

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
 Lakewood, Colorado 80228-1898
 Tel: 303-987-0835 • 800-741-3254
<https://roxvillagemetro.colorado.gov/>

NOTICE OF MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Ephram Glass	President	2027/May 2027
Debra Prysby	Vice President	2027/May 2027
Clifford Linhardt	Treasurer	2029/May 2029
Ronald Bendall	Secretary	2029/May 2029
Stephen Throneberry	Assistant Secretary	2029/May 2029

DATE: October 15, 2025

TIME: 6:00 p.m.

LOCATION: Roxborough Library Meeting Room and Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUjZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

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

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

I. ADMINISTRATIVE MATTERS (5 minutes)

A. Disclosure of Potential Conflicts of Interest

B. Additions/Deletions/Approval of Agenda

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes) *

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines.
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III. CONSENT AGENDA – (5 minutes) *

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

Board Meeting Minutes:

1. September 8, 2025 (enclosure)
2. September 10, 2025 (enclosure)
3. October 3, 2025 (enclosure)
4. October 6, 2025 (enclosure)

Ratifications:

1. Ratification of the agreement with AdLight to design signs for the District (enclosure).
 2. Ratification of the construction agreement with Chavez Services for concrete and drainage work (enclosure)
 3. Ratification of the agreement with Radiant Lighting to replace the pump disconnect switch at Crystal Lake (enclosure)
 4. Ratification of the agreement with Farnsworth for design and permit work for the creek crossings (enclosure)
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IV. FINANCIAL MATTERS (10 minutes)*

- A. Review and ratify approval of the payment of claims for the periods ending September 30, 2025 totaling \$149,163.48.

- B. Review and accept unaudited financial report for the period ending September 30, 2025 (enclosure)

- C. Discuss draft 10-year budget.

V. CONTRACTOR/CONSULTANT REPORTS

- A. Landscaping Updates- CDI Landscape, LLC. (10 minutes)*
 1. Review Monthly Report. (enclosure)

 2. Update on fixing drip irrigation through the district.

3. Discuss and consider approval of CDI's \$1,822.00 proposal to add additional sod at the Chatfield Farms soccer field (enclosure). (3 minutes)
-

B. Engineering Updates

1. Update on Crystal Lake intake work (2 minutes)
 2. Update on Little Willow Creek bridge work. (3 minutes)
 3. Discuss requesting a proposal for an engineer to provide guidance on repairing the sidewalk west of Preble's Pond. (3 minutes)
 4. Other
-

VI. LEGAL MATTERS

- A. Review and consider approval of the Statement of Services and Jurisdictional Boundaries document. (2 minutes)
 - B. Update on HOA easement agreements. (2 minutes)
 - C. Update on proposed dredging of pond south of the Roxborough Marketplace. (2 minutes)
 - D. Update on maintenance agreement with Douglas County. (2 minutes)
 - E. Other
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VII. AGENDA PRIORITIES

- A. Updates on Community Park Playground. (3 minutes)
 - B. Update on and review of prerequisites for posting a job opening for a field supervisor. (15 minutes) (enclosure)
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- C. Updates and discussion on updating District signage. (2 minutes)
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- D. Discuss a homeowner request to allow pedestrians to bypass barriers on the fire road between Red and Blue Mesa. (3 minutes) (enclosure)
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- E. Discuss issuing a District credit card for smaller purchases and ongoing regular bills. (5 minutes)
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- F. Other
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VIII. OPERATION AND MAINTENANCE MATTERS

- A. District management updates. *SDMS to provide written updates/enclosures on the following items to be included in the Board packet (2 minutes).*
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1. Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) (enclosure).
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2. SDMS Monthly Report (enclosure).
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3. Review and discuss, if needed, any recent general communications to District or CORA Requests.
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4. Monthly Invoice from Foothills Park & Recreation (enclosure).
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- B. General Updates regarding ongoing projects or activity. *SDMS to provide written updates/enclosures on following items to be included in the Board Packet.*

1. Update on turf replacement/xeriscape contract. (3 minutes)
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IX. DIRECTOR MATTERS

- A. Other
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X. OTHER MATTERS

- A. Review action items and add them to the task spreadsheet. (2 minutes) *
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- B. Notice of Increase of Irrigation Water Rates with Roxborough Water. (enclosure)
(2 minutes)
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- C. SDMS Notice of Client Rate Increase (enclosure).

- D. Other.
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XI. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes)*

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines:
<https://roxvillagemetro.colorado.gov/documents-and-information/code-of-conduct>
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XII. ADJOURNMENT

**THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY,
NOVEMBER 19, 2025**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD SEPTEMBER 8, 2025

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Monday, the 8th day of September, 2025 at 6:00 p.m. at the Roxborough Library, 357 N Rampart Range Rd # 200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass
Debra Prysby
Clifford Linhardt
Ronald Bendall
Stephen Throneberry

Also In Attendance Were:

Debbie McInnis, Resident

CALL TO ORDER At 6:09 p.m. the meeting was called to order.

I. ADMINISTRATIVE MATTERS

A. Disclosure of Potential Conflicts of Interest

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

B. Additions/Deletions/Approval of Agenda

Director Glass requested adding an agenda item under section IV of the agenda to discuss

the Statement of Services and Jurisdictional Boundaries draft. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the agenda as amended.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There were no public comments.

III. BOARD DISCUSSION MATTERS

A. Discuss and consider approval of a \$4,700 proposal from Chavez Services to relocate and reset the boulders in the north N Ramart Range Rd median.

The Board discussed proposal to fix the toppled boulders on the north median and move the boulders from the nose of the median further back. Director Glass noted that Douglas County had not yet responded to the District's request to relocate the boulders, and the District would need the County's approval before the work could be completed. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the \$4,700.00 proposal from Chavez Services to relocate and reset the boulders pending approval from Douglas County.

B. Discuss and consider approval of a \$450 proposal from Chavez Services to improve drainage southeast of the Chatfield Farms soccer field.

Director Glass noted that the swale Keesen had installed east of the soccer field by the fence line was collecting water prior to the pipe intended to drain stormwater into the detention pond. He noted that Keesen originally had a much more expensive proposal to replace the pipe and the work had been deferred to see if the water drainage was an issue. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the \$450.00 proposal from Chavez Services to lower the drainage pipe.

C. Discuss and consider approval of a \$22,660.80 proposal from Chavez Services to replace a section of the sidewalk immediately west of Preble's Pond to eliminate sliding slabs, eliminate broken slabs, relocate the tilting bench, and to improve safety for emergency vehicles.

Director Glass relayed to the Board that the concrete path to the west of Preble's Pond had several large cracks and portions of the path were listing significantly. He noted that this

was a concern for emergency vehicles that use that path and it was not ADA compliant. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, with Directors Glass, Throneberry, Linhardt, and Bendall in favor and Director Prysby abstaining, the Board approved the \$22,660.80 proposal from Chavez Services to make the repairs to the path and relocate the bench to the opposite side of the trail by the pond. Director Prysby had concerns over the specifications to ensure the path didn't continue sliding down the slope. Director Glass noted that Director Prysby would be able to discuss those with Chavez Services prior to construction to ensure the path was installed properly.

D. Discuss and consider approval of a \$10,956.90 proposal from Chavez Services to replace broken sidewalk slabs around the district.

Director Glass noted that he had gone through the paths west of Rampart Range Rd with Chavez and identified multiple large breaks in the concrete paths that had occurred within the last two years. He noted the proposal was for those breaks outside of the ones in the prior \$22,660.80 proposal for repairs west of Preble's Pond. Director Glass noted that it appeared like a heavy vehicle had gone through and broken the sidewalk. Director Prysby had concerns about how Chavez Services was going to get the concrete to the various sites without breaking more sidewalk panels. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the \$10,956.90 proposal from Chavez Services to replace various sections of broken sidewalk.

E. Discuss and consider approval of a \$30,769.60 proposal from Chavez Services to replace broken concrete entrance to the larger Community Park parking lot.

Director Glass noted that the proposal to fix the parking lot entry concrete was expensive because of the thicker concrete required and the need to meet Douglas County specifications because much of it was on County land. Director Throneberry noted it was in very bad shape. Director Glass remarked that due to a lack of other pathways, children walk through that area on the way to school. In response to a question from Director Prysby, Director Glass noted the proposal included proper curb-and-gutter construction. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the \$30,769.60 proposal from Chavez Services to replace the broken concrete at the entrance to the larger Community Park parking lot.

F. Discuss and consider approval of proposals from M-MD Electric and Radiant Lighting Services to replace the disconnect switch serving the pumps at Crystal Lake.

Director Glass noted that M-MD Electric had been out on site at the pump meeting back in

August and ascertained that the disconnect switch there had to be replaced. He noted that he had worked with Radiant Lighting before on HOA projects but did not have a preference for either electric company. Director Throneberry suggested using Radiant Lighting because they had other proposals and it would be easier and cheaper to work with a single company. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the \$2,568.87 proposal from Radiant Lighting Services to replace the broken disconnect switch.

G. Discuss and consider approval of a \$2,067.89 proposal from Radiant Lighting Services to install a \$4,499.99 solar kit to power the outlets on the southeast corner of N Rampart Range Rd and Village Circle East/West.

The Board discussed installing solar to power the outlets on the southeast corner of N Rampart Range Rd and Village Circle East/West or to repair the power line underneath Rampart Range Rd, which was estimated to cost \$15,000. The consensus of the Board was to get new estimates for repairing the power line because it would not be subjected to vandalism or ongoing maintenance.

H. Consider IMEG's proposal to administer the District's GIS.

The Board discussed switching the GIS administration to IMEG from Farnsworth. It was noted that IMEG had fairly low rates and they were well known for their expertise in the GIS arena. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved switching the GIS administration to IMEG.

I. Review survey results and discuss next steps to implement a follow-up survey.

The Board discussed the survey results. Director Glass recommended that temporary signs with QR codes be placed around the District for the follow-up survey. Following discussion, the consensus of the Board was to have Director Glass draft a follow-up survey and to utilize the temporary signs as recommended.

J. Discuss timing and topics for the next newsletter.

The Board discussed the timing and content of the next newsletter. Based on the survey results, Directors Throneberry and Glass thought it would be good to include a summary of the District's boundaries and scope. The consensus of the Board was to issue a digital newsletter at the end of the year with a possibility of increasing the frequency of the newsletters afterwards.

K. Discuss draft 10-year budget.

Director Glass reviewed his edits to the 10-year budget spreadsheet with the Board. The Board members did not have any questions or concerns about the changes. Director Glass noted that the property tax revenue calculations were not final because the District was waiting for direction from DOLA in interpreting recent property tax legislation. Director Glass requested that the Board provide any requested changes if they thought of any later.

L. Discuss if porta-potties in Crystal Lake Park should be managed and paid for by the District rather than the HOA.

Director Glass noted that the District pays for one porta-potty in Community Park and one in Chatfield Farms Park. With the passage of the recent ballot issue, Director Glass noted it would be fair to pay for one at Crystal Lake Park. Director Throneberry noted the Arrowhead Shores HOA pays for two there presently. Directors Throneberry and Bendall said they would take that idea back to the HOA Board.

M. Discuss possible amendments to the Rules & Regulations.

Director Glass asked the Board if they had any specific changes they would like to make to the Rules & Regulations considering that the District was about to make news signs for them throughout the District. Director Bendall said he would like to see some clarifications on what the HOA could do on its own property. Director Bendall was given direction to provide some details on recommended changes at the meeting next month.

N. Update on field supervisor job posting.

Director Glass noted he had spoken with the District Manager about the prerequisite work needed to post the supervisor job and she said it would be available on September 10th.

O. Update on C&L dig-in in Chatfield Farms.

Director Glass noted that Castle Rock Water agreed to repair the damage caused by C&L or reimburse the District for the repairs. However, they said they wouldn't pay for the repairs to the broken electric line serving Chatfield Farms 1B HOA's monument. Director Glass noted that Ireland Stapleton was going to look at their legal liability.

P. Review lists of current approved and requested community permits, if any. (Sports

Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) and/or any new resident inquiries or correspondence.

Director Glass noted there was one request by the PTIC to utilize the banner posts. The consensus of the Board was to approve their usage of them.

IV. OTHER MATTERS

A. Discuss the Statement of Services and Jurisdictional Boundaries draft

The Board reviewed the draft document intended to be supplied to new homeowners through the title companies. Director Glass said he'd prefer to see a map, a shorter description, and a signup sheet for email notifications. The consensus of the Board was to have Director Glass come up with an edited version with those changes and to confirm whether the email sign-up would be returned to the District.

B. Other

Director Glass relayed that SDMS confirmed that they billed the District about \$12,000 more than what it would have cost a 3rd party to issue the newsletter. Peggy Ripko, the District Manager, had requested that \$1,000 be credited to the District over twelve months. It was discussed that twelve months was an extremely long time period and would span between two fiscal years. Following discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved allowing SDMS to credit \$3,000 in each of the months of September, October, November, and December.

Director Prysby noted that the County had not cleared the vegetation close to the High Line Canal bridge off of Waterton Rd, which made visibility of pedestrians to drivers and vice versa very difficult. Following discussion, the consensus of the Board was to have CDI trim the vegetation in that area after an on-site meeting.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There were no public comments.

VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Linhardt, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:58 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
SEPTEMBER 10, 2025**

A special meeting of the Board of Directors (referred to hereafter as the “Board”) of the Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 10th day of September, 2025 at 6:00 p.m. at the West Metro Fire Station 15, 6220 N Roxborough Dr, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

District Manager Ripko called the meeting to order at 6:00 p.m.

ATTENDANCE

Directors In Attendance:

Ephram Glass, President
Debra Prysby, Vice President
Clifford Linhardt, Treasurer
Ronald Bendall, Secretary
Stephen Throneberry, Assistant Secretary

Also In Attendance:

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

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

Kara Dunham; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Damon Barker; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

Debbie McInnis, Homeowner

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that all Board members with potential conflicts had filed the disclosure statements.

ADMINISTRATIVE **Agenda:** District Manager Ripko reviewed with the Board the proposed Agenda.

MATTERS

Following discussion, upon motion, duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the Agenda, as amended to include an executive session regarding water rights, and move the CDI Report and Financial Matters to immediately follow Administrative Matters.

PUBLIC COMMENTS

Ms. McInnis requested an update regarding the tennis court access and reservation system.

CONSENT AGENDA Upon motion, duly made by Director Bendall, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the Consent Agenda with the following items:

- Minutes of the June 20, 2025, corrected
 - Minutes of the August 20, 2025 Board meeting.
 - Minutes of the August 24, 2025 Board meeting.
 - Minutes of the August 11, 2025 Board meeting.
 - Ratification of the construction agreement with Chavez Services to install a pathway on the east side of Preble's Pond.
 - Ratification of the snow removal agreement with Chavez Services for the 2025-2026 season.
 - Ratification of the agreement with Arvada Pump to perform work on the Crystal Lake pumps.
 - Ratification of the N&D Tree agreement for tree removals and pruning.
 - Ratification of the agreement with Chavez Services to make long-term repairs to the bridge by Rampart Way.
-

FINANCIAL MATTERS

Claims: The Board considered the claims paid for the period ending July 31, 2025 for a total of \$122,710.00.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board ratified and approved payment of the claims.

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending August 31, 2025.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending August 31, 2025.

10-Year Budget: The Board discussed the draft 10-year budget, including the effects of HB24B-1001, which imposes a biennial 10.5% property tax revenue growth cap, and reduces the assessment rates for residential and non-residential taxable property for 2025 and future years. It was noted that Director Glass is working with Gemsbok to incorporate the adjustments required by HB24B-1001 into the 2026 Budget.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates - CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report. There were no questions on the Report.

Update on Drip Irrigation: The Board discussed the status of adding drip irrigation to the west and east sides of the Community Park parking lot. CDI is still working on Village Circle. CDI will need to know where the tree installations will occur to finish the project..

Engineering Updates:

Update on Crystal Lake Intake Work: The Board discussed the update which indicates the parts have been ordered, and the work should be completed in September.

Update on Little Willow Creek Bridge: The Board discussed the update on Little Willow Creek Bridge work.

Other: None.

LEGAL MATTERS

Update on HOAs Signing Form Easement Agreement: District Manager Ripko advised the Board that only one HOA has not signed the Easement Agreement, and that HOA Board has indicated it will approve and sign it at upcoming Board meeting.

Dredging Pond South of Roxborough Marketplace: President Glass stated that there were no updates from Douglas County. The Board discussed having the District do the work. Attorney Ross advised the Board that the District would need temporary construction agreement with the HOA. The Board directed Attorney Ross to draft such an agreement with Chatfield Farms 1A HOA. The Board also directed Director Glass to get an updated proposal to perform the work and have the proposal reviewed by an engineer to confirm the proposed work will accomplish what the Board wants done

Maintenance Agreement with Douglas County: The District is waiting for information from the County to finalize and execute the agreement.

Other: None.

AGENDA
PRIORITIES

Community Park Playground Update: The Board discussed that they are waiting for the new playground equipment to be delivered.

Status of Hiring Field Supervisor: District Manager Ripko and the Board discussed the status of the District hiring a field supervisor.

Retaining Walls and Mulch: The Board discussed adding retaining walls and mulch to the trees west of the main parking lot in Community Park.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved adding retaining walls and mulch to the trees west of the main parking lot in Community Park.

District Signage: The Board reviewed a proposal from Adlight to design signage for the District.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal from Adlight to design the District's signage.

Update Regarding Surveillance Cameras: The Board tabled discussion until the next meeting.

Other: None.

OPERATION AND
MAINTENANCE
MATTERS

District Management Updates: The Board discussed the following District Management updates:

Community Permits: The Board reviewed the lists of current approved and requested community permits.

SDMS Monthly Report: District Manager Ripko presented the monthly management report to the Board.

General Communications to the District or CORA Requests: No requests were received.

Invoice from Foothills Park and Recreation District: The Board reviewed the monthly invoice from Foothills Park and Recreation District.

General Updates:

Identifying Vendor(s) for General Repairs and Maintenance of Existing Playground Equipment: The Board discussed identifying vendor(s) for general repairs and

maintenance of existing playground equipment. The Board directed SDMS to use CDI or Starr.

Turf Replacement/Xeriscape Contract: The Board discussed the status of JPL's proposed turf replacement/xeriscape contract. Director Glass is working with JPL, who agreed to re-seed in the Spring.

DIRECTOR MATTERS

Other:

IMEG Proposal: The Board approved hiring IMEG to evaluate the West Side of Preble's pond and give recommendations for a sidewalk.

River Rock Proposal: The Board discussed CDI's proposal to install river rock at several locations within the community.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal.

Sidewalk "Slop" Removal: The Board discussed Chavez Services' proposal to saw off and remove concrete "slop" at various sidewalk locations at \$4.50/liner feet.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the proposal for up to 100 liner fee (\$450.00).

OTHER MATTERS

Action Items and Task Spreadsheet: The Board reviewed the action items and task spreadsheet. No action was taken.

EXECUTIVE SESSION: With no Director objecting, and the intent of all Directors to do so, the Board went into Executive Session to receive advice of legal counsel on the District's water rights pursuant to Section 24-6-402(4)(b), C.R.S.

EXIT THE EXECUTIVE SESSION: A motion was made by Director Prysby and seconded by Director Linhardt to exit the Executive Session. The motion passed unanimously.

PUBLIC COMMENTS/HOME OWNER REQUESTS

None.

ADJOURNMENT

There being no further business to come before the Board, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the meeting was adjourned.

APPROVAL:

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Roxborough Village Metropolitan District, are a true and accurate record of the meeting held on the date stated above.

Ron Bendall, Secretary

SIGNAGE DESIGN AGREEMENT

This Signage Design Agreement (“**Agreement**”) is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado (“**RVMD**”), and Apex Sign Co, LLC, a Colorado Limited Liability Company d/b/a Ad Light Group (“**Contractor**”). RVMD and Contractor are referred to collectively as the “**Parties**” or individually as a “**Party**.”

For the mutual promises, covenants, and compensation set forth herein, the Parties agree as follows:

1. **Project.** RVMD hires Contractor to design trail head and bollard identification signs, wayfinding maps, information kiosks, rules and regulations signs, and other forms of signage at certain locations within RVMD’s trails and parks, as more specifically set forth in Contractor’s updated August 18, 2025 Proposal #250679-01, attached as **Attachment A** (“**Project**”), upon the terms and conditions set forth in this Agreement. If there is any direct or indirect conflict between this Agreement and the Proposal, this Agreement shall control. The following clarifications and requirements are incorporated as part of the Project:

2. **RVMD Approval Requirements; Termination.** RVMD’s written approval is required at the conceptual design and final design phases of the Project. Contractor shall have ten (10) business days from RVMD’s rejection to correct the deficiency that forms the basis for the rejection. If Contractor fails to correct the deficiency within the 10-day period, RVMD may immediately terminate this Agreement. In addition, either Party may terminate this Agreement with thirty (30) days prior written notice to the other Party. If either Party terminates this Agreement, RVMD shall pay Contractor for all designs RVMD finds satisfactory in its sole discretion and all right, title, and interest therein shall pass to RVMD on the date of termination. RVMD shall make such payment, if any, within thirty (30) days of the date of termination.

3. **Compensation.** Subject to Contractor’s satisfactory performance of the Project, RVMD shall pay Contractor a fixed sum of Twenty Thousand Dollars (\$20,000) (“**Contract Price**”). The Contract Price includes all expenses, profits, and overhead of Contractor and will not be increased or decreased regardless of the costs, charges, fees, and expenses Contractor incurs in completing the Project. Under no circumstances will Contractor be entitled to compensation in excess of the Contract Price without RVMD’s prior written agreement.

4. **Payment.** RVMD will pay Contractor the Contract Price, less disputed amounts, if any, in two equal installments. The first installment will occur within thirty (30) days of RVMD’s receipt of Contractor’s conceptual designs. The second installment will occur within thirty (30) calendar days of Contractor’s satisfactory completion and RVMD’s final acceptance of the Project. Any undisputed amount RVMD does not pay by the date owed will accrue interest (but no late fee or penalty) at the rate of 8% per annum from the date owed through the date paid in full. Contractor has no right to send any disputed amount to collections until it obtains a judgment for such amount from the District Court for Douglas County.

5. **Ownership.** In addition to the transfer of ownership pursuant to Section 2 above, Contractor hereby transfers and conveys to RVMD all right, title, and interest in and to all designs of Contractor on the date of RVMD's final acceptance of the Project, free and clear of all claims of copyright, security interests, and encumbrances, and with no further action required of either Contractor or RVMD.

6. **Notice.** All Notices or other communications (collectively, "**Notice**") shall be in writing and given by hand delivered or sent by certified/registered mail, return receipt requested, to the address on the signature page, or at another address previously furnished in writing to the other Party pursuant to this Section. A Notice sent by certified/registered mail is deemed given when received or three (3) business days after deposit in the mail, whichever occurs first.

7. **Governmental Immunity.** This Agreement is not intended, and shall not be construed, as a limitation on or waiver of the privileges, immunities, limitations on damages, benefits, and defenses provided to RVMD and its current or past directors, officers, and agents under federal and state law, including but not limited to, the Colorado Governmental Immunity Act, C.R.S. §24-10-101, *et seq.*

8. **Independent Contractor.** CONTRACTOR UNDERSTANDS AND AGREES: (A) CONTRACTOR IS NOT ENTITLED TO WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE BENEFITS UNLESS WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY CONTRACTOR OR SOME ENTITY OTHER THAN RVMD; AND (B) CONTRACTOR IS OBLIGATED TO PAY FEDERAL, STATE, AND LOCAL INCOME TAX ON ANY MONEYS PAID PURSUANT TO THIS AGREEMENT. RVMD WILL NOT MAKE FEDERAL, STATE, AND LOCAL WITHHOLDINGS AND WILL NOT PROVIDE WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE.

Contractor certifies that [REDACTED] is Contractor's correct Federal Taxpayer Identification Number. By signing this Agreement, Contractor certifies that it assumes full responsibility for the payment of all contributions, payroll taxes, income taxes, withholdings and backup withholdings, and assessments under federal, state, and local law. RVMD will only provide Contractor with, and will file, an IRS Form 1099 in compliance with federal, state, and local law.

9. **Compliance with Applicable Law.** By signing this Agreement, Contractor certifies that it will fully comply with all local, state, and federal laws, rules, regulations, ordinances, and orders. Contractor further certifies it will obtain all licenses on RVMD's request.

10. **Additional Terms and Conditions.** Colorado law governs this Agreement. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. Jurisdiction and venue lie exclusively in the Douglas County District Court. This Agreement may only be amended by a document signed by the Parties. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach. This Agreement is not assignable. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. In any civil

action or proceeding arising from or relating to this Agreement or the Project, the prevailing Party shall be awarded its reasonable attorney's fees, costs, and expenses, including the reasonable attorneys' fees, costs, and expenses incurred in any appellate action and in collecting or executing on any judgment, order, or award. This Agreement may be executed in counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one valid and binding instrument.

IN WITNESS WHEREOF, this Agreement is executed by the Parties and effective the date the last Party signs this Agreement.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT,
a political subdivision of the State of Colorado

By: _____
Ephram Glass, Board President Date

Address: C/o Special Districts Management Services
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898

CONTRACTOR:

APEX SIGN CO, LLC, a Colorado Limited Liability
Company d/b/a Ad Light Group

By: _____
Name Title Date

Address: 4150 Elati Street
Denver, CO 80216

ATTACHMENT A



PROPOSAL

250679-01

Date: 08/18/2025

Expires: 09/17/2025

Drawing Numbers:

Project: SDMSI - Roxborough Park - Trail...
141 Union Blvd.
Ste. 150
Lakewood, CO 80228

Client: SDMSI - Roxborough Park
141 Union Blvd.
Ste. 150
Lakewood, CO 80228

Contact: Peggy Ripko 303-987-0835

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
1. <u>Design Package for the following scope:</u>	\$20,000.00

Monument Sign

M-A - Monument Sign w/ Digital Signage Element

Trail

T-A - Primary Trailhead ID

T-B - Secondary Trailhead ID

T-C - Location ID Bollard

Site Wayfinding

S-A - Primary Wayfinding Map and Info Kiosk

S-B - Small Wayfinding Map and Info Kiosk

S-C - Trail Directional Sign

S-D - Mile Marker

S-E - Interpretive Sign

Rules and Regulations

R-A - Trail Rules

R-B - Park Rules



PROPOSAL

250679-01

Date: 08/18/2025

Expires: 09/17/2025

Drawing Numbers:

Project: SDMSI - Roxborough Park - Trai...
141 Union Blvd.
Ste. 150
Lakewood, CO 80228

Client: SDMSI - Roxborough Park
141 Union Blvd.
Ste. 150
Lakewood, CO 80228

Contact: Peggy Ripko 303-987-0835

Design Service Inclusions:

- (2) Design Kickoff Meetings to discuss general concepts, color, and material direction
- (3) Concepts on one sign type from each category listed above (Trail/Site Wayfinding/Rules and Regs)

Standard Icons, Fonts, and Colors for final sign designs

Standard formatting for final sign designs

- (1) Map artwork rendering of the area to be used as basis for site map artwork on future designs

Full typical designs on each sign type to include shop drawing set and foundation details

Build spec and hardware details

Includes vectorizing existing Roxborough Park low res logo

Design Service Exclusions:

Messaging for individual signs beyond a generic message layout format

Branding

Creation of Artwork beyond arrow/wayfinding icons

Trail Mapping or Route Info

Stamped Engineering - can be added on per sign type at cost

Important Notes:

Any existing branding, color standards, fonts, icons currently in use for Roxborough Park should be provided to Ad Light for best results and consistency

All relevant trail maps, route info, and existing rules to be provided to Ad Light for best results and consistency

Subtotal: \$20,000.00

Total: \$20,000.00

CONSTRUCTION AGREEMENT

This Construction Agreement (“**Agreement**”), effective the 10th day of September, 2025 (“**Effective Date**”), is entered into by and between Chavez Services, LLC, a Colorado Limited Liability Company (“**Contractor**”) and the Roxborough Village Metropolitan District, a political subdivision of the State of Colorado (“**District**”). The Contractor and the District are referred to collectively as the “**Parties**” and individually as a “**Party**.”

Now, therefore, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Project. The Contractor agrees to perform the work described in Estimate No. E2025325R2, dated August 20, 2025, Estimate Nos. E2025330 and E2025332, dated August 29, 2025, and Estimate No. E2025341, dated September 11, 2025, all of which are attached as Attachment A (“**Project**”). This Agreement and the attached Attachment A, as they may be amended by any approved and signed Change Order, are referred to as the “**Contract Documents**.” If there is a conflict between this Agreement and any other Contract Documents (except for an approved and signed Change Order), this Agreement shall control.

2. Work. The term “**Work**” means all labor, materials, equipment, tools, and services necessary to perform and complete in a workmanlike manner construction of the Project in strict compliance with the Contract Documents. The Contractor agrees to perform the Work in a good and workmanlike manner in accordance with the Contract Documents and all applicable licenses and permits.

3. Delayed Performance of Parking Lot Sub-Project. Estimate No. E2025325R2 sets forth the Work to be performed at the largest parking lot at Community Park, which Work will involve the demolition and removal of approximately 1008 square feet of concrete and a portion of the underlying base material at the entrance to the parking lot and installing new base and concrete (“**Parking Lot Sub-Project**”). In accordance with Section 24-91-103.6(7)(a), the Parties acknowledge and agree that the Work for the Parking Lot Sub-Project will not begin until roughly the end of the first quarter of 2026.

4. Contract Price and Payment. In exchange for the Contractor’s satisfactory performance of the Project, the District shall pay the Contractor a total of Forty-Two Thousand and Six Hundred Twenty-Six Dollars and Fifty Cents (\$42,626.50) (“**Contract Price**”). The District shall pay the Contractor the Contract Price within 30 calendar days of the date the District accepts the Project as satisfactorily completed; provided, that payment for the Parking Lot Sub-Project will not be made until 30 calendar days after the date the District accepts the Parking Lot Sub-Project as satisfactorily completed in 2026. The District represents that it has appropriated sufficient funds to meet its payment obligation for the satisfactory performance of the Project in 2025, excluding payment for the Parking Lot Sub-Project, for which the District intends to appropriate in its 2026 Budget.

5. Governmental Immunity and Indemnification.

a. This Agreement and the other Contract Documents are not intended, and shall not be construed, as a limitation on or waiver of the rights, privileges, immunities, limitations on damages and defenses provided to, or enjoyed by, the District and its current and former directors, officers, representatives, and agents under federal or state law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

b. The Contractor shall indemnify and defend the District and its current and former directors, officers, representatives, and agents from and against any loss, liability, damage, claim, cost, or expense (including reasonable attorneys' fees, costs, and expenses) of any kind or nature whatsoever arising from or relating to any intentional or negligent act or omission of the Contractor, or any subcontractor, vendor or supplier, or any other person or entity performing any Work or any aspect of this Agreement, the other Contract Documents, or the Project. The District has the right to select its legal counsel, even though the Contractor is solely responsible for the payment of the attorneys' fees, costs, and expenses incurred by such legal counsel.

6. Changes in the Work. Changes in the Work may only be accomplished after execution of this Agreement by a Change Order. A Change Order shall be in writing and signed by the Parties. At a minimum, the Change Order shall state the change in the Work and the amount of the adjustment, if any, in the Contract Price. Any Change Order for additional Work that would cause the Contract Price to increase shall contain a statement by the District that lawful appropriations to cover the costs of the additional Work have been made and the appropriations are available prior to performance of the additional Work or unless the Work is covered under a remedy-granting provision in this Agreement. Under no circumstances shall the District require the Contractor to perform, and the Contractor shall not perform, any additional Work before the Parties sign a Change Order.

7. Permits, Fees, and Government Inspections. The Contractor shall secure and pay for all governmental fees and inspections necessary for proper execution and completion of the Work. The Contractor also shall secure and pay for all permits necessary to perform the Work; provided, that the costs of the permits are in addition to the Contract Price and shall be submitted to the District for reimbursement. The Contractor represents and warrants that it holds all licenses necessary for performance of the Work and agrees to maintain such licenses throughout the duration of the Project.

8. Insurance. The Contractor shall maintain workers' compensation insurance required on all Contractor employees with minimum coverage at least equal to the statutory minimum. The Contractor shall also maintain comprehensive general liability, independent contractor's liability, and business automobile liability insurance with minimum coverage for bodily injury in the amount of \$1,000,000 per occurrence and minimum coverage for property damage in the amount of \$1,000,000 per occurrence. All such insurance shall include the "Roxborough Village Metropolitan District" as an additional insured and shall include a provision prohibiting cancellation, termination, or alteration without thirty (30) days prior written notice to the District. The insurance also shall state that the District's insurance is not contributory. The

Contractor shall provide the District with a copy of the Certificate(s) of Insurance or endorsement(s) before commencing the Work.

9. Non-Conforming Work and Warranty. For a period of one year after the date of final settlement payment, the Contractor warrants to the District that materials and equipment furnished under this Agreement will be new and of good quality, the Work and the workmanship will be free from defects, and the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, shall constitute “**Non-Conforming Work**”. If, within one year after the date of final settlement payment (which for the Parking Lot Sub-Project will be in 2026), Non-Conforming Work is discovered, the Contractor shall correct it promptly after receipt of written notice from the District. If the Contractor fails to promptly correct the Non-Conforming Work, the District may correct it, and the Contractor shall reimburse the District for all fees, costs, and expenses incurred in correcting the Non-Conforming Work.

10. No Assignment. Neither Party may assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other Party.

11. Attorneys’ Fees, Costs, and Expenses. In any civil action or proceeding arising from or relating to this Agreement, the Work, and/or the Project, the prevailing Party shall be awarded its reasonable attorneys’ fees, costs, and expenses, including the reasonable attorneys’ fees, costs, and expenses incurred in any appellate action and in collecting or executing on any judgment, order, or award.

12. Governing Law, Jurisdiction, and Venue. Colorado law governs this Agreement. Jurisdiction and venue shall lie exclusively in the District Court for Douglas County.

13. Miscellaneous. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. This Agreement may be executed in counterparts and by facsimile or electronic PDF, each of which shall be deemed an original and all of which shall constitute one valid and binding instrument.

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the Effective Date.

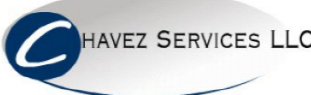
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT CHAVEZ SERVICES, LLC

By: Ephram Glass
Ephram Glass, Board President

By: Ermilo Chavez
Ermilo Chavez, Manager

ATTACHMENT A
(Estimates E2025330, E2025332, E2025325R2, and E2025341)

		Estimate By: Ermilo Chavez 990 S. Garrison St Lakewood, CO 80226 Cell No. 720-308-2926	
		Client Name / Address	Date: 08/29/2025 Estimate No. E2025330
Roxborough Village Metro District Ephram Glass		Project Location: Roxborough Metro District Trails Littleton, CO (Concrete Repairs at Various Trail Areas)	
Task Description	Qty	Rate	Amount
1. Demolition, Concrete - concrete saw cutting, demolition, hauling, and disposal expenses.	586 sq. ft	\$ 2.80	\$ 1,640.80
2. Earthwork - excavate 2" max, soil grading, and compaction.	586 sq. ft	\$ 1.25	\$ 732.50
3. New concrete at Various Trail Areas - 6" thickness, 4,500 psi concrete with fibermesh reinforcement (includes 9 concrete stones, 2 triangular corners).	586 sq. ft	\$ 12.60	\$ 7,383.60
4. Traffic Control		LS	\$ 300.00
5. Mobilization & General Conditions		LS	\$ 900.00
Total Project Estimate			\$ 10,956.90

		Estimate By: Ermilo Chavez 990 S. Garrison St Lakewood, CO 80226 Cell No. 720-308-2926	
		Client Name / Address	Date: 08/29/2025 Estimate No. E2025332
Roxborough Village Metro District Ephram Glass		Project Location: Roxborough Metro District Trails Littleton, CO (Adjust Slope to Existing Drainage Pipe)	
Task Description	Qty	Rate	Amount
1. Adjust Drainage Pipe - Excavate around existing 4" pipe and adjust slope to improve pipe drainage, approximately 12 lf of pipe. Includes hauling and disposal of excavated soil not used.		LS	\$ 450.00
Total Project Estimate			\$ 450.00



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

Client Name / Address	Date: 08/20/2025	Estimate No.	E2025325R2
Roxborough Village Metro District Ephram Glass	Project Location: Roxborough Metro District Trails 7671 N. Rampart Range Road Littleton, CO 80125 (Big Parking Entrance)		
Task Description	Qty	Rate	Amount
1. Demolition, Concrete Slabs - concrete saw cutting, demolition at 10" thickness max, hauling, and disposal expenses.	1008 sq. ft	\$ 3.90	\$ 3,931.20
2. Demolition, Concrete Curb - concrete saw cutting, demolition, hauling, and disposal expenses.	22 lf	\$ 10.00	\$ 220.00
3. Earthwork - excavate 2" max, soil grading, and compaction. Provide 18 tons max of new CDOT class 6 base material compacted to 95% standard proctor density.	1008 sq. ft	\$ 1.80	\$ 1,814.40
4. New concrete slab sections - 10" thickness, 4,500 psi concrete with fibermesh reinforcement .	1008 sq. ft	\$ 18.00	\$ 18,144.00
5. New concrete monolithic curb - 12" depth x 6", 4,500 psi concrete with fibermesh reinforcement .	22 lf	\$ 30.00	\$ 660.00
6. Traffic Control		LS	\$ 1,200.00
7. Concrete reinforcement, #4 rebar at 18" on center, grid pattern.		LS	\$ 1,400.00
8. Material Testing		LS	\$ 1,100.00
9. ROW Permits		LS	\$ 800.00
10. Mobilization & General Conditions		LS	\$ 1,500.00
Total Project Estimate			\$ 30,769.60



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

Client Name / Address	Date: 09/11/2025	Estimate No.	E2025341
Roxborough Village Metro District Ephram Glass	Project Location: Roxborough Metro District Various Trail Areas Littleton, CO 80125		
Task Description	Qty	Rate	Amount
1. Saw cut and remove existing concrete slopes, includes hauling and disposal expenses.	100 lf	\$ 4.50	\$ 450.00
2. Mobilization & General Conditions		LS	\$ -
Total Project Estimate			\$ 450.00

AGREEMENT
Crystal Lake Pump Disconnect Switch Replacement

This Agreement – Crystal Lake Pump Disconnect Switch Replacement (“**Agreement**”) is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado (“**RVMD**”), and Radiant Lighting Services, Inc., a Colorado corporation (“**Contractor**”). RVMD and Contractor are referred to collectively as the “**Parties**” or individually as a “**Party**.”

