. The timeframe for completion of the request is put on hold between providing the cost estimate and the requestor approving the cost estimate and submitting any required advanced deposit.

The custodian will require an advanced deposit based upon the estimated cost of fulfilling the request. After the initial deposit is made, if the actual cost associated with the request is greater than the deposit made, the custodian must collect the actual cost in full from the requestor before producing the records. If the actual cost is less than the deposit, the custodian will refund the excess deposit amount.

Multiple requests for records submitted by the same person or entity within a period of five (5) business days will be treated as one request for the purposes of allocating fees and costs and collecting deposit or actual payment. By way of illustration, if the total time for multiple requests exceeds the 1 hour of no cost, the requestor will be charged accordingly.

### **Other**

The custodian may enact any additional procedures or rules for CORA responses as it may deem necessary, pursuant to and subject to the provisions of CORA.



# Annual Flower Proposal

<b>Proposal By:</b>	
Metco Manager Name Barr	
Metco Landscape, Inc.	
Proposal Date	3/8/2022

<b>Job Location</b>	
Roxborough Metro Dist	
Rampart Range Rd	
Littleton Colo.	

<b>Submitted To:</b>	
Anna Jones	
Clifton Larson Allen	
8390 East Crescent Parkway suite 500	
Greenwood Village, Colo 80111	

<b>Accounting Information</b>	
Job #	19-10-305
AR Cust	ROXBDIST

*Description of Services to be Performed*

Annual Flower Installation Spring 2022

Install <u>48</u> Flats of annuals and <u>0</u> accent plants in <u>2</u> beds and <u>0</u> flower pots	\$4,232.00
<i>Includes</i> <u>4</u> C.Y. soil for bed prep to be tilled in to existing bed soil at <u>2</u> " depth	\$300.00
<i>Includes</i> <u>2</u> C.Y. mulch topdressing in beds to a depth of <u>1</u> "	\$190.00
<i>Includes</i> <u>0</u> C.Y. soil for flower pots to be mixed in with existing soil	\$0.00
<i>Includes</i> <u>0</u> C.Y. mulch topdressing in pots to a depth of <u>1</u> "	\$0.00
<i>Includes</i> Setup and maintenance of irrigation program to ensure flower health	<i>Included</i>
<i>Includes</i> 18 weeks flower bed maintenance consisting of deadheading, weed removal, fertilization, & removal of flowers after first frost	\$1,100.00

*Exclusions: Plants to be installed after Mother's Day (May 9th) unless there is a freeze warning in weather forecast  
Plants installed before Mother's Day (by request only) are not covered under warranty*

Locations                      Light at Rampart and Village Circle East and West Nose of Medians

Acceptance of proposal - I have read the terms stated herein, and I hereby accept them.

Client's Signature \_\_\_\_\_ Date \_\_\_\_\_ **Total** **\$5,822.00**

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Metco Landscaping      2200 Rifle Street, Aurora, CO, 80011      Tel: (303) 421-3100  
*Proposal valid for 60 days from date of creation, after 60 days, pricing may need to be revised*

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**Annual Flower Installation Spring 2022****3/8/2022**Total: **\$5,822.00****CONDITIONS OF CONTRACT***THESE CONDITIONS ARE A PART OF YOUR CONTRACT.***CONTRACT SPECIFICATIONS & LIMITATIONS**

All material is guaranteed to be as specified in this contract; Metco Landscaping only uses premium quality materials. All work shall be completed using sound practices and in a workmanlike manner and shall conform to local building codes and regulations set forth by the town in which the work is being performed. Any alteration or deviation from specifications involving extra costs will be executed only upon written confirmation, and will become an extra charge over and above the base contract price. All agreements are contingent upon accidents, weather or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

Unit Prices – The Base Contract price, if any is set forth, is the only guaranteed price in this contract. Any change in materials or services under the original contract may result in a change to individual unit prices and/or the Contract price.

Alternates / Time & Materials – Any work specified as an Alternate or as Time and Material will be charged as an extra to this contract and will increase the Contract price.

Scheduling – Landscape enhancement contracts accepted after October will be completed during the Fall as long as weather permits. Any work not completed in the Fall will be completed the following Spring. Work will be invoiced as items have been completed. Landscape enhancement contracts that extend into June, July or August, and include seeding, may require a delay in completion until after September 1 when newly seeded lawns will readily germinate. Sodding can be performed at any time of year for an additional charge if not already specified in the contract.

Watering and Maintenance – Metco Landscaping will perform watering of all new and/or transplanted plant material each day we are on site for the duration of a landscape enhancement contract. Metco Landscaping is not responsible for watering or maintaining plant material after completion of a landscape enhancement contract unless expressly stated in writing.

Seeding – Re-seeding or re-sodding of new grass areas may be required due to insects, diseases, mechanical damage, neglect, under watering, over watering, heavy rainfall, weather or animals. In addition, seeding that is not performed between April 1 – May 15 or September 1 – October 15 will typically require follow-up re-seeding. All such re-seeding, re-sodding, and/or re-establishment of soil is not included in the contract work, unless otherwise stated in writing, and will be charged as an extra to this contract.

**GUARANTEES**

Our guarantee is expressly conditioned upon on-time payment of invoices. This guarantee is void if payment in full has not been received within 30 days from the invoice date.

All claims for loss must be reported in writing within the one (1) year guarantee period.

Plant Material Guarantee – Metco Landscaping guarantees to replace any tree or shrub, which we purchase and plant, that dies from natural causes within a period of one year from the date of planting, provided that the Owner has fully complied with all of the terms of this contract. This guarantee is not transferable. Plant material not covered in this guarantee includes, but is not limited to, herbaceous material such as: annual flowers, bulbs, roses, perennials, groundcovers and turf or wildflower seed germination. However, for a fee equal to 8% of the cost of the herbaceous plant materials, Metco Landscaping will guarantee all herbaceous items, with the exception of annual flowers and bulbs, for one year from installation as long as the Owner has made a good faith effort to keep the plant material properly watered and cared for.