I. Recitals

WHEREAS, RVMD desires to hire a contractor to replace the disconnect switch on a pump in Crystal Lake, which is located at 9716 North Crystal Lake Drive, Littleton, Colorado (“**Project**”);

WHEREAS, Contractor has submitted a proposal dated August 20, 2025, by which Contractor proposes to perform the Project (“**Proposal**”). A copy of the Proposal is attached as **Attachment A**. The work to be performed by Contractor is set forth in the Proposal; and,

WHEREAS, Contractor has represented to RVMD it has the skill and experience to perform the Project and, in reliance of such representation, RVMD is willing to hire Contractor to perform the Project.

NOW THEREFORE, for the mutual promises and consideration set forth herein, and in the Proposal, the Parties agree as follows.

II. Agreement

1. RVMD hires Contractor to perform the Project on the terms and conditions set forth in this Agreement. If there is a direct or indirect conflict or inconsistency between this Agreement and the Proposal, this Agreement shall control.

2. In exchange for Contractor’s satisfactory performance of the Project, RVMD will pay \$2,568.87 within 30 calendar days of Contractor’s satisfactory completion of the Project, and RVMD’s final inspection and approval of the completed Project. The Parties further agree:

a. Under no circumstances will Contractor be entitled to compensation in excess of that stated in Paragraph 2 of this Agreement without RVMD's prior written agreement;

b. Late fees, penalties, and interest will not be charged against any disputed amount RVMD does not pay by the date owed. Any undisputed amount RVMD does not pay by the date owed will accrue interest (but no late fee or penalty) at the rate of 8% per annum from the date owed through the date paid in full. Contractor has no right to send any disputed amount to collections until it obtains a judgment for such amount from the District Court for Douglas County;

c. Contractor shall indemnify and defend RVMD and its directors, officers, and agents from and against any loss, liability, damage, claim, cost, or expense (including reasonable attorneys' fees, costs, and expenses) of any kind or nature whatsoever arising from or relating to any intentional or negligent act or omission of Contractor, its employees, or any subcontractor, vendor, supplier, or other person or entity performing any portion of the Project. RVMD has the right to select its legal counsel, even though Contractor is responsible for the payment of the fees, costs, and expenses incurred by such legal counsel; and,

d. Contractor provides a one (1) year warranty on workmanship and materials, which shall commence upon RVMD's final acceptance of the Project. Contractor's warranty does not cover normal wear and tear, or damage to any aspect of the Project caused by the negligence of RVMD or its agent.

3. Notice shall be in writing and hand delivered or sent by certified/registered mail, return receipt requested, to the address on the signature page, or at another address previously furnished in writing to the other Party pursuant to this paragraph. A notice sent by certified/registered mail is deemed given when received or three days after deposit in the mail, whichever occurs first.

4. This Agreement is not intended, and shall not be construed, as a limitation on or waiver of any of the privileges, immunities, benefits, defenses, or limitations on damages provided to RVMD and its directors, officers, and agents under federal and state law, including but not limited to, the Colorado Governmental Immunity Act, C.R.S. §24-10-101, *et seq.*

5. CONTRACTOR UNDERSTANDS AND AGREES: (A) CONTRACTOR AND ITS EMPLOYEES ARE NOT ENTITLED TO WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE BENEFITS UNLESS WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY CONTRACTOR OR SOME ENTITY OTHER THAN RVMD; AND (B) CONTRACTOR IS OBLIGATED TO PAY FEDERAL, STATE, AND LOCAL INCOME TAX ON ANY MONEYS PAID PURSUANT TO THIS AGREEMENT. RVMD WILL NOT MAKE FEDERAL, STATE, AND LOCAL WITHHOLDINGS AND WILL NOT PROVIDE WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE.

Contractor certifies that **84-1167303** is Contractor's correct Federal Taxpayer Identification Number. By signing this Agreement, Contractor certifies it assumes full responsibility for the payment of all contributions, payroll taxes, income taxes, withholdings and backup withholdings or assessments under federal, state, and local law. RVMD will only provide Contractor with, and will file, an IRS Form 1099 in compliance with federal, state, and local law.

6. By signing this Agreement, Contractor certifies that it will fully comply with all local, state, and federal laws, rules, regulations, ordinances, and orders. Contractor further certifies that it will obtain all licenses and insurance policies necessary to perform the Project and will furnish satisfactory evidence of such insurance and licenses prior to commencing the Project.

7. Colorado law governs this Agreement. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. Jurisdiction and venue

lie exclusively in the District Court for Douglas County. This Agreement may only be amended by a document signed by the Parties. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement is not assignable. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. In any civil action or proceeding arising from or relating to this Agreement or the Project, the prevailing Party shall be awarded its reasonable attorney's fees, costs, and expenses, including the reasonable attorneys' fees, costs, and expenses incurred in any appellate action and in collecting or executing upon any judgment, order, or award. This Agreement may be executed in counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one valid and binding instrument.

IN WITNESS WHEREOF, this Agreement is executed by the Parties.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT, a political subdivision of the State of Colorado

RADIANT LIGHTING SERVICES, INC., a Colorado corporation

By: Ephram Glass 09 / 14 / 2025
Ephram Glass, Board President Date

By: Craig McBride 09 / 15 / 2025
Craig McBride, President Date

Address: 141 Union Boulevard, Suite 150
Denver, CO 80228-1898

Address: 9168 Marshall Place, Suite 100
Westminster, CO 80031

ATTACHMENT A

PROPOSAL

SUBMITTED TO: Roxborough Village Metropolitan District
C/O Special District Management Services, INC.
9716 N Crystal Lake Dr
Littleton, CO 80125

DATE:

8/20/2025

JOB NAME:

Pump

JOB LOCATION:

Crystal Lake

ATTN:

Peggy Ripka

PHONE:

(303) 987-0835

EMAIL:

pripko@sdmsi.com

SCOPE OF WORK:

Replace the existing 3 phase 480V 1ODA disconnect. Grounding and bonding will be brought up to current NEC code requirements. New 1ODA fuses will be installed in the new disconnect. If the fuses removed from the old disconnect are the same size, they will be left onsite to be used for spares.

Pump will need to be properly shut down and started back up by pond contractor.

Radiant Lighting Services, INC is not responsible for any pump failure or damage due to improper shut down and start up or improper installation of the pump.

ALL WORK IS TO BE DONE DURING NORMAL BUSINESS HOURS.

ANY OTHER ITEMS NOT LISTED ABOVE ARE NOT INCLUDED IN THIS PROPOSAL.

WE PROPOSE: HEREBY TO FURNISH MATERIAL & LABOR-COMplete IN ACCORDANCE WITH ABOVE SPECIFICATIONS

FOR THESUM OF: **Two Thousand Five Hundred Sixty Eight Dollars and 87/100's----** \$ **2,568.87**



AGREEMENT FOR PROFESSIONAL SERVICES (South Creek Crossing Improvements)

This Agreement for Professional Services ("**Agreement**"), effective the 3rd day of September, 2025 ("**Effective Date**"), is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado ("**Client**"), and Farnsworth Group, Inc., an Illinois Corporation ("**Farnsworth Group**"). Client and Farnsworth Group are referred to collectively as the "**Parties**" and individually as a "**Party**."

Project and Services: The "**Project**" is comprised of Farnsworth Group a) modeling the proposed culvert and sidewalk improvements in HEC-RAS to support Client obtaining a Floodplain Development Permit, b) performing culvert and sidewalk design, including full engineering specifications needed to bid the job for an open culvert spanning Little Willow Creek, and c) preparing GESC Plans for Douglas County, all as more specifically described Farnsworth Group's August 13, 2025 Project Services Proposal - South Creek Crossing Improvements ("**Proposal**") attached as **Attachment A**. Farnsworth Group shall perform all services necessary to complete the Project ("**Services**"). Farnsworth Group expressly acknowledges that it previously performed and was paid by Client for a survey control and topographic design survey for the South Creek Crossing Area. It shall use the deliverables it generated from that project to support the current Project without additional compensation.

Standard of Care: Services performed by Farnsworth Group under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in this Agreement, or in any report, opinion, document, or otherwise.

Entire Agreement: This Agreement constitutes the entire agreement between the Parties as to the subject matter set forth herein. This Agreement supersedes all prior communications, understandings, and agreements, whether written or oral. Both Parties have participated fully in the preparation and revision of this Agreement, and each Party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of this Agreement, including any Section Headings or Captions.

Precedence: This Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Farnsworth Group's Services and/or this Project; provided, that any modification to this Agreement that is in writing and signed by the Parties shall take precedence over any contradictory or inconsistent term or condition in this Agreement.

Compensation: In exchange for satisfactorily performing the Project, Client shall pay Farnsworth Group a fixed sum of Nineteen Thousand Seven Hundred Dollars (\$19,700.00) ("**Contract Price**"). Upon Client's notifying Farnsworth Group of Client's final acceptance of the Project, Farnsworth Group shall submit an invoice for the Contract Price that states in detail the services performed by day. Client shall pay the invoice within 30 days of receiving it. Farnsworth Group shall not include in the invoice fees or charges for any other project or services Farnsworth Group may be performing for Client at that time. The Contract Price includes all fees, costs, and expenses of any kind or nature incurred by Farnsworth Group in performing the Services and the Project, and Farnsworth Group shall not be entitled to any additional compensation for fees, costs, and expenses incurred regardless of whether Farnsworth Group's total fees, costs, and expenses are more than the Contract Price.

Opinions of Cost: Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials, or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or

Invoices: Client will pay Farnsworth Group the Contract Price within thirty (30) calendar days of Farnsworth Group's satisfactory completion of the Project and Client's final acceptance of the Project. If Client fails to pay the Contract Price within the thirty (30) days period, interest shall accrue at the rate of 8% per annum until paid in full.

Compliance with Law: In the performance of the Services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

Modification to this Agreement: This Agreement may only be modified by a written document signed by the Parties.

Notice: All notices required or permitted under this Agreement must be in writing and given by personal delivery or certified/registered mail, return receipt requested, with postage prepaid at the addresses set forth below. Notice by personal delivery shall be deemed given when the Notice is accepted or rejected by the intended Party. Notice by certified/registered mail shall be deemed given upon receipt or three (3) business days after deposit in the mail, whichever occurs first.

If to Client:
Roxborough Village Metropolitan District
Attn: Peggy Ripko, District Manager
Special District Management Services
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898

If to Farnsworth Group:
Farnsworth Group, Inc.
Attn: J.R. McGehee
Sr. Land Surveying Manager
(970) 484-7477
E-mail: jmcgehee@f-w.com

With a copy (which will not constitute notice) to:
Farnsworth Group, Inc.
Attn: Ryan Perras
5613 DTC Parkway, Suite 1100
Greenwood Village, CO 80111
E-mail: rperras@F-W.com

Facsimile; PDF Signatures. Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of either Party or both Parties shall constitute a valid and binding execution and delivery of this Agreement by such Party. Such facsimile and PDF copies shall constitute enforceable original documents.

the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

Force Majeure: Obligations of either Party under this Agreement, shall be suspended, and such Party shall not be liable for damages or other remedies, while such Party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the Party so prevented from complying with its obligations hereunder shall promptly notify the other Party thereof.

Assignment: This Agreement, and any right or interest under this Agreement, cannot be assigned by either Party without the other Party's consent.

Dispute Resolution: In an effort to resolve any conflicts that arise during the performance of the Services for the Project or following completion of the Project, the Parties agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to non-binding mediation. If negotiation and mediation are not successful, either Party may commence a civil action in the District Court for Douglas County, Colorado.

Timeliness of Performance: Farnsworth Group will begin work under this Agreement upon receipt of a fully executed copy of this Agreement and shall complete the Project within 42 days of commencing work. Farnsworth Group shall immediately notify Client if for any reason Farnsworth Group will be unable to complete the Project within the 42-day period.

Termination: If either Party defaults in performing any of the terms or provisions of this Agreement and continues in default for a period of fifteen (15) days after written notice thereof, the Party not in default shall have the right, but not the obligation, to immediately terminate this Agreement.

Ownership of Deliverables: Upon Farnsworth Group's satisfactory completion of the Project and Client's payment of the Contract Price, Client shall have all rights, title, and interest in and to any reports, drawings, specifications, surveys, electronic media, and any other document or data prepared by Farnsworth Group and provided to Client as the deliverables under the Proposal and this Agreement ("**Deliverables**"). Client releases Farnsworth Group of any liability arising from or relating to Client's or its agent's reuse of all or a portion of the Deliverables.

Subcontracting: Farnsworth Group shall have the right to subcontract any part of the Services without the consent of Client, provided, that Farnsworth Group shall be solely responsible for the Services performed by any subcontractor.

Third Party Beneficiaries: This Agreement, the Services, and the Project are for the sole benefit of the Parties. The Parties expressly intend that any other individual or entity shall be deemed an incidental beneficiary only and shall have no right or interest in this Agreement, the Services, or the Project for any purpose whatsoever.

Right of Entry: Client shall provide for Farnsworth Group's and/or any subcontractor's right to enter property owned by Client and/or others in order for Farnsworth Group and/or any subcontractor to perform the Services.

Authority and Responsibility: Client agrees that Farnsworth Group and any subcontractor shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

Electronic Files Transfer: Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for the Project ("**Project Files**"). Client may request Project Files to facilitate Client's understanding of the Project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error, or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and/or errors.

Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their

respective officers, directors, partners, employees, contractors, or subcontractors shall be liable to the other nor make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either Party may have incurred from any cause of action, including negligence, strict liability, breach of contract, and breach of strict and implied warranty.

Personal Liability: It is intended by the Parties that the individual employees, officers, or directors of the Parties shall not be subject to any personal legal exposure for the risks associated with this Project.

General Insurance and Limitation: Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance, and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon written request. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and defend Client from any loss, damage, or liability arising directly from any intentional or negligent act or omission by Farnsworth Group or any subcontractor of Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage, or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties, or others working on the Project over which Farnsworth Group has no supervision or control.

Professional Liability Insurance and Limitation: Farnsworth Group is covered by professional liability insurance for its professional acts, errors, and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon written request. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and defend Client from loss, damage, or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage, or liability arising from any act, error, or omission by Client, its agents, staff, other consultants, independent contractors, third parties, or others working on the Project over which Farnsworth Group has no supervision or control.

ADDITIONAL LIMITATION: IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE INTENTIONAL OR NEGLIGENT ACTS, ERRORS, OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO FARNSWORTH GROUP'S INSURANCE COVERAGE ("**LIMITATION**").

Severability: If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.

Waiver: No waiver by either Party of any breach, default, or violation of any term, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing and signed by the Parties.

Survival: Notwithstanding completion or termination of this Agreement for any reason, all rights, duties, and obligations of the Parties shall survive such completion or termination and remain in full force and effect until fulfilled.

Governing Law; Jurisdiction and Venue: This Agreement shall be governed by and interpreted pursuant to the laws of the State of Colorado without regard to

conflict of law principles. Jurisdiction and venue for any civil action or proceeding arising from or relating to this Agreement, the Services, and/or the Project shall lie exclusively in the Douglas County District Court.

Attorney's Fees, Costs, and Expenses: In any civil action or proceeding, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including the reasonable attorneys' fees, costs, and expenses incurred in any appellate action and in executing or collecting upon any judgment, order, or award.

Governmental Immunity. Nothing in this Agreement shall constitute, or be construed as, a limitation on or waiver of the rights, privileges, immunities, limitations, notice requirements, defenses, and benefits provided to Client and its directors and officers under federal or State law, including but not limited to, the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT, a political subdivision of the State of Colorado

By: Ephram Glass 09 / 03 / 2025
Ephram Glass, Board President Date

FARNSWORTH GROUP, INC., an Illinois Corporation

By: J.C. Cundall 09 / 08 / 2025
Signature Date

Printed Name: JC Cundall
Title: Sr. Eng. Mgr.

ATTACHMENT A



PROJECT SERVICES PROPOSAL

Roxborough Village Metro District South Creek Crossing Improvements

Roxborough Village Metro District

August 13, 2025

PROJECT OVERVIEW /
SCOPE OF PROFESSIONAL SERVICES /

Farnsworth Group's scope of work includes the services described as follows:

1. Floodplain Development Permit: Farnsworth Group will model the proposed culvert and sidewalk improvements in HEC-RAS to support permitting efforts. We will also model the proposed improvements to the Rickety Bridge to support permitting efforts. The Douglas County Floodplain Permit Form will be filled out and a Floodplain Modification Study prepared.
2. Culvert and Sidewalk Design: Farnsworth Group will prepare culvert installation drawings and details, revise sidewalk grades and adjacent grading. Review design with District, make revisions.
3. Prepare GESC Plans for Douglas County: Prepare Douglas County required Grading, Erosion and Sediment Control (GESC) plans.

~~PROFESSIONAL FEES /~~

~~Farnsworth Group proposes to provide the above described services on an hourly basis, plus direct expenses, not to exceed Nineteen Thousand, Seven Hundred Dollars (\$19,700) including expenses.~~

ASSUMPTIONS AND CLARIFICATIONS /

apply

The following assumptions and clarifications ~~support the fees for this proposal.~~

- Access permission on private property will not be required and is not included in the proposed scope of work.
- No permitting with the Mile High District, Colorado Water Conservation Board, or FEMA is included.
- Farnsworth fee does not include the fee to Douglas County for the Floodplain Development Permit.

DELIVERABLES /

- The plans will be provided in pdf format, using Farnsworth Group CAD standards.

PROJECT TIMELINE /

the Parties signing the Agreement for Professional Services

We anticipate completion of the plans within 4 – 6 weeks from ~~receipt of written acceptance of this scope of work and fee estimate as notice to proceed.~~

11:09 AM

10/07/25

Roxborough Village Metro District

A/P Aging Summary

As of September 30, 2025

	Current	1 - 45	46 - 90	> 90	TOTAL
Berrett Pest Control CO LLC	0.00	325.00	0.00	0.00	325.00
Bill.com LLC	397.45	0.00	0.00	0.00	397.45
Carlson, Hammon & Paddock, LLC	0.00	336.00	0.00	0.00	336.00
Chavez Services LLC	0.00	19,630.00	0.00	0.00	19,630.00
Consolidated Divisions Inc	28,589.52	1,397.20	22,462.37	840.00	53,289.09
CORE Electric Cooperative	0.00	981.46	0.00	0.00	981.46
Diversified Underground	168.00	0.00	0.00	0.00	168.00
Foothills Park & Recreation District	545.81	0.00	0.00	0.00	545.81
Gemsbok Consulting Inc.	1,562.50	0.00	0.00	0.00	1,562.50
Rocky Mountain Dive Solutions	2,700.00	0.00	0.00	0.00	2,700.00
Roxborough Water & Sanitation District	23,532.42	0.00	0.00	0.00	23,532.42
Special District Management Services, Inc	4,059.75	9,818.50	31,351.57	0.00	45,229.82
United Site Services	324.02	0.00	0.00	0.00	324.02
Utility Notification Center of Colorado	69.05	69.05	0.00	0.00	138.10
Xcel Energy	0.00	3.81	0.00	0.00	3.81
TOTAL	61,948.52	32,561.02	53,813.94	840.00	149,163.48

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10/07/25

Roxborough Village Metro District
A/P Aging Detail
As of September 30, 2025

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
Current							
09/30/2025	225091285	Utility Notification Cen...	09/30/2025	-SPLIT-	RTL Transmissions		69.05
09/30/2025	152193	Special District Manag...	09/30/2025	-SPLIT-	Septmeber 2025 Distr...		4,059.75
09/30/2025	SALES000...	Foothills Park & Recre...	09/30/2025	-SPLIT-	September 2025 Resi...		545.81
09/02/2025	1196	Consolidated Division...	10/02/2025	-SPLIT-			27,995.65
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		524.25
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		2,773.50
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		104.25
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		120.50
09/24/2025	September...	Roxborough Water & ...	10/04/2025	-SPLIT-			20,009.92
09/30/2025	INV-5633646	United Site Services	10/10/2025	68050 · Portable Restroo...	Services Chatfield Far...		324.02
09/30/2025	2270	Rocky Mountain Dive ...	10/10/2025	64030 · Irrigation Expense	Airplane Park		2,700.00
09/30/2025	25103209802	Bill.com LLC	10/10/2025	-SPLIT-	Billing Period 09/05/2...		397.45
09/18/2025	1283	Consolidated Division...	10/18/2025	-SPLIT-			268.87
09/28/2025	1341	Consolidated Division...	10/28/2025	-SPLIT-	original date is 7/3/25		325.00
09/30/2025	33084	Diversified Underground	10/30/2025	-SPLIT-	September 2025		168.00
09/30/2025	6380	Gemsbok Consulting I...	11/14/2025	-SPLIT-	September 2025		1,562.50
Total Current							61,948.52
1 - 45							
07/31/2025	1297	Consolidated Division...	08/30/2025	-SPLIT-		31	1,397.20
08/31/2025	150773	Special District Manag...	08/31/2025	-SPLIT-	August 2025 District ...	30	9,818.50
08/31/2025	225081277	Utility Notification Cen...	08/31/2025	-SPLIT-	RTL Transmissions	30	69.05
08/31/2025	16	Carlson, Hammon & P...	09/10/2025	-SPLIT-		20	336.00
09/02/2025	942615145	Xcel Energy	09/12/2025	51050 · Utilities Expense	August 2025	18	3.81
09/15/2025	CW-2025-1...	Chavez Services LLC	09/25/2025	80010 · Park Infastrucur...		5	19,630.00
09/25/2025	9866936	Berrett Pest Control C...	09/25/2025	-SPLIT-		5	325.00
09/19/2025	09.2025	CORE Electric Cooper...	09/29/2025	-SPLIT-		1	981.46
Total 1 - 45							32,561.02
46 - 90							
06/30/2025	1040	Consolidated Division...	07/30/2025	-SPLIT-		62	22,462.37
07/31/2025	149943	Special District Manag...	07/31/2025	-SPLIT-	July 2025 District Man...	61	31,351.57
Total 46 - 90							53,813.94
> 90							
02/28/2025	2018513	Consolidated Division...	03/15/2025	-SPLIT-		199	840.00
Total > 90							840.00
TOTAL							149,163.48

11:13 AM

10/07/25

Cash Basis

Roxborough Village MetroDistrict
Claims by Vendor Detail

September 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
American Swing Products Inc.						
Bill	09/10/2025	75423		65010 · Playground Repairs and ...	88.10	88.10
Total American Swing Products Inc.						88.10
ARK Ecological Services, LLC						
Bill	09/10/2025	3661		64020 · Landscape Weed Control...	1,857.48	1,857.48
Bill	09/11/2025	3660		64020 · Landscape Weed Control...	13,079.38	14,936.86
Bill	09/11/2025	3660		64020 · Landscape Weed Control...	2,491.31	17,428.17
Total ARK Ecological Services, LLC						17,428.17
Arvada Pump Company						
Bill	09/02/2025	30898		64030 · Irrigation Expense	1,638.00	1,638.00
Bill	09/02/2025	30898		64030 · Irrigation Expense	312.00	1,950.00
Total Arvada Pump Company						1,950.00
Berrett Pest Control CO LLC						
Bill	09/24/2025	9791673		68020 · Mosquito Control Expense	273.00	273.00
Bill	09/24/2025	9791673		68020 · Mosquito Control Expense	52.00	325.00
Total Berrett Pest Control CO LLC						325.00
Bill.com LLC						
Bill	09/05/2025	25092861841	Billing Period 08/05/2025 - 09/04/2025	52040 · Software & Online Subscr...	323.72	323.72
Bill	09/05/2025	25092861841	Billing Period 08/05/2025 - 09/04/2025	52040 · Software & Online Subscr...	61.66	385.38
Bill	09/05/2025	25092861841	Billing Period 08/05/2025 - 09/04/2025	52040 · Software & Online Subscr...	16.06	401.44
Total Bill.com LLC						401.44
Chavez Services LLC						
Bill	09/02/2025	CW-2025-145		80070 · New Playground	75,891.21	75,891.21
Bill	09/24/2025	CW-2025-151		65080 · Misc. Playground & Infrs...	3,444.00	79,335.21
Bill	09/24/2025	CW-2025-151		65080 · Misc. Playground & Infrs...	656.00	79,991.21
Bill	09/29/2025	CW-2025-152		80070 · New Playground	69,996.95	149,988.16
Total Chavez Services LLC						149,988.16
Colorado Special Districts Property and L						
Bill	09/24/2025	26WC-60100-0138		52510 · Wokers' Compensation E...	367.20	367.20
Bill	09/24/2025	26WC-60100-0138		52510 · Wokers' Compensation E...	64.80	432.00
Bill	09/24/2025	26WC-60100-0138		52510 · Wokers' Compensation E...	18.00	450.00
Total Colorado Special Districts Property and L						450.00
Consolidated Divisions Inc						
Bill	09/11/2025	888		64040 · Landscape Contract	23,516.35	23,516.35
Bill	09/11/2025	888		64040 · Landscape Contract	4,479.30	27,995.65
Total Consolidated Divisions Inc						27,995.65
CORE Electric Cooperative						
Bill	09/10/2025	08.2025		51050 · Utilities Expense	1,490.04	1,490.04
Bill	09/10/2025	08.2025		51050 · Utilities Expense	283.82	1,773.86
Total CORE Electric Cooperative						1,773.86
Diversified Underground						
Bill	09/24/2025	32870	August 2025	62020 · Utility Locate	171.36	171.36
Bill	09/24/2025	32870	August 2025	62020 · Utility Locate	32.64	204.00
Total Diversified Underground						204.00
Farnsworth Group, Inc						
Bill	09/11/2025	255676_2	Period ending 05.30.2025	57050 · Engineering Expense	17,945.63	17,945.63
Bill	09/11/2025	255676_2	Period ending 05.30.2025	57050 · Engineering Expense	3,418.21	21,363.84
Bill	09/11/2025	255676_2	Period ending 05.30.2025	57050 · Engineering Expense	890.16	22,254.00
Total Farnsworth Group, Inc						22,254.00
Foothills Park & Recreation District						
Bill	09/24/2025	SALES000000036225	August 2025 Resident Use	68010 · Foothills Park & Rec Fees	1,689.95	1,689.95
Bill	09/24/2025	SALES000000036225	August 2025 Resident Use	68010 · Foothills Park & Rec Fees	283.41	1,973.36
Total Foothills Park & Recreation District						1,973.36
Gembok Consulting Inc.						
Bill	09/02/2025	6336	July 2025	57030 · Accounting Services	1,378.94	1,378.94
Bill	09/02/2025	6336	July 2025	57030 · Accounting Services	262.66	1,641.60
Bill	09/02/2025	6336	July 2025	57030 · Accounting Services	68.40	1,710.00
Bill	09/24/2025	6357	July 2025	57030 · Accounting Services	2,138.98	3,848.98
Bill	09/24/2025	6357	July 2025	57030 · Accounting Services	407.42	4,256.40
Bill	09/24/2025	6357	July 2025	57030 · Accounting Services	106.10	4,362.50
Total Gembok Consulting Inc.						4,362.50

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10/07/25

Cash Basis

Roxborough Village MetroDistrict
Claims by Vendor Detail

September 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Ireland Stapleton Pryor & Pascoe PC						
Bill	09/02/2025	166837		57020 · Legal Expenses	6,112.09	6,112.09
Bill	09/02/2025	166837		57020 · Legal Expenses	1,164.21	7,276.30
Bill	09/02/2025	166837		57020 · Legal Expenses	303.18	7,579.48
Bill	09/29/2025	167699		57020 · Legal Expenses	8,999.83	16,579.31
Bill	09/29/2025	167699		57020 · Legal Expenses	1,714.25	18,293.56
Bill	09/29/2025	167699		57020 · Legal Expenses	446.42	18,739.98
Total Ireland Stapleton Pryor & Pascoe PC						18,739.98
QuickBooks Payroll Service						
Liability Che...	09/29/2025		Fee for 4 direct deposit(s) at \$5.00 each	54000 · Payroll Expenses	20.00	20.00
Total QuickBooks Payroll Service						20.00
Rocky Mountain Dive Solutions						
Bill	09/10/2025	2270	Airplane Park	64030 · Irrigation Expense	2,700.00	2,700.00
Total Rocky Mountain Dive Solutions						2,700.00
Roxborough Water & Sanitation District						
Bill	09/12/2025	August2025_1	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	120.50	120.50
Bill	09/12/2025	August2025_2	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	1,011.75	1,132.25
Bill	09/12/2025	August2025_4	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	4,424.25	5,556.50
Bill	09/12/2025	August2025_3	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	5,679.75	11,236.25
Bill	09/25/2025	August2025_5		68025 · Water Expense	29,000.36	40,236.61
Bill	09/25/2025	August2025_5		68025 · Water Expense	5,523.88	45,760.49
Bill	09/25/2025	August2025_5	NSF fee	57500 · Misc & Petty Cash Expense	20.00	45,780.49
Total Roxborough Water & Sanitation District						45,780.49
Special District Association of Colorado						
Bill	09/10/2025	Conference_2025		53040 · BOD Conference/Retreat ...	415.00	415.00
Total Special District Association of Colorado						415.00
United Site Services						
Bill	09/01/2025	INV-5514575	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	324.02	324.02
Bill	09/24/2025	INV-5575706	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	314.83	638.85
Bill	09/24/2025	INV-5576490	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	324.02	962.87
Total United Site Services						962.87
TOTAL						297,812.58

11:14 AM
10/07/25

Roxborough Village Metro District
Payroll Detail
September 2025

Num	Date	Source Name	Payroll Item	Type	Wage Base	Amount
BOD Compensation						
DD1138	09/30/2025	Clifford A Linhardt	BOD Compensation	Paycheck	0.00	200.00
DD1139	09/30/2025	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1140	09/30/2025	Ronald E Bendall	BOD Compensation	Paycheck	0.00	200.00
DD1141	09/30/2025	Stephen L Thorneb...	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	800.00
TOTAL					0.00	800.00

Roxborough Village Metro District

Executive Summary

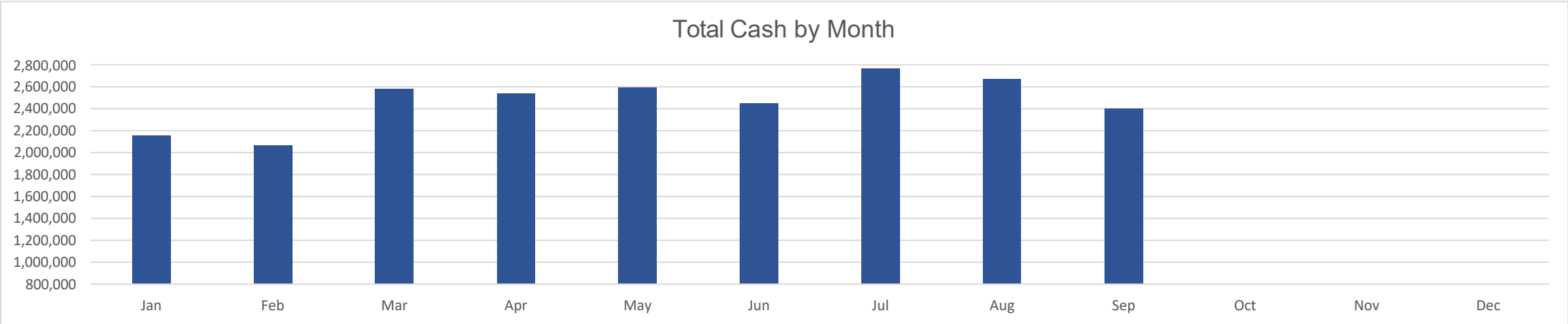
As of September 30th, 2025

Summary

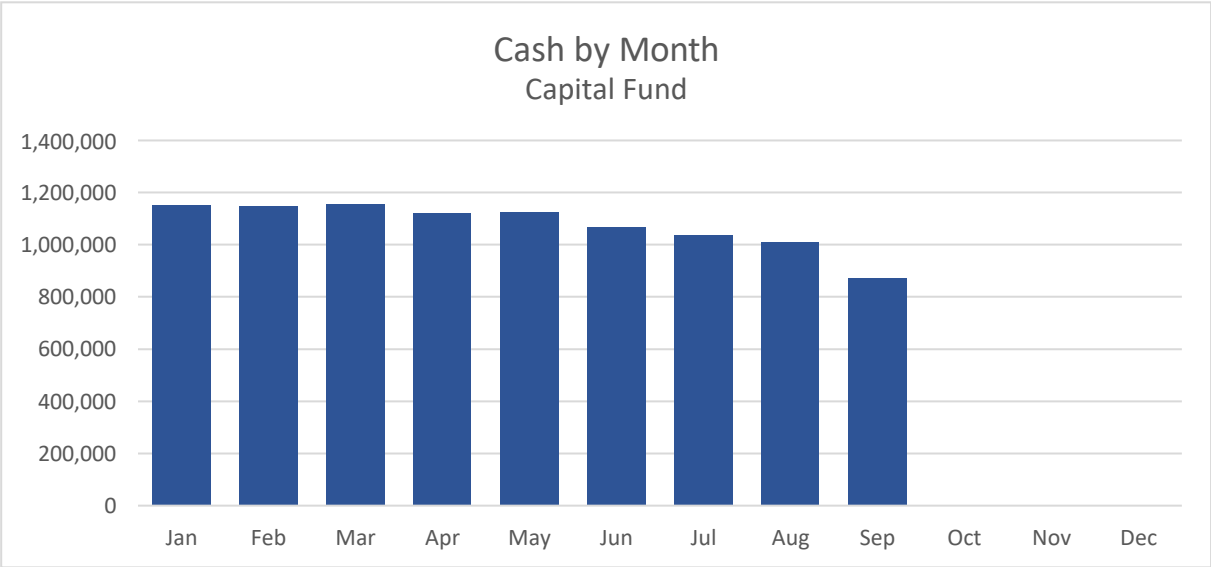
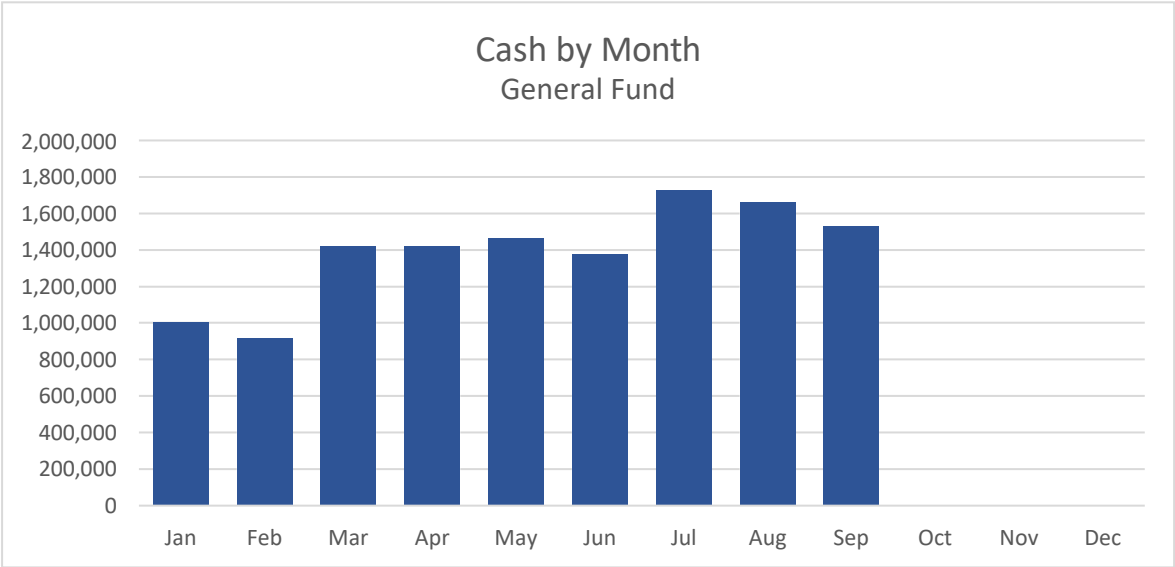
The district received a Property Tax and Specific Ownership Tax payment totaling \$9,843.21 in September. We have now received the majority of the tax payments expected in 2025, and should see small payments the rest of the year. Also to note, an invoice for legal services had not yet been received for the month of September when reports were created. Amounts for legal were accrued for and will be replaced with actuals once bills have been received.