We will not guarantee plants damaged or killed by insects, mechanical damage, neglect, under watering, over watering, severe seasonal conditions, natural disasters, disease or animal damage. Plants installed in pots, planter boxes or containers are not guaranteed. Transplanted material is not guaranteed. Metco Landscaping will satisfy its responsibility under the guarantee by furnishing and installing replacement plant material of equal type and size that was originally planted. The replacement material shall be warranted for the remainder of the original guarantee period.

**TERMS OF PAYMENT/SUSPENSION OF WORK**

Invoices will be sent after the contract work is completed, or progress billings will be issued during or at the end of each month through contract completion. Accounts remaining unpaid 30 days past the invoice date will lose the plant guarantee and will be charged interest at a rate of 1.5% per month on the unpaid balance. Accounts remaining unpaid 60 days past the invoice date may result in Metco Landscaping's election to suspend work on the project. Contractor shall recover all expenses incurred in enforcing this agreement, including all collection agency charges, lein fees, court cost, attorney fees, and all expenses incurred in collecting on any judgement.

**CANCELLATION**

This contract may be cancelled by either party with a 30-day written notice should either party fail substantially to perform in accordance with the terms of the contract through no fault of the other. The notified party shall be provided an opportunity to explain and rectify the circumstances. In the event of termination, Metco Landscaping shall be compensated fully for all services performed and expenses incurred up to the date of termination. In the event of early termination of this contract, the amount paid to date will be compared to the amount that would have been charged on a time and material basis and the difference in this comparison will result in a final payment due or a refund issued.

**DISPUTES**

All disputes shall be settled by binding arbitration pursuant to the commercial arbitration rules of the American Arbitration Association.

**PHOTOGRAPHY**

The Metco Landscaping Company may take photographs of the property for use in promotional advertising, training, and educational classes unless the Owner communicates in writing that this is not acceptable.

## SIGNAGE

By signing this contract you, the Owner, are granting Metco Landscaping permission to install a temporary site sign on your property while our work is being performed. Upon completion of our work, we will remove the site sign or ask for permission to have it remain for an agreed to amount of time. If you do not wish to grant Metco Landscaping permission to install a temporary site sign on your property, please initial here.

## UTILITIES/UNKNOWN OBSTRUCTIONS

All reasonable caution will be taken to prevent damage to existing pavement, septic tanks, septic fields and underground utility lines. Underground gas, phone, and electric utilities will be marked by a representative from the utility companies, at the request of Metco Landscaping, prior to any machine excavation. However, Metco Landscaping will not be held responsible for the accuracy of any utility line marking done by the utility companies.

It is the Owner's responsibility to conspicuously mark and advise Metco Landscaping of the location of any other underground utilities including: drainage pipes, plumbing, irrigation, propane lines, electric dog fence, cable TV, lighting, etc. Any delays in crew time and/or costs involved in repairing unmarked systems are the responsibility of the Owner.

The cost of removing or circumventing concealed and/or undisclosed obstructions which prevent installation of the site improvements according to plan shall be charged as an extra to this contract. Examples of such obstructions include ledge rock, very large boulders, buried foundations, buried stumps, septic tanks, driveways/pavement, uncharted utilities, unsuitable soil, etc.

## OWNER'S RESPONSIBILITIES

Hold Harmless - To the fullest extent permitted by law, the Owner will hold harmless Metco Landscaping and its officers, representatives, partners and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and court costs and liability arising in whole or in part and in any manner from injury and/or death of a person, or damage to or loss of any property resulting from the acts, omissions, breach or default of the Owner, eMetcocept those caused by the negligence of Metco Landscaping.



Total: **\$7,850.00**

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

CONDITIO

**Extra Work Proposal 3/8/2022**

**CONTRACT SPECIFICATIONS & LIMITATIONS**

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

**GUARANT**

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

**TERMS**

Invoices will be sent after the contract work is completed,

**CANCELL**

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

**DISPUTES**

All disputes

**PHOTOG**

Metco  
Landscape,

**SIGNAGE**

this contract  
you, the  
Owner, are

**UTILITIES/UNKNOWN OBSTRUCTIONS**

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

**OWNER'S RESPONSIBILITIES**

Harmless -  
To the fullest  
extent  
permitted by

## Action Items:

- 1) The board needs to review the updated Metco landscaping scope of work.
- 2) Requesting board approval for CLA to price out the signs so we can approve a dollar amount next month.
- 3) Form a task force to determine any changes to signs.

## Environmental Committee Notes

### Greenhouse:

Waiting on building permit from Douglas County Building Department. They are past their expected wait time.

### Smooth Brome Reduction:

To increase chances of germination, we will seed the same plots with the same species in early spring (likely this month or early April).

### Seed Collection:

Since the greenhouse likely won't be up and running until late 2022, seed collection will continue next year to ensure we have fresh seed. Thus far, we have collected some seeds from over 100 species.

### Crystal Lake Trees:

We will be rechecking our flags in early spring and have Metco plant trees at that time (most flags are still in the ground). Metco should be placing trees on hold at nurseries at this time in preparation for planting.

## Signs:

Michael Hruza volunteered to help put up the signs that need replacing. Here are the signs in need of replacement:

- 1) Rules & Regulations signs: three need to be replaced and two more are scratched up. (Size: approx. 1' x 2')
- 2) Pond signs: They all say no fishing, but we need to specify fishing is allowed with a permit. There were four signs. One was tossed into Tadpole Pond. (Size: approx. 1.5' x 2')
- 3) No motorized vehicles sign: There was likely a 'No motorized vehicles' sign at the skatepark. It's missing, so this is conjecture. (Size: approx. 1' x 1.5')
- 4) Wildflower planting signs: We need at least three signs to let people know we have planted wildflowers and to not disturb those areas.