Key Performance Metrics

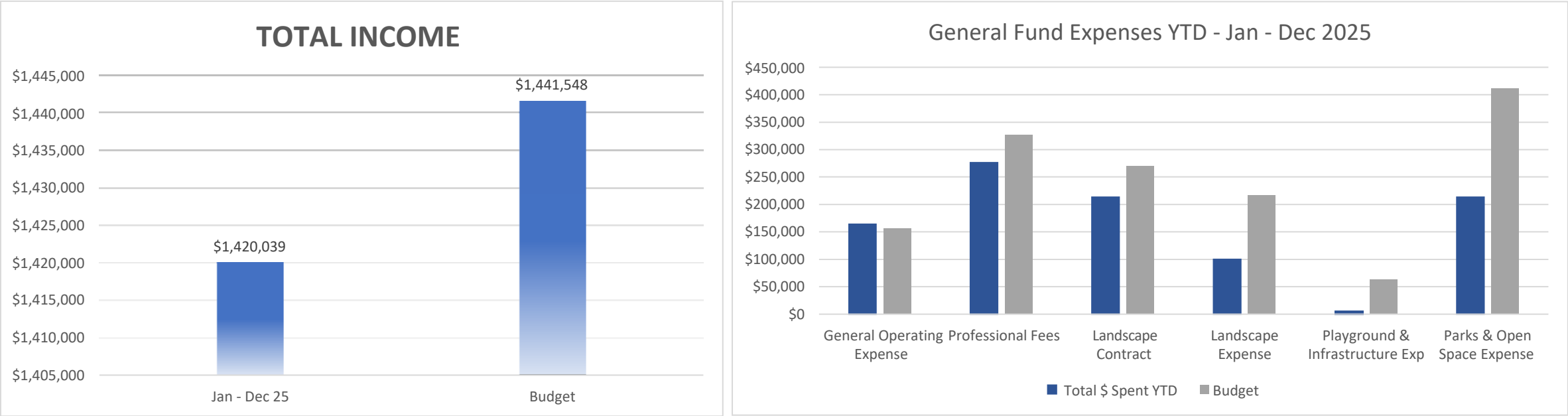
Cash Position



Since we received the majority of the tax payment in July, total cash amount is slightly lower this month. It will likely continue to dip down in the coming months. We expect cash balances to remain fairly consistent for the remainder of the year.

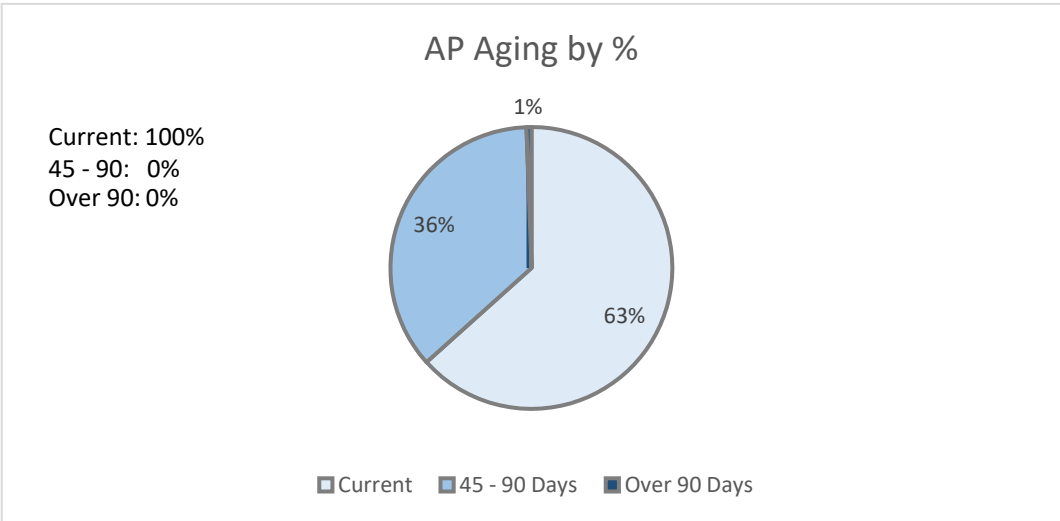


Income & Expenses



We are now getting close to the end of the year. Actuals to budget are slightly over for general operating expenses. We will continue to monitor expense trends to the current budget, as well as historical years.

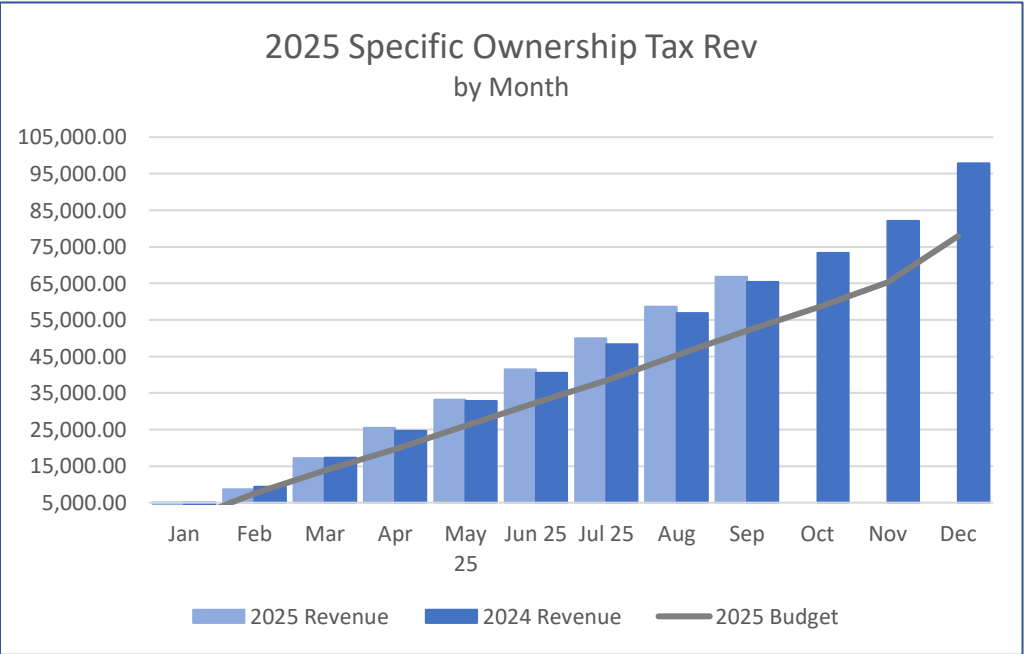
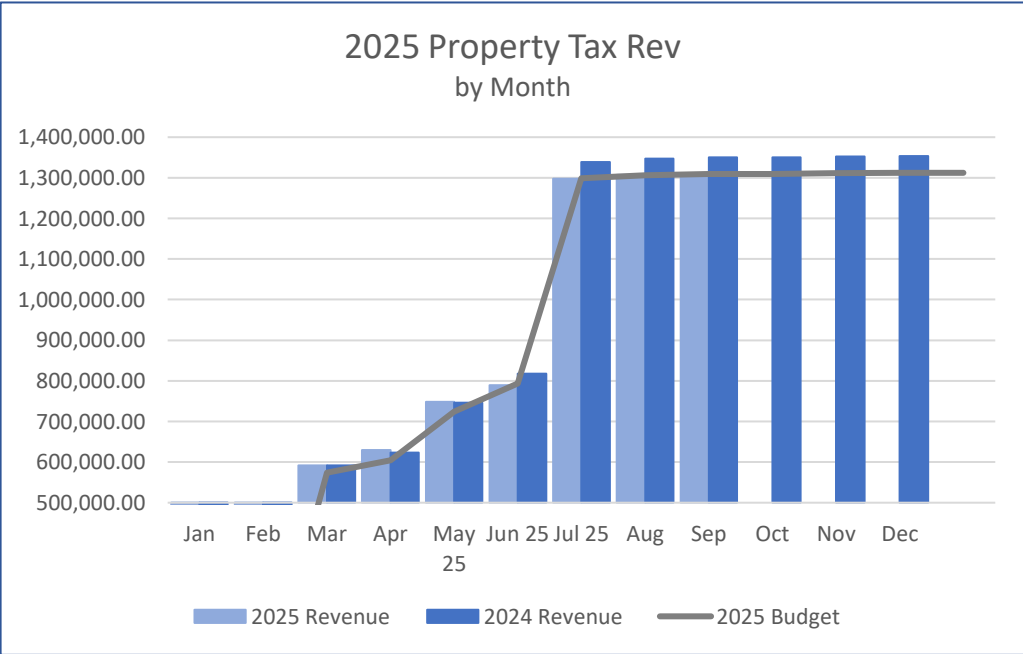
Accounts Payable



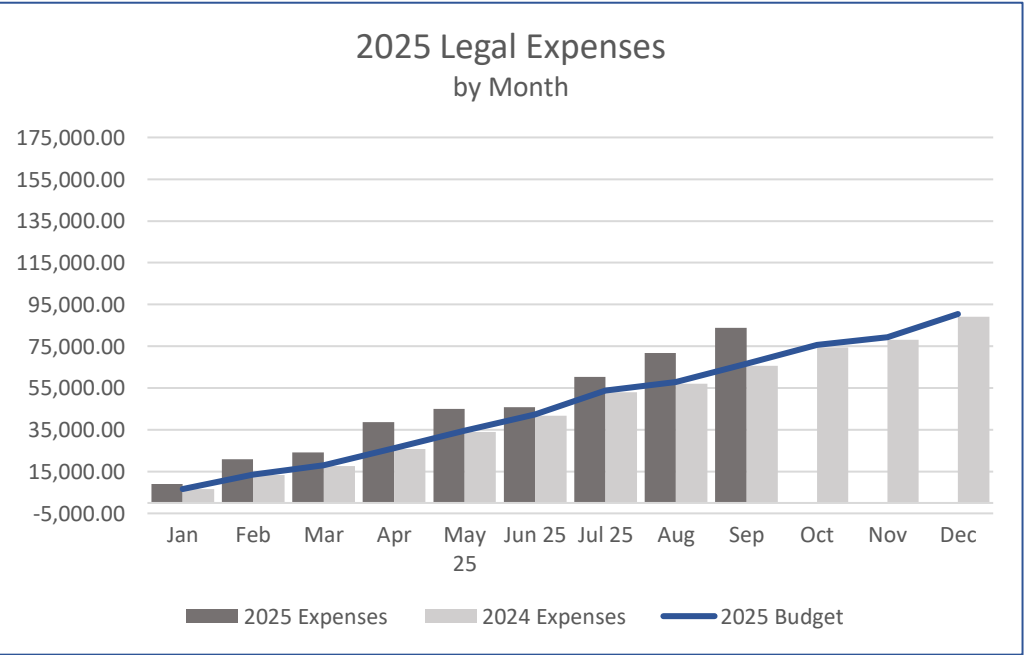
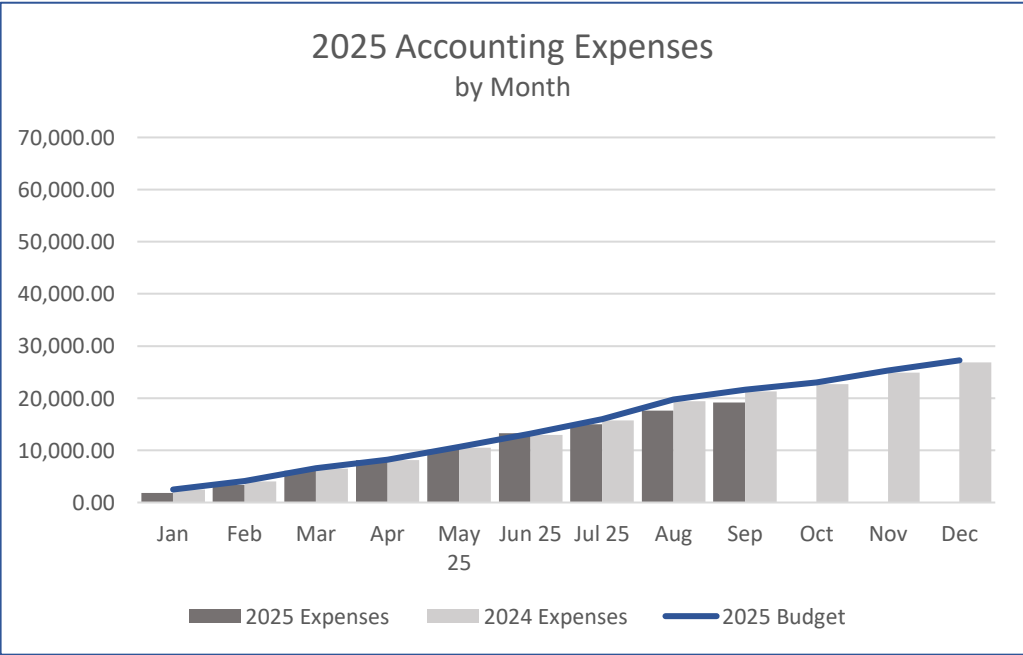
Based on the current reporting, 63% of Accounts Payable are under 45 days outstanding. 36% is over 45 days outstanding. There is currently one bill over 90 days for Consolidated Divisions. Once pictures have been received for that invoice, we will process payment.

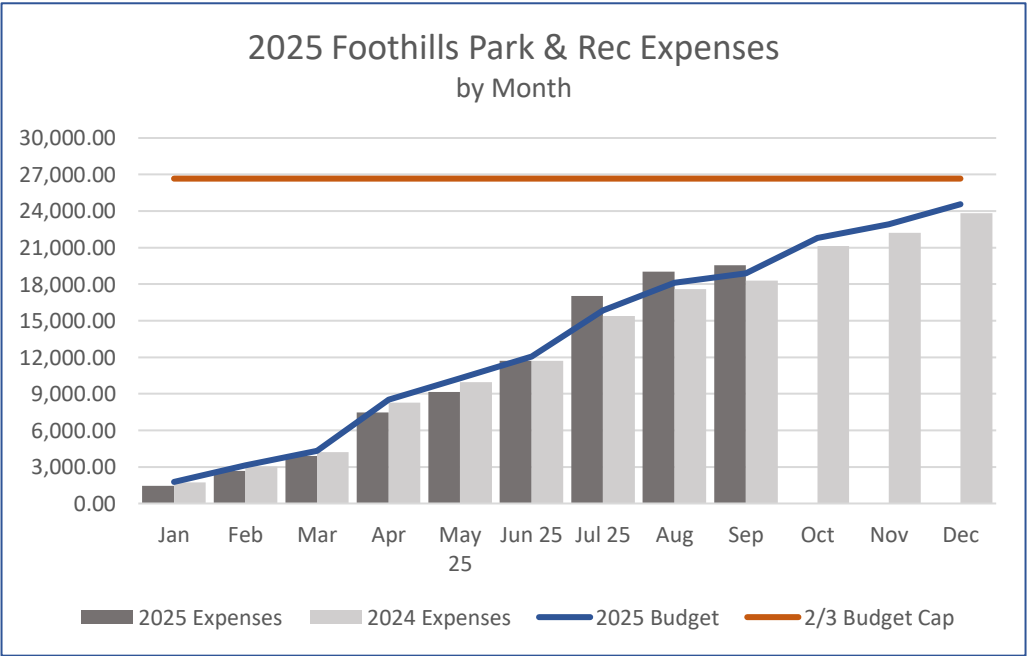
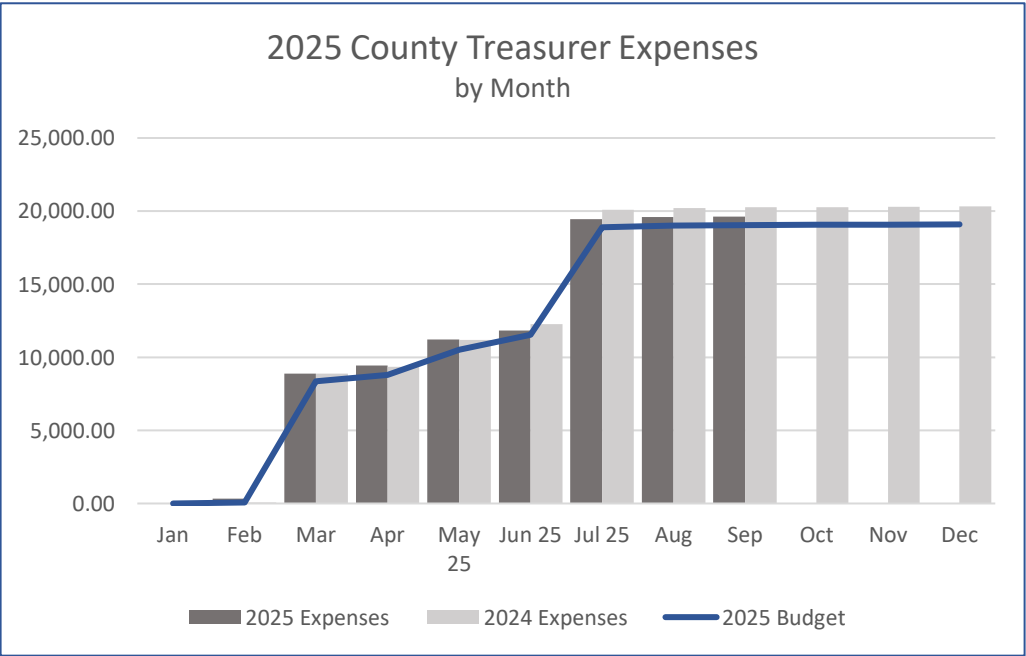
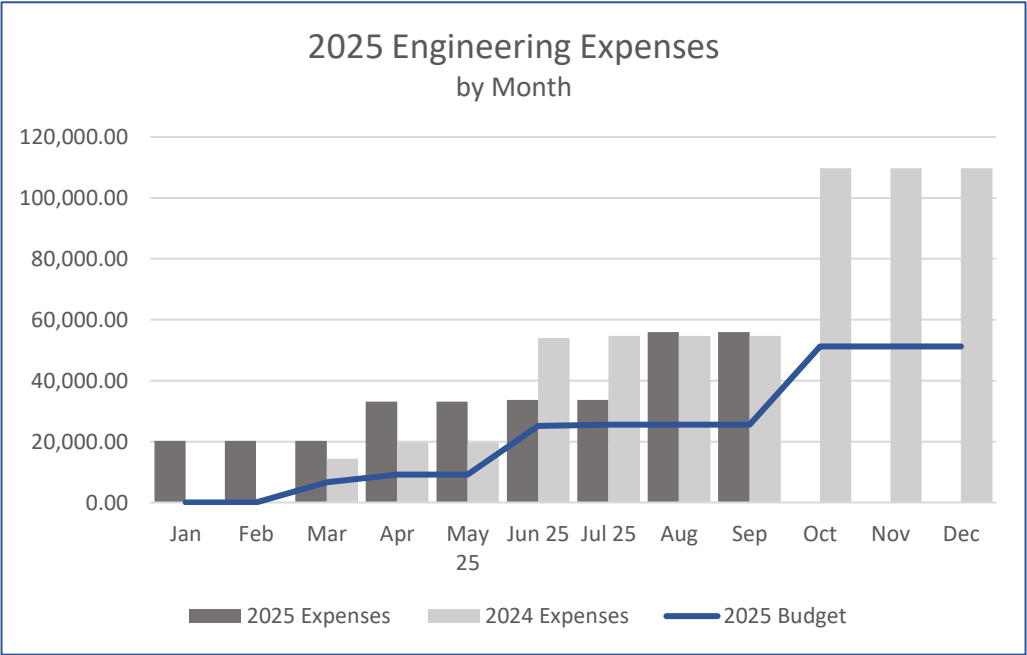
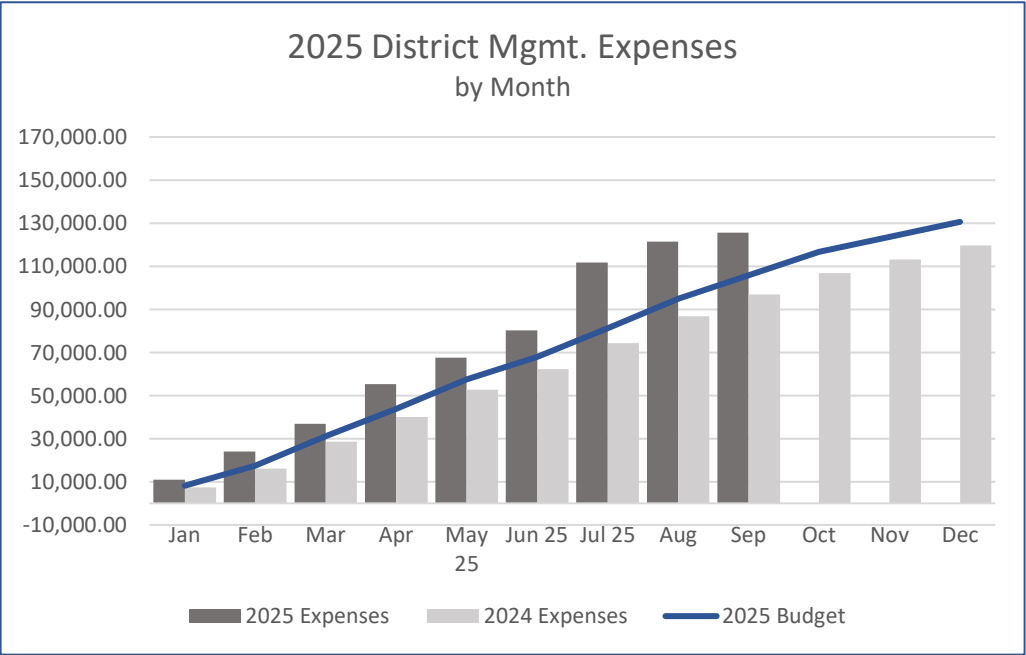
Revenue and Expense Trends by Type
As of September 30th, 2025

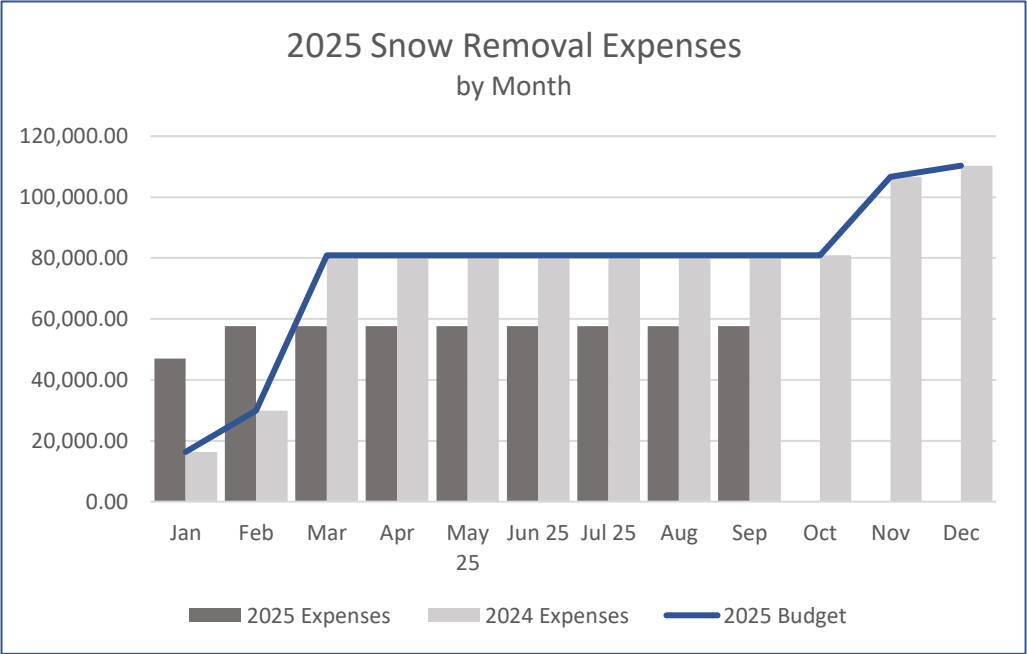
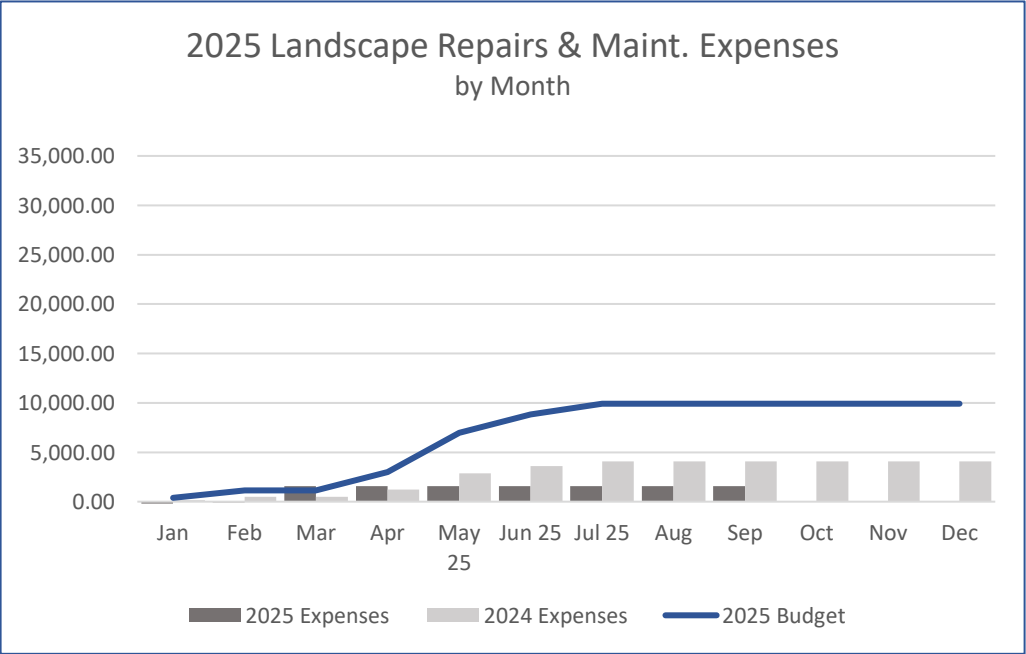
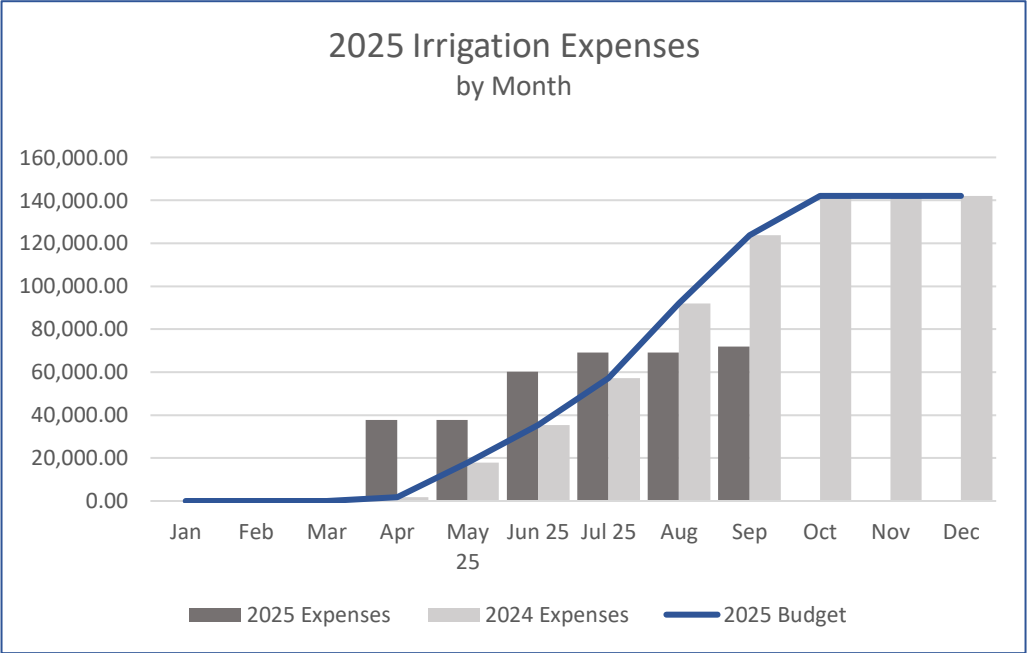
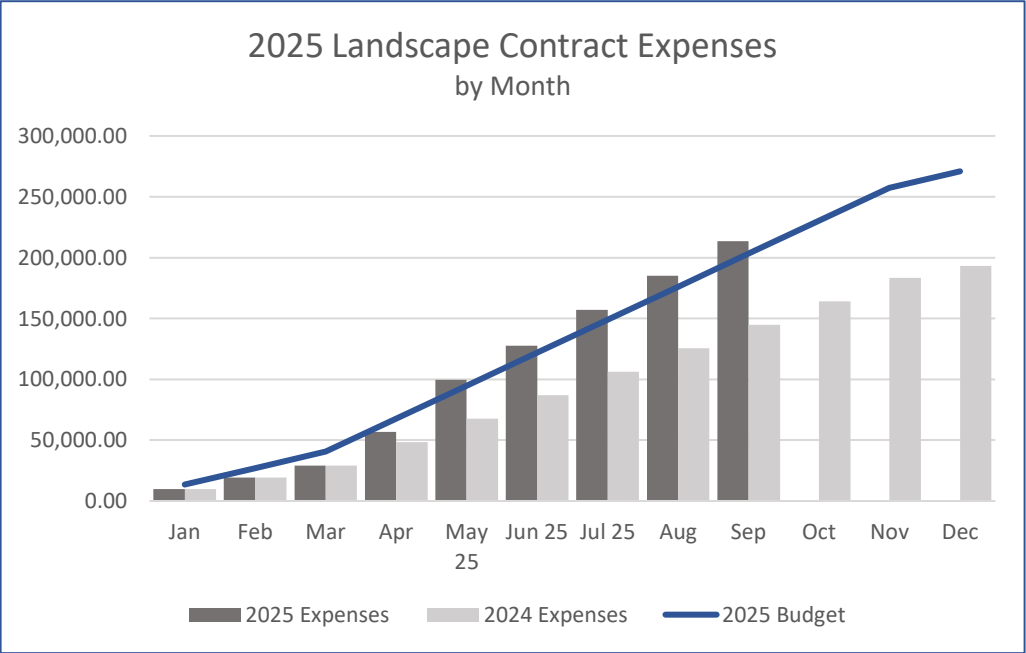
Revenue



Expenses

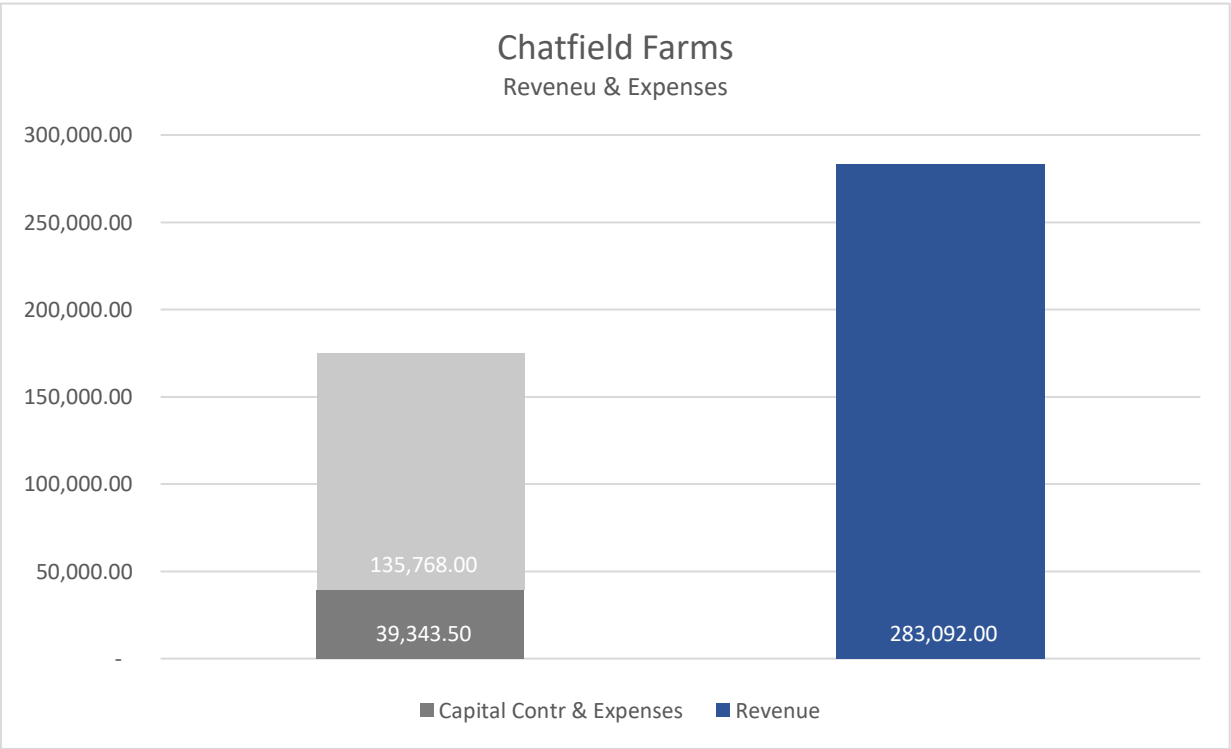






Chatfield Farms Revenue vs. Expenses

Per the Chatfield Farms Reimbursement Agreement, we need to track the Chatfield Farms revenue versus expenses. Below is an annual revenue vs. expense tracker which will be updated monthly to track where Chatfield Farms stands in regard to the threshold.