In reviewing the interpretive signs, it would be good to replace the existing signs. There four existing interpretive signs. Aside from a sign for the bat boxes, it would be good to have some in Community Park as well. (Size: approx. 28" x 20")



**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

Parks and Open Space within Roxborough Village are for your enjoyment. Please take care of these facilities, respect other users, and report vandalism or items in need of repair.

**PARKS AND OPEN SPACE RULES AND REGULATIONS**

- Parks and Open Space are open daily from dawn to dusk
- Only domestic pets (dogs and cats) are permitted, provided that they are leashed and their waste is disposed of properly in designated receptacles
- Home shelter and field use is subject to prior reservation by residents of Roxborough Village
- Bicycles are permitted on paved trails only. Maximum speed for bicycles is 15 mph
- Vehicles may be parked only at designated parking lots

**THE FOLLOWING ARE PROHIBITED IN ALL PARKS AND OPEN SPACE**

- Semi or commercial trucks within any parking lots at any time
- Alcoholic beverages
- Motorized vehicles except within parking lots or as authorized by the District Manager
- Overnight parking or camping
- Littering, failing to dispose of trash or garbage in designated receptacles
- Fires, fireworks, explosives, firearms, archery, B-B guns, pellet guns, paint ball guns, air guns or slingshots
- Model rockets or airplanes
- Amplified sound
- Golfing
- Construction, placement, installation or maintenance of any kind of road, trail, structure, tree house, swing, fence, or other improvement
- Swimming, wading, boating, fishing
- Removal, destruction, mutilation or defacement of any building, structure, sign, fence, or other improvement
- Feeding, baiting, trapping, catching or harassing wildlife
- Adding, modifying, or removing vegetation, excavating or disturbing the ground

To report a violation or accident call 911 and provide the specific location. For questions or reservations, please call the District Manager at 303.779.4525. To obtain full text of the Resolution Adopting Rules and Regulations, please call the District Manager.

Parks and Open Space Rules enforced as authorized by Colorado Revised Statutes Sections 18-6-117, 29-7-101, and 32-1-1001

**NO  
UNAUTHORIZED  
VEHICLES  
BEYOND  
THIS POINT**

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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**Parks and Open Space Rules are enforced as authorized by Colorado Revised Statutes Sections 18-9-117, 29-7-101, and 32-1-1001**

**Roxborough Village Metropolitan District  
Property**



**Dogs Must Be On  
Leash At All Times**



**No  
Camping**



**No Hunting  
or Shooting**



**No Dumping  
or Littering**



**No  
Fires**



**Motorized Vehicles  
Prohibited**



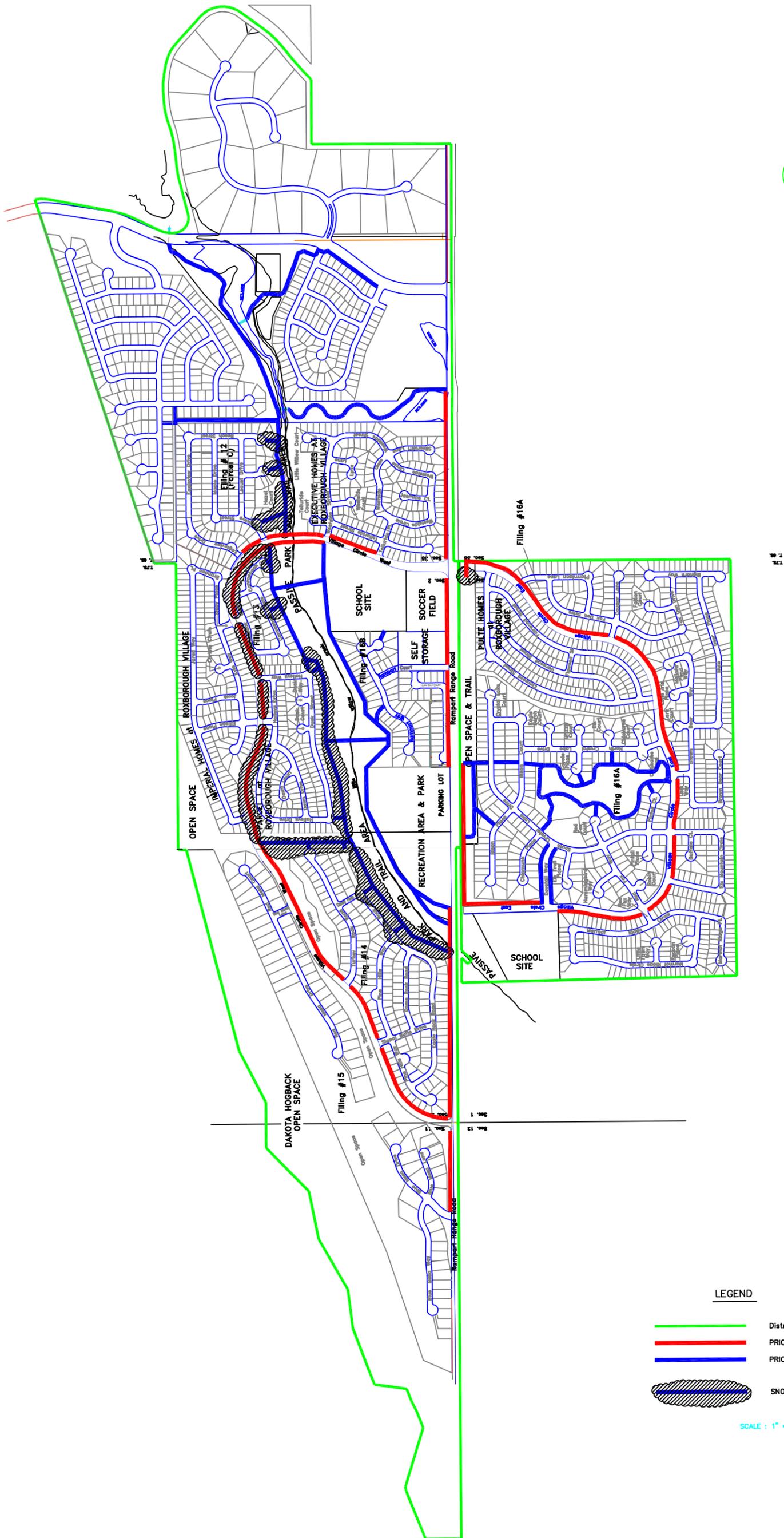
**No Fishing**

**Open from Dawn until Dusk**

**For more information please call 303-779-5710  
or visit [www.roxboroughmetrodistrict.org](http://www.roxboroughmetrodistrict.org)**



# Roxborough Village Metropolitan District SNOW REMOVAL EXHIBIT



### LEGEND

- District Boundary
- PRIORITY 1 SIDEWALK SNOW REMOVAL LIMITS
- PRIORITY 2 SIDEWALK SNOW REMOVAL LIMITS
- SNOW REMOVAL CONTRACTOR TO HAND DISTRIBUTE DE-ICER AS NEEDED

SCALE : 1" = 1000'

## Herschberg, Natalie

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**To:** Jones, Anna; Calvin B; GarryCook@roxboroughmetrodistrict.org; edward.wagner99 (edward.wagner99@gmail.com); Debbie Prysby (debbieprysby@gmail.com)  
**Cc:** EphramGlass@roxboroughmetrodistrict.org; KJames; TVildibill; Carlson, Nicholas; billb (billb@metcolandscape.com); SBarnett  
**Subject:** RE: [External] Re: Comment/Suggestion For Matter Discussed at 2-15-22 Meeting

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**From:** Ephram Glass <[ephramglass@roxboroughmetrodistrict.org](mailto:ephramglass@roxboroughmetrodistrict.org)>  
**Sent:** Thursday, February 24, 2022 1:43 PM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** Re: [External] Re: Comment/Suggestion For Matter Discussed at 2-15-22 Meeting

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

I forgot to add this:

17) The path from Rampart Way is marked for snow removal but we have no license agreement to do so

### Areas not marked on the Snow Removal Map:

- 1) Sidewalks in and around all the playgrounds
- 2) New path to Crystal Lake
- 3) Street connectors within Arrowhead Shores (all 6 of them)
- 4) Sidewalks bordering District owned land in Red and Blue Mesa
- 5) Multiple paths in Community Park (all paths between softball field to tennis courts)
- 6) All three parking lots (Community Park upper and lower; Chatfield)
- 7) Access paths: Pine Hills Way, Elmwood St, stub of sidewalk going to Safeway
- 8) Sidewalk bordering District owned land on Falcon Ln
- 9) Sidewalk on the western side of Village Circle East
- 10) The northern paths in the open space on the east side of Rampart Range Rd
- 11) The access path to Crystal Lake in the northwest corner should likely get de-icer based on the grade
- 12) Sidewalk on south side of Waterton Rd (recently approved)
- 13) Sidewalk on Liverpool Circle (recently approved)

### Questionable areas:

- 14) Sidewalks along Campfire Rd are not marked (this one depends on what Katie says about the license agreement)
- 15) North end of Eagle Rock Rd is not marked (this one depends on what Katie says about the license agreement)
- 16) The sidewalk on the west side of Rampart Range Rd from the Primary school down to Rampart Ct is marked for snow removal, but the district doesn't own land there or have snow removal agreements that I am aware of.

**Criteria**

Priority of majority of board

Critical to operations

Capital project achievable in 12-18 months

**RVMD Project Tracker**

100

<b>Task</b>	<b>Deadline</b>	<b>Notes</b>	<b>Status</b>
<b>Ongoing Projects</b>			
<i>Previously identified by board as priority projects and currently underway.</i>			
Northside Spillway	Fall	Scott to coordinate with DougCo - solicit proposals	In Progress
Asphalt conversion	Summer	Scott to coordinate	In Progress
Bat Box Informational Signs	TBD	Part of larger signage project	Research
Upper pond enhancements	August	Todd + Scott in coordination for design and implementation	Design
Disc Golf Course	July	CLA work with vendor to finalize proposal	In Progress
Bollard Replacement	June	Scott provide proposal in March meeting packet	In Progress
Drainage by Soccer Field	July/August	Scott to provide proposal from Metco and one other vendor	In Progress
<i>The following items appear as prioritized in the 2/7/2022 strategic planning meeting.</i>			
<b>Maintenance Items</b>			
Landscape Map Updates	April	Katie and Scott to update board	In Progress
Skate Park Crack Repair	TBD	Scott to solicit proposal	On Hold
Willow Creek Fence	Spring	Find safe alternate to orange fence - Scott meet County first	In Progress
7 Acre Pond Reveg	April	Scott to provide proposal based on board budget feedback	On hold
Trach Can relocation	Spring	Relocate cans to higher use areas	On Hold
Mowing Map	TBD	Deb and Ephram provide proposed changes to board	In Progress
Signage Updates	Summer	Ephram's + CLA and to identify missing signs	Research
Playground Safety Repairs	June	Districtwide playground repairs for all safety hazards	On Hold
<b>Community Park Enhancements - Priority 1</b>			
Softball Field Drainage	July	Metco to investigate possible irrigation leak	On Hold
New Playground	TBD	Todd to provide designs for potential new locations	In Progress
Volleyball Court Repair	TBD	Provide proposal for repair/incorporate with new playground	In Progress (w/playground)
Furnishings Audit	July	Audit existing furnishings, solicit proposal for replacements	On Hold
Playground Safety Inspection	May	Coordinate safety inspection with SDA pool	In Progress
Repair safety concerns	May	repair all immediate safety concerns before summer	In Progress
<b>Trail Improvements - Priority 2</b>			
Hogback Trail	Jul-22	CLA investigate grants/partnership opportunities	Research
Highline/Chatfield Trail	TBD	CLA investigate grants/partnership opportunities	Research
State Park Connection Trail	TBD	CLA investigate grants/partnership opportunities	Research