Roxborough Village Metro District
Balance Sheet by Class
As of September 30, 2025

10:58 AM
10/07/2025
Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
10100 · General Operating Acct	14,058.33	0.00	0.00	14,058.33
10500 · ColoTrust Funds				
10505 · General Fund	1,514,171.51	58,998.48	0.00	1,573,169.99
10510 · Capital Projects Fund	0.00	722,303.35	0.00	722,303.35
10520 · CTF Fund	0.00	90,360.18	0.00	90,360.18
10500 · ColoTrust Funds - Other	0.00	0.00	0.00	0.00
Total 10500 · ColoTrust Funds	1,514,171.51	871,662.01	0.00	2,385,833.52
Total Checking/Savings	1,528,229.84	871,662.01	0.00	2,399,891.85
Other Current Assets				
14010 · Prepaid Expense	10,385.50	0.00	0.00	10,385.50
14020 · Taxes Receivable	1,312,271.00	0.00	0.00	1,312,271.00
Total Other Current Assets	1,322,656.50	0.00	0.00	1,322,656.50
Total Current Assets	2,850,886.34	871,662.01	0.00	3,722,548.35
TOTAL ASSETS	2,850,886.34	871,662.01	0.00	3,722,548.35
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	107,298.03	41,865.45	0.00	149,163.48
Total Accounts Payable	107,298.03	41,865.45	0.00	149,163.48
Other Current Liabilities				
20011 · Accrued Expenses	12,000.00	0.00	0.00	12,000.00
23010 · Deferred Revenue-Taxes	1,312,271.00	0.00	0.00	1,312,271.00
Total Other Current Liabilities	1,324,271.00	0.00	0.00	1,324,271.00
Total Current Liabilities	1,431,569.03	41,865.45	0.00	1,473,434.48
Total Liabilities	1,431,569.03	41,865.45	0.00	1,473,434.48
Equity				
32001 · Retained Earnings	365,568.39	-6,332.04	0.00	359,236.35
34000 · Restricted Net Assets				
34010 · Nonspendable	40,378.00	0.00	0.00	40,378.00
34020 · Restricted	0.00	1,113,878.94	0.00	1,113,878.94
34050 · Emergency Reserve 3%	36,200.00	0.00	0.00	36,200.00
Total 34000 · Restricted Net Assets	76,578.00	1,113,878.94	0.00	1,190,456.94
39000 · Unrestricted Net Assets	529,731.75	0.00	0.00	529,731.75
Net Income	447,439.17	-277,750.34	0.00	169,688.83
Total Equity	1,419,317.31	829,796.56	0.00	2,249,113.87
TOTAL LIABILITIES & EQUITY	2,850,886.34	871,662.01	0.00	3,722,548.35
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through September 2025

	Jan - Sep 25	Budget	Budget Variances	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	66,837	77,925	(11,088)	86%
41020 · Property Tax	1,308,790	1,312,271	(3,481)	100%
41040 · Prior Year Tax	(48)	759	(807)	(6)%
41045 · Property Tax Interest	574	311	263	185%
Total 41000 · Property Tax Income	1,376,154	1,391,266	(15,112)	99%
43000 · Park and Field Income				
43010 · Sports Field Fees	0	2,200	(2,200)	0%
Total 43000 · Park and Field Income	0	2,200	(2,200)	0%
45000 · Grant Income	20,000	50,000	(30,000)	40%
46000 · Interest Income				
46010 · General Bank Account Interest	79,772	113,411	(33,639)	70%
Total 46000 · Interest Income	79,772	113,411	(33,639)	70%
48000 · CTF/Lottery Income	31,137	46,200	(15,063)	67%
49000 · Miscellaneous Income				
49010 · Miscellaneous Income	906			
Total 49000 · Miscellaneous Income	906			
Total Income	1,507,969	1,603,077	(95,108)	94%
Gross Profit	1,507,969	1,603,077	(95,108)	94%
Expense				
50000 · Treasurer Fees	19,633	19,091	542	103%
51000 · General Overhead				
51005 · Dues & Subscriptions	990	2,189	(1,199)	45%
51010 · Communication / Website Expense	99			
51050 · Utilities Expense	6,870	14,140	(7,270)	49%
Total 51000 · General Overhead	7,960	16,329	(8,369)	49%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	3,269	6,596	(3,327)	50%
Total 52000 · Computer & Software Expenses	3,269	6,596	(3,327)	50%
52500 · Insurance Expense				
52510 · Wokers' Compensation Exp.	450			
52550 · General Insurance	29,993	46,680	(16,688)	64%
52500 · Insurance Expense - Other	0	357	(357)	0%
Total 52500 · Insurance Expense	30,443	47,037	(16,595)	65%
52600 · Election Expense	77,034	45,000	32,034	171%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	12,200	9,870	2,330	124%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	415	394	21	105%
53050 · Other BOD Expense	1,784			
Total 53000 · Board of Director's Expense	14,399	10,587	3,812	136%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	933	755	178	124%
54000 · Payroll Expenses - Other	235	202	33	116%
Total 54000 · Payroll Expenses	1,168	957	211	122%
57000 · Professional Services Fees				
57010 · Auditing	7,500	7,686	(186)	98%
57020 · Legal Expenses	83,758	93,412	(9,654)	90%
57030 · Accounting Services	19,181	28,277	(9,096)	68%
57040 · District Management	125,597	136,060	(10,463)	92%
57050 · Engineering Expense	55,998	52,942	3,056	106%
57090 · Other Professional Services Exp	114	20,000	(19,886)	1%
Total 57000 · Professional Services Fees	292,146	338,377	(46,231)	86%
57500 · Misc & Petty Cash Expense	20			

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Accrual Basis

Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through September 2025

	Jan - Sep 25	Budget	Budget Variances	% of Budget
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	(2,166)	7,000	(9,166)	(31)%
62020 · Utility Locate	12,390	3,499	8,891	354%
62000 · Repairs and Maintenance - Other	0	2,625	(2,625)	0%
Total 62000 · Repairs and Maintenance	10,225	13,124	(2,899)	78%
63000 · Vehicle Expense	740			
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	1,554	9,916	(8,361)	16%
64020 · Landscape Weed Control Expense	34,607	34,384	223	101%
64030 · Irrigation Expense	71,842	142,068	(70,226)	51%
64040 · Landscape Contract	213,344	270,890	(57,546)	79%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
Total 64000 · Landscape Expenses	321,347	487,257	(165,910)	66%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	516	32,568	(32,052)	2%
65030 · Graffiti Removal /Vandalism Exp	537	9,316	(8,779)	6%
65040 · Skate Park Maintenance	0	19,000	(19,000)	0%
65080 · Misc. Playground & Infrastruct	4,369	2,752	1,617	159%
65000 · Playground & Infrastructure Exp - Other	0	500	(500)	0%
Total 65000 · Playground & Infrastructure Exp	5,422	64,136	(58,714)	8%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	19,565	24,564	(4,999)	80%
68020 · Mosquito Control Expense	3,250	14,490	(11,240)	22%
68025 · Water Expense	76,937	93,212	(16,275)	83%
68030 · Seasonal Lighting Expense	0	17,000	(17,000)	0%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	0	30,000	(30,000)	0%
68050 · Portable Restroom Exp.	6,432	8,235	(1,803)	78%
68065 · Water Rights Expense	0	850	(850)	0%
68070 · Snow Removal Expense	57,652	110,316	(52,664)	52%
68080 · Algae Control Exp.	0	40,000	(40,000)	0%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	49,280	57,950	(8,670)	85%
Total 68000 · Parks & Open Space Expense	213,117	411,892	(198,775)	52%
70000 · Bond Interest & Principal Exp.				
70020 · Bond Principal - Series 1993	0			
Total 70000 · Bond Interest & Principal Exp.	0			
80000 · Capital Expenses				
80010 · Park Infrastructure/Improvements	103,275	503,000	(399,725)	21%
80020 · Irrigation Improvements	0	97,000	(97,000)	0%
80050 · Building Improvements	0	3,000	(3,000)	0%
80060 · Plant Nursery	1,371	3,500	(2,129)	39%
80070 · New Playground	236,713	350,000	(113,287)	68%
80000 · Capital Expenses - Other	0	18,000	(18,000)	0%
Total 80000 · Capital Expenses	341,359	974,500	(633,141)	35%
99000 · Contingency	0	39,960	(39,960)	0%
Total Expense	1,338,280	2,474,843	(1,136,563)	54%
Net Ordinary Income	169,689	(871,766)	1,041,455	(19)%
Net Income	169,689	(871,766)	1,041,455	(19)%

Roxborough Village Metro District
Capital Fund Profit & Loss Budget vs. Actual
January through September 2025

	Jan - Sep 25	Budget	Budget Variances	% of Budget
Ordinary Income/Expense				
Income				
45000 · Grant Income	20,000	50,000	(30,000)	40%
46000 · Interest Income	36,792	65,329	(28,537)	56%
48000 · CTF/Lottery Income	31,137	46,200	(15,063)	67%
Total Income	87,930	161,529	(73,599)	54%
Gross Profit	87,930	161,529	(73,599)	54%
Expense				
51000 · General Overhead	4			
52000 · Computer & Software Expenses	131	264	(133)	50%
52500 · Insurance Expense	18	1,694	(1,676)	1%
57000 · Professional Services Fees	16,025	11,473	4,552	140%
64000 · Landscape Expenses	8,143			
68000 · Parks & Open Space Expense	0	850	(850)	0%
80000 · Capital Expenses	341,359	969,500	(628,141)	35%
99000 · Contingency	0	0	0	0%
Total Expense	365,680	983,781	(618,101)	37%
Net Ordinary Income	(277,750)	(822,252)	544,502	34%
Net Income	(277,750)	(822,252)	544,502	34%

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

January through September 2025

	Jan - Sep 25	Budget	Budget Variances	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	66,837	77,925	(11,088)	86%
41020 · Property Tax	1,308,790	1,312,271	(3,481)	100%
41040 · Prior Year Tax	(48)	759	(807)	(6)%
41045 · Property Tax Interest	574	311	263	185%
Total 41000 · Property Tax Income	1,376,154	1,391,266	(15,112)	99%
43000 · Park and Field Income				
43010 · Sports Field Fees	0	2,200	(2,200)	0%
Total 43000 · Park and Field Income	0	2,200	(2,200)	0%
46000 · Interest Income				
46010 · General Bank Account Interest	42,980	48,082	(5,102)	89%
Total 46000 · Interest Income	42,980	48,082	(5,102)	89%
49000 · Miscellaneous Income				
49010 · Miscellaneous Income	906			
Total 49000 · Miscellaneous Income	906			
Total Income	1,420,040	1,441,548	(21,508)	99%
Gross Profit	1,420,040	1,441,548	(21,508)	99%
Expense				
50000 · Treasurer Fees	19,633	19,091	542	103%
51000 · General Overhead				
51005 · Dues & Subscriptions	990	2,189	(1,199)	45%
51010 · Communication / Website Expense	95			
51050 · Utilities Expense	6,870	14,140	(7,270)	49%
Total 51000 · General Overhead	7,955	16,329	(8,374)	49%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	3,138	6,332	(3,194)	50%
Total 52000 · Computer & Software Expenses	3,138	6,332	(3,194)	50%
52500 · Insurance Expense				
52510 · Workers' Compensation Exp.	432			
52550 · General Insurance	29,993	45,000	(15,008)	67%
52500 · Insurance Expense - Other	0	343	(343)	0%
Total 52500 · Insurance Expense	30,425	45,343	(14,919)	67%
52600 · Election Expense	77,034	45,000	32,034	171%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	12,200	9,870	2,330	124%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	415	394	21	105%
53050 · Other BOD Expense	1,784			
Total 53000 · Board of Director's Expense	14,399	10,587	3,812	136%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	933	755	178	124%
54000 · Payroll Expenses - Other	235	202	33	116%
Total 54000 · Payroll Expenses	1,168	957	211	122%

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Accrual Basis

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

January through September 2025

	Jan - Sep 25	Budget	Budget Variances	% of Budget
57000 · Professional Services Fees				
57010 · Auditing	7,200	7,350	(150)	98%
57020 · Legal Expenses	75,995	90,450	(14,455)	84%
57030 · Accounting Services	18,426	27,260	(8,834)	68%
57040 · District Management	120,562	130,620	(10,058)	92%
57050 · Engineering Expense	53,826	51,224	2,602	105%
57090 · Other Professional Services Exp	113	20,000	(19,887)	1%
Total 57000 · Professional Services Fees	276,122	326,904	(50,782)	84%
57500 · Misc & Petty Cash Expense	20			
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	(2,166)	7,000	(9,166)	(31)%
62020 · Utility Locate	12,390	3,499	8,891	354%
62000 · Repairs and Maintenance - Other	0	2,625	(2,625)	0%
Total 62000 · Repairs and Maintenance	10,225	13,124	(2,899)	78%
63000 · Vehicle Expense	740			
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	1,554	9,916	(8,361)	16%
64020 · Landscape Weed Control Expense	34,607	34,384	223	101%
64030 · Irrigation Expense	63,699	142,068	(78,369)	45%
64040 · Landscape Contract	213,344	270,890	(57,546)	79%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
Total 64000 · Landscape Expenses	313,204	487,257	(174,053)	64%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	516	32,568	(32,052)	2%
65030 · Graffiti Removal /Vandalism Exp	537	9,316	(8,779)	6%
65040 · Skate Park Maintenance	0	19,000	(19,000)	0%
65080 · Misc. Playground & Infrastruct	4,369	2,752	1,617	159%
65000 · Playground & Infrastructure Exp - Ot...	0	500	(500)	0%
Total 65000 · Playground & Infrastructure Exp	5,422	64,136	(58,714)	8%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	19,565	24,564	(4,999)	80%
68020 · Mosquito Control Expense	3,250	14,490	(11,240)	22%
68025 · Water Expense	76,937	93,212	(16,275)	83%
68030 · Seasonal Lighting Expense	0	17,000	(17,000)	0%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	0	30,000	(30,000)	0%
68050 · Portable Restroom Exp.	6,432	8,235	(1,803)	78%
68070 · Snow Removal Expense	57,652	110,316	(52,664)	52%
68080 · Algae Control Exp.	0	40,000	(40,000)	0%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	49,280	57,950	(8,670)	85%
Total 68000 · Parks & Open Space Expense	213,117	411,042	(197,925)	52%
70000 · Bond Interest & Principal Exp.				
70020 · Bond Principal - Series 1993	0			
Total 70000 · Bond Interest & Principal Exp.	0			
80000 · Capital Expenses				
80010 · Park Infrastructure/Improvements	0	5,000	(5,000)	0%
Total 80000 · Capital Expenses	0	5,000	(5,000)	0%
99000 · Contingency	0	39,960	(39,960)	0%
Total Expense	972,601	1,491,062	(518,462)	65%
Net Ordinary Income	447,439	(49,514)	496,953	(904)%
Net Income	447,439	(49,514)	496,953	(904)%

Roxborough Village Metro District
Chatfield Farms Profit & Loss Budget vs. Actual
January through September 2025

	Jan - Sep 25	Budget	Budget Variances	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	286,133	375,309	(89,176)	76%
Total Income	286,133	375,309	(89,176)	76%
Gross Profit	286,133	375,309	(89,176)	76%
Expense				
50000 · Treasurer Fees	3,144	5,150	(2,006)	61%
51000 · General Overhead	1,514	2,612	(1,098)	58%
52000 · Computer & Software Expenses	502	1,013	(511)	50%
52500 · Insurance Expense	5,871	7,255	(1,384)	81%
52600 · Election Expense	12,239	7,200	5,039	170%
53000 · Board of Director's Expense	230	1,694	(1,464)	14%
54000 · Payroll Expenses	0	153	(153)	0%
57000 · Professional Services Fees	43,458	52,305	(8,847)	83%
62000 · Repairs and Maintenance	4,442	2,100	2,342	212%
63000 · Vehicle Expense	118			
64000 · Landscape Expenses	65,430	77,961	(12,530)	84%
65000 · Playground & Infrastructure Exp	785	10,262	(9,477)	8%
68000 · Parks & Open Space Expense	35,314	65,766	(30,453)	54%
80000 · Capital Expenses	0	5,000	(5,000)	0%
Total Expense	173,048	238,471	(65,424)	73%
Net Ordinary Income	113,086	136,838	(23,752)	83%
Net Income	113,086	136,838	(23,752)	83%

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Roxborough Village Metro District

A/P Aging Summary

As of September 30, 2025

	Current	1 - 45	46 - 90	> 90	TOTAL
Berrett Pest Control CO LLC	0.00	325.00	0.00	0.00	325.00
Bill.com LLC	397.45	0.00	0.00	0.00	397.45
Carlson, Hammon & Paddock, LLC	0.00	336.00	0.00	0.00	336.00
Chavez Services LLC	0.00	19,630.00	0.00	0.00	19,630.00
Consolidated Divisions Inc	28,589.52	1,397.20	22,462.37	840.00	53,289.09
CORE Electric Cooperative	0.00	981.46	0.00	0.00	981.46
Diversified Underground	168.00	0.00	0.00	0.00	168.00
Foothills Park & Recreation District	545.81	0.00	0.00	0.00	545.81
Gemsbok Consulting Inc.	1,562.50	0.00	0.00	0.00	1,562.50
Rocky Mountain Dive Solutions	2,700.00	0.00	0.00	0.00	2,700.00
Roxborough Water & Sanitation District	23,532.42	0.00	0.00	0.00	23,532.42
Special District Management Services, Inc	4,059.75	9,818.50	31,351.57	0.00	45,229.82
United Site Services	324.02	0.00	0.00	0.00	324.02
Utility Notification Center of Colorado	69.05	69.05	0.00	0.00	138.10
Xcel Energy	0.00	3.81	0.00	0.00	3.81
TOTAL	61,948.52	32,561.02	53,813.94	840.00	149,163.48

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Roxborough Village Metro District
A/P Aging Detail
As of September 30, 2025

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
Current							
09/30/2025	225091285	Utility Notification Cen...	09/30/2025	-SPLIT-	RTL Transmissions		69.05
09/30/2025	152193	Special District Manag...	09/30/2025	-SPLIT-	Septmeber 2025 Distr...		4,059.75
09/30/2025	SALES000...	Foothills Park & Recre...	09/30/2025	-SPLIT-	September 2025 Resi...		545.81
09/02/2025	1196	Consolidated Division...	10/02/2025	-SPLIT-			27,995.65
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		524.25
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		2,773.50
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		104.25
09/24/2025	September...	Roxborough Water & ...	10/04/2025	68025 · Water Expense	Billing period 08/25/2...		120.50
09/24/2025	September...	Roxborough Water & ...	10/04/2025	-SPLIT-			20,009.92
09/30/2025	INV-5633646	United Site Services	10/10/2025	68050 · Portable Restroo...	Services Chatfield Far...		324.02
09/30/2025	2270	Rocky Mountain Dive ...	10/10/2025	64030 · Irrigation Expense	Airplane Park		2,700.00
09/30/2025	25103209802	Bill.com LLC	10/10/2025	-SPLIT-	Billing Period 09/05/2...		397.45
09/18/2025	1283	Consolidated Division...	10/18/2025	-SPLIT-			268.87
09/28/2025	1341	Consolidated Division...	10/28/2025	-SPLIT-	original date is 7/3/25		325.00
09/30/2025	33084	Diversified Underground	10/30/2025	-SPLIT-	September 2025		168.00
09/30/2025	6380	Gemsbok Consulting I...	11/14/2025	-SPLIT-	September 2025		1,562.50
Total Current							61,948.52
1 - 45							
07/31/2025	1297	Consolidated Division...	08/30/2025	-SPLIT-		31	1,397.20
08/31/2025	150773	Special District Manag...	08/31/2025	-SPLIT-	August 2025 District ...	30	9,818.50
08/31/2025	225081277	Utility Notification Cen...	08/31/2025	-SPLIT-	RTL Transmissions	30	69.05
08/31/2025	16	Carlson, Hammon & P...	09/10/2025	-SPLIT-		20	336.00
09/02/2025	942615145	Xcel Energy	09/12/2025	51050 · Utilities Expense	August 2025	18	3.81
09/15/2025	CW-2025-1...	Chavez Services LLC	09/25/2025	80010 · Park Infastrucur...		5	19,630.00
09/25/2025	9866936	Berrett Pest Control C...	09/25/2025	-SPLIT-		5	325.00
09/19/2025	09.2025	CORE Electric Cooper...	09/29/2025	-SPLIT-		1	981.46
Total 1 - 45							32,561.02
46 - 90							
06/30/2025	1040	Consolidated Division...	07/30/2025	-SPLIT-		62	22,462.37
07/31/2025	149943	Special District Manag...	07/31/2025	-SPLIT-	July 2025 District Man...	61	31,351.57
Total 46 - 90							53,813.94
> 90							
02/28/2025	2018513	Consolidated Division...	03/15/2025	-SPLIT-		199	840.00
Total > 90							840.00
TOTAL							149,163.48

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Cash Basis

Roxborough Village MetroDistrict
Claims by Vendor Detail

September 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
American Swing Products Inc.						
Bill	09/10/2025	75423		65010 · Playground Repairs and ...	88.10	88.10
Total American Swing Products Inc.						88.10
ARK Ecological Services, LLC						
Bill	09/10/2025	3661		64020 · Landscape Weed Control...	1,857.48	1,857.48
Bill	09/11/2025	3660		64020 · Landscape Weed Control...	13,079.38	14,936.86
Bill	09/11/2025	3660		64020 · Landscape Weed Control...	2,491.31	17,428.17
Total ARK Ecological Services, LLC						17,428.17
Arvada Pump Company						
Bill	09/02/2025	30898		64030 · Irrigation Expense	1,638.00	1,638.00
Bill	09/02/2025	30898		64030 · Irrigation Expense	312.00	1,950.00
Total Arvada Pump Company						1,950.00
Berrett Pest Control CO LLC						
Bill	09/24/2025	9791673		68020 · Mosquito Control Expense	273.00	273.00
Bill	09/24/2025	9791673		68020 · Mosquito Control Expense	52.00	325.00
Total Berrett Pest Control CO LLC						325.00
Bill.com LLC						
Bill	09/05/2025	25092861841	Billing Period 08/05/2025 - 09/04/2025	52040 · Software & Online Subscr...	323.72	323.72
Bill	09/05/2025	25092861841	Billing Period 08/05/2025 - 09/04/2025	52040 · Software & Online Subscr...	61.66	385.38
Bill	09/05/2025	25092861841	Billing Period 08/05/2025 - 09/04/2025	52040 · Software & Online Subscr...	16.06	401.44
Total Bill.com LLC						401.44
Chavez Services LLC						
Bill	09/02/2025	CW-2025-145		80070 · New Playground	75,891.21	75,891.21
Bill	09/24/2025	CW-2025-151		65080 · Misc. Playground & Infrs...	3,444.00	79,335.21
Bill	09/24/2025	CW-2025-151		65080 · Misc. Playground & Infrs...	656.00	79,991.21
Bill	09/29/2025	CW-2025-152		80070 · New Playground	69,996.95	149,988.16
Total Chavez Services LLC						149,988.16
Colorado Special Districts Property and L						
Bill	09/24/2025	26WC-60100-0138		52510 · Wokers' Compensation E...	367.20	367.20
Bill	09/24/2025	26WC-60100-0138		52510 · Wokers' Compensation E...	64.80	432.00
Bill	09/24/2025	26WC-60100-0138		52510 · Wokers' Compensation E...	18.00	450.00
Total Colorado Special Districts Property and L						450.00
Consolidated Divisions Inc						
Bill	09/11/2025	888		64040 · Landscape Contract	23,516.35	23,516.35
Bill	09/11/2025	888		64040 · Landscape Contract	4,479.30	27,995.65
Total Consolidated Divisions Inc						27,995.65
CORE Electric Cooperative						
Bill	09/10/2025	08.2025		51050 · Utilities Expense	1,490.04	1,490.04
Bill	09/10/2025	08.2025		51050 · Utilities Expense	283.82	1,773.86
Total CORE Electric Cooperative						1,773.86
Diversified Underground						
Bill	09/24/2025	32870	August 2025	62020 · Utility Locate	171.36	171.36
Bill	09/24/2025	32870	August 2025	62020 · Utility Locate	32.64	204.00
Total Diversified Underground						204.00
Farnsworth Group, Inc						
Bill	09/11/2025	255676_2	Period ending 05.30.2025	57050 · Engineering Expense	17,945.63	17,945.63
Bill	09/11/2025	255676_2	Period ending 05.30.2025	57050 · Engineering Expense	3,418.21	21,363.84
Bill	09/11/2025	255676_2	Period ending 05.30.2025	57050 · Engineering Expense	890.16	22,254.00
Total Farnsworth Group, Inc						22,254.00
Foothills Park & Recreation District						
Bill	09/24/2025	SALES000000036225	August 2025 Resident Use	68010 · Foothills Park & Rec Fees	1,689.95	1,689.95
Bill	09/24/2025	SALES000000036225	August 2025 Resident Use	68010 · Foothills Park & Rec Fees	283.41	1,973.36
Total Foothills Park & Recreation District						1,973.36
Gembok Consulting Inc.						
Bill	09/02/2025	6336	July 2025	57030 · Accounting Services	1,378.94	1,378.94
Bill	09/02/2025	6336	July 2025	57030 · Accounting Services	262.66	1,641.60
Bill	09/02/2025	6336	July 2025	57030 · Accounting Services	68.40	1,710.00
Bill	09/24/2025	6357	July 2025	57030 · Accounting Services	2,138.98	3,848.98
Bill	09/24/2025	6357	July 2025	57030 · Accounting Services	407.42	4,256.40
Bill	09/24/2025	6357	July 2025	57030 · Accounting Services	106.10	4,362.50
Total Gembok Consulting Inc.						4,362.50

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Cash Basis

Roxborough Village MetroDistrict
Claims by Vendor Detail

September 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Ireland Stapleton Pryor & Pascoe PC						
Bill	09/02/2025	166837		57020 · Legal Expenses	6,112.09	6,112.09
Bill	09/02/2025	166837		57020 · Legal Expenses	1,164.21	7,276.30
Bill	09/02/2025	166837		57020 · Legal Expenses	303.18	7,579.48
Bill	09/29/2025	167699		57020 · Legal Expenses	8,999.83	16,579.31
Bill	09/29/2025	167699		57020 · Legal Expenses	1,714.25	18,293.56
Bill	09/29/2025	167699		57020 · Legal Expenses	446.42	18,739.98
Total Ireland Stapleton Pryor & Pascoe PC						18,739.98
QuickBooks Payroll Service						
Liability Che...	09/29/2025		Fee for 4 direct deposit(s) at \$5.00 each	54000 · Payroll Expenses	20.00	20.00
Total QuickBooks Payroll Service						20.00
Rocky Mountain Dive Solutions						
Bill	09/10/2025	2270	Airplane Park	64030 · Irrigation Expense	2,700.00	2,700.00
Total Rocky Mountain Dive Solutions						2,700.00
Roxborough Water & Sanitation District						
Bill	09/12/2025	August2025_1	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	120.50	120.50
Bill	09/12/2025	August2025_2	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	1,011.75	1,132.25
Bill	09/12/2025	August2025_4	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	4,424.25	5,556.50
Bill	09/12/2025	August2025_3	Billing period 07/25/2025 - 08/24/2025	68025 · Water Expense	5,679.75	11,236.25
Bill	09/25/2025	August2025_5		68025 · Water Expense	29,000.36	40,236.61
Bill	09/25/2025	August2025_5		68025 · Water Expense	5,523.88	45,760.49
Bill	09/25/2025	August2025_5	NSF fee	57500 · Misc & Petty Cash Expense	20.00	45,780.49
Total Roxborough Water & Sanitation District						45,780.49
Special District Association of Colorado						
Bill	09/10/2025	Conference_2025		53040 · BOD Conference/Retreat ...	415.00	415.00
Total Special District Association of Colorado						415.00
United Site Services						
Bill	09/01/2025	INV-5514575	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	324.02	324.02
Bill	09/24/2025	INV-5575706	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	314.83	638.85
Bill	09/24/2025	INV-5576490	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	324.02	962.87
Total United Site Services						962.87
TOTAL						297,812.58

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Roxborough Village Metro District
Payroll Detail
September 2025

Num	Date	Source Name	Payroll Item	Type	Wage Base	Amount
BOD Compensation						
DD1138	09/30/2025	Clifford A Linhardt	BOD Compensation	Paycheck	0.00	200.00
DD1139	09/30/2025	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1140	09/30/2025	Ronald E Bendall	BOD Compensation	Paycheck	0.00	200.00
DD1141	09/30/2025	Stephen L Thorneb...	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	800.00
TOTAL					0.00	800.00

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Accrual Basis

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
45000 · Grant Income							
Deposit	01/22/2025		Colorado department of Ag...	Noxious Weed Grant Deposit		20,000.00	20,000.00
Total 45000 · Grant Income					0.00	20,000.00	20,000.00
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2025			Deposit		4,127.35	4,127.35
Deposit	01/31/2025			Deposit		400.37	4,527.72
Deposit	02/28/2025			Deposit		392.61	4,920.33
Deposit	02/28/2025			Deposit		3,627.10	8,547.43
Deposit	03/31/2025			Deposit		3,877.36	12,424.79
Deposit	03/31/2025			Deposit		433.50	12,858.29
Deposit	04/10/2025			Deposit		3,738.10	16,596.39
Deposit	04/10/2025			Deposit		366.95	16,963.34
Deposit	05/31/2025			Deposit		3,841.95	20,805.29
Deposit	05/31/2025			Deposit		330.07	21,135.36
Deposit	06/30/2025			Deposit		320.04	21,455.40
Deposit	06/30/2025			Deposit		3,722.22	25,177.62
Deposit	07/31/2025			Interest		3,865.78	29,043.40
Deposit	07/31/2025			Interest		332.45	29,375.85
Deposit	08/31/2025			Interest		3,631.67	33,007.52
Deposit	08/31/2025			Interest		333.40	33,340.92
Deposit	09/30/2025			Interest		3,131.08	36,472.00
Deposit	09/30/2025			Interest		320.24	36,792.24
Total 46010 · General Bank Account Interest					0.00	36,792.24	36,792.24
Total 46000 · Interest Income					0.00	36,792.24	36,792.24
48000 · CTF/Lottery Income							
Deposit	03/11/2025			Deposit		11,007.72	11,007.72
Deposit	06/13/2025			Deposit		10,363.71	21,371.43
Deposit	09/16/2025			Q3		9,765.91	31,137.34
Total 48000 · CTF/Lottery Income					0.00	31,137.34	31,137.34
Total Income					0.00	87,929.58	87,929.58
Gross Profit					0.00	87,929.58	87,929.58
Expense							
51000 · General Overhead							
51010 · Communication / Website Expense							
General Journal	01/01/2025	CPAAJE2...	Roxborough Metro District	To Tie to Audit TB	0.25		0.25
Bill	02/21/2025	130456	Colorado Community Media		1.99		2.24
Bill	06/24/2025	649344D...	Colorado Community Media		1.96		4.20
Total 51010 · Communication / Website Expense					4.20	0.00	4.20
Total 51000 · General Overhead					4.20	0.00	4.20
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Bill	01/31/2025	2502024...	Bill.com LLC	Billing Period 01/05/2025 - 02/04/2025	13.56		13.56
Bill	02/28/2025	2503060...	Bill.com LLC	Billing Period 02/05/2025 - 03/04/2025	13.61		27.17
Bill	03/31/2025	2504096...	Bill.com LLC	Billing Period 03/05/2025 - 04/04/2025	13.80		40.97
Bill	04/30/2025	2505132...	Bill.com LLC	Billing Period 04/05/2025 - 05/04/2025	13.39		54.36
Bill	05/31/2025	2506170...	Bill.com LLC	Billing Period 05/05/2025 - 06/04/2025	14.14		68.50
Bill	06/30/2025	2507206...	Bill.com LLC	Billing Period 06/05/2025 - 07/04/2025	13.92		82.42
Bill	07/31/2025	2508250...	Bill.com LLC	Billing Period 07/05/2025 - 08/04/2025	16.38		98.80
Bill	08/31/2025	2509286...	Bill.com LLC	Billing Period 08/05/2025 - 09/04/2025	16.06		114.86
Bill	09/30/2025	2510320...	Bill.com LLC	Billing Period 09/05/2025 - 010/04/2025	15.90		130.76
Total 52040 · Software & Online Subscriptions					130.76	0.00	130.76
Total 52000 · Computer & Software Expenses					130.76	0.00	130.76
52500 · Insurance Expense							
52510 · Wokers' Compensation Exp.							
Bill	08/14/2025	26WC-60...	Colorado Special Districts ...		18.00		18.00
Total 52510 · Wokers' Compensation Exp.					18.00	0.00	18.00
52550 · General Insurance							
General Journal	01/31/2025	0125BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	02/28/2025	0225BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	03/31/2025	0325BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	04/30/2025	0425BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	05/31/2025	0525BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	06/30/2025	0625BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	07/31/2025	0725BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	08/31/2025	0825BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
General Journal	09/30/2025	0925BusIns		To move Business Insruance prepaid to exp...	0.00		0.00
Total 52550 · General Insurance					0.00	0.00	0.00
Total 52500 · Insurance Expense					18.00	0.00	18.00

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Accrual Basis

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
57000 · Professional Services Fees							
57010 · Auditing							
Bill	04/30/2025	49310	Hoelting & Company, Inc	2023 Audit	240.00		240.00
Bill	06/30/2025	49662	Hoelting & Company, Inc		60.00		300.00
Total 57010 · Auditing					300.00	0.00	300.00
57020 · Legal Expenses							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	512.60		512.60
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Credit for double payment of bill.com		151.59	361.01
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	474.28		835.29
Bill	03/31/2025	163536	Ireland Stapleton Pryor & ...	Billed Through 03/31/2025	124.68		959.97
Bill	04/30/2025	164405	Ireland Stapleton Pryor & ...	Billed Through 04/30/2025	577.48		1,537.45
Bill	05/31/2025	165222	Ireland Stapleton Pryor & ...		5,155.32		6,692.77
Bill	06/30/2025	14	Carlson, Hammon & Paddo...		32.74		6,725.51
Bill	07/17/2025	165995	Ireland Stapleton Pryor & ...		273.86		6,999.37
Bill	07/31/2025	166837	Ireland Stapleton Pryor & ...		303.18		7,302.55
Bill	08/31/2025	167699	Ireland Stapleton Pryor & ...		446.42		7,748.97
Bill	08/31/2025	16	Carlson, Hammon & Paddo...		13.44		7,762.41
Total 57020 · Legal Expenses					7,914.00	151.59	7,762.41
57030 · Accounting Services							
Bill	01/31/2025	6190	Gemsbok Consulting Inc.	January 2025	72.72		72.72
Bill	02/28/2025	6212	Gemsbok Consulting Inc.	February 2025	63.90		136.62
Bill	03/31/2025	6246	Gemsbok Consulting Inc.	March 2025	96.05		232.67
Bill	04/30/2025	6268	Gemsbok Consulting Inc.	April 2025	80.10		312.77
Bill	05/31/2025	6290	Gemsbok Consulting Inc.	May 2025	77.80		390.57
Bill	06/30/2025	6314	Gemsbok Consulting Inc.	June 2025	127.40		517.97
Bill	07/31/2025	6336	Gemsbok Consulting Inc.	July 2025	68.40		586.37
Bill	08/31/2025	6357	Gemsbok Consulting Inc.	July 2025	106.10		692.47
Bill	09/30/2025	6380	Gemsbok Consulting Inc.	September 2025	62.50		754.97
Total 57030 · Accounting Services					754.97	0.00	754.97
57040 · District Management							
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	448.74		448.74
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	523.41		972.15
Bill	03/31/2025	145582	Special District Manageme...	March 2025 District Management Fees	512.75		1,484.90
Bill	04/30/2025	146971	Special District Manageme...	April 2025 District Management Fees	738.91		2,223.81
Bill	05/31/2025	147424	Special District Manageme...	May 2025 District Management Fees	488.35		2,712.16
Bill	06/30/2025	149577	Special District Manageme...	May 2025 District Management Fees	513.02		3,225.18
Bill	07/31/2025	149943	Special District Manageme...	July 2025 District Management Fees	1,254.06		4,479.24
Bill	08/31/2025	150773	Special District Manageme...	August 2025 District Management Fees	392.74		4,871.98
Bill	09/30/2025	152193	Special District Manageme...	Septmeber 2025 District Management Fees	162.39		5,034.37
Total 57040 · District Management					5,034.37	0.00	5,034.37
57050 · Engineering Expense							
Bill	01/24/2025	257995	Farnsworth Group, Inc	Period ending 12.31.2024	810.71		810.71
Bill	04/28/2025	260266	Farnsworth Group, Inc	Period ending 03.31.2025	445.74		1,256.45
Bill	06/05/2025	261126	Farnsworth Group, Inc	Period ending 05.30.2025	25.28		1,281.73
Bill	08/20/2025	255676_2	Farnsworth Group, Inc	Period ending 05.30.2025	890.16		2,171.89
Total 57050 · Engineering Expense					2,171.89	0.00	2,171.89
57090 · Other Professional Services Exp							
Bill	07/22/2025	58176	Douglas County Deputy Sh...	Record Request	1.24		1.24
Total 57090 · Other Professional Services Exp					1.24	0.00	1.24
Total 57000 · Professional Services Fees					16,176.47	151.59	16,024.88
64000 · Landscape Expenses							
64030 · Irrigation Expense							
Bill	07/10/2025	30820	Browns Hill Engineering & ...		43.20		43.20
Bill	07/14/2025	2270	Rocky Mountain Recreatio...	Airplane Park	2,700.00		2,743.20
Bill	07/14/2025	2270	Rocky Mountain Dive Solut...	Airplane Park	2,700.00		5,443.20
Bill	09/30/2025	2270	Rocky Mountain Dive Solut...	Airplane Park	2,700.00		8,143.20
Total 64030 · Irrigation Expense					8,143.20	0.00	8,143.20
Total 64000 · Landscape Expenses					8,143.20	0.00	8,143.20
68000 · Parks & Open Space Expense							
68065 · Water Rights Expense							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	0.00		0.00
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	0.00		0.00
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	0.00		0.00
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	0.00		0.00
Bill	03/31/2025	145582	Special District Manageme...	March 2025 District Management Fees	0.00		0.00
Bill	03/31/2025	163536	Ireland Stapleton Pryor & ...	Billed Through 03/31/2025	0.00		0.00
Bill	04/30/2025	146971	Special District Manageme...	April 2025 District Management Fees	0.00		0.00
Bill	04/30/2025	164405	Ireland Stapleton Pryor & ...	Billed Through 04/30/2025	0.00		0.00
Bill	05/31/2025	147424	Special District Manageme...	May 2025 District Management Fees	0.00		0.00
Bill	06/30/2025	149577	Special District Manageme...	May 2025 District Management Fees	0.00		0.00
Bill	07/31/2025	149943	Special District Manageme...	July 2025 District Management Fees	0.00		0.00
Bill	08/31/2025	150773	Special District Manageme...	August 2025 District Management Fees	0.00		0.00
Bill	09/30/2025	152193	Special District Manageme...	Septmeber 2025 District Management Fees	0.00		0.00
Total 68065 · Water Rights Expense					0.00	0.00	0.00
Total 68000 · Parks & Open Space Expense					0.00	0.00	0.00