**Herschberg, Natalie**

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**To:** Jones, Anna; Doug Weiherer  
**Cc:** 'mgamurphy'; wssharon@aol.com; Carlson, Nicholas  
**Subject:** RE: [External] Pickleball Courts

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**From:** Doug Weiherer <[dweiherer@centurylink.net](mailto:dweiherer@centurylink.net)>  
**Sent:** Sunday, February 27, 2022 4:12 PM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Cc:** 'mgamurphy' <[mgamurphy@aol.com](mailto:mgamurphy@aol.com)>; [wssharon@aol.com](mailto:wssharon@aol.com)  
**Subject:** [External] Pickleball Courts

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Anna,

There has been a rapidly growing number of Roxborough residents who have discovered the game of Pickleball. I suspect that this coming Spring there will be more residents wanting to play Pickleball and then more this summer and so on. As you know, there is only one of the tennis courts off of Rampart Range that also serves as a Pickleball court with its own unique painted lines. I would like you to consider making the adjacent tennis court to serve doubly as a Pickleball Court with its own separate painted lines. Having only ONE court is way too limited to serve those who want to play Pickleball. When doing so, nothing is taken away from those who wish to play tennis since the tennis lines remain distinct and unique to the game of tennis in both courts. In essence, both courts would then serve everyone with a growing population of Pickleball players. One last request: Is it possible to have the Pickleball lines painted a more visible color on BOTH courts to make them more visible to players? It is hard to see the dull color used on the court already in use.

I hope that these two requests can be addressed to better serve the recreational needs of Roxborough residents.

Thank you in advance for addressing this matter.

Doug Weiherer  
303-904-0006

February 9, 2022  
Folkstad Fazekas, Attorneys at Law

Dear Ms. James,

We received your letter today about the encroachment on open space adjacent to Red Mesa Court. Our mailman also did not have us sign the certified note and just left the whole thing in our mailbox – so you may want to discuss with the postal office about protocol.

I reviewed your letter and I have a few questions:

1. Does the county maintain the trail that has emerged from people walking up and down that hill at all hours of the night or was it a trail created by the county to allow people to access the foothills?
2. Is the person who reported this an employee of the county?
3. Was he instructed by the county to remove this mulch prior to doing it on his own?

Your letter mentions concerns for the property to be free of obstructions for snow removal, grass mowing, public safety, and uniform appearance. None of these even apply for this situation. The open space is not mowed, no snow removal happens there, it not part of a uniform appearance (like mowed grass medians or plants), as it is a natural open space, and the obstructions are the dead branches, sticks, and garbage that are in that space, not ½ inch mulch spread on the path.

The mulch put down was being used to reduce the amount of mud and dirt that gets embedded in shoes by people and in pet's paws using that "trail." ***It was also to help with traction*** to reduce slipping as the hill is steep, and we have seen plenty of people wipe out as they come down the trail. **Mulch also helps reduce erosion**, something the county is not taking care of as that trail and all the people walking on it are damaging the environment every day. The mulch did not "harm the environment." It is a natural substance, that over time, will disintegrate into the ground. It does no harm to animals.

The dead plant in the photo was already dead/dormant, and as a homeowner who looks out on this open space every day, taking time to remove loose debris, garbage, and increase safety of those who use the trail was the goal of the young man who put down the mulch. We also were told to prevent rattle snakes from coming onto a property, the tall weeds adjacent to the property should be reduced, and this past summer there were baby rattle snakes and larger ones present in and around our property. We want to prevent our pets and family from being attacked by snakes and were told they had not been in the area for 20 years (by other residents) who were surprised to find them in our yards this past summer and that is why a small area was cleared by our fence as we did see rattle snakes there.

Additionally, there should not be people traipsing through this open space, up on the ridge, etc. at all hours of the night, and no one maintains this or enforces the use. We find it petty that this person in the neighborhood made such a big deal about the open space having some ground cover spread on it. People walk on the trail, around the trail, though the bushes, across areas where the trail does not exist, and have dogs off leash running through the open space. All of that activity could be accused of "harming the environment." The trail and paths are not maintained, as shown in the photo. Dead branches, sticks and garbage, (you can see in one of the pics a stack of dead branches and sticks), and again, no one from the county is ever here monitoring or maintaining this path. The individual who put down mulch was actually trying to improve the conditions, and increasing the safety of those using the trail, not acting maliciously or with disregard for county policies. He was not aware there were official policies in place, we were not aware of what he was doing to make what he thought were improvements, or else would not have done the mulch, but look at the bigger picture here.

The person who reported it to made threats and actually asked to fight the the young man (our son – 21 yrs old at the time) and was overall ridiculous in how he behaved. Do not believe everything you are told by people just because it sounds good. *There are always two sides to a story and you have not even bothered to contact us to get ours.* He came to our property on Red Mesa and harassed my husband and son, making threats and accusations.

Had we been asked to remove the mulch, we would have done it. We were not given that opportunity and instead, this other person chose to do it on his own, taking the mulch away, and then complained to you. ***Your letter comes to us AFTER the fact.*** *Had anyone bothered to come talk to us (and not the man who had a fit and made threats to my husband, my son), we would have more than agreeable to take care of this situation.* The “community volunteer” removed all the mulch first, and then complained to you. The way it should have happened is for him to complain, we get sent a notice or get a call or visit to rectify the situation, and then we are given a deadline to complete it. It would have been done, weather permitting, on time. He never should have removed anything until we had been contacted and given the opportunity to fix an innocent action, that was done in good faith with the belief it would actually improve the dirt trail up to the ridge.