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Accrual Basis

**Roxborough Village Metro District
Capital Fund Profit & Loss Detail**

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
80000 · Capital Expenses							
80010 · Park Infrastructure/Improvements							
Bill	05/27/2025	2025255-7	Chavez Services LLC		5,893.00		5,893.00
Bill	05/29/2025	266	Consolidated Divisions Inc		3,395.92		9,288.92
Bill	05/29/2025	CW-2025...	Chavez Services LLC		53,023.00		62,311.92
Bill	05/31/2025	407	Consolidated Divisions Inc		474.10		62,786.02
Bill	06/05/2025	41839	JPL Cares, Inc.		1,680.00		64,466.02
Bill	06/23/2025	CW-2025...	Chavez Services LLC		19,179.00		83,645.02
Bill	09/15/2025	CW-2025...	Chavez Services LLC		19,630.00		103,275.02
Total 80010 · Park Infrastructure/Improvements					103,275.02	0.00	103,275.02
80060 · Plant Nursery							
General Journal	01/01/2025	CPAAJE2...	Roxborough Metro District	To Tie to Audit TB		345.00	-345.00
Bill	01/30/2025	RVMD10...	Ephram Glass*	Greenhouse Supplies	627.69		282.69
Bill	06/09/2025	37383	JPL Cares, Inc.		1,088.01		1,370.70
Total 80060 · Plant Nursery					1,715.70	345.00	1,370.70
80070 · New Playground							
Bill	01/23/2025	7884	Rocky Mountain Recreatio...	Airplane Park	5,880.80		5,880.80
Bill	02/20/2025	7935	Rocky Mountain Recreatio...	Airplane Park	5,444.20		11,325.00
Bill	07/23/2025	4176	A To Z Recreation, LLC	RVMD community park project	79,500.00		90,825.00
Bill	07/31/2025	CW-2025...	Chavez Services LLC		75,891.21		166,716.21
Bill	09/03/2025	CW-2025...	Chavez Services LLC		69,996.95		236,713.16
Total 80070 · New Playground					236,713.16	0.00	236,713.16
Total 80000 · Capital Expenses					341,703.88	345.00	341,358.88
Total Expense					366,176.51	496.59	365,679.92
Net Ordinary Income					366,176.51	88,426.17	-277,750.34
Net Income					366,176.51	88,426.17	-277,750.34

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
41000 · Property Tax Income							
41010 · Specific Ownership Tax							
Deposit	02/10/2025			Deposit		8,611.72	8,611.72
Deposit	03/11/2025			Deposit		8,537.87	17,149.59
Deposit	04/10/2025			Deposit		8,343.26	25,492.85
Deposit	05/16/2025			Deposit		7,707.75	33,200.60
Deposit	06/13/2025			Deposit		8,214.56	41,415.16
Deposit	07/31/2025			Deposit		8,600.52	50,015.68
Deposit	08/29/2025			08.25 Tax Distribution		8,662.65	58,678.33
Deposit	09/30/2025			09.25 Tax Distribution		8,158.48	66,836.81
Total 41010 · Specific Ownership Tax					0.00	66,836.81	66,836.81
41020 · Property Tax							
Deposit	02/10/2025			Deposit		22,050.07	22,050.07
Deposit	03/11/2025			Deposit		569,431.38	591,481.45
Deposit	04/10/2025			Deposit		37,750.20	629,231.65
Deposit	05/16/2025			-MULTIPLE-		118,789.53	748,021.18
Deposit	06/13/2025			Deposit		41,773.09	789,794.27
Deposit	07/31/2025			Deposit		507,702.91	1,297,497.18
Deposit	08/29/2025			08.25 Tax Distribution		9,670.88	1,307,168.06
Deposit	09/30/2025			09.25 Tax Distribution		1,622.15	1,308,790.21
Total 41020 · Property Tax					0.00	1,308,790.21	1,308,790.21
41040 · Prior Year Tax							
Deposit	03/11/2025			Prior year value adjustment (abatement)	47.69		-47.69
Total 41040 · Prior Year Tax					47.69	0.00	-47.69
41045 · Property Tax Interest							
Deposit	03/11/2025			Prior year interest value adjustment	0.95		-0.95
Deposit	04/10/2025			Deposit		12.75	11.80
Deposit	05/16/2025			Deposit		19.05	30.85
Deposit	06/13/2025			Deposit		103.60	134.45
Deposit	07/31/2025			Deposit		128.05	262.50
Deposit	08/29/2025			08.25 Tax Distribution		249.39	511.89
Deposit	09/30/2025			09.25 Tax Distribution		62.58	574.47
Total 41045 · Property Tax Interest					0.95	575.42	574.47
Total 41000 · Property Tax Income					48.64	1,376,202.44	1,376,153.80
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2025			Deposit		3,530.66	3,530.66
Deposit	02/28/2025			Deposit		3,025.31	6,555.97
Deposit	03/31/2025			Deposit		4,602.19	11,158.16
Deposit	04/30/2025			Deposit		4,959.47	16,117.63
Deposit	05/31/2025			Deposit		5,336.46	21,454.09
Deposit	06/30/2025			Reinvestment		4,744.42	26,198.51
Deposit	07/31/2025			Interest		5,582.13	31,780.64
Deposit	08/29/2025			Interest		5,864.65	37,645.29
Deposit	09/30/2025			Interest		5,334.64	42,979.93
Total 46010 · General Bank Account Interest					0.00	42,979.93	42,979.93
Total 46000 · Interest Income					0.00	42,979.93	42,979.93
49000 · Miscellaneous Income							
49010 · Miscellaneous Income							
Deposit	02/07/2025	114412	CORE Electric Cooperative	Core Power Easement		906.00	906.00
Total 49010 · Miscellaneous Income					0.00	906.00	906.00
Total 49000 · Miscellaneous Income					0.00	906.00	906.00
Total Income					48.64	1,420,088.37	1,420,039.73
Gross Profit					48.64	1,420,088.37	1,420,039.73
Expense							
50000 · Treasurer Fees							
Deposit	02/10/2025			Deposit	330.78		330.78
Deposit	03/11/2025			Prior year treasurer fee		0.72	330.06
Deposit	03/11/2025			Deposit	8,541.48		8,871.54
Deposit	04/10/2025			Deposit	566.45		9,437.99
Deposit	05/16/2025			Deposit	1,775.24		11,213.23
Deposit	06/13/2025			Deposit	628.14		11,841.37
Deposit	07/31/2025			Deposit	7,617.43		19,458.80
Deposit	08/29/2025			08.25 Tax Distribution	148.80		19,607.60
Deposit	09/30/2025			09.25 Tax Distribution	25.26		19,632.86
Total 50000 · Treasurer Fees					19,633.58	0.72	19,632.86
51000 · General Overhead							
51005 · Dues & Subscriptions							
Bill	01/31/2025	2025 Me...	Special District Association...	2025 SDA Annual Membership	990.14		990.14
Total 51005 · Dues & Subscriptions					990.14	0.00	990.14

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail
 January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
51010 · Communication / Website Expense							
Bill	02/21/2025	130456	Colorado Community Media		47.77		47.77
Bill	06/24/2025	649344D...	Colorado Community Media		47.10		94.87
Total 51010 · Communication / Website Expense					94.87	0.00	94.87
51050 · Utilities Expense							
General Journal	01/01/2025	CPAAJE2...	Roxborough Metro District	To Tie to Audit TB		0.25	-0.25
Bill	01/02/2025	909043485	Xcel Energy	December Statement	3.68		3.43
Bill	01/21/2025		CORE Electric Cooperative		892.68		896.11
Bill	02/02/2025	913273288	Xcel Energy	December Statement	3.68		899.79
Bill	02/20/2025		CORE Electric Cooperative		203.44		1,103.23
Bill	03/03/2025	917008394	Xcel Energy		3.68		1,106.91
Bill	03/19/2025		CORE Electric Cooperative		200.99		1,307.90
Credit	03/19/2025		CORE Electric Cooperative			200.99	1,106.91
Bill	04/01/2025	921122371	Xcel Energy		3.68		1,110.59
Bill	04/17/2025		CORE Electric Cooperative		373.96		1,484.55
Credit	04/17/2025		CORE Electric Cooperative			373.96	1,110.59
Bill	05/01/2025	925488534	Xcel Energy		3.74		1,114.33
Bill	05/20/2025		CORE Electric Cooperative		585.56		1,699.89
Bill	06/01/2025	929712563	Xcel Energy		3.74		1,703.63
Bill	06/18/2025	06.2025	CORE Electric Cooperative		1,549.25		3,252.88
Bill	07/01/2025	934025266	Xcel Energy		3.82		3,256.70
Bill	07/17/2025	07.2025	CORE Electric Cooperative		851.67		4,108.37
Bill	08/02/2025	938394815	Xcel Energy	August 2025	2.89		4,111.26
Bill	08/20/2025	08.2025	CORE Electric Cooperative		1,773.86		5,885.12
Bill	09/02/2025	942615145	Xcel Energy	August 2025	3.81		5,888.93
Bill	09/19/2025	09.2025	CORE Electric Cooperative		981.46		6,870.39
Total 51050 · Utilities Expense					7,445.59	575.20	6,870.39
Total 51000 · General Overhead					8,530.60	575.20	7,955.40
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Bill	01/31/2025	2502024...	Bill.com LLC	Billing Period 01/05/2025 - 02/04/2025	325.43		325.43
Bill	02/28/2025	2503060...	Bill.com LLC	Billing Period 02/05/2025 - 03/04/2025	326.58		652.01
Bill	03/31/2025	2504096...	Bill.com LLC	Billing Period 03/05/2025 - 04/04/2025	331.24		983.25
Bill	04/30/2025	2505132...	Bill.com LLC	Billing Period 04/05/2025 - 05/04/2025	321.34		1,304.59
Bill	05/31/2025	2506170...	Bill.com LLC	Billing Period 05/05/2025 - 06/04/2025	339.30		1,643.89
Bill	06/30/2025	2507206...	Bill.com LLC	Billing Period 06/05/2025 - 07/04/2025	334.07		1,977.96
Bill	07/31/2025	2508250...	Bill.com LLC	Billing Period 07/05/2025 - 08/04/2025	393.17		2,371.13
Bill	08/31/2025	2509286...	Bill.com LLC	Billing Period 08/05/2025 - 09/04/2025	385.38		2,756.51
Bill	09/30/2025	2510320...	Bill.com LLC	Billing Period 09/05/2025 - 01/04/2026	381.55		3,138.06
Total 52040 · Software & Online Subscriptions					3,138.06	0.00	3,138.06
Total 52000 · Computer & Software Expenses					3,138.06	0.00	3,138.06
52500 · Insurance Expense							
52510 · Wokers' Compensation Exp.							
Bill	08/14/2025	26WC-60...	Colorado Special Districts ...		432.00		432.00
Total 52510 · Wokers' Compensation Exp.					432.00	0.00	432.00
52550 · General Insurance							
General Journal	01/31/2025	0125BusIns		To move Business Insurance prepaid to exp...	3,332.50		3,332.50
General Journal	02/28/2025	0225BusIns		To move Business Insurance prepaid to exp...	3,332.50		6,665.00
General Journal	03/31/2025	0325BusIns		To move Business Insurance prepaid to exp...	3,332.50		9,997.50
General Journal	04/30/2025	0425BusIns		To move Business Insurance prepaid to exp...	3,332.50		13,330.00
General Journal	05/31/2025	0525BusIns		To move Business Insurance prepaid to exp...	3,332.50		16,662.50
General Journal	06/30/2025	0625BusIns		To move Business Insurance prepaid to exp...	3,332.50		19,995.00
General Journal	07/31/2025	0725BusIns		To move Business Insurance prepaid to exp...	3,332.50		23,327.50
General Journal	08/31/2025	0825BusIns		To move Business Insurance prepaid to exp...	3,332.50		26,660.00
General Journal	09/30/2025	0925BusIns		To move Business Insurance prepaid to exp...	3,332.50		29,992.50
Total 52550 · General Insurance					29,992.50	0.00	29,992.50
Total 52500 · Insurance Expense					30,424.50	0.00	30,424.50
52600 · Election Expense							
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	262.50		262.50
Bill	02/07/2025	129466	Colorado Community Media		41.40		303.90
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	7,219.00		7,522.90
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	865.00		8,387.90
Bill	03/06/2025	Election L...	Douglas Country Governm...	Extended Time	25.74		8,413.64
Bill	03/31/2025	163536	Ireland Stapleton Pryor & ...	Billed Through 03/31/2025	2,169.00		10,582.64
Bill	03/31/2025	145582	Special District Manageme...	March 2025 District Management Fees	11,867.80		22,450.44
Bill	04/04/2025	133472	Colorado Community Media		62.96		22,513.40
Bill	04/14/2025	10351	Karat Production Services ...	-MULTIPLE-	3,447.24		25,960.64
Bill	04/25/2025	10341	Karat Production Services ...		14,059.75		40,020.39
Bill	04/30/2025	164405	Ireland Stapleton Pryor & ...	Billed Through 04/30/2025	5,651.50		45,671.89
Bill	04/30/2025	146971	Special District Manageme...	April 2025 District Management Fees	17,418.59		63,090.48
Bill	05/06/2025	Election J...	Jennifer Woodby		15.00		63,105.48
Bill	05/14/2025	Judge El...	Shawna Stevens		100.00		63,205.48
Bill	05/14/2025	Judge El...	Paola Corado		100.00		63,305.48
Bill	05/14/2025	Judge El...	Catherine E Emery		100.00		63,405.48
Bill	05/14/2025	Judge El...	Dawn Herther		100.00		63,505.48
Bill	05/14/2025	Judge El...	Michelle Gardner		100.00		63,605.48
Bill	05/31/2025	147424	Special District Manageme...	May 2025 District Management Fees	12,649.50		76,254.98
Bill	05/31/2025	165222	Ireland Stapleton Pryor & ...		675.00		76,929.98
Bill	06/30/2025	149577	Special District Manageme...	May 2025 District Management Fees	103.80		77,033.78
Bill	07/17/2025	165995	Ireland Stapleton Pryor & ...		0.00		77,033.78

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail
 January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	07/31/2025	149943	Special District Manageme...	July 2025 District Management Fees	0.00		77,033.78
Bill	07/31/2025	166837	Ireland Stapleton Pryor & ...		0.00		77,033.78
Bill	08/31/2025	167699	Ireland Stapleton Pryor & ...		0.00		77,033.78
Bill	08/31/2025	150773	Special District Manageme...	August 2025 District Management Fees	0.00		77,033.78
Bill	09/30/2025	152193	Special District Manageme...	Septmeber 2025 District Management Fees	0.00		77,033.78
Total 52600 · Election Expense					77,033.78	0.00	77,033.78
53000 · Board of Director's Expense							
53010 · Directors' Stipend							
Paycheck	01/31/2025	DD1095	Brendan M Coupe	Direct Deposit	200.00		200.00
Paycheck	01/31/2025	DD1096	Debra D Prysby	Direct Deposit	200.00		400.00
Paycheck	01/31/2025	DD1097	Ephram Glass	Direct Deposit	200.00		600.00
Paycheck	02/28/2025	DD1098	Brendan M Coupe	Direct Deposit	300.00		900.00
Paycheck	02/28/2025	DD1099	Debra D Prysby	Direct Deposit	300.00		1,200.00
Paycheck	02/28/2025	DD1100	Ephram Glass	Direct Deposit	400.00		1,600.00
Paycheck	02/28/2025	DD1101	Mark J Rubic	Direct Deposit	400.00		2,000.00
Paycheck	02/28/2025	DD1102	Travis Jensen	Direct Deposit	300.00		2,300.00
Paycheck	03/31/2025	DD1103	Brendan M Coupe	Direct Deposit	200.00		2,500.00
Paycheck	03/31/2025	DD1104	Debra D Prysby	Direct Deposit	200.00		2,700.00
Paycheck	03/31/2025	DD1105	Ephram Glass	Direct Deposit	200.00		2,900.00
Paycheck	03/31/2025	DD1106	Mark J Rubic	Direct Deposit	200.00		3,100.00
Paycheck	03/31/2025	DD1107	Travis Jensen	Direct Deposit	200.00		3,300.00
Paycheck	04/30/2025	DD1108	Brendan M Coupe	Direct Deposit	200.00		3,500.00
Paycheck	04/30/2025	DD1109	Debra D Prysby	Direct Deposit	200.00		3,700.00
Paycheck	04/30/2025	DD1110	Ephram Glass	Direct Deposit	200.00		3,900.00
Paycheck	04/30/2025	DD1111	Mark J Rubic	Direct Deposit	200.00		4,100.00
Paycheck	04/30/2025	DD1112	Travis Jensen	Direct Deposit	200.00		4,300.00
Paycheck	05/30/2025	DD1113	Clifford A Linhardt	Direct Deposit	300.00		4,600.00
Paycheck	05/30/2025	DD1114	Debra D Prysby	Direct Deposit	300.00		4,900.00
Paycheck	05/30/2025	DD1115	Ephram Glass	Direct Deposit	300.00		5,200.00
Paycheck	05/30/2025	DD1116	Ronald E Bendall	Direct Deposit	300.00		5,500.00
Paycheck	06/09/2025	DD1117	Brendan M Coupe	Direct Deposit	100.00		5,600.00
Paycheck	06/09/2025	DD1118	Debra D Prysby	Direct Deposit	200.00		5,800.00
Paycheck	06/09/2025	DD1119	Ephram Glass	Direct Deposit	200.00		6,000.00
Paycheck	06/09/2025	DD1120	Mark J Rubic	Direct Deposit	200.00		6,200.00
Paycheck	06/09/2025	DD1121	Travis Jensen	Direct Deposit	100.00		6,300.00
Paycheck	06/12/2025	DD1122	Mark J Rubic	Direct Deposit	800.00		7,100.00
Paycheck	06/13/2025	DD1123	Mark J Rubic	Direct Deposit	200.00		7,300.00
Paycheck	06/30/2025	DD1124	Clifford A Linhardt	Direct Deposit	200.00		7,500.00
Paycheck	06/30/2025	DD1125	Debra D Prysby	Direct Deposit	200.00		7,700.00
Paycheck	06/30/2025	DD1126	Ephram Glass	Direct Deposit	500.00		8,200.00
Paycheck	06/30/2025	DD1127	Ronald E Bendall	Direct Deposit	500.00		8,700.00
Paycheck	07/31/2025	DD1128	Clifford A Linhardt	Direct Deposit	100.00		8,800.00
Paycheck	07/31/2025	DD1129	Debra D Prysby	Direct Deposit	200.00		9,000.00
Paycheck	07/31/2025	DD1130	Ephram Glass	Direct Deposit	200.00		9,200.00
Paycheck	07/31/2025	DD1131	Ronald E Bendall	Direct Deposit	100.00		9,300.00
Paycheck	07/31/2025	DD1132	Stephen L Thorneberry	Direct Deposit	800.00		10,100.00
Paycheck	08/29/2025	DD1133	Clifford A Linhardt	Direct Deposit	300.00		10,400.00
Paycheck	08/29/2025	DD1134	Debra D Prysby	Direct Deposit	300.00		10,700.00
Paycheck	08/29/2025	DD1135	Ephram Glass	Direct Deposit	200.00		10,900.00
Paycheck	08/29/2025	DD1136	Ronald E Bendall	Direct Deposit	200.00		11,100.00
Paycheck	08/29/2025	DD1137	Stephen L Thorneberry	Direct Deposit	300.00		11,400.00
Paycheck	09/30/2025	DD1138	Clifford A Linhardt	Direct Deposit	200.00		11,600.00
Paycheck	09/30/2025	DD1139	Debra D Prysby	Direct Deposit	200.00		11,800.00
Paycheck	09/30/2025	DD1140	Ronald E Bendall	Direct Deposit	200.00		12,000.00
Paycheck	09/30/2025	DD1141	Stephen L Thorneberry	Direct Deposit	200.00		12,200.00
Total 53010 · Directors' Stipend					12,200.00	0.00	12,200.00
53040 · BOD Conference/Retreat Expense							
Bill	08/20/2025	Conferen...	Special District Association...		415.00		415.00
Total 53040 · BOD Conference/Retreat Expense					415.00	0.00	415.00
53050 · Other BOD Expense							
Bill	01/01/2025	Library R...	Douglas County Libraries		375.00		375.00
Bill	02/20/2025	Library R...	Douglas County Libraries	Extended Time	70.00		445.00
Deposit	05/13/2025	092189	Douglas County Libraries	Deposit		100.00	345.00
Bill	05/18/2025	114-3339...	Peggy Ripko - Reimburse...		1,438.50		1,783.50
Total 53050 · Other BOD Expense					1,883.50	100.00	1,783.50
Total 53000 · Board of Director's Expense					14,498.50	100.00	14,398.50

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
54000 · Payroll Expenses							
54060 · Employer Payroll Taxes							
Paycheck	01/31/2025	DD1095	Brendan M Coupe	Direct Deposit	15.30		15.30
Paycheck	01/31/2025	DD1096	Debra D Prysby	Direct Deposit	15.30		30.60
Paycheck	01/31/2025	DD1097	Ephram Glass	Direct Deposit	15.30		45.90
Paycheck	02/28/2025	DD1098	Brendan M Coupe	Direct Deposit	22.95		68.85
Paycheck	02/28/2025	DD1099	Debra D Prysby	Direct Deposit	22.95		91.80
Paycheck	02/28/2025	DD1100	Ephram Glass	Direct Deposit	30.60		122.40
Paycheck	02/28/2025	DD1101	Mark J Rubic	Direct Deposit	30.60		153.00
Paycheck	02/28/2025	DD1102	Travis Jensen	Direct Deposit	22.95		175.95
Paycheck	03/31/2025	DD1103	Brendan M Coupe	Direct Deposit	15.30		191.25
Paycheck	03/31/2025	DD1104	Debra D Prysby	Direct Deposit	15.30		206.55
Paycheck	03/31/2025	DD1105	Ephram Glass	Direct Deposit	15.30		221.85
Paycheck	03/31/2025	DD1106	Mark J Rubic	Direct Deposit	15.30		237.15
Paycheck	03/31/2025	DD1107	Travis Jensen	Direct Deposit	15.30		252.45
Paycheck	04/30/2025	DD1108	Brendan M Coupe	Direct Deposit	15.30		267.75
Paycheck	04/30/2025	DD1109	Debra D Prysby	Direct Deposit	15.30		283.05
Paycheck	04/30/2025	DD1110	Ephram Glass	Direct Deposit	15.30		298.35
Paycheck	04/30/2025	DD1111	Mark J Rubic	Direct Deposit	15.30		313.65
Paycheck	04/30/2025	DD1112	Travis Jensen	Direct Deposit	15.30		328.95
Paycheck	05/30/2025	DD1113	Clifford A Linhardt	Direct Deposit	22.95		351.90
Paycheck	05/30/2025	DD1114	Debra D Prysby	Direct Deposit	22.95		374.85
Paycheck	05/30/2025	DD1115	Ephram Glass	Direct Deposit	22.95		397.80
Paycheck	05/30/2025	DD1116	Ronald E Bendall	Direct Deposit	22.95		420.75
Paycheck	06/09/2025	DD1117	Brendan M Coupe	Direct Deposit	7.65		428.40
Paycheck	06/09/2025	DD1118	Debra D Prysby	Direct Deposit	15.30		443.70
Paycheck	06/09/2025	DD1119	Ephram Glass	Direct Deposit	15.30		459.00
Paycheck	06/09/2025	DD1120	Mark J Rubic	Direct Deposit	15.30		474.30
Paycheck	06/09/2025	DD1121	Travis Jensen	Direct Deposit	7.65		481.95
Paycheck	06/12/2025	DD1122	Mark J Rubic	Direct Deposit	61.20		543.15
Paycheck	06/13/2025	DD1123	Mark J Rubic	Direct Deposit	15.30		558.45
Paycheck	06/30/2025	DD1124	Clifford A Linhardt	Direct Deposit	15.30		573.75
Paycheck	06/30/2025	DD1125	Debra D Prysby	Direct Deposit	15.30		589.05
Paycheck	06/30/2025	DD1126	Ephram Glass	Direct Deposit	38.25		627.30
Paycheck	06/30/2025	DD1127	Ronald E Bendall	Direct Deposit	38.25		665.55
Paycheck	07/31/2025	DD1128	Clifford A Linhardt	Direct Deposit	7.65		673.20
Paycheck	07/31/2025	DD1129	Debra D Prysby	Direct Deposit	15.30		688.50
Paycheck	07/31/2025	DD1130	Ephram Glass	Direct Deposit	15.30		703.80
Paycheck	07/31/2025	DD1131	Ronald E Bendall	Direct Deposit	7.65		711.45
Paycheck	07/31/2025	DD1132	Stephen L Thorneberry	Direct Deposit	61.20		772.65
Paycheck	08/29/2025	DD1133	Clifford A Linhardt	Direct Deposit	22.95		795.60
Paycheck	08/29/2025	DD1134	Debra D Prysby	Direct Deposit	22.95		818.55
Paycheck	08/29/2025	DD1135	Ephram Glass	Direct Deposit	15.30		833.85
Paycheck	08/29/2025	DD1136	Ronald E Bendall	Direct Deposit	15.30		849.15
Paycheck	08/29/2025	DD1137	Stephen L Thorneberry	Direct Deposit	22.95		872.10
Paycheck	09/30/2025	DD1138	Clifford A Linhardt	Direct Deposit	15.30		887.40
Paycheck	09/30/2025	DD1139	Debra D Prysby	Direct Deposit	15.30		902.70
Paycheck	09/30/2025	DD1140	Ronald E Bendall	Direct Deposit	15.30		918.00
Paycheck	09/30/2025	DD1141	Stephen L Thorneberry	Direct Deposit	15.30		933.30
Total 54060 · Employer Payroll Taxes					933.30	0.00	933.30
54000 · Payroll Expenses - Other							
Liability Check	01/30/2025		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$5.00 each	15.00		15.00
Paycheck	01/31/2025	DD1095	Brendan M Coupe	Direct Deposit	0.00		15.00
Paycheck	01/31/2025	DD1096	Debra D Prysby	Direct Deposit	0.00		15.00
Paycheck	01/31/2025	DD1097	Ephram Glass	Direct Deposit	0.00		15.00
Liability Check	02/27/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		40.00
Paycheck	02/28/2025	DD1098	Brendan M Coupe	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1099	Debra D Prysby	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1100	Ephram Glass	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1101	Mark J Rubic	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1102	Travis Jensen	Direct Deposit	0.00		40.00
Liability Check	03/28/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		65.00
Paycheck	03/31/2025	DD1103	Brendan M Coupe	Direct Deposit	0.00		65.00
Paycheck	03/31/2025	DD1104	Debra D Prysby	Direct Deposit	0.00		65.00
Paycheck	03/31/2025	DD1105	Ephram Glass	Direct Deposit	0.00		65.00
Paycheck	03/31/2025	DD1106	Mark J Rubic	Direct Deposit	0.00		65.00
Paycheck	03/31/2025	DD1107	Travis Jensen	Direct Deposit	0.00		65.00
Liability Check	04/29/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		90.00
Paycheck	04/30/2025	DD1108	Brendan M Coupe	Direct Deposit	0.00		90.00
Paycheck	04/30/2025	DD1109	Debra D Prysby	Direct Deposit	0.00		90.00
Paycheck	04/30/2025	DD1110	Ephram Glass	Direct Deposit	0.00		90.00
Paycheck	04/30/2025	DD1111	Mark J Rubic	Direct Deposit	0.00		90.00
Paycheck	04/30/2025	DD1112	Travis Jensen	Direct Deposit	0.00		90.00
Liability Check	05/29/2025		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$5.00 each	20.00		110.00
Paycheck	05/30/2025	DD1113	Clifford A Linhardt	Direct Deposit	0.00		110.00
Paycheck	05/30/2025	DD1114	Debra D Prysby	Direct Deposit	0.00		110.00
Paycheck	05/30/2025	DD1115	Ephram Glass	Direct Deposit	0.00		110.00
Paycheck	05/30/2025	DD1116	Ronald E Bendall	Direct Deposit	0.00		110.00
Liability Check	06/06/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		135.00
Paycheck	06/09/2025	DD1117	Brendan M Coupe	Direct Deposit	0.00		135.00
Paycheck	06/09/2025	DD1118	Debra D Prysby	Direct Deposit	0.00		135.00
Paycheck	06/09/2025	DD1119	Ephram Glass	Direct Deposit	0.00		135.00
Paycheck	06/09/2025	DD1120	Mark J Rubic	Direct Deposit	0.00		135.00
Paycheck	06/09/2025	DD1121	Travis Jensen	Direct Deposit	0.00		135.00
Liability Check	06/11/2025		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$5.00 each	5.00		140.00
Paycheck	06/12/2025	DD1122	Mark J Rubic	Direct Deposit	0.00		140.00
Liability Check	06/12/2025		QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$5.00 each	5.00		145.00
Paycheck	06/13/2025	DD1123	Mark J Rubic	Direct Deposit	0.00		145.00
Liability Check	06/27/2025		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$5.00 each	20.00		165.00

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	06/30/2025	DD1124	Clifford A Linhardt	Direct Deposit	0.00		165.00
Paycheck	06/30/2025	DD1125	Debra D Prysby	Direct Deposit	0.00		165.00
Paycheck	06/30/2025	DD1126	Ephram Glass	Direct Deposit	0.00		165.00
Paycheck	06/30/2025	DD1127	Ronald E Bendall	Direct Deposit	0.00		165.00
Liability Check	07/30/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		190.00
Paycheck	07/31/2025	DD1128	Clifford A Linhardt	Direct Deposit	0.00		190.00
Paycheck	07/31/2025	DD1129	Debra D Prysby	Direct Deposit	0.00		190.00
Paycheck	07/31/2025	DD1130	Ephram Glass	Direct Deposit	0.00		190.00
Paycheck	07/31/2025	DD1131	Ronald E Bendall	Direct Deposit	0.00		190.00
Paycheck	07/31/2025	DD1132	Stephen L Thorneberry	Direct Deposit	0.00		190.00
Liability Check	08/28/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		215.00
Paycheck	08/29/2025	DD1133	Clifford A Linhardt	Direct Deposit	0.00		215.00
Paycheck	08/29/2025	DD1134	Debra D Prysby	Direct Deposit	0.00		215.00
Paycheck	08/29/2025	DD1135	Ephram Glass	Direct Deposit	0.00		215.00
Paycheck	08/29/2025	DD1136	Ronald E Bendall	Direct Deposit	0.00		215.00
Paycheck	08/29/2025	DD1137	Stephen L Thorneberry	Direct Deposit	0.00		215.00
Liability Check	09/29/2025		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$5.00 each	20.00		235.00
Paycheck	09/30/2025	DD1138	Clifford A Linhardt	Direct Deposit	0.00		235.00
Paycheck	09/30/2025	DD1139	Debra D Prysby	Direct Deposit	0.00		235.00
Paycheck	09/30/2025	DD1140	Ronald E Bendall	Direct Deposit	0.00		235.00
Paycheck	09/30/2025	DD1141	Stephen L Thorneberry	Direct Deposit	0.00		235.00
Total 54000 · Payroll Expenses - Other					235.00	0.00	235.00
Total 54000 · Payroll Expenses					1,168.30	0.00	1,168.30
57000 · Professional Services Fees							
57010 · Auditing							
Bill	04/30/2025	49310	Hoelting & Company, Inc	2023 Audit	5,760.00		5,760.00
Bill	06/30/2025	49662	Hoelting & Company, Inc		1,440.00		7,200.00
Total 57010 · Auditing					7,200.00	0.00	7,200.00
57020 · Legal Expenses							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	12,302.40		12,302.40
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Credit for double payment of bill.com		3,638.20	8,664.20
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	11,382.70		20,046.90
Bill	03/31/2025	163536	Ireland Stapleton Pryor & ...	Billed Through 03/31/2025	3,179.80		23,226.70
Bill	04/30/2025	164405	Ireland Stapleton Pryor & ...	Billed Through 04/30/2025	13,859.50		37,086.20
Bill	05/31/2025	165222	Ireland Stapleton Pryor & ...		1,237.68		38,323.88
Bill	06/30/2025	14	Carlson, Hammon & Paddo...		785.76		39,109.64
Bill	07/17/2025	165995	Ireland Stapleton Pryor & ...		6,572.60		45,682.24
Bill	07/31/2025	166837	Ireland Stapleton Pryor & ...		7,276.30		52,958.54
Bill	08/31/2025	167699	Ireland Stapleton Pryor & ...		10,714.08		63,672.62
Bill	08/31/2025	16	Carlson, Hammon & Paddo...		322.56		63,995.18
General Journal	09/30/2025	0925Accr...		September Invoice Accruals	12,000.00		75,995.18
Total 57020 · Legal Expenses					79,633.38	3,638.20	75,995.18
57030 · Accounting Services							
Bill	01/31/2025	6190	Gemsbok Consulting Inc.	January 2025	1,745.38		1,745.38
Bill	02/28/2025	6212	Gemsbok Consulting Inc.	February 2025	1,533.60		3,278.98
Bill	03/31/2025	6246	Gemsbok Consulting Inc.	March 2025	2,305.20		5,584.18
Bill	03/31/2025	6245	Gemsbok Consulting Inc.	March 2025	306.25		5,890.43
Bill	04/30/2025	6268	Gemsbok Consulting Inc.	April 2025	1,922.40		7,812.83
Bill	05/31/2025	6290	Gemsbok Consulting Inc.	May 2025	1,867.20		9,680.03
Bill	06/30/2025	6314	Gemsbok Consulting Inc.	June 2025	3,057.60		12,737.63
Bill	07/31/2025	6336	Gemsbok Consulting Inc.	July 2025	1,641.60		14,379.23
Bill	08/31/2025	6357	Gemsbok Consulting Inc.	July 2025	2,546.40		16,925.63
Bill	09/30/2025	6380	Gemsbok Consulting Inc.	September 2025	1,500.00		18,425.63
Total 57030 · Accounting Services					18,425.63	0.00	18,425.63
57040 · District Management							
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	10,507.33		10,507.33
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	12,561.88		23,069.21
Bill	03/31/2025	145582	Special District Manageme...	March 2025 District Management Fees	12,305.97		35,375.18
Bill	04/30/2025	146971	Special District Manageme...	April 2025 District Management Fees	17,733.73		53,108.91
Bill	05/31/2025	147424	Special District Manageme...	May 2025 District Management Fees	11,720.35		64,829.26
Bill	06/30/2025	149577	Special District Manageme...	May 2025 District Management Fees	12,312.45		77,141.71
Bill	07/31/2025	149943	Special District Manageme...	July 2025 District Management Fees	30,097.51		107,239.22
Bill	08/31/2025	150773	Special District Manageme...	August 2025 District Management Fees	9,425.76		116,664.98
Bill	09/30/2025	152193	Special District Manageme...	Septmeber 2025 District Management Fees	3,897.36		120,562.34
Total 57040 · District Management					120,562.34	0.00	120,562.34
57050 · Engineering Expense							
Bill	01/24/2025	257995	Farnsworth Group, Inc	Period ending 12.31.2024	19,457.04		19,457.04
Bill	04/25/2025	26264772	Esri Inc		1,700.51		21,157.55
Bill	04/28/2025	260266	Farnsworth Group, Inc	Period ending 03.31.2025	10,697.76		31,855.31
Bill	06/05/2025	261126	Farnsworth Group, Inc	Period ending 05.30.2025	606.72		32,462.03
Bill	08/20/2025	255676_2	Farnsworth Group, Inc	Period ending 05.30.2025	21,363.84		53,825.87
Total 57050 · Engineering Expense					53,825.87	0.00	53,825.87
57090 · Other Professional Services Exp							
Bill	01/22/2025	00115372	Douglas County Deputy Sh...		82.75		82.75
Bill	07/22/2025	58176	Douglas County Deputy Sh...	Record Request	29.79		112.54
Total 57090 · Other Professional Services Exp					112.54	0.00	112.54
Total 57000 · Professional Services Fees					279,759.76	3,638.20	276,121.56