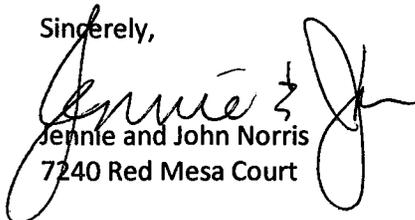
Therefore, it is our position that we are not obligated to pay for the time it took for this other person, who acted on his own, to remove the mulch. Additionally, we could ask for compensation for the money paid for the mulch (hundreds of dollars) this individual removed and then used himself (?) or threw away (?). We were not even given that option. As such, we do not believe it is our responsibility to pay for any work done by this person, as this person is not a county employee and was not acting on behalf of any authority by the county, nor instructed by the county to do this.

Meanwhile, the fence on the open space is broken and from what we have learned from our HOA, the county needs to repair it. The split rail fences are old and rotting and pose a hazard to those entering and exiting the space especially if they choose to go off trail.

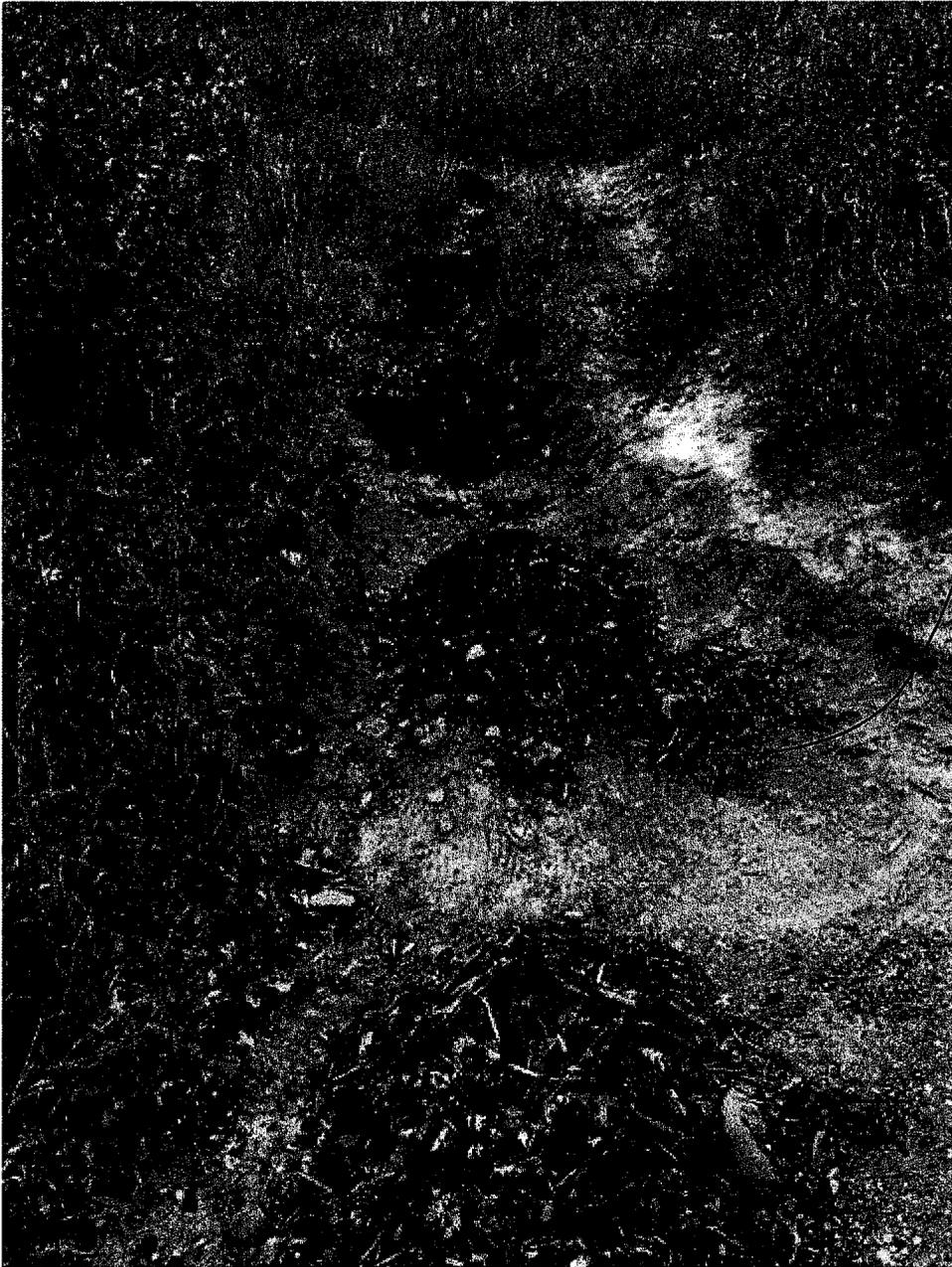
There are dead trees/branches up on the ridge, and the county does not maintain and remove these fire and physical hazards. Additionally, the weeds in the open space are a fire hazard. One of our other sons lives below us on Jared Way and in December (week before Christmas), a fire broke out on the south end of the street, and quickly spread because of the winds, and the dried-out grasses and trees. Had embers blown into this field, it would have gone up in flames and threatened all the homes around it, as well as those over the ridge. *Who manages this aspect of open space?* Across from our house, there are large amounts of dried weeds and tall grass – again, a major fire hazard. We have frequent, gusty winds here and it is a concern that throughout our neighborhood, the county is more concerned about “preserving open space” – when they are full of dried weeds and debris. When the fire broke out on Jared Way, the local fire department and news both reported the dry conditions and imminent threats to homes here, so we know it is a well known and documented situation, and yet the county does not do anything to mitigate the risk. We know there needs to be a balance between nature and homes, and for the animals who make their homes in the natural spaces, however we do not see any active concern for the conditions created by allowing open space to just grow and cause issues.