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Roxborough Village Metro District
General Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
57500 · Misc & Petty Cash Expense							
Bill	08/31/2025	August20...	Roxborough Water & Sanit...	NSF fee	20.00		20.00
Total 57500 · Misc & Petty Cash Expense					20.00	0.00	20.00
62000 · Repairs and Maintenance							
62010 · General Repairs and Maintenance							
Bill	02/20/2025	13629	P&L Electric, LLC		723.02		723.02
Bill	02/20/2025	13561	P&L Electric, LLC		420.55		1,143.57
Bill	04/16/2025	105238	Good Plumbing Service		275.00		1,418.57
Bill	04/19/2025	29257	Metro Maintenance	Janitorial Service one time per week	245.00		1,663.57
Bill	05/10/2025	29328	Metro Maintenance	Janitorial Service one time per week	300.00		1,963.57
Deposit	05/13/2025	2500067	Property Solutions Team (...)	Refund - Job P23 - 08123MNT		8,623.21	-6,659.64
Bill	06/04/2025	1410-2842	CertaPro Painters of Castl...		1,749.94		-4,909.70
Bill	06/05/2025	41828	JPL Cares, Inc.		1,887.00		-3,022.70
Bill	06/22/2025	RVMD10...	Ephram Glass*		192.09		-2,830.61
Bill	07/30/2025	797	Consolidated Divisions Inc		345.00		-2,485.61
Bill	07/30/2025	798	Consolidated Divisions Inc	fence reattachment	320.00		-2,165.61
Total 62010 · General Repairs and Maintenance					6,457.60	8,623.21	-2,165.61
62020 · Utility Locate							
Bill	01/31/2025	31458	Diversified Underground	Screen Charge	228.00		228.00
Bill	01/31/2025	225011178	Utility Notification Center o...	RTL Transmissions	69.05		297.05
Bill	02/28/2025	225021182	Utility Notification Center o...	RTL Transmissions	69.05		366.10
Bill	02/28/2025	31631	Diversified Underground	Screen Charge	340.00		706.10
Bill	03/31/2025	31814	Diversified Underground	Screen Charge	893.00		1,599.10
Bill	03/31/2025	225031237	Utility Notification Center o...	RTL Transmissions	69.05		1,668.15
Bill	04/28/2025	27064	Diversified Underground	January 2023	565.00		2,233.15
Bill	04/28/2025	29488	Diversified Underground	March 2024	225.00		2,458.15
Bill	04/28/2025	27762	Diversified Underground	May 2023	1,215.00		3,673.15
Bill	04/28/2025	29323	Diversified Underground	February 2024	195.00		3,868.15
Bill	04/28/2025	26917	Diversified Underground	December 2022	1,940.00		5,808.15
Bill	04/28/2025	27578	Diversified Underground	April 2023	2,890.00		8,698.15
Bill	04/28/2025	27944	Diversified Underground	June 2023	660.00		9,358.15
Bill	04/30/2025	32029	Diversified Underground	April 2025	752.00		10,110.15
Bill	04/30/2025	225041279	Utility Notification Center o...	RTL Transmissions	69.05		10,179.20
Bill	05/31/2025	32221	Diversified Underground	April 2025	604.00		10,783.20
Bill	05/31/2025	225051262	Utility Notification Center o...	RTL Transmissions	69.05		10,852.25
Bill	06/30/2025	225061277	Utility Notification Center o...	RTL Transmissions	69.05		10,921.30
Bill	06/30/2025	32454	Diversified Underground	June 2025	433.00		11,354.30
Bill	07/31/2025	225071293	Utility Notification Center o...	RTL Transmissions	69.05		11,423.35
Bill	07/31/2025	32652	Diversified Underground	June 2025	457.00		11,880.35
Bill	08/31/2025	32870	Diversified Underground	August 2025	204.00		12,084.35
Bill	08/31/2025	225081277	Utility Notification Center o...	RTL Transmissions	69.05		12,153.40
Bill	09/30/2025	225091285	Utility Notification Center o...	RTL Transmissions	69.05		12,222.45
Bill	09/30/2025	33084	Diversified Underground	September 2025	168.00		12,390.45
Total 62020 · Utility Locate					12,390.45	0.00	12,390.45
Total 62000 · Repairs and Maintenance					18,848.05	8,623.21	10,224.84
63000 · Vehicle Expense							
Bill	06/09/2025	01-178612	Colorado Golf and Turf, Inc		200.00		200.00
Bill	06/09/2025	01-177789	Colorado Golf and Turf, Inc		340.00		540.00
Bill	07/18/2025	01-178179	Colorado Golf and Turf, Inc		200.00		740.00
Total 63000 · Vehicle Expense					740.00	0.00	740.00
64000 · Landscape Expenses							
64010 · Landscape Repairs and Maint							
General Journal	01/01/2025	CPAAJE2...	Roxborough Metro District	To Tie to Audit TB		195.00	-195.00
Bill	02/15/2025	2018165	Consolidated Divisions Inc		117.50		-77.50
Bill	03/31/2025	2018835	Consolidated Divisions Inc		1,631.74		1,554.24
Bill	04/30/2025	2018915	Consolidated Divisions Inc	VOID:@Ephram Glass This was a proposal ...	0.00		1,554.24
Total 64010 · Landscape Repairs and Maint					1,749.24	195.00	1,554.24
64020 · Landscape Weed Control Expense							
Bill	06/18/2025	3650	ARK Ecological Services, ...		10,754.83		10,754.83
Bill	06/18/2025	3651	ARK Ecological Services, ...		6,424.15		17,178.98
Bill	08/12/2025	3661	ARK Ecological Services, ...		1,857.48		19,036.46
Bill	08/12/2025	3660	ARK Ecological Services, ...		15,570.69		34,607.15
Total 64020 · Landscape Weed Control Expense					34,607.15	0.00	34,607.15
64030 · Irrigation Expense							
Bill	03/11/2025	7852	BackflowTech		280.00		280.00
Bill	03/31/2025	2018816	Consolidated Divisions Inc		1,194.31		1,474.31
Bill	04/05/2025	2019056	Consolidated Divisions Inc		13,553.71		15,028.02
Bill	04/12/2025	2019057	Consolidated Divisions Inc		8,558.99		23,587.01
Bill	04/26/2025	2019224	Consolidated Divisions Inc		691.75		24,278.76
Bill	04/26/2025	2019222	Consolidated Divisions Inc		6,995.63		31,274.39
Bill	04/30/2025	2019223	Consolidated Divisions Inc		6,401.50		37,675.89
Bill	05/05/2025	166926	BackflowTech	VOID: Per Peggy - This has been waived; c...	0.00		37,675.89
Bill	05/13/2025	167113	BackflowTech		139.64		37,815.53
Bill	06/30/2025	1040	Consolidated Divisions Inc		22,462.37		60,277.90
Bill	07/10/2025	30820	Browns Hill Engineering & ...		1,036.80		61,314.70
Bill	07/17/2025	30856	Browns Hill Engineering & ...		434.00		61,748.70
Bill	07/31/2025	30898	Arvada Pump Company		1,950.00		63,698.70
Total 64030 · Irrigation Expense					63,698.70	0.00	63,698.70

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail
 January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
64040 · Landscape Contract							
Bill	01/31/2025	2017633	Consolidated Divisions Inc		9,652.84		9,652.84
Bill	02/28/2025	2017665	Consolidated Divisions Inc		9,652.84		19,305.68
Bill	03/31/2025	2018523	Consolidated Divisions Inc		9,652.85		28,958.53
Bill	04/30/2025	2019238	Consolidated Divisions Inc		27,995.65		56,954.18
Bill	05/31/2025	219	Consolidated Divisions Inc		27,995.65		84,949.83
Bill	05/31/2025	646	Consolidated Divisions Inc		14,689.57		99,639.40
Bill	06/30/2025	307	Consolidated Divisions Inc		27,995.65		127,635.05
Bill	07/01/2025	684	Consolidated Divisions Inc		27,995.65		155,630.70
Bill	07/31/2025	1297	Consolidated Divisions Inc		1,397.20		157,027.90
Bill	08/01/2025	888	Consolidated Divisions Inc		27,995.65		185,023.55
Bill	09/02/2025	1196	Consolidated Divisions Inc		27,995.65		213,019.20
Bill	09/28/2025	1341	Consolidated Divisions Inc	original date is 7/3/25	325.00		213,344.20
Total 64040 · Landscape Contract					213,344.20	0.00	213,344.20
Total 64000 · Landscape Expenses					313,399.29	195.00	313,204.29
65000 · Playground & Infrastructure Exp							
65010 · Playground Repairs and Maint							
Bill	07/18/2025	INV13382	Star Playgrounds	Purchase and installation of playground ste...	427.96		427.96
Bill	08/12/2025	75423	American Swing Products L...		88.10		516.06
Total 65010 · Playground Repairs and Maint					516.06	0.00	516.06
65030 · Graffiti Removal /Vandalism Exp							
Bill	02/28/2025	2018400	Consolidated Divisions Inc		536.65		536.65
Total 65030 · Graffiti Removal /Vandalism Exp					536.65	0.00	536.65
65080 · Misc. Playground & Infrastruct							
Bill	09/02/2025	CW-2025...	Chavez Services LLC		4,100.00		4,100.00
Bill	09/18/2025	1283	Consolidated Divisions Inc		268.87		4,368.87
Total 65080 · Misc. Playground & Infrastruct					4,368.87	0.00	4,368.87
Total 65000 · Playground & Infrastructure Exp					5,421.58	0.00	5,421.58
68000 · Parks & Open Space Expense							
68010 · Foothills Park & Rec Fees							
Bill	01/31/2025	SALES00...	Foothills Park & Recreatio...	January 2025 Resident Use	1,436.81		1,436.81
Bill	02/28/2025	SALES00...	Foothills Park & Recreatio...	February 2025 Resident Use	1,228.85		2,665.66
Bill	03/31/2025	SALES00...	Foothills Park & Recreatio...	March 2025 Resident Use	1,252.42		3,918.08
Bill	04/30/2025	SALES00...	Foothills Park & Recreatio...	April 2025 Resident Use	3,551.33		7,469.41
Bill	05/31/2025	SALES00...	Foothills Park & Recreatio...	May 2025 Resident Use	1,669.99		9,139.40
Bill	06/30/2025	SALES00...	Foothills Park & Recreatio...	June 2025 Resident Use	2,574.26		11,713.66
Bill	07/31/2025	SALES00...	Foothills Park & Recreatio...	July 2025 Resident Use	5,332.61		17,046.27
Bill	08/31/2025	SALES00...	Foothills Park & Recreatio...	August 2025 Resident Use	1,973.36		19,019.63
Bill	09/30/2025	SALES00...	Foothills Park & Recreatio...	September 2025 Resident Use	545.81		19,565.44
Total 68010 · Foothills Park & Rec Fees					19,565.44	0.00	19,565.44
68020 · Mosquito Control Expense							
Bill	03/20/2025	9415926	Berrett Pest Control CO LLC	Initial Treatment	325.00		325.00
Bill	04/09/2025	9455251	Berrett Pest Control CO LLC	Initial Commercial treatment	325.00		650.00
Bill	04/22/2025	9483625	Berrett Pest Control CO LLC	July Mosquito Control Service	325.00		975.00
Bill	05/12/2025	9526045	Berrett Pest Control CO LLC		325.00		1,300.00
Bill	05/21/2025	9548931	Berrett Pest Control CO LLC		325.00		1,625.00
Bill	06/13/2025	9601960	Berrett Pest Control CO LLC		325.00		1,950.00
Bill	06/26/2025	9634125	Berrett Pest Control CO LLC		325.00		2,275.00
Bill	07/17/2025	9687796	Berrett Pest Control CO LLC		325.00		2,600.00
Bill	08/27/2025	9791673	Berrett Pest Control CO LLC		325.00		2,925.00
Bill	09/25/2025	9866936	Berrett Pest Control CO LLC		325.00		3,250.00
Total 68020 · Mosquito Control Expense					3,250.00	0.00	3,250.00
68025 · Water Expense							
General Journal	01/01/2025	CPAAJE2...	Roxborough Metro District	To Tie to Audit TB		9,253.71	-9,253.71
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/24/24 - 12/24/24 Rampart...	119.00		-9,134.71
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/25/24 to 12/24/24 Mule D...	104.25		-9,030.46
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/25/24 - 12/24/24 Marmot ...	208.50		-8,821.96
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/25/24 to 12/24/24 Elk Mn...	104.25		-8,717.71
Bill	01/15/2025		Roxborough Water & Sanit...	Billing Period 12/01/24 to 12/31/24	875.33		-7,842.38
Bill	02/10/2025	2004625	Mission Communication LLC	Annual Service	387.00		-7,455.38
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 to 01/24/25 Elk Mn...	104.25		-7,351.13
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 - 01/24/25 Marmot ...	208.50		-7,142.63
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 - 01/24/25 Mule De...	104.25		-7,038.38
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 - 01/24/25 Rampart...	119.00		-6,919.38
Bill	02/15/2025		Roxborough Water & Sanit...	Billing Period 01/01/2025 - 01/31/2025	875.33		-6,044.05
Bill	03/15/2025		Roxborough Water & Sanit...	Service Period 01/25/25 to 02/24/25 Elk Mn...	104.25		-5,939.80
Bill	03/15/2025		Roxborough Water & Sanit...	Service Period 01/25 - 02/24/25 Mule Deer Pl	104.25		-5,835.55
Bill	03/15/2025		Roxborough Water & Sanit...	Service Period 01/25/25 - 02/24/25 Marmot ...	208.50		-5,627.05
Bill	03/15/2025		Roxborough Water & Sanit...	Service Period 01/25/25 - 02/24/25 Rampart...	119.00		-5,508.05
Bill	03/15/2025		Roxborough Water & Sanit...	Billing Period 02/01/2025 - 02/28/2025	875.33		-4,632.72
Deposit	03/31/2025	1813	Phillips Edison & Company	2024 Irrigation Usage		1,101.00	-5,733.72
Bill	04/15/2025		Roxborough Water & Sanit...	Service Period 02/25 - 03/24/25 Marmot Rid...	208.50		-5,525.22
Bill	04/15/2025		Roxborough Water & Sanit...	Service Period 02/25/25 to 03/24/25 Elk Mn...	104.25		-5,420.97
Bill	04/15/2025		Roxborough Water & Sanit...	Service Period 02/25 - 03/24/25 Mule Deer Pl	104.25		-5,316.72
Bill	04/15/2025		Roxborough Water & Sanit...	Service Period 02/25/25 - 03/24/25 Rampart...	119.00		-5,197.72
Bill	04/15/2025		Roxborough Water & Sanit...	Billing Period 03/01/25 - 03/31/25	875.33		-4,322.39
Bill	05/15/2025		Roxborough Water & Sanit...	Service Period 03/25/25 to 04/24/25 Elk Mn...	104.25		-4,218.14
Bill	05/15/2025		Roxborough Water & Sanit...	Service Period 03/25/25 - 04/24/25 Mule De...	104.25		-4,113.89
Bill	05/15/2025		Roxborough Water & Sanit...	Service Period 03/25/25 - 04/24/25 Marmot ...	220.00		-3,893.89

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Accrual Basis

Roxborough Village Metro District General Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	05/15/2025		Roxborough Water & Sanit...	Service Period 03/25/25 - 04/24/25 Rampart...	120.50		-3,773.39
Bill	05/15/2025		Roxborough Water & Sanit...	Billing Period 04/01/25 - 04/30/25	875.33		-2,898.06
Bill	06/15/2025		Roxborough Water & Sanit...	Service Period 04/25/25 - 05/24/25 Marmot ...	549.00		-2,349.06
Bill	06/15/2025		Roxborough Water & Sanit...	Service Period 04/25/25 to 05/24/25 Elk Mn...	210.50		-2,138.56
Bill	06/15/2025		Roxborough Water & Sanit...	Service Period 04/25/25 - 05/24/25 Mule De...	219.00		-1,919.56
Bill	06/15/2025		Roxborough Water & Sanit...	Service Period 04/25/25 - 05/24/25 Rampart...	128.69		-1,790.87
Bill	06/15/2025		Roxborough Water & Sanit...	Billing Period 05/01/25 - 05/31/25	875.33		-915.54
Bill	07/08/2025	June2025...	Roxborough Water & Sanit...	Billing period 05/25/2025 - 06/24/2025	120.50		-795.04
Bill	07/15/2025	June2025...	Roxborough Water & Sanit...	Billing period 05/25/2025 - 06/24/2025	543.00		-252.04
Bill	07/15/2025	June2025...	Roxborough Water & Sanit...	Billing period 05/25/2025 - 06/24/2025	104.25		-147.79
Bill	07/15/2025	June2025...	Roxborough Water & Sanit...	Billing period 05/25/2025 - 06/24/2025	489.00		341.21
Bill	07/15/2025		Roxborough Water & Sanit...		875.33		1,216.54
Bill	07/24/2025	July2025_1	Roxborough Water & Sanit...	Billing period 06/25/2025 - 07/24/2025	128.69		1,345.23
Bill	07/24/2025	July2025_2	Roxborough Water & Sanit...	Billing period 06/25/2025 - 07/24/2025	711.75		2,056.98
Bill	07/24/2025	July2025_3	Roxborough Water & Sanit...	Billing period 06/25/2025 - 07/24/2025	3,204.75		5,261.73
Bill	07/24/2025	July2025_4	Roxborough Water & Sanit...	Billing period 06/25/2025 - 07/24/2025	104.25		5,365.98
Bill	07/24/2025	July2025...	Roxborough Water & Sanit...		2,278.32		7,644.30
Bill	08/25/2025	August20...	Roxborough Water & Sanit...	Billing period 07/25/2025 - 08/24/2025	120.50		7,764.80
Bill	08/25/2025	August20...	Roxborough Water & Sanit...	Billing period 07/25/2025 - 08/24/2025	1,011.75		8,776.55
Bill	08/25/2025	August20...	Roxborough Water & Sanit...	Billing period 07/25/2025 - 08/24/2025	4,424.25		13,200.80
Bill	08/25/2025	August20...	Roxborough Water & Sanit...	Billing period 07/25/2025 - 08/24/2025	5,679.75		18,880.55
Bill	08/31/2025	August20...	Roxborough Water & Sanit...		34,524.24		53,404.79
Bill	09/24/2025	Septemb...	Roxborough Water & Sanit...	Billing period 08/25/2025 - 09/24/2025	524.25		53,929.04
Bill	09/24/2025	Septemb...	Roxborough Water & Sanit...	Billing period 08/25/2025 - 09/24/2025	2,773.50		56,702.54
Bill	09/24/2025	Septemb...	Roxborough Water & Sanit...	Billing period 08/25/2025 - 09/24/2025	104.25		56,806.79
Bill	09/24/2025	Septemb...	Roxborough Water & Sanit...	Billing period 08/25/2025 - 09/24/2025	120.50		56,927.29
Bill	09/24/2025	Septemb...	Roxborough Water & Sanit...		20,009.92		76,937.21
Total 68025 · Water Expense					87,291.92	10,354.71	76,937.21
68050 · Portable Restroom Exp.							
Bill	01/01/2025	INV-5016...	United Site Services	Services Chatfield Farms Park	303.34		303.34
Bill	01/01/2025	INV-5018...	United Site Services	Services Roxborough Community Park	295.47		598.81
Bill	02/01/2025	INV-5078...	United Site Services	Services Roxborough Community Park	295.47		894.28
Bill	02/01/2025	INV-5076...	United Site Services	Services Chatfield Farms Park	303.34		1,197.62
Bill	03/01/2025	INV-5135...	United Site Services	Services Roxborough Community Park	295.47		1,493.09
Bill	03/01/2025	INV-5137...	United Site Services	Services Chatfield Farms Park	303.34		1,796.43
Bill	04/01/2025	INV-5196...	United Site Services	Services Chatfield Farms Park	303.34		2,099.77
Bill	04/01/2025	INV-5197...	United Site Services	Services Roxborough Community Park	295.47		2,395.24
Bill	05/01/2025	INV-5261...	United Site Services	Services Roxborough Community Park	295.47		2,690.71
Bill	05/01/2025	INV-5258...	United Site Services	Services Chatfield Farms Park	303.34		2,994.05
Bill	06/01/2025	INV-5324...	United Site Services	Services Roxborough Community Park	295.47		3,289.52
Bill	06/01/2025	INV-5323...	United Site Services	Services Chatfield Farms Park	303.34		3,592.86
Bill	06/01/2025	INV-5323...	United Site Services	Services Chatfield Farms Park	303.34		3,896.20
Deposit	06/20/2025		United Site Services	returned payment in Bill.com		303.34	3,592.86
Bill	07/01/2025	INV-5386...	United Site Services	Services Chatfield Farms Park	303.34		3,896.20
Bill	07/01/2025	INV-5387...	United Site Services		295.47		4,191.67
Bill	07/31/2025	INV-5451...	United Site Services	Services Chatfield Farms Park	324.02		4,515.69
Bill	07/31/2025	INV-5451...	United Site Services	Services Chatfield Farms Park	314.83		4,830.52
Bill	08/31/2025	INV-5513...	United Site Services	Roxborough Community Park	314.83		5,145.35
Bill	08/31/2025	INV-5575...	United Site Services	Services Chatfield Farms Park	314.83		5,460.18
Bill	09/01/2025	INV-5514...	United Site Services	Services Chatfield Farms Park	324.02		5,784.20
Bill	09/02/2025	INV-5576...	United Site Services	Services Chatfield Farms Park	324.02		6,108.22
Bill	09/30/2025	INV-5633...	United Site Services	Services Chatfield Farms Park	324.02		6,432.24
Total 68050 · Portable Restroom Exp.					6,735.58	303.34	6,432.24
68070 · Snow Removal Expense							
Bill	01/08/2025	2017564	Consolidated Divisions Inc		6,863.00		6,863.00
Bill	01/09/2025	2017698	Consolidated Divisions Inc		7,271.00		14,134.00
Bill	01/16/2025	2017758	Consolidated Divisions Inc		388.00		14,522.00
Bill	01/18/2025	2017807	Consolidated Divisions Inc		9,310.00		23,832.00
Bill	01/19/2025	2017878	Consolidated Divisions Inc		2,890.00		26,722.00
Bill	01/23/2025	2017914	Consolidated Divisions Inc		8,183.00		34,905.00
Bill	01/25/2025	2017957	Consolidated Divisions Inc		10,175.00		45,080.00
Bill	01/28/2025	2018001	Consolidated Divisions Inc		1,940.00		47,020.00
Bill	02/21/2025	2018436	Consolidated Divisions Inc		9,792.00		56,812.00
Bill	02/28/2025	2018513	Consolidated Divisions Inc		840.00		57,652.00
Total 68070 · Snow Removal Expense					57,652.00	0.00	57,652.00
68095 · Open Space Maintenances / Fire							
Bill	03/21/2025	00027-I	ND Tree & Crane Service		46,765.00		46,765.00
Bill	05/05/2025	C1A2025.1	Chatfield Farms Filing No. ...		2,515.00		49,280.00
Total 68095 · Open Space Maintenances / Fire					49,280.00	0.00	49,280.00
Total 68000 · Parks & Open Space Expense					223,774.94	10,658.05	213,116.89

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Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through September 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
70000 · Bond Interest & Principal Exp.							
70020 · Bond Principal - Series 1993							
Deposit	04/21/2025		UMB Bank	Escheatment Checks 1993 Series B 2021(5...		293.93	-293.93
Bill	05/06/2025		Colorado Treasury Unclai...	Payment of unclaimed property 2025	293.93		0.00
Total 70020 · Bond Principal - Series 1993					293.93	293.93	0.00
Total 70000 · Bond Interest & Principal Exp.					293.93	293.93	0.00
Total Expense					996,684.87	24,084.31	972,600.56
Net Ordinary Income					996,733.51	1,444,172.68	447,439.17
Net Income					996,733.51	1,444,172.68	447,439.17

Roxborough Landscape Tasks – September/October

Task	Contract Frequency	Completion Date(s)	Notes
Weekly Mow, Edge Trim, Blow	4	9/11, 9/17, 9/26, 10/2, 10/10	
Post Emergent Beds	2	9/11, 9/17, 9/26, 10/2, 10/10	
Post Emergent Cracks and Curbs	2	9/11, 9/17, 9/26, 10/2, 10/10	Crew will be spraying each week they are out for service in beds and cracks
Mulch Application	1	4/28	Completed in April
Native mow and Beauty Bands	1	10/2	Sledding Hill mowed
Aeration	1	4/8 and 4/9	2 nd round of aerations scheduled for week 10/13
Pre-emergent Turf	1	4/14, 4/15	Completed in April
Fertilize Turf	1	4/14, 4/15	Completed in April
Trimming of Shrubs	1	8/27, 8/28	Trimming of trees and shrubs along trails
Inspect Irrigation	2/3	9/15-9/18, 9/22-9/24, 9/29-10/1, 10/6-10/8	Replacement of heads as needed, Repair of line breaks

Clean Sports Courts/Skate Park	4	9/15, 9/22, 9/29, 10/6, 10/13	
Power Wash Skate Park	0	9/22, 9/26	Graffiti pressured washed
Check Pond Level	2	9/17, 9/24, 10/2	Pond is good. 12 acre feet added
Inspect Pump	1	9/15, 9/22, 9/29, 10/6	Visual inspect of pump to make sure pump is running. Repaired loose antenna mount to quieten noise
Drag Infield	4	9/19, 9/25, 10/2, 10/9	
Line Softball Fields	1	9/14	Painting of foul lines
Trash Pickup and Service Pet Stations	8	9/15, 9/18, 9/22, 9/25, 9/29, 10/2, 10/6, 10/9, 10/13	Empty trash cans and dog stations
Litter Policing Grounds	4	9/15, 9/22, 9/29, 10/2, 10/13	Pick up of mattress off of Village circle east 10/6
Clean Bike Trails	4	9/15, 9/22, 9/29, 10/2, 10/6	Blow off of trails
Playground Maintenance	4	9/15, 9/22, 9/29, 10/2, 10/6	Rake out playgrounds and pick up trash in playgrounds. Graffiti removed from slide(imperial park) and climbing wall(by Starbucks) 9/22
Gazebo Maintenance	4	9/15, 9/22, 9/29, 10/6	Graffiti painted over on 9/22

Site Inspection	2	9/15, 9/22, 9/26, 9/29, 10/2, 10/6, 10/10	Rabbit Brush removed by crosswalk on Village Circle west, Brush/grass cut back along Waterton Rd at Crosswalk completed, 150sq ft of sod replaced at soccerfield
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Proposal #1108

Date: 10/6/2025

Customer:

Peggy Ripko
Special District Management Services
Inc
141 Union Blvd
Suite 150
Lakewood, CO 80228

Property:

Roxborough Village
9779 S Crystal Lake Dr
Littleton, CO 80125

Resod of Soccer field Barespots

Resod of bare goal areas**Enhancements**

Items	Quantity	Unit
Bluegrass Sod	900.00	sqft
Labor - Enhancement	6.00	hr
Mobilization- ENH	3.00	hr

Enhancements: \$1,822.00

Subtotal \$1,822.00

Estimated Tax \$0.00

Total **\$1,822.00**

Terms & Conditions

By _____

Claude (Damon) Barker

Date 10/6/2025 _____

By _____

Date _____

Roxborough Village

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT EMPLOYEE HANDBOOK

Effective: [TBD], 2025

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT EMPLOYEE HANDBOOK

Effective [TBD]

IMPORTANT

THIS HANDBOOK SETS FORTH THE RULES, POLICIES, PROCEDURES AND BENEFITS FOR THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT ("DISTRICT"). THE DISTRICT BOARD HAS THE RIGHT TO CHANGE THIS HANDBOOK ANY TIME WITHOUT NOTICE, SUBJECT ONLY TO THE REQUIREMENTS OF APPLICABLE LAW.

THE RULES, POLICIES, PROCEDURES AND BENEFITS CONTAINED IN THIS HANDBOOK ARE CURRENT AS OF [TBD] AND SUPERSEDE ALL PRIOR DISTRICT RULES, POLICIES, PROCEDURES AND BENEFITS DEALING WITH SIMILAR SUBJECT MATTER.

NOTICE

EACH DISTRICT EMPLOYEE IS AN "AT WILL" EMPLOYEE. EVERY INDIVIDUAL PROVIDING VOLUNTEER SERVICES TO THE DISTRICT DOES SO FOR CIVIC, CHARITABLE AND/OR HUMANITARIAN REASONS, WITHOUT PROMISE, EXPECTATION OR RECEIPT OF COMPENSATION FOR THE SERVICE.

THIS HANDBOOK APPLIES TO ALL. THIS HANDBOOK DOES NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NOTWITHSTANDING ANY STATEMENT TO THE CONTRARY IN THIS HANDBOOK OR ANY OTHER DISTRICT DOCUMENT (WHETHER IN PAPER OR ELECTRONIC FORM), OR ANY STATEMENT MADE BY A DISTRICT DIRECTOR, EMPLOYEE, AGENT OR REPRESENTATIVE, ANY EMPLOYEE MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON, IN THE DISTRICT'S SOLE DISCRETION, SUBJECT ONLY TO THE REQUIREMENTS OF APPLICABLE LAW.

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Section 2

DEFINITIONS AND GENERAL STATEMENTS

A. Definitions.

1. **Applicable Law.** All federal, state and local constitutional, statutory and common laws, rules, regulations, ordinances, codes and protocols that apply directly or indirectly to the District and/or its Directors, officers, employees, agents or representatives.
2. **Board.** The District's Board of Directors, comprised of five elected officials, which serves as the governing body of the District.
3. **Executive Staff.** Executive Staff employees include the Operations Committee and District Manager.
4. **Communications Systems.** The District's communications and messaging systems, including but not limited to, personal desktop and laptop computers, server(s), telephones, handheld electronic devices, electronic storage devices, pagers, fax machines, cellular telephones, radios, internet and intranet.
5. **Designee.** An employee or other person to whom the Executive Staff has delegated or assigned a specific duty, responsibility or activity.
6. **Director(s).** An individual elected to, and serving on, the Roxborough Village Metropolitan District Board.
7. **District.** The Roxborough Village Metropolitan District, a political subdivision of the State and a unit of local government.
8. **District Apparatus.** All apparatus, vehicles or other motorized machinery capable of movement that the District owns, leases or controls.
9. **District Premises.** All buildings, offices, facilities, grounds, parking lots, places, District Apparatus, and equipment that the District owns, leases or controls.

10. **Electronic Transmissions.** All forms of electronic transmissions, including communications created, stored, received or sent on the District's communications systems (whether imbedded in software or otherwise), including but not limited to, e-mail, text messages, pager messages, instant messages, voicemails, access to internet websites, and any other internet or other electronic transmissions.
11. **Employee(s).** Any individual hired and compensated by the District on a full-time, part-time or temporary basis. The term "employee" does not include Directors, independent contractors, volunteers, or consultants.
12. **Exempt employee.** An employee who is not entitled to the minimum wage and overtime protections of the FLSA.
13. **Family Member.** An employee's immediate family member including any person related by blood, marriage, civil union, or adoption; a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee with the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.
14. **FLSA.** The Fair Labor Standards Act, 29 U.S.C. § 201 *et seq.* and the federal regulations interpreting or implementing the FLSA, 29 C.F.R. Part 500 *et seq.*
15. **Fine.** (a) A non-exempt employee's monetary payment to the District or a deduction from their pay as a result of a disciplinary action, or (b) an exempt employee's monetary payment to the District or a deduction from his/her salary as discipline for violating a major safety rule.
16. **Illegal Drug(s).** Any substance that is illegal in the United States under any applicable law, or any substance defined as a controlled substance in C.R.S. §12-22-303, *et seq.* and the Controlled Substances Act, 21 U.S.C. §801, *et seq.*, and the federal regulations interpreting and implementing the Controlled Substances Act, and which is being possessed, sold or used illegally.
17. **Job/Position Description.** The written standard of minimum qualifications, duties and responsibilities of each employee position and rank.
18. **Non-Exempt employee.** An employee who is entitled to the minimum wage and overtime protections of the FLSA.
19. **Operations Committee.** A Committee of two Board members whose role is communicating with, coordinating, receiving information from, and providing

day-to-day direction to, the District's professional consultants, attorneys, and management.

1. **Part-Time employee(s).** A District employee who regularly works less than 30 hours each week.
2. **Payroll Manual.** The Payroll Manual adopted by the Board that contains the procedures for processing payroll for District employees under the FLSA and applicable law.
3. **Posts.** Messages sent through or placed on Social Media websites by users, whether in the form of emails, "status updates", "wall" messages, tweets, diary entries, instant messages, web log (or "blog") entries, photographs, videos, *etc.*
4. **Public Health Emergency.** An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infections agent for which an emergency is declared by a federal, state, or local public health agency; a disaster emergency is declared by the governor; or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.
5. **Rule(s).** A written or oral rule, policy, practice, or procedure established by the Board, whether or not physically incorporated into this Handbook, or an **SOG** established by Operations Committee or a Designee.
6. **Shall, Must, and May.** "Shall" and "Must" mean mandatory. "May" means permissible.
7. **Social Media.** Websites hosted by individuals or entities on which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, personal blogs, and chat rooms (for example, Facebook, Instagram, Snapchat, YouTube videos and vlogs, Twitter and website comment sections). This definition also applies to new forms of communication that may arise the future.
8. **Spouse.** An individual who is (1) legally married to an employee or volunteer under the laws of the State of Colorado or was legally married under the laws of the state in which the employee or volunteer and the individual were married; or (2) in a civil union or domestic partnership with the employee or volunteer that was legally formed under Colorado law.

9. **Temporary employee.** An individual hired for a specific period (such as a summer) on a full-time or part-time basis, not to exceed 1,560 hours in a calendar year.
10. **Workweek.** A period of 7 consecutive 24-hour periods (168 hours) established by the Board pursuant to the FLSA for the purpose of calculating and paying overtime to non-exempt employees. The District's workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.
11. **You(r).** All District employees, except where the context indicates the term is intended to apply to a more limited group.

B. The District's Goals and Purposes.

The District's goals and purposes are to provide the following Services: mosquito control, parks and recreation, safety protection, and street improvements as set forth in C.R.S. § 32-1-103.

C. Duty to Know and Comply with All Rules and to Use Good Judgment.

Employees are responsible for knowing and complying with this Handbook and demonstrating good judgment at all times (*i.e.*, "do what is right, and do it the right way."). If an employee has a question about a rule, the employee must ask the employee's supervisor for clarification before taking any action that could violate the rule.

If a rule applies, it must be followed. If there is no rule, employees must ask their supervisor how to proceed, if time permits. If time does not permit asking a supervisor, the employee must use good judgment. A rule must not be applied to a situation in a manner that causes another District rule to be ignored or violated.

D. Standard Operating Guidelines (SOGs).

The Executive Staff or a Designee may supplement this Handbook with SOGs. SOGs enable the Executive Staff to efficiently administer the District consistent with the authority granted by the Board and applicable law, and to implement Board rules. If there is a conflict between this Handbook and an SOG, follow this Handbook.

E. Emergency Suspension of Rules and SOGs.

The Board, the Executive Direct, or a Designee may suspend or modify any rule or SOG to meet the demands of an emergency.

F. Effective Date.

This Handbook is effective [Date]. All prior District rules and benefits not contained in this Handbook are repealed, discontinued or eliminated as of that date. This repeal, however, does not affect any corrective or disciplinary action begun or taken before the effective date.

G. Amendments.

The Board has the right to adopt, amend, or rescind any rule or benefit at any time. The Board may modify this Handbook at any time through an affirmative majority. No individual Director, supervisor, employee or third-party is authorized to modify any rule or benefit by agreement, practice, or otherwise. Regardless whether a Board amendment is physically incorporated into this Handbook, it takes effect immediately upon adoption, unless the Board indicates otherwise.

H. No Contractual Rights - At Will Employment.

This Handbook does not constitute an express or implied employment contract with an employee. Notwithstanding any statement to the contrary in this Handbook or any other District document (whether in paper or electronic form), or any statement made by a Director, employee or District agent, an employee may be terminated at any time for any or no reason, subject only to the requirements of applicable law.

I. Safety Policy.

The District strives to establish and maintain safe working conditions for its employees and to protect its employees and the general public from injury or property damage. Employees must exercise good judgment in performing work assignments in a safe manner at all times. If an employee has a question about the safety of or hazards to employees or the public, the employee must contact the employee's supervisor immediately. Employees must report any unsafe practice or condition to employee's supervisor or the Executive Staff immediately.

Employees must maintain complete familiarity with, and at all times obey, all District safety rules and all applicable laws relating to safety. If an employee has a question about a safety rule or applicable law, the employee must contact the employee's supervisor immediately. Employees must attend all safety meetings, equipment demonstrations, workshops, and other safety programs required by the District.

J. The Board's Reservation of Power and Authority.

Nothing in this Handbook shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by applicable law. The Board may at any time take any action required or permitted by this Handbook, including but not limited to hiring, terminating, and imposing corrective or disciplinary action against any employee.

K. Severability.

If any part of this Handbook is held by judicial review to be invalid, every other part of this Handbook not specifically held to be invalid shall continue in full force and effect.

Section 3

EMPLOYMENT POLICIES

A. Equal Employment Opportunity.

The District provides equal employment opportunities to all applicants and employees without regard to race (including protective hairstyles, hair length, hair texture, or hair type) color, religion, creed, national origin, ancestry, sex, gender, marital status, military status, veteran status, age, physical or mental disability, pregnancy, sexual preference or orientation, gender identity or expression, transgender status, genetic information, membership or non-membership in a labor organization or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment/service, including but not limited to hiring/appointment, transfer, promotion, demotion, termination, benefits, lay-off, compensation and training.

Every effort shall be made to ensure that all employment decisions, programs and personnel actions are administered in conformity with the principle of equal employment opportunity. Each employee is reasonable for supporting these objectives and ensuring this policy is fully implemented. It is the Company's policy that each employee shall assist with ensuring the work place environment is free of harassment and discrimination on the basis of race (including protective hairstyles, hair length, hair texture, or hair type), color, religion, creed, national origin, ancestry, sex, gender, sexual preference or orientation, gender identity or expression, transgender status, genetic information, age, physical or mental disability, pregnancy, military status, veteran status, marital status, or membership or non-membership in a labor organization or status in any other group protected by applicable law. Employees shall bring any violation of these policies to the attention of the Company through the reporting procedures set forth below. NO employee shall be coerced, intimidated, harassed, or retaliated against for reporting a violation of these policies.

B. Harassment and Discrimination Prohibited - Generally.

The District prohibits any form of harassment or discrimination of an employee based on race (including protective hairstyles, hair length, hair texture, or hair type) color, religion, creed, national origin, ancestry, sex, gender, marital status, military status, veteran status, age, physical or mental disability, pregnancy, sexual preference or orientation, gender identity or expression, transgender status, genetic information, membership or non-membership in a labor organization or other status in any other group protected by applicable law. Employees are prohibited from engaging in unlawful harassment or discrimination while on-duty or engaged in any District-related activity, including District-

related activities occurring off the District Premises. Employees also are prohibited from illegally harassing or discriminating against any other employee or person while on duty, or while in any manner representing the District in any capacity. Illegal harassment or discrimination that interferes with any employee's ability to perform employee's duties is prohibited.

C. Sexual Harassment Prohibited.

The District prohibits sexual harassment. No one at the District, including Directors, officers, supervisors, employees, vendors or any other person, may make sexual advances or requests for sexual favors, or engage in any other verbal/physical conduct of a sexual or gender-based nature, or based upon an individual's sexual orientation or transgender status where:

1. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment; or
2. It is obvious or implied that tolerating or submitting to the conduct is a condition of employment, or will be used for the basis of any employment decision, including but not limited to, appointment, hiring, firing, performance appraisals, salary, benefits, position, job transfers, promotions, or any other decision affecting any term or condition of employment with the District (all such conduct is defined in this policy as "sexual harassment").

An employee or applicant shall not be subjected to sexual requests or insulting behavior or language based on gender or sexual orientation. An employee or applicant shall not be led to believe any employment opportunity or benefit will in any way depend on the employee's cooperation with sexual demands or that the employee must tolerate a sexually offensive environment.

Employees must conduct themselves in a professional and business-like manner at all times and refrain from inappropriate sexual conduct that could lead to a claim of sexual harassment. Such conduct includes, but is not limited to:

1. Sexually implicit or explicit communications whether in written form (such as cartoons, posters, calendars, magazines, publications, notes, letters, email, words or designs on clothing) or oral form (such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates); and,
2. Physical gestures and other non-verbal behavior (such as unwelcome touching, grabbing, fondling, kissing, massaging, brushing up against another's body).

Even "innocent" conduct may constitute sexual harassment. Regardless of an employee's intent, conduct that a reasonable person would find offensive may constitute sexual harassment and is prohibited.

D. No Apparent Authority.

Regardless of title or position, no District employee, including but not limited to managers and supervisors, and no District Director has the authority (express, actual, apparent or implied) to harass or discriminate against an employee or any other person. This policy applies while on the job or during any District-related activity.

E. Procedure for Reporting Illegal Harassment or Discrimination.

In the interest of effectively preventing and addressing harassment in the workplace, the District has developed a program that is reasonably designed to prevent harassment, deter future harassers, and protect employees from harassment. In addition to these policies, the District may require all employees to undergo anti-harassment training on a regular basis as established by the District.

1. Mandatory Reporting.

Employees must report immediately any unlawful harassment or discrimination to which the employee is subjected or which the employee observes or about which the employee has knowledge. The employee must report it directly to the Executive Staff. If the report involves the Executive Staff, the employee must report the harassment or discrimination to a Board Member. If the report involves a Board Member, the employee must report it to another Board Member. If the report concerns sexual harassment, the employee may request that a person of the same gender be provided to receive employee's report. The District prohibits any employee from subjecting an employee to retaliatory action for reporting illegal harassment or discrimination.

2. Confidentiality.

Information concerning a complaint of illegal harassment or discrimination will be treated as confidentially as practicable under the specific circumstances.

3. Investigation.

Once a report of illegal harassment or discrimination is made, the Executive Staff or a Designee will promptly investigate it. If the report involves the Executive Staff, the investigation will be conducted by a Board Member committee, an outside human resources consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board Member, the investigation will be conducted by an outside human resources consultant or in such other manner as the Board deems appropriate in its sole discretion. The reporting party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation.

4. Resolution.

After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

5. Retaliation.

An employee shall not be harassed, intimidated or subjected to retaliation for reporting illegal harassment or discrimination, or for cooperating with or participating in any investigation of illegal harassment or discrimination. Employees must report retaliation in the same manner as a complaint of illegal harassment or discrimination.

F. Retaliation Prohibited.

An employee shall not be retaliated against as a result of reporting or cooperating in the investigation of an alleged violation of any District rule or applicable law, including but not limited to the FLSA, Title VII of the Civil Rights Act, the Americans With Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), the Pregnancy Anti-Discrimination Act, the Colorado Anti-Discrimination Act, the Healthy Families and Workplaces Act (HFWA), and the Public Health Emergency Whistleblower Act (PHEW). Anyone who believes they have been retaliated against must file a complaint of retaliation in accordance with the procedures set forth in Section 2(E) (*Procedure for Reporting Illegal Harassment or Discrimination*).

G. Pregnancy, Child Birth and Related Medical Conditions.

The District treats pregnant employees and applicants the same as all other employees/applicants. The District will not exclude employees from employment because of pregnancy, childbirth or related medical conditions. Disabilities caused or contributed to by pregnancy, childbirth or related medical conditions, for all job-related purposes, will be treated the same as disabilities caused or contributed to by other medical conditions.

~~As with any other employee, a pregnant employee will be permitted to work as long as a physician determines the employee can perform the essential functions of the job.~~ If the employee is unable to perform the essential functions of the job, the District will treat the employee in the same manner as it treats other temporarily disabled employees.

The District will provide reasonable unpaid break time or allow an employee to use paid break time, mealtime or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where employees may express breast milk in privacy.

Upon request of a pregnant employee following the procedures outlined in Section 2(H)(2) below, the District will make all reasonable accommodations for health conditions related to pregnancy or physical recovery from childbirth unless such accommodations would impose an undue burden on the District.

H. Non-Discrimination Against and Accommodation of Individuals with Disabilities.

1. Generally.

The District complies with the Americans with Disabilities Act (ADA) and all other applicable laws prohibiting discrimination in employment/volunteer service against qualified individuals with disabilities. The District also provides reasonable accommodation for such individuals in accordance with these laws. If an employee believes they have been discriminated against or that the District has failed to provide reasonable accommodation, the employee must file a complaint in accordance with Section 2(E), above.

2. Procedure for Requesting Accommodation.

If an employee believes they are a qualified individual with a disability, the employee may make a written request for reasonable accommodation(s) to the Executive Staff. The Executive Staff or a Designee will meet with the employee to discuss and identify the precise limitation(s) resulting from the disability and the potential accommodation(s) the District might make to help overcome those limitation(s). The Executive Staff or the Designee (and, if necessary, other District representatives identified as having a need to know) will determine the feasibility of the requested accommodation(s), considering various factors, including, but not limited to, the nature and cost of the accommodation(s), the availability of tax credits and deductions, outside funding, the District's overall financial resources and organization, and the accommodation's impact on District operations, including its impact on other employees to perform their duties and the District's ability to conduct its business and fulfill its purpose. The employee will be informed of the Executive Staff's decision on the accommodation request within a reasonable period.

H. Religious Accommodations.

An employee may submit a written request for reasonable accommodation(s) of the employee's religion to the District Manager. Upon receipt of an accommodation request, a District representative will meet with the requesting individual to discuss the employee's request for religious accommodations(s). The District will provide religious accommodation(s) in accordance with Applicable Laws under appropriate circumstances.

I. Personnel and Confidential Records.

A personnel file and a separate confidential file are maintained for employees. Personnel files and confidential files are kept in a locked, secure place to which only the Executive

Staff and other authorized personnel have access for job-related purposes. Unauthorized personnel are prohibited from reviewing the personnel files and confidential files. Employees may review their own personnel file or confidential file in the presence of the Executive Staff or a Designee at a time established by the Executive Staff or the Designee. No material may be removed from a personnel file or the confidential file; provided, however, that authorized personnel may organize and transfer records between the personnel file and the confidential file in the performance of their duties. This rule does not prohibit the disclosure of information in an employee's personnel file or confidential file when legally required. The personnel files and the confidential files are the District's property. Employees may request a copy of their own personnel file or confidential file in writing. Copying costs permitted by applicable law will apply.

Employees are responsible for immediately notifying the District's administrative offices of any change in address, telephone number, work status, marital status, or military status, change of the name or telephone number of the person to be notified in case of emergency, any change in driver's license status, and any change in insurance records. Employees also are responsible for providing the District with records concerning any licenses or certificates required for the performance of employee's job, and any documents showing that education or training required for the position has been completed.

J. Terminating Employment .

1. Notice.

Employees may terminate their employment at any time without prior notice to the District. In order to avoid disruption of its emergency services, the District would appreciate all employees except exempt-employees giving at least two weeks' notice. The District would appreciate exempt-employees giving at least four weeks' notice. The District may consider exempt-employee's failure to give four weeks' notice as part of its overall evaluation of any subsequent application for re-employment or volunteer service with the District.

2. Return of District Property - Failure to Return Reduces Final Pay.

Employees must return all District property on or before the last day of work. As a condition of employment, each employee must sign a separate written agreement agreeing that the value of District property not returned before the employee's last day of work will be deducted from the employee's final pay. The District may take appropriate action to recover its property (or the value of the property).

3. Final Pay.

Final pay will be processed in accordance with the District's normal payroll policies and procedures in effect at that time.

4. Payment for Accrued Leaves and Holidays.

When an employee leaves or is terminated by the District, the employee will be paid for all accrued but unused vacation leave in the normal course of the District's normal payroll policies and procedures in effect at that time.

Such leaves will be paid out at the employee's current rate of pay.

K. Hiring of Executive Staff; Appointment of Assistant Executive Staff

1. Eligibility.

State law prohibits a District Director from also being a District employee. Accordingly, an employee must resign their employment upon being elected to a District Director position. In addition, a Director is not eligible to apply for employment with the District. A Director must resign his/her position prior to applying for employment with the District.

Subject to the foregoing paragraphs, the District appoints, hires and promotes from within when it is in the best interests of the District and its citizens to do so. All qualified, active District employees are potential candidates for appointment, hire or promotion to any new or vacant position.

2. Appointing of Executive Staff and the Executive Staff's Authority.

The Executive Staff is appointed by the Board of Directors and serves at the pleasure of, and acts under the direction of, the Board. The Board will appoint the Operations Committee in accordance with Resolution 2022-11-01, Resolution of the Board of Directors of Roxborough Village Metropolitan District Establishing an Operations Committee.

Subject to this Handbook and applicable law, the ~~Executive Staff~~Board of Directors is solely responsible for appointing, hiring and promoting individuals for all paid positions.

Applicants and employees are expected to meet any training and certification requirements, along with other duties and responsibilities, as set forth in the District's job description for the position.

3. No Right to Former Position.

If an employee is hired or promoted to a different position, but fails to satisfactorily perform the duties of the new position, or no longer desire to do so, the employee is not guaranteed an alternative position and may be terminated.

L Reference Inquiries.

The District does not furnish open letters of recommendation or provide letters of reference addressed to "Whom it May Concern." In response to inquiries about employees from prospective employers/volunteer organizations, the District will give only dates of employment and position(s) held. The District will not answer specific questions or give

references regarding former employees unless the former employee provides specific written authorization and a release requesting the District release the additional information.

M. Workplace Anti-Violence Policy.

The District's goal is to maintain a workplace free from intimidation, threats and violence. This includes, but is not limited to, physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto the District Premises or during any District duty or activity, or any other act which in the District's opinion is inappropriate in the workplace.

The use of District property, including but not limited to the District's communications systems, in a physically, psychologically or emotionally threatening, intimidating or violent manner is prohibited. All employees are prohibited from bringing a weapon onto District Premises or possessing a weapon while performing any District duty or activity, except for the following individuals:

1. Law enforcement officials;

2. An individual authorized under Colorado law to carry a concealed weapon in a public place. Under current Colorado law, the District cannot prohibit someone possessing a valid permit from carrying a concealed weapon in the public portions of the District's facilities; however, the District can and does prohibit employees from carrying or storing a concealed weapon in any non-public portion of the District Premises. Further, employees are hereby notified that carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of employee's employment/services. If an employee carries, stores or uses a concealed weapon while performing a District duty or activity, the employee does so without District authority and will be individually responsible for such actions. If an employee intends to store or carry a concealed weapon in a public portion of the District Premises, the employee must provide the Executive Staff or a Designee with a copy of a valid state permit before taking such action.

Commented [PR2]: In 2024, Colorado Law changed to permit governments from opting out of SB24-121 (prohibiting carrying concealed weapons in gov. buildings). Recommend opting out.

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that employees routinely carry to assist them in performing their duties, unless such a knife is brought onto the District Premises with the intent to cause psychological or emotional harm, bodily injury or death.

If an employee believes the employee has been subjected to workplace violence, has witnessed workplace violence, or knows an individual who has engaged in workplace violence, the employee must report it pursuant to the procedures set forth in Section 2(E)(1). If there is an immediate threat to an employee's health/safety, or the health or

safety of another employee or the public, or to District property, the employee must immediately call 911. The District will investigate all reports of workplace violence and take such action as it deems appropriate. If an employee engages in workplace violence, the employee may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency.

Retaliation against a employee for making or participating in the investigation of a complaint of workplace violence is prohibited.

O. Whistleblower Policy.

The District prohibits illegal, fraudulent or dishonest conduct. Employees must report possible illegal, fraudulent or dishonest conduct pursuant to the procedures set forth in Section 2(E)(1). Employees must provide sufficient information regarding the alleged illegal, fraudulent or dishonest conduct for t[The District will keep the matter as confidential as reasonably practicable under the circumstances. Retaliation against any employee for making or participating in the investigation of a complaint of illegal, fraudulent or dishonest conduct is prohibited.

P. Communications Systems.

1. General.

Data and information created, stored, received or sent on the District's communication systems is District property. All information regarding access to the District's communications systems, such as user identifications, modem phone numbers, modem access codes, and passwords, is confidential and must not be disclosed to non-District personnel.

All data and information created, stored, sent or received on the District's communications systems (whether imbedded in software or otherwise) is subject to review and inspection at any time. Employees are on notice that none of the data or information are confidential, including e-mail and voice mail.

2. Software.

The District has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication, and federal copyright protection. When using the District's communications systems, employees assume the following responsibilities:

- a. Only software authorized or purchased by the District shall be used on a District computer.

b. Do not duplicate or reproduce District or vendor software and software manuals.

c. District software must not be altered in any manner, including but not limited to, decompiling, disassembling, and cross-compiling, reverse engineering or drafting derivative works.

~~d. Computer software or documentation must not be removed from the District Premises without prior approval from the Executive Staff or a Designee.~~

e.d. Upon termination of employment/services, all computer software and manuals must be returned to the District.

Commented [PR3]: I think this is what you meant; the minutes said 3P(1)(d); this is (2)(d)

Tampering with computer hardware or violating any of the preceding provisions is prohibited and may result in disciplinary action up to and including termination.

3. Access Codes.

The District utilizes systems by which employees receive/send messages through e-mail and voice mail. Personal access codes must be kept on file with the Executive Staff or a Designee at all times so the District can access any messages left on or transmitted over the communications systems at any time. Employees are on notice that such messages are not confidential and the District or its designated representative may access them at any time.

4. Personal Use of District's Communication Systems.

The District permits reasonable, responsible use of the communications systems for personal purposes. Abuse of this privilege may result in discipline up to and including termination. employees are on notice that they have no reasonable expectation of privacy in personal use of the communication systems.

5. Prohibited Use.

Employees are prohibited from using the District's communications systems for any improper or illegal activity. Employees shall not use the District's communications systems to engage in illegal harassment, discrimination, or retaliation, including but not limited to, accessing the internet through the District's computer system for the purpose of accessing sexually oriented, pornographic, racial or similarly inappropriate websites, or sending, receiving, or otherwise disseminating sexually oriented or racial materials or information.

6. No Expectation of Privacy.

Employees have no reasonable expectation of privacy in any District property, including the District's communications systems and all data and information, including electronic

transmissions, created, stored, sent or received on the District's communications systems. The District has the right and may monitor at any time, employees' use of the District's communications systems, including but not limited to e-mail and voice mail, and employees' access of internet websites, and information and data created, stored, sent or received through the District's communications systems. Pursuant to C.R.S. § 24-72-203, employees are advised that e-mails or instant messaging sent or received on the District's communication systems may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

Q. Generative Artificial Intelligence ("AI").

i. General

With the increasing popularity of generative AI technology such as OpenAI's ChatGPT and Google's Gemini, it has become necessary to outline the proper use of such tools while working at the District. While the District remains committed to adopting new technologies to aid its mission when possible, the District also understands the risks and limitations of generative AI technology and wants to ensure responsible use. The District's goal is to protect employees, clients, suppliers, customers and the District from harm.

While generative AI technology can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or "prompt" the software to find answers to questions or to create or edit written content.

Some examples of what could be created using generative AI technology include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are identified risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary District information or sensitive information about an employee, volunteer, client, etc., when interacting with the AI software. Additionally, the accuracy of the content created by

these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

~~[Option 1—Prohibited]~~

~~Due to the risks described above, all use of generative AI technology while performing work for the District is prohibited. District email addresses, credentials or phone numbers cannot be used to create an account with these technologies, and no company data of any kind may be submitted (copied, typed, etc.) into these platforms.~~

~~Any violation of this policy will result in disciplinary action, up to and including termination.~~

~~[Option 2—Limited Use]~~

~~Limited use of generative AI technology will be allowed while performing work for the District with the approval of the employee's supervisor. District email addresses, credentials or phone numbers ~~can/cannot~~ be used to create an account with these technologies. No District data of any kind may be submitted (copied, typed, etc.) into these platforms.~~

~~Employees wishing to use generative AI technology must inform their supervisor about how the technology will be used.~~

~~All generative AI technology content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the technology, that information cannot be used for work purposes.~~

~~Acceptable uses include:~~

- ~~• For general knowledge questions meant to enhance an employee's understanding on a work-related topic.~~
- ~~• To brainstorm ideas related to projects an employee is working on.~~
- ~~• To create formulas for Excel spreadsheets or similar programs.~~
- ~~• To develop or debug code, to be verified before deployment.~~
- ~~• To draft an email or letter.~~
- ~~• To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.~~

~~Unacceptable uses include:~~

- ~~• Using any text created by a generative AI technology in final work products of any kind.~~

~~• Copying and pasting, typing, or in any way submitting company content or data of any kind into the generative AI technology.~~

~~• Failing to properly cite the generative AI technology when used as a resource.~~

~~• [Insert additional uses here].~~

~~Any violation of this policy will result in disciplinary action, up to and including termination.~~

~~[Option 3 – Open Use]~~

The use of generative AI technology will largely be allowed while performing work for the District. District email addresses, credentials or phone numbers [can/cannot] be used to create an account with these technologies. No proprietary company data may be submitted (copied, typed, etc.) into these platforms.

Commented [PR4]: Need a decision on this

Employees wishing to use generative AI technology should discuss the parameters of their use with their supervisor. Supervisors may verbally approve, deny or modify those parameters as best meets District policy, legal requirements or other needs.

All generative AI technology content must be properly cited, as must the use of generative AI technology content when used as a resource for District work, except for general correspondence such as email.

All generative AI technology content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the technology, that information cannot be used for work purposes.

As generative AI chatbots may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from a chatbot will be eligible to have a District copyright, trademark or patent at this time.

Any violation of this policy will result in disciplinary action, up to and including termination.

ii. Ethical Use

Employees must use generative AI technology in accordance with all District conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the District. Such use will result in disciplinary action, up to and including termination.

iii. Monitoring

The District's Electronic Media and Communication Systems-related policies and relevant monitoring policies still apply when using generative AI technology with District

equipment.

R. Retaliation Prohibited.

Employees are prohibited from retaliating against any employee for reporting or cooperating in the investigation of an alleged violation of any District rule or applicable law. If an employee believes they have been retaliated against, the employee must file a complaint of retaliation in accordance with the procedures set forth in Section 2(E), above.

R. No Sexual Activity.

Employees are prohibited from engaging in sexual activity while on the District Premises or while performing any District duty or activity, regardless whether the sexual activity is consensual.

S. Ability to Perform Duties after Illness, Injury or Leave of Absence.

If an employee has been on leave as a result of physical or mental illness or injury, or a leave of absence, the Executive Staff or a Designee, in their discretion, may require the employee to obtain a physician's certification that the employee may return to work. Returning employees also may be required to undergo a skills assessment and/or refresher or recertification training to establish the employee's ability to perform the essential functions of their position.

U. Confidentiality of Protected Health Information.

The District is subject to numerous laws that require its employees to protect the health information of District employees and members of the public. Employees must comply with all District rules and applicable law securing the confidentiality of protected health information.

V. Applicable Law

Nothing in this Section or the Handbook shall be construed to prohibit Employees from exercising any rights or opportunities afforded to them under Colorado law, including but not limited to the Protections for Public Workers Act (PROPWA) or the Protecting Opportunities and Workers' Rights Act (POWR), except that employees are required to comply with any reasonable policies or procedures set forth in this Handbook or adopted by the District from time to time for filing workplace complaints or communicating with the Board.

Section 4

EMPLOYEE CONDUCT

A. Illegal Drug/Alcohol Free Workplace and Testing Policy.

1. Prohibited Illegal Drug/Alcohol Use and Restricted Prescription Drug Use.

a. While performing any District duty or activity, while on District Premises, or while engaged in District business or activities off District Premises, employees are prohibited from:

i. Buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, using or being under the influence of illegal drugs;

ii. Buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, or using illegal drug paraphernalia;

iii. Buying, selling, possessing, using or being under the influence of any amount or type of alcohol (including medications or over-the-counter remedies containing alcohol), except in connection with a District authorized event, such as a holiday party.

b. The foregoing illegal drug/alcohol related conduct also is prohibited during non-working hours to the extent that, in the District's opinion, it impairs employees' ability to perform the essential functions of their job. As a general rule, alcohol should not be consumed within eight (8) hours before reporting for duty or engaging in any other type of District activity.

c. A prescription drug must only be brought on District Premises by the person for whom it is prescribed. Prescription drugs must be used only in the manner, combination and quantity prescribed. Employees are prohibited from using or being under the influence of a legal drug whose use can adversely affect the ability to perform the essential functions of the employees' job. If, for medical reasons, an employee is required to take prescription or over-the-counter drugs that could affect the employee's ability to perform their duties, the employee must notify their supervisor immediately.

d. Medical or recreational marijuana and psilocybin (mushrooms) are controlled substances and illegal under federal law. Medical or recreational marijuana and psilocybin will be treated the same as an illegal drug under this policy.

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2. Required.

The District has the right to require an employee to submit to illegal drug and alcohol testing whenever the District has a reasonable suspicion that the employee is under the influence of illegal drugs or alcohol while on duty. Circumstances that may constitute a basis for determining reasonable suspicion include, but are not limited to:

- a. Abnormal or erratic behavior, or behavior that is otherwise suspicious;
- b. Information of recent illegal drug or alcohol use provided by a reliable and credible source;
- c. Direct observation of illegal drug or alcohol use, purchase or sale;
- d. Presence of a physical symptom of illegal drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- e. An accident involving a District vehicle, personal injury, property damage estimated at or above \$1,500.00;
- f. Aggressive or violent behavior;
- g. Possession of alcohol or illegal drugs; or
- h. Access to alcohol or illegal drugs that is suspicious.

The Executive Staff or a Designee shall document in writing the facts constituting reasonable suspicion. The facts shall be disclosed to the employee at the time the demand for illegal drug and alcohol testing is made. The Executive Staff or a Designee shall have at least one reliable credible witness. All diagnostic illegal drug screenings and alcohol tests based on reasonable suspicion must have the prior approval of the Executive Staff or a Designee. If an employee is notified of reasonable suspicion to be tested, the employee must report immediately to the District's designated provider. A District representative will accompany the employee to the collection site.

4. Positive Illegal Drug/Alcohol Test; Refusal to Submit to Test.

- a. An applicant who, without an acceptable reason, fails to report for, or who refuses to submit to, an illegal drug/alcohol test shall not be hired or appointed.
- b. An employee who without an acceptable reason, fails to report for, or who refuses to submit to, an illegal drug test/alcohol shall be terminated.

- c. An employee who tests positive on an alcohol test may be subject to corrective or disciplinary action, up to and including termination.

5. Illegal Drug/Alcohol Related Convictions; Duty to Notify the District.

a. An employee in a public safety position must notify the Executive Staff within 24 hours of being charged with an offense involving the unlawful manufacture, distribution, dispensation, possession or use of an illegal drug, or an alcohol-related offense.

b. All District employees must, within 72 hours notify, the Executive Staff if they are convicted of, or plead guilty/no-contest to, a criminal drug charge for the unlawful manufacture, distribution, dispensation, possession or use of an illegal drug or an alcohol-related offense.

c. An employee who fails to notify the Executive Staff in accordance with the requirements of subparagraph a or b, above, may be immediately terminated.

d. A District employee who is convicted of criminal drug charge for the unlawful manufacture, distribution, dispensation, possession or use of an illegal drug, or an alcohol related offense, may be subject to corrective or disciplinary action, up to and including termination.

B. The District's Right to Conduct Reasonable Searches.

This Handbook serves as notice that employees are required, without further notice and upon the District's request, to submit to a reasonable search of any vehicle, pocket, package, purse, briefcase, toolbox, lunch box, sack or container of any kind brought or kept on District Premises; and a desk, locker or other container provided by the District.

All spaces on the District Premises or under the District's control remain subject to search even though the employee uses such space or considers the space to be private. The District's communications systems and all information and data, including electronic transmissions, on the District's communications systems, remain District property at all times. Employees have no right to privacy to any information and data, including electronic transmissions, received, sent, generated or stored on the District's communications systems.

An employee's refusal to submit to, or interference with, a search may result in immediate termination or may be treated as a voluntary resignation. Further, the District may contact appropriate law enforcement authorities in the event of reasonable suspicion to believe the employee may have illegal drugs or other illegal items on District Premises.

C. Duty to Read Bulletin Board, E-mails or Other Communications. [Adjust as appropriate]

All memoranda, directives and bulletins will be emailed to each employee in accordance with the SOGs. Employees are required to read all memoranda, directives, and bulletins posted on bulletin boards or sent by email or compiled in the SOG Manual. It is the employee's responsibility, upon returning from vacation or other leave, to check the bulletin boards, email, or the SOG Manual for, and to read, all new memoranda, directives and bulletins.

D. Solicitations.

Solicitations and distribution of literature for any purpose are prohibited on the District Premises or while on duty, unless approved in advance by the Executive Staff or a Designee, or except as otherwise authorized by applicable law. No employee shall be compelled to contribute money to any political party, club, union or association.

E. Use of District Apparatus and Personal Vehicles.

If an employee operates, or may operates, District Apparatus, or a personal vehicle in the performance of District activities/duties, the employee must follow the procedures outlined in the relevant SOGs and obey the following rules:

1. Valid Driver's License.

If a valid Colorado driver's license with an acceptable driving record is a condition of employment/service and continued employment/service with the District, on or before January 31st of each year, employees must submit a copy of their valid Colorado driver's license to the Executive Staff or Designee, and a true and accurate copy of their Department of Motor Vehicles driving record.

2. Insurance.

Employees must be insurable by the District's insurance carrier. Employees must maintain insurance on any personal vehicle used in performing any District duty/activity.

3. Accidents.

All accidents involving District Apparatus, or a personal vehicle in the performance of District activities/duties, no matter how minor, must be reported immediately to an employee's supervisor. A written report must be forwarded to the Executive Staff within 24 hours.

4. Traffic Violations.

All citations for moving violations and any driver's license revocation, confiscation or suspension must be reported immediately to the District, regardless whether the citation

occurred while the employee was on the job or engaged in District business, or occurred off the job on personal time. A written report must be made to the employee's supervisor by the employee's next shift. The supervisor must report it through the chain of command to the Executive Staff or Designee. Violation of this policy may result in corrective or disciplinary action, up to and including termination.

5. Lawful Driving and Parking.

Employees must strictly observe existing traffic regulations at all times. The District strictly prohibits text messaging or other similar forms of manual data entry while operating a District Apparatus or vehicle or a personal vehicle while performing District duties/activities.

6. Inspection of District Vehicles and Apparatus.

Employees must comply with the District's SOGs relating to the inspection of District Apparatus.

7. No Unauthorized Use.

District Apparatus are for official work-related activities and to respond to emergencies, training and meetings, and must not be used for personal business unless the Executive Staff grants permission for such use.

F. Personal Appearance.

Employees are required to keep their hair clean and well-groomed at all times while on duty or while acting on behalf of the District. Employee's clothing must be appropriate for their position and present a professional appearance as a representative of the District. If the position requires a uniform, personnel must comply with the SOG(s) established by the Executive Staff.

G. Smoking and Tobacco Products.

Employees shall not smoke on the District Premises or in any District Apparatus. Smoking is prohibited, including the use of electronic cigarettes and/or vaping devices, on the District Premises or while performing any duty/activity on behalf of the District. The use of other types of tobacco products is also prohibited.

H. Housekeeping.

Employees are responsible for good "housekeeping" in all District premises. It is important that a systematic and neat appearance be projected to guests who visit the District Premises.

I. Care and Use of District Property – Theft of employee Property.

Employees are responsible for reasonable care of District property. District property must be used only for District business, in an appropriate manner, and in accordance with all applicable District rules. District equipment, facilities and tools must not be used for any personal purpose, except with the Executive Staff's prior permission.

If an employee steals District property or another employee's property, or if an employee abuses, misuses, or intentionally damages or destroys District property or another employee's property, the employee shall be subject to corrective or disciplinary action, up to and including immediate termination. Lost, stolen or damaged property must be reported immediately to the employee's supervisor, who must promptly submit a written report to the Executive Staff.

Employees must immediately return all District property, including District identification materials and badges, when the employee's employment ends. District property that is not returned or that has not been reported as lost or stolen before the employee's employment ends will be considered stolen and reported to appropriate law enforcement agencies.

Employees are responsible for their own personal property while at work. The District is not responsible for any loss or damage to an employee's vehicle or other personal property.

J. Conflicts of Interest.

Except as required by applicable law, employees must not release to anyone outside the District any confidential information including, without limitation: any information about an employee of the public or a District employee (personnel, medical or otherwise); competitive bid data; local, regional or national security information; and any other information that might be used to the detriment of the District, its employees or the public.

Employees must not allow other employment, volunteerism or activities to conflict with their duties to the District. Employees must immediately disclose a conflict of interest in writing to the Executive Staff or as otherwise required by applicable law. In the event of a conflict of interest, which conflict shall be determined in the Executive Staff's sole discretion, the employee must immediately cease the action causing the conflict or obtain a waiver of the conflict from the Executive Staff.

K. Policy On Employee Personal Issues.

Employees may use a District sponsored employee assistance program in an effort to minimize personal problems that could adversely affect the individual's job performance. The Executive Staff may, in their sole discretion, refer an individual to the District sponsored employee assistance program, or another employee assistance or counseling program. The District is not required to have an employee assistance program, or to render assistance to personnel coping with personal problems, and may discontinue or modify the program at any time in its sole discretion. Notwithstanding its efforts or lack of efforts to provide assistance, the District reserves the right to impose corrective and/or disciplinary action, up to and including termination, and/or to place an individual on

administrative leave, in the event an individual's personal problems negatively affect job performance, or, in the sole discretion of the Executive Staff, will probably affect job performance.

L. Personal Gain Prohibited.

Employees must not demand from any person(s) pay or other reward for services rendered as a District employee. In addition, employees must not accept any gifts or gratuities having a value in excess of \$75.00, unless the gift or gratuity is reported to and approved by the Executive Staff. Employees are prohibited from using their employment with/service to the District for personal gain.

Notwithstanding the foregoing, an employee may receive compensation for services provided to a third-party during periods when the employee is not providing services to the District (i.e., during days off, vacation or otherwise); provided, however, that such services to third parties shall in no manner affect the employee's performance of, or ability to perform services for, the District.

M. Attendance and Punctuality.

Employees must report for duty on time. If an employee fails to report for duty on time without first notifying the Executive Staff, as applicable, the employee may be subject to corrective or disciplinary action, up to and including termination. If an employee reports late for duty or is absent, the employee must explain the reason for the tardiness or absence to their supervisor or the Executive Staff, as applicable. Employees may be subject to corrective or disciplinary action, up to and including termination, for excessive tardiness or absenteeism.

N. Use of Cellular Telephones (Cell Phones).

1. Personal Use of Cell Phones During Work Hours.

Employees must limit the use of cell phones to make or receive personal calls to emergencies or pressing personal matters during work hours (0800-1700) or while engaged in any District duty or activity.

2. Use of Cell Phones to Perform District Duties and Activities.

If an employee uses a cell phone to perform a District duty/activity, the employee must:

- a. Not use the cell phone to send or receive calls while driving. Employees are prohibited from emailing or text messaging while driving a District Apparatus or personal vehicle while performing a District activity. Employees may use a hands-free device while driving a District vehicle, or while driving a personal vehicle in the performance of a District duty/activity; however, employees are

prohibited from emailing or text messaging while driving, even when using a hands-free device.

b. Be considerate of other people while using the cell phone, including but not limited to:

- i. avoiding using the cell phone in the presence of other people whenever possible;
- ii. keeping the call as short as possible;
- iii. not discussing confidential information during the call that could be overheard or intercepted by another person;
- iv. not speaking in a loud voice, putting the phone on speaker or otherwise disturb other people; and,
- v. using appropriate language.

O. Blogging, Social Networking, Letters to the Editor, and Other Forms of Public Expressions of Opinion.

Whether employees choose to create or participate in a blog, wiki, social networking website, online photo sharing website, or other form of online publishing or discussion, send a letter to the editor, or engage in any other form of public expression or personal opinion (collectively, "public expressions of opinion") is their own decision; however, employees must be careful not to violate any District rule, or any other applicable law. In addition, employees are prohibited from:

1. Conducting activities related to public expressions of opinion using the District's communications systems during work;
2. Representing any opinion or statement as the policy or view of the District, or its Directors, officers and employees;
3. Making disparaging or defamatory comments about the District, or its Directors, officers, employees, vendors, customers, or services that are not related to a matter of public concern; or,
4. Criticizing the District, or its Directors, officers or employees on matters that are not related to a matter of public concern instead of using the dispute resolution procedures contained in this Handbook.