This whole thing was blown way out of proportion by a renegade man with a chip on his shoulder, who made threats to our family, and acted on his own, without authority by the county. Whether or not you believe he was helpful in his work, the fact is, we were not given an opportunity to fix the trail, were threatened by this “community volunteer,” and denied the ability to avoid any fees.

Sincerely,

  
Jennie and John Norris  
7240 Red Mesa Court

erosion  
harm  
environment  
- mulch or  
other  
ground  
cover  
PREVENTS  
erosion.



Harm  
to environment  
erosion - from  
foot traffic.





collected  
from open  
space -

← Dead  
sticks,  
wood,  
branches  
= fire  
hazard

There is  
much  
MORE of  
this dead debris  
in space + up on  
ridge.

**THE FOLLOWING ARE POST PACKET ITEMS:  
ITEMS THAT WERE DISTRIBUTED AT THE MEETING  
AND NOT IN THE ORIGINAL PACKET**

My name is Mark Rubic and I am a resident of RVMD, 7735 Verandah Ct. It is a shame that only some comments the public provide are selectivity chosen for inclusion into meeting packets. Thus, I will restate a few that were determined not worthy of inclusion.

Making an exception to field use fees, security deposits and residency requirements opens the box for future exceptions to the policy. The current policy for Youth Sports Teams and Adult Sports Teams has a great disparity in the fees charged with the youth applications having a substantially higher fee as well as a higher security deposit requirement. One needs to ask why? Is it F-O-C?

*The youth application requires a fee of \$50 per District resident but nothing for Non-District. There is no per player fee for the Adult application. The Youth application then charges a daily field use fee of \$100 for weekend use. The Adult application has no player fee and only charges for field use \$50 per day for weekdays and \$100 per day for weekends. Both youth and adult require a \$300 security deposit with the youth application also requiring an additional \$5.00 per player (resident), \$10.00 per player (non-resident) security deposit. Making an exception to the residency requirement of not less than half of which are residents also opens up the possibility of other outside groups desiring to use District fields by making the same exception requests as well as requesting reduced fees.*

I think the Board needs to reconsider the entire permit process for field use providing more equity between youth and adult leagues, safeguarding the facilities with adequate and similar refundable security deposits, and a recognition that there are costs to using the fields and determining what if any additional costs should be covered by any league permit use, especially those that occur that are above and beyond the normal costs associated with maintaining the fields and surrounding area/facilities that are open to all. I think this also entails whether majority non-resident league permits will be permitted and if so, will the fees and deposits be the same or higher than for majority resident leagues.

As for the proposal for a community garden submitted by Mr. Stein, I do not object to a discussion but do object to any vote to approve this proposal at this time. More discussion, research, bids and input are needed. There are many questions about the appropriateness of this site, details of Mr. Stein's proposal of materials and operation and other additional costs that need to be addressed.

*Questions that I have off top my head is how does this impact the aesthetics along Rampart Range Road? Is this an appropriate site for such a project? What are setback requirements for structures fences along this site? Will people want to garden next to a 4-lane highway? Where will water come from for users of the gardens and the cost of supplying such and removal of sprinkling lines? Will any of exiting trees be removed? Is this person expecting to run this and solicit and choose gardeners, for a fee, and require purchases from Jared Nursery?*

Discuss maybe, but there should not be any vote on whether to approval his proposal.

As to the fish kill and odor, it is clear this needs to be addressed and remedied. However, proposals ranging from \$16,000 to as much as \$36,000 as some thoughtless reaction before there is a clear cause of this calamity is imprudent. Before any consideration or vote is given to these proposals it would wise to first understand the cause. Wait for the test results so that there is a clear understanding of what may have caused this in order to consider a remedy that will prevent this in the future.

All of these topics require a Board discussion as well as input from all concerned citizens necessitating a "true" public notice that is provided and disseminated well in advance of a meeting inviting public comments and discussion.

I could go on about other concerns and comments submitted such as snow removal suggestions, placement of rocks, destruction of park property by vendor vehicles that have been submitted but not noticed or addressed, but the Board's arbitrary time rules do not permit. At least this current Board's rules don't. Hopefully we will see that changed come May.

## Herschberg, Natalie

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**From:** Ed Stein <edstein80246@gmail.com>  
**Sent:** Sunday, March 13, 2022 12:50 PM  
**To:** Herschberg, Natalie; James@ffcolorado.com; BillB@metcolandscape.co  
**Subject:** [External] Anouncing: Roxborough Park Community Garden web site

You don't often get email from edstein80246@gmail.com. [Learn why this is important](#)

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

[www.roxcommgarden.com](http://www.roxcommgarden.com)

# PROPOSAL

## PROPOSAL:

### ROXBOROUGH PARK COMMUNITY GARDEN

Ed Stein

7636 DAWN DR	Phone:	303-435-1548
LITTLETON CO 80125	Mobile:	303-619-4799
	email:	<a href="mailto:edstein80246@gmail.com">edstein80246@gmail.com</a>

## PROPOSAL SUBMITTED TO:

Roxborough Park Community Assoc.

re: Anna Jones

We hereby submit specifications and estimates for:

ROXBOROUGH PARK COMMUNITY GARDEN		
BUDGET:	Provider	Cost
Gravel Walkway > 20 ft x 120 ft	Elite Fencing	\$500.00
Fencing w/2 gates > 20 ft x 120 ft x 20 ft x ft 120 ft x 8 ft high	Cowboy Fencing	\$5,472.00
20 Wooden Raised Garden Frames	Ace Hardware	\$1,869.83
Garden Shed	Home Depot	\$229.00
Watering equipment > faucets, hoses, drip strips	Home Depot	\$500.00
Gardening Soil > 13 cubic yards	ARS Materials	\$850.00
Entrance Sign	CS4 Signs	\$1,500.00
Soil Amendments	Jared Garden Center	\$500.00
Gardening Tools > shovels, rakes, trowels etc.	Home Depot	\$500.00
Administration fees	Ed Stein	\$1,000.00
<b>TOTAL</b>		<b>\$12,920.83</b>

**PROPOSAL FOR ESTABLISHMENT  
OF A  
COMMUNITY GARDEN**

**Attn: Anna Jones,  
Roxborough Park Metropolitan District**

**LOCATION**

Imperial Park @ Village Circle W and Kyle Way

**DIMENSIONS:**

120 ft' X 20 ft land space

3 x 6 x1', 2 rows of 10 French raised garden frames

3 x 6 x 4 , 2 raised garden frames to accommodate disabled persons

**WATER ACCESS**

Acknowledgement by District Engineer, for four (4) hoses and drip system

**FENCING**

Cedar posts with welded wire

**PATHWAYS**

Crusher fine 4' wide pathways on all sides of garden beds

**BASE SOIL**

13 cubic yards Garden Mix @ \$52/yard, total delivered to site - \$850, estimate from ARS Materials

**SOIL AMENDMENTS**

To be supplied by individual gardener

**VEGETABLE PLANTS & SEED MEDLEY**

Available for purchase from Jared Nursery by individual gardener

**APPROVAL AND FUNDING REQUEST**

This proposal is submitted for approval to proceed. Costs are preliminary. I would be pleased to expand further details, as requested.

**ATTACHMENTS**

Site photos

Schematic drawings

Respectfully submitted,

Ed Stein,  
7636 Dawn Drive  
Roxborough, CO. 80125  
Phone: 303 435-1548  
Email: [edstein80246@gamil.com](mailto:edstein80246@gamil.com)  
Website: [www.roxcommgarden.com](http://www.roxcommgarden.com)



N Rampart Range Rd

Assess Route

Village Circle

Roxborough Intermediate School

**Power Lines - Orange Outline, Arrowhead - Yellow w/ Red Outline**



## Herschberg, Natalie

---

**From:** Ephram Glass <ephramglass@roxboroughmetrodistrict.org>  
**Sent:** Tuesday, March 15, 2022 12:23 PM  
**To:** Jones, Anna  
**Cc:** Debbie Prysby; carrie.hanson.mail@gmail.com; M. Rubic  
**Subject:** [External] Landscape Maintenance Changes  
**Attachments:** Fence Line Mows.pdf; Native Mows.pdf; Un-Irrigated Mows.pdf

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Anna,

Below are the Environmental Committee's recommended changes to the landscape maintenance scope:

- 1) For wildfire mitigation, additional beauty bands are recommended along all fence lines that are owned or maintained by the district. Ideally, this would be six foot wide bands, but this would be dependent on Metco's widest mow deck. See attached PDF for a map.
- 2) All native mows, except the sledding hill, are recommended to be done one time a year in late winter/early spring. The timing is to allow native wildflowers to bloom and set seed while mitigating woody plants like rabbitbrush. The timing will also reduce runoff and provide more habitat for wildlife. This plan was endorsed by the wildfire experts. The attached PDF shows these areas in yellow. (The Arrowhead Shores drainages are included based on existing license agreements, but Katie will need to verify who is responsible there).
- 3) The sledding hill should be mowed one time each year in the fall before expected snowfalls. The attached PDF shows this area in orange.
- 4) The areas in front of Red Mesa and at the hogback trailhead along Village Circle West should be mowed at least twice in the spring and early summer to keep the grass low. See the attached Un-Irrigated Mows file for a map.
- 5) The access "path" off Silvercliff Lane should be sprayed for weeds. (It should be noted that the homeowner that had extended their fence and been required to move their fence back also expanded into that access path property).
- 6) There are some areas that do not benefit from mows and would be best left natural. The areas that we recommend not to mow anymore are as follows:
  - a) Along Rampart Range Rd in front of Blue Mesa
  - b) All along the east side of Rampart Range Rd where the exercise loop is.
  - c) The section of land east of Campfire Rd but north of the walking path.

If you have any questions or have problems with the files, please let me know. Please forward these recommendations to the rest of the board for tonight's meeting.

Thanks,  
Ephram

# Fence Lines Mows

Added Beauty Bands Along Fence Lines



# Native Mows



## Legend

-  Mow in Fall
-  Mow in Late Winter/Early Spring



# Un-Irrigated Mows



## Legend

 Mow at least twice in late spring/early summer





## Roxborough Metro District Disc Golf Project - Design Proposal

This proposal offers options for the design phase of the disc golf project at Roxborough Park based on the site survey performed on March 14, 2022.

### #1 - 18 Hole Design - \$300 per hole

- 18 holes with a single tee and target on each hole
- Using only area 1 (see image below), this space could contain a beginner/family-friendly course of 18 holes.
- Using both areas 1 and 2 (see image below), this space could contain an intermediate/advanced level course of 18 holes.

### #2 - 18 Hole Design - \$300 per hole

- 18 holes, two 9-hole layouts sharing the same space
- Using only area 1 (see image below), this space could contain a 9 hole loop with two tees and/or two targets. This would allow a beginner/family-friendly course to coincide within roughly the same space as an intermediate/advanced level course.
- This option is technically the most golf for your money should you elect to have two tees and targets per hole, which would equate to 36 different holes (4 options per hole). The map below demonstrates 18 holes with multiple tees and targets for a total of 68 options.

### #3 - 9 Hole Design - \$350 per hole

- 9 holes with a single tee and target on each hole
- Using only area 1 (see image below), this space could contain a beginner/family-friendly course or intermediate/advanced level course of 9 holes.