Nothing in this section is intended to restrict or limit in any manner whatsoever employees' constitutional or common law right to comment on matters of public concern, to the extent protected by, and consistent with, applicable law.

P. Social Media Policy

Before reading this policy, please read the definitions of "Posts" and "Social Media" contained in the Definitions section of this Handbook. Employees should ask their supervisor or the Executive Staff if the employee has any questions regarding these definitions.

The District understands employees may maintain or contribute to Social Media and/or engage in Posts outside of the employee's position with the District and may periodically engage in Posts containing information about the employee's District position or District activities on Social Media. If employees engage in such activities, employees are required to exercise good judgment, and comply with this Handbook.

The District has the right to monitor and review Social Media Posts made by employees while on-duty and, from time to time, those made while off-duty by employees as it deems as necessary and appropriate for the efficient and effective administration and operation of the District. To that end, employees have no expectation of privacy while using District owned or leased equipment, even when employees are merely using the equipment to access personal email accounts or other Social Media. Pursuant to C.R.S. § 24-72-203, employees are advised that Posts, e-mails and text messages to/from the employee may be deemed public records and subject to disclosure under the Colorado Public (Open) Records Act.

EMPLOYEES' USE OF DISTRICT LEASED OR OWNED EQUIPMENT CONSTITUTES EMPLOYEES' CONSENT FOR THE DISTRICT TO MONITOR AND INTERCEPT EMPLOYEES' ELECTRONIC TRANSMISSIONS WHILE IN TRANSIT, AFTER RECEIPT OR WHILE STORED ON DISTRICT LEASED OR OWNED EQUIPMENT UNDER TITLE I AND II OF THE ELECTRONIC COMMUNICATIONS PRIVACY ACT OF 1986.

Employees may not disclose confidential information of the District and its employees (including personnel information), or of third parties who have provided confidential information to the District.

In maintaining or contributing to Social Media or engaging in Posts, employees must not use the District's name in their identity (e.g., username, "handle" or screen name). Employees also must not speak as a District representative, unless expressly authorized by the District.

Mutual respect and teamwork are essential to effective and efficient District administration and operation. employees must be courteous, respectful, and thoughtful about how the District and its employees may be affected by Posts. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded Posts may be harmful to other employees, damage employee relationships, undermine the District's efforts to encourage teamwork, violate this Handbook, and harm the District, which may result in corrective or disciplinary action up to and including termination.

Employees bear full responsibility for information contained in their Posts and Social Media. Employees must make certain that their Posts are accurate and must correct any inaccurate statements employees make. Employees must not reference other District employees or District customers without obtaining their express permission to do so. Most Social Media sites require that users, when they sign up, agree to abide by a Terms of Service document. Employees are responsible for reading, knowing and complying with the Terms of Service of the Social Media sites they use.

Stated simply, an employee's decision to use a different medium does not excuse recklessness in public communication or limit the District's ability to regulate the employee's Social Media and Posts as it could any other communication. The District supports employees' right to engage in discourse about matters of public concern consistent with their First Amendment rights. However, the District prohibits actions that violate this policy, any other District rule relating to social networking, Posts and Social Media, or any other form of public expression.

Q. Communications with the Media - Release of District Records.

Employees must not release District records without the prior approval of the Executive Staff or Designee. Employees must not give interviews or make statements to the public regarding District matters without the Executive Staff's prior authorization.

R. Off-Duty Activities.

The District may take corrective or disciplinary action, up to and including termination, for off-duty conduct that: relates to a bona fide occupational requirement or is reasonably and rationally related to an employee's employment/service activities and responsibilities; or is necessary to avoid a conflict of interest or the appearance of such a conflict with any of an employee's responsibilities to the District.

S. Visitors.

Visitors or strangers who enter the District Premises with restricted entry should be approached respectfully and their business ascertained. Visits must not interfere with fire or emergency responses, or unduly burden other District operations. ~~Visit by a minor is prohibited without their guardian being present.~~

T. Public Records.

As a political subdivision of the state, the District is subject to the Colorado Open Records Act, C.R.S. §24-72-101, et seq. (the "Act"). Under the Act, certain District documents are considered "public records" and must be produced to the public under the circumstances, and in compliance with the procedures, set forth in the Act. Employees shall not produce any District document to the public or any other entity or public agency, without the prior

approval of the employee's supervisor. The Act specifically prohibits the disclosure of certain District documents including but not limited to:

1. Medical Records.

The medical and psychological records of any individual must be kept confidential by the District and its employees unless the records are authorized for release, in writing, by the person whose medical treatment, condition or psychological evaluation is the subject of the records, or unless production of the records is compelled by a subpoena or order issued in connection with a legal proceeding or otherwise required by applicable law.

2. Personnel Records.

The contents of an employee or former employee's personnel file must be kept confidential by the District and its employees unless the information in the file is authorized for release, in writing, by the employee or former employee, or his or her agent or attorney, which agent or attorney must present written proof of his or her agency or legal representation of the employee or former employee. Information in an employee or former employee's personnel file also may be released in compliance with a subpoena or order issued in connection with a legal or administrative proceeding, or if otherwise required by applicable law. Nothing in this paragraph, however, shall prohibit the District from using any or all of the information in an employee's or former employee's personnel file to the full extent required or allowed by applicable law in the event of any legal or administrative dispute with the employee or former employee.

U. Attorney-Client Communications-Confidential.

All communications between the District attorneys and the Board, individual Directors, or any District employee are confidential and shall not be made available to the public, unless expressly authorized by the Board or the Executive Staff, or required by law.

V. Testimony.

No employee shall give a deposition, affidavit, written statement, interview, or other form of information, including, without limitation, any papers or documents of the District, or appear as a witness in a civil or criminal matter arising out of or related to the employee's District duties without prior notice to, and authorization by, the Executive Staff.

W. Public Health Emergency Whistleblower Policy.

1. General Policy.

The District intends to help provide a safe and healthy work environment for its employees and encourages employees to bring any concerns to the District's attention. The District

will not discriminate, take adverse action, or retaliate against employees for engaging in any of the following activities:

- Raising (in good faith) any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety, related to a public health emergency;
- Opposing any practice the employee reasonably believes is unlawful; or
- Making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the employee reasonably believes to be unlawful.

Employees are *not* protected for communications (A) that are knowingly false or are made with reckless disregard for the truth or falsity of the information, or (B) that share individual health information that is otherwise prohibited from disclosure by state or federal law.

2. Employees' Rights to Use Their Own Personal Protective Equipment ("PPE").

Employees are allowed to voluntarily wear their own PPE, such as a mask, faceguard, or gloves, if the PPE:

- a. provides more protection than equipment provided at the workplace;
- b. is recommended by a government health agency (federal, state, or local); and
- c. does not render the employee incapable of fulfilling their duties.

For purposes of the public health emergency whistleblower policy, "PPE" does not include any equipment used for positions that require specific safety equipment such as hard hat or steel toed shoes . "PPE" is limited to personal protective equipment that an employee might utilize during a public health emergency or other instances to protect against illness.

3. Procedure for Filing an Internal Complaint.

An employee who is subjected to, or observes any discrimination, adverse action, or retaliation related to a public health emergency or interference with the voluntary use of PPE which the employee considers to be unlawful, should report such conduct in accordance with Section 2(E) of this Handbook.

Section 5

EMPLOYEE COMPENSATION & WORK SCHEDULES

A. Work Schedules.

1. Employees work the schedules established by the Board. Lunch and breaks will be provided as District operations and business needs permit.
2. Employee work schedules may change from time to time in the District's sole discretion to meet its business and operational needs.
3. Employees must report for duty on time. If an employee is delayed and cannot report ready for duty by the prescribed time, the employee must call at the earliest possible time to alert their supervisor or the Executive Staff of their delay. employees will have the amount of time they are late deducted from their wages for that day.

B. Meetings, Conferences, Training and Travel.

The FLSA rules for compensating employees for required meetings, conferences, training and work-related travel are complex and difficult to apply. In order to simplify recording, processing and payment for such time, and to establish simple guidelines for its employees to follow, the District has voluntarily elected to provide compensation in accordance with the following policies and procedures, which meet or exceed the FLSA requirements.

1. **Mandatory Meetings, Conferences and Training.** The time an employee actually spends in a meeting, conference or training required by the District will be treated as actual hours worked. Study time and other time spent outside the meeting, conference or training will not be treated as actual hours worked and will not be compensated. This rule applies regardless of the location, day, time or duration of the mandatory meeting, conference or training.
2. **Voluntary Meetings, Conferences and Training.** The time an employee spends in a meeting, conference or training that is not required by the District, and which the employee attends for his/her own personal interests or benefit, will not be treated as actual hours worked, regardless whether the District voluntarily chooses to pay or reimburse the employee for all or a portion of the

meeting, conference or training, or related materials. Notwithstanding the foregoing, the Executive Staff, in their discretion may treat a voluntary meeting, conference or training as actual hours worked in order to encourage employees to attend the meeting, conference or training. The fact that the District voluntarily chooses to offer compensation for a voluntary meeting, conference or training does not make it mandatory, and each employee is always entitled, in the employee's sole discretion, to choose not to attend a voluntary meeting, conferences or training, and that decision will have absolutely no impact whatsoever on their employment with the District.

3. **Commute Time.** Employees will not be paid for normal home-to-work and work-to-home travel, even where the employee is expected to report to work at a location away from the District's offices or facilities.
4. **Travel while working to attend a mandatory meeting, conference or training.** Employees are paid for all travel time incurred in the course of performing their duties, or in attending a mandatory meeting, conference or training, regardless where or when they travel occurs (excluding commute time, discussed above). If an employee will be taking public transportation (*i.e.*, bus, train or airplane), the travel time to and from the bus or train station or airport will be treated as commute time. All time spent on the public transportation will also be considered actual hours worked and compensation provided.

C. Time Cards & Time Sheets

Employees will be paid for all hours actually worked. Employees are responsible for timely and accurately entering their time worked on a time card or time sheet, as applicable. employees are prohibited from completing the time record of another employee. Falsification of a time record may result in corrective or disciplinary action, up to and including termination.

D. Working Unscheduled Hours.

Employees are expected to work scheduled and unscheduled hours as necessary to maintain the District's efficient and effective administration and operation. The fact that an employee is asked or required to work additional hours does not mean the hours are automatically overtime. Whether actual hours worked is overtime is determined by the FLSA. Non-exempt employees are prohibited from working unscheduled hours, unless: (1) a supervisor or Executive Staff orders or asks the employee to work the unscheduled hours; or, (2) the employee asks and receives prior approval from their supervisor or the Executive Staff to work the unscheduled hours.

E. Regular Pay Procedures

1. Payment.

Gembok is responsible for administering payroll and benefits, including receiving and

resolving questions and problems concerning compensation. Employees will be paid _____ . If the regular pay day falls on a holiday, employees will be paid on the last day the District office is open for business before the regular pay day. Employees must receive the Executive Staff's prior approval to enter time that was not reported on a time card at the time of payroll processing.

Commented [PR5]: Pay schedule to be added once confirmed.

2. Payroll Deductions - Generally.

The District is required by applicable law to make certain deductions from employees' pay, including those for Federal and State taxes, and Medicare. By separate agreements, employees may also authorize deductions for pension, health insurance premiums, death and disability insurance premiums, wage garnishments and Court orders. Other deductions can be made only at the employee's specific request and agreement. Payroll deductions also may be made from employees' pay pursuant to a separate written agreement with the District for the replacement cost of lost, destroyed or unreturned District property upon termination of employment, court-ordered garnishments, or as otherwise provided in this Handbook.

3. Exempt employee Deductions.

Exempt employees' pay may be subject to deductions for absences from work of one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability, if the deduction is made in accordance with the District's disability benefit plan and sick leave policy; for military pay; for a fine for violating a major safety rule; or for suspensions without pay of one or more full days for violations of a major safety rule, or the District's anti-discrimination/anti-harassment and/or workplace anti-violence policies. Exempt employees will be paid only a pro-rated amount of their salary for the initial or last week of employment, if they do not work the entire week.

4. Improper Payroll Deductions.

The District prohibits improper deductions from the salary of an exempt employee or the wages of a non-exempt employee. If an employee believes an improper deduction has been made to their salary/wages, they must immediately report it to the District Administrator or the Executive Staff. Reports of improper deductions will be promptly investigated. If an improper deduction has occurred, the employee will be promptly reimbursed for the improper deduction, and the District will provide the employee good faith assurances that the improper deduction will not occur again.

F. Overtime Pay Procedures.

1. General Overtime Policies.

The District has the right to require employees to work overtime if necessary in the District's sole discretion. If possible, overtime will be approved in advance by the

Executive Staff or a Designee, and employees will be given advance notice. Vacation leave, sick leave or other time off is not counted as actual hours worked for purposes of calculating overtime compensation. Similarly, an employee's voluntary participation in an educational program, regardless whether it is subsidized by the District or any federal, state, local or agency, is not actual hours worked.

2. Overtime Pay for Non-Exempt Employees

a. General.

Non-exempt employees will receive compensation for overtime worked in accordance with the FLSA at the rate of 1 ½ times their regular hourly rate of pay for all actual hours worked in excess of 40 hours in a workweek.

b. Compensatory Time Off (Comp Time).

Overtime earned typically will be converted to Comp Time (i.e., paid time off) at the rate of 1½ hours of paid time off for each hour of overtime earned.

Section 6

BENEFITS

NOTICE: Except for benefits required by applicable law, the Board has the right to modify, add to or eliminate any benefit contained in this Handbook, including this Section 6, subject to compliance with any requirements of applicable law.

A. Employee Benefits.

The following benefits are available to all eligible employees.

1. **Expense Reimbursement.**
 - a. **Accountable Plan Policy**

All expense reimbursements and allowances of the District must comply with the Internal Revenue Service ("IRS") "accountable plan" requirements. The following three criteria must be satisfied in connection with all expense reimbursements and allowances, whether made as an advance, after-expense reimbursement, *per diem*, allowance or otherwise:

- i. There must be a connection between the expenditure and the District's business;
- ii. Employees must substantiate every expense (*i.e.*, employees must verify the date, time, place, amount and business purpose of all expenses). Receipts are required unless the reimbursement is made on a *per diem* basis; and
- iii. Excess reimbursements, *per diems*, advances or allowances must be returned to the District within a reasonable period of time.

The District uses the "periodic statement method" for meeting the IRS requirements of timely substantiation and return of excess reimbursements, allowances, *per diems* and advances. Under this method, in each quarter of a calendar year the District will issue a notice requiring employees to return all excess reimbursements, allowances, *per diems* and advances within 120 calendar days of the issuance of the notice. Employees must comply with the quarterly notices issued by the District.

2. **Working Condition Fringe Education Expense Reimbursement Policy ("Education Expense Reimbursement Policy").**

NOTE: All training and education, whether mandatory or voluntary, and regardless whether it is classified as a working condition fringe benefit or an educational assistance program benefit must be approved in advance by the Executive Staff or their Designee.

a. All benefits provided under this Educational Expense Reimbursement Policy shall at all times comply with applicable IRS regulations and shall not constitute taxable income to the District's employees.

b. To qualify under this Education Expense Reimbursement Policy, an employee's education/training must be job-related and either: (i) required by the District or applicable law for an employee to maintain their present salary, status or position; or, (ii) maintain or improve the employee's skills in their present position. Training/education necessary for a employee to renew or maintain a certification required for the employee's current position will qualify under the District's Expense Reimbursement Policy.

c. If training/education qualifies under this Education Expense Reimbursement Policy, the District may, in the Executive Staff's discretion, reimburse a employee for tuition, books, supplies, and equipment; certain transportation and travel costs; and, other education expenses, such as costs of research and typing when writing a paper is part of an educational program.

d. **Under no circumstances will an employee receive a payment/reimbursement under the Educational Assistance Program (discussed below) and this Education Expense Reimbursement Policy for the same education/training related cost or expense (i.e., no "double dipping").**

e. Most travel expenses, with the exception of meals, will be paid in advance using either the District's credit card or through purchase orders. These expenses include the cost of the training/class, accommodations, lodging, *etc.* If an employee uses a personal vehicle, the District may pay mileage according to the latest IRS mileage reimbursement rate.

f. Meals and Incidental Expenses. Because lodging is typically pre-paid, the District applies the federal Meal and Incidental Expense rate (M&IE) for the day and locality of travel in accordance with applicable IRS rules and the rates established by the U.S. General Services Administration ("GSA") from time to time. Receipts are not required for meals and incidental expenses; however, the employee still must substantiate the business purpose and travel days; excess *per diem* allowances must be returned to the District in accordance with its accountable plan policy stated above (example – a employee receives a *per diem*

for 3 travel days, but actually has only 2 travel days. The unused *per diem* must be returned).

3. **Educational Assistance Program.**

a. **Generally.**

i. All benefits provided under this Educational Assistance Program must at all times comply with applicable IRS regulations and shall not constitute taxable income to the District's employees.

ii. All employees must adhere to the procedures necessary to schedule, attend, document and pay for any Mandatory Education/Training or Elective Education/Training, including tuition, books and materials, travel, lodging, and meals, as applicable. Education/training classes, travel arrangements and other accommodations must be arranged with the best interests of the District in mind and in the most fiscally responsible manner possible.

iii. All District employees participating in Mandatory Education/Training or Elective Education/Training are required to conduct themselves in a professional manner at all times.

iv. The Executive Staff's decision shall be final on any issues that arise with respect to this Educational Assistance Program.

b. **Educational Assistance Program.**

i. **Mandatory Education/Training**

A. All training not expressly designated by the District as Mandatory Education/Training shall be Elective Education/Training.

B. The District will pay the tuition/registration, books and course materials for Mandatory Education/Training. Meals, travel and lodging are not covered under the District's Educational Assistance Program, but may be covered under its Education Expense Reimbursement Policy discussed above.

C. **Employee Compensation.** The FLSA rules for compensating employees for Mandatory Education/Training are complex and difficult to apply. In order to simplify recording, processing and payment for such time, and to establish simple guidelines for its employees to follow, the District has voluntarily elected to provide

compensation in accordance with the following policies, which meet or exceed the FLSA requirements:

1. The District will pay an employee for actual travel time incurred in attending Mandatory Education/Training, actual hours the employee spends in a class or training, and for actual hours spent completing homework required by the course instructor (if any), regardless whether it occurs when the employee is on-duty or when the employee is off duty, subject to the following exceptions:
 - a. If the Mandatory Education/Training occurs when the employee is on-duty, the Mandatory Education/Training and associated travel time will be covered by the employee's normal base salary (except Commute Time, which is discussed below).
 - b. The District will not pay for the employee's Commute Time. If the actual travel time to the Mandatory Education/Training is greater than the employee's normal Commute Time, the District will pay for the portion of the travel time that exceeds the Commute Time.
 - c. The District will not pay for time spent in travel away from home outside regular working hours as a passenger on an airplane, train, boat, bus or automobile.
2. **Under no circumstances is an employee permitted to count their regularly scheduled work hours and travel time as separate actual hours worked for the same time period (i.e., attempting to obtain double pay for the same hours).**
3. An employee attending Mandatory Education/Training must record the actual time (not scheduled work hours) spent in training (including mandatory homework) on their timecard/ time sheet and make a notation about the training. Do not include free time such as lunch unless being trained while eating (working lunch). An employee's travel time also must be entered on the timecard/ time sheet. Do not include meal breaks or travel time spent as a passenger on an airplane, train, boat, bus or automobile.

ii. Elective Education/Training

A. Because Elective Education/Training is purely voluntary, employees will not be paid for attending Elective Education/Training, regardless whether the District, in its sole discretion, chooses to pay all or a portion of the cost of the education/training.

B. Reimbursement for meals, travel and lodging for Elective Education/Training is not covered under the District's Educational Assistance Program, but may be covered under its Expense Reimbursement Policy discussed below.

4. **Leaves.**

a. **Voting Leave.**

Under most circumstances, it is possible for an employee to vote either before or after work. If it is necessary, however, for the employee to arrive late or leave work early in order to vote in an election, the employee must make arrangements with their supervisor or the Executive Staff no later than the regularly scheduled workday before the Election Day on which the employee desires to vote. The District will grant time off to vote in accordance with applicable law.

b. **Funeral Leave.**

Employees will be granted up to four consecutive 8-hour days off from work in the event of the death of an immediate Family Member, including spouse, children, parents, siblings or children of the employee's spouse. Employees can attend funerals of people beyond immediate family members with Executive Staff approval. The leave will be with pay for employees.

The Executive Staff may in their sole discretion, grant additional leave. Additional leave for administrative employees and line-employees will be unpaid.

c. **Jury Duty.**

If an employee is called for jury duty, the employee will be granted leave. The first three days will be with pay; after that, the leave will be without pay. To qualify for jury duty leave, the employee must submit a copy of the summons to the employee's supervisor or the Executive Staff as soon as it is received. In addition, the employee must submit proof of jury service to their supervisor or Executive Staff after the jury duty is completed. If the employee is excused from jury duty, the employee must return to work immediately during the employee's usual work hours. The District will not attempt to have an employee's jury service postponed except when necessary to meet pressing business or operational needs.

d. **Witness Leave.**

Employees who are subpoenaed to provide deposition testimony or appear in court on a District-related matter, must immediately notify their supervisor or the Executive Staff. An employee will be paid for the time necessary to comply with the subpoena whether the employee is on or off-duty. If an employee is subpoenaed to appear at a deposition or in court as a witness in a non-District matter, the employee will be permitted to take time off to testify. Employees must use accrued vacation and sick leave first, and the balance of the leave will be unpaid. Employees must furnish a copy of the subpoena to their supervisor or the Executive Staff. If an employee is excused from witness duty, the employee must return to work immediately.

e. **Administrative Leave.**

The Executive Staff may, in the Executive Staff's discretion, immediately place an employee on administrative leave for any reason. While on administrative leave, employees must not participate in any District duties, responses, activities, or training. The administrative leave will be with pay for employees, unless the Executive Staff determines the leave will be unpaid.

f. **Personal Leave of Absence.**

Employees may request a leave of absence for up to six months from the date of approval. Employees must submit a written request for a leave of absence to the Executive Staff at least five business days before the start of the requested leave. A leave of absence may only be granted by the Executive Staff, in their sole discretion, and on such terms and conditions as the Executive Staff determines, in their sole discretion. All District property must be returned to the District before beginning the leave. Subject to applicable law, employees are not guaranteed a job or volunteer position upon returning from a leave of absence. The Executive Staff will determine if the employee will be reinstated to their former position or another position based upon such factors as the availability of a position, the District's financial condition, the employee's standing at the time they took the leave, their prior length of employment/service, and the length of leave taken. The Executive Staff also will determine if the employee must meet any specific training, fitness for duty evaluation, or other requirements as a condition of reinstatement.

g. **Military Leaves of Absence.**

Leaves of absence for military duty and training will be granted to all employees in accordance with applicable law. If an employee is called to active military duty or to reserve or National Guard training, or an employee volunteers for the same, the District requests that the employee submit a copy of their military orders to their supervisor or the Executive Staff as soon as practicable. The employee's eligibility for reinstatement after military duty or training will be determined in accordance with applicable law. Military leaves of absence for employees will be with pay for the equivalent of three weeks' based on the employee's regular work schedule in a calendar year. Pursuant to a separate written agreement, the amount of the

employee's pay will be offset by the amount of military pay they receive for the same days for which paid leave was provided.

5. Injury Leave - Workers' Compensation Insurance.

a. Reporting On the Job Injuries – Providers.

The District provides Workers' Compensation Insurance to all employees. Employees who suffer a work-related injury, illness or exposure, must submit a written report to the supervisor or the Executive Staff within ten working days of the injury, illness or exposure. If an employee contracts an occupational disease as a result of their work for the District, the employee must submit a written report of the occupational disease to the employee's supervisor or the Executive Staff within 30 days after the first distinct manifestation of the occupational disease. Failure to follow these procedures may jeopardize an employee's right to workers' compensation benefits.

b. Fitness to Return to Duty.

As stated in Section 2(Q), employees may be required to obtain a physician's certification that the employee may return to work and may be required to complete a fitness for duty examination to determine the employee's ability to perform the essential functions of the employee's position. The employee also may be required to undergo a skills assessment and/or refresher or recertification training to establish the employee's ability to perform the essential functions of the employee's position.

B. Employee Benefits.

The following benefits are available only to eligible employees.

1. Family and Medical Leaves of Absence.

As a public entity, the District is a covered employer under the Family Medical Leave Act of 1993 ("FMLA") and must comply with various requirements outlined in the FMLA; however, the District need only provide FMLA leave (*i.e.*, 12 weeks of unpaid leave) to "eligible employees," which the FMLA defines as those employees who, among other requirements, are employed at a worksite with 50 or more employees (not including volunteers) within 75-miles of that worksite. Because the District does not employ 50 employees, no employees are eligible for FMLA leave at this time.

Family and Medical Leave Act of 1993 ("FMLA").

The District complies with the Family and Medical Leave Act of 1993 ("FMLA") as may be amended from time to time. Attached as Appendix D is the *employee Notice of Rights and Responsibilities* issued by the U.S. Department of Labor, which provides employees

with a general description of their FMLA rights and responsibilities. Additional rules governing the FMLA are outlined in the implementing federal regulations. Please refer any questions, concerns, or disputes with this policy to the Executive Staff or their Designee.

(a) Eligibility

Appendix D outlines the criteria to determine if an employee is eligible for FMLA leave. If an employee does not meet all of the eligibility criteria, the employee is not eligible for FMLA leave.

(b) Type of Leave Covered

To qualify as FMLA leave, the employee must be taking leave for one of the reasons identified in Appendix D. Please note that in accordance with State law, "care for the employee's covered Family Member who has a serious health condition" includes partners in a civil union or registered domestic partnerships.

(c) Amount of Leave

The amount of FMLA leave in a twelve-month period available is governed by the type of FMLA leave being taken. Please refer to Appendix D for further information. A "twelve-month period" shall mean a rolling twelve-month period measured backward from the date an employee uses any FMLA leave pursuant to C.F.R. §825.200(b)(4).

If both spouses/partners work for the District and each wish to take leave for the birth of a child, adopting or placement of a child in foster care, or to care of a parent with a serious health condition, the spouses/partners may only take a combined total of 12 weeks of leave. If both spouses/partners work for the District and each wish to take leave to care for a covered service employee, the spouses/partners may only take a combined total of 26 weeks of leave.

(d) Procedure for Requesting FMLA Leave

An employee requesting FMLA leave must provide verbal or written notice of the need for the leave to the Executive Staff or their Designee. Within five business days after the employee has provided this notice, the District will provide the employee with the Department of Labor (DOL) Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the District with at least 30 days' notice. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the District's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

(e) Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the District will provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice. The District also may, at its discretion, designate time off taken by an employee as FMLA leave if it meets the requirements of the FMLA, regardless whether the employee requests FMLA leave.

(f) Employee Status and Benefits During FMLA Leave

All District benefits that operate on an accrual basis (e.g., vacation, sick leave, and personal days) will cease to accrue during the portion of the FMLA leave that is unpaid.

While an employee is on FMLA leave, the District will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's Family Member or a circumstance beyond the employee's control, the District may require the employee to reimburse the District for any amount it paid for the employee's health insurance premium during the FMLA leave.

Under current District policy, the employee pays a portion of the health care premium. For any portion of the FMLA leave to which paid time off applies, the District will continue to make payroll deductions to collect the employee's share of the premium. For any portion of the FMLA leave that is unpaid, the employee must continue to make this payment within the timeframes outlined by the District at the beginning of the leave. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The District will provide 15 days' notification before the employee's loss of insurance coverage.

If the employee contributes to a life insurance or disability plan, the District will continue making payroll deductions during any portion of the FMLA leave to which paid time off applies. For any portion of the FMLA leave that is unpaid, the employee may request continuation of such benefits and pay their portion of the premiums, or the District may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the District may discontinue coverage during the leave. If the District maintains coverage, the District may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

1. Fitness for Duty

An employee who takes FMLA leave may be asked to provide a fitness for duty clearance from the health care provider. This requirement will be included in the District's response to the employee's FMLA leave request, or when the Department notifies the employee that it has elected to designate time off taken by the employee as FMLA leave.

2. Use of Paid and Unpaid Leave

6-45

An employee must use any accrued vacation, sick or personal days during their FMLA leave as specifically outlined in this policy. An employee who is taking FMLA leave because of their own serious health condition, or the serious health condition of a Family Member must use all paid sick leave first followed by vacation leave and personal day, with the balance of the FMLA leave (if any) being unpaid. Employees may use paid vacation leave before it is earned and accrued, but may only use the amount that would be earned within that calendar year, as outlined in the vacation leave policy.

Leave for an employee's serious health condition, including workers' compensation leave (to the extent it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employee is injured on the job and is out of work for six weeks on worker's comp leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week FMLA entitlement. The employee may then be required to substitute accrued paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

Leave for the birth of a child will be designated as FMLA leave and will run concurrently with any disability benefits. An employee who is taking leave for the birth, adoption or foster care of a child also must use all paid vacation leave and/or personal day before being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation leave and personal day before being eligible for unpaid leave. An employee using FMLA military caregiver leave must use all paid vacation, personal day or sick leave (as long as the reason for the absence is covered by the District's sick leave policy) before being eligible for unpaid leave.

3. Intermittent Leave or a Reduced Work Schedule

An employee may take FMLA leave in 12 consecutive weeks, or may take the FMLA leave intermittently (*i.e.*, take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced work schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks over a 12-month period to care for a Covered Service employee with a Serious Illness or Injury).

If the FMLA leave for the employee or employee's Family Member is foreseeable or for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care, the District may temporarily transfer the employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced work schedule leave.

For the birth, adoption or foster care of a child, the District and the employee must mutually agree to the schedule before the employee may take the leave intermittently or on a reduced work schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a Family Member, the employee should try to reach agreement with the District before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

4. Certification for the employee's Serious Health Condition or the Serious Health Condition of a Family Member

The District will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for employee's Serious Health Condition, or in the case of leave for the serious health condition of a Family Member, the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The District may contact the employee's health care provider directly in connection with an FMLA leave request for the employee's serious health condition, or the health care provider of the employee's Family Member in connection with an FMLA leave request to care for a Family Member, for verification or clarification purposes using a health care professional or the Executive Staff or their designee. The District will not use the employee's direct supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's permission (or the Family Member's permission if the FMLA leave request is to care for the Family Member) for clarification of individually identifiable health information.

The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee (or employee's Family Member) to get a certification from a second doctor, which the District will select. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinions. The District may deny FMLA leave to an employee who refuses (or whose Family Member refuses) to release relevant medical records to the health care provider designated to provide a second or third opinion.

5. Certification of Qualifying Exigency Relating To, or Serious Injury or Illness of a Covered Service employee.

The District will require certification of the qualifying exigency relating to, or the Serious Injury or Illness of, a Covered Service employee. The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification of a qualifying exigency will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave. Certification of the Serious Injury or Illness of a Covered Service employee will be provided using the DOL Certification for Serious Injury or Illness of Covered Service employee.

6. Recertification

The District may request recertification for the serious health condition of the employee or the employee's Family Member no more frequently than every 30 days and only when circumstances have changed significantly, or if the District receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his/her leave. Otherwise, the District may request recertification for the serious health condition of the employee or the employee's Family Member every six months in connection with an FMLA absence. The District may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

7. Intent to Return to Work from FMLA Leave

The District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

8. Reinstatement

Eligible employees are entitled on return from leave to be reinstated to their former position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions also may apply for certain highly-compensated employees under certain conditions. Employees on a leave extension are not guaranteed reinstatement.

9. Educational Assistance Program

It is the policy of the District to encourage and, as needed, sponsor additional education and training that will improve or enhance an employee's performance of assigned duties or potential assigned duties. To help achieve the objective of this policy, the District will reimburse an employee who has served at least two continuous years with the District for the costs of tuition incurred by the employee for approved coursework at an approved, accredited educational institution in pursuit of an academic degree in a subject related to the employee's current position or potential future position with the District, subject to the following conditions:

- (a) An employee may be reimbursed for up to \$2,500 per year for tuition expenses incurred in pursuing an approved undergraduate academic degree from an accredited institution;
- (b) An employee may be reimbursed for up to \$5,000 per year for tuition expenses incurred in pursuing an approved graduate academic degree or National Registry Paramedic Certificate from an accredited institution;
- (c) Any proposed degree program shall be presented to the Executive Staff or their designee for approval prior to admission into the Education Assistance Program or any reimbursement being authorized;
- (d) Reimbursement will be for tuition only, and will not apply to fees, books, supplies, parking, travel or other expenses; and,
- (e) As a condition of being accepted into the Education Assistance Program, and before any reimbursement occurs, the employee must sign an Educational Assistance Program Agreement. The Executive Staff or their designee shall prepare the Educational Assistance Program Agreement, which shall, at a minimum, set forth the terms and conditions upon which reimbursement will be provided, and the circumstances where an employee will be required to repay a reimbursement received from the District, including failure to maintain good standing with the District or separation of employment.
- ~~(e)~~(f) The employee must pay back the District for reimbursed tuition if the employee leaves or is terminated shortly afterward.

Commented [PR6]: This should be defined

10. FAMLI

The Colorado Family and Medical Leave Insurance Program ("FAMLI") is a state-administered family and medical paid leave insurance fund into which eligible employees and covered employers may contribute. The District has opted out of participation in FAMLI. However, employees may elect to participate in FAMLI by registering with the FAMLI Division of the Colorado Department of Labor and Employment ("CDLE"). Should any employees elect to participate in FAMLI, premiums and claims for benefits must be submitted directly by the employee to the FAMLI Division of the CDLE. The FAMLI Division is responsible for processing and administering all claims. The District has no obligation or responsibility to assist with, pursue, or defend FAMLI claims of its employees, unless expressly provided by law. For any questions about FAMLI benefits, contact the FAMLI Division of the CDLE or visit famli.colorado.gov.

Commented [PR7]: Does the Board want to opt out

Commented [PR8R7]: Confirm we are not opting out

11. Vacation Leave.

a. Accrual Schedule.

Full-time employees of the District begin accruing vacation time on the date of hire through that calendar year. Thereafter vacation time accrues on a calendar year basis in accordance with the schedule below. If an employee begins employment after the 1st of the month, then the accrual of vacation time will begin on the 1st of month following the date the employee started employment. Accrued vacation time may not be used until after 60 days of employment with the District.

Full-time employees will accrue 4 weeks or 160 hours of vacation per year, with a monthly accumulation of 13.33 hours.

FULL TIME, NON EXEMPT EMPLOYEES

<u>Year</u>	<u>Weeks Per Year</u>	<u>Monthly Accumulation</u>
<u>One and Two Years</u>	<u>1 Week or 40 hours</u>	<u>3.33 Hours</u>
<u>Three to Five Years</u>	<u>2 Weeks or 80 hours</u>	<u>6.67 Hours</u>
<u>Six through Fourteen Years</u>	<u>3 Weeks or 120 hours</u>	<u>10 Hours</u>
<u>Fifteen Years +</u>	<u>4 Weeks or 160 hours</u>	<u>13.33 Hours</u>

Employees may carry-over accrued but unused vacation leave from one calendar year to the next, in an amount not to exceed 240 hours. Accrued vacation leave in excess of 240 hours is forfeited if not used before the end of the calendar year in which it accrued.

Vacation time will not be granted in advance of its accrual. The Executive Staff or a Designee must approve all use of vacation time. A request for vacation time must be submitted two weeks in advance to the Executive Staff or designee.

If an employee's employment terminates for any reason prior to the end of the first calendar year, any accrued vacation leave will be forfeited and not paid out upon separation of employment. If the employee's employment terminates for any reason and the employee has accrued but unused vacation time, after completion of the first calendar year, the employee will be paid for any accrued but unused vacation time at their then-current regular rate of pay.

3. Sick Leave

All District employees are eligible for paid sick leave. Accrual begins upon commencement of employment and sick leave may be used as it accrues. Employees

may not use sick leave before it accrues. All part-time or temporary employees accrue sick leave at a rate of 1 hour of sick leave for every 30 hours worked, up to a maximum of 48 hours of sick leave per year. Part-time employees may carry over up to 48 hours of accrued sick leave to the following calendar year. Full-time employees will accrue sick leave of 12 days per year, in accordance with the schedules outlined below.

ADMINISTRATIVE EMPLOYEES

<u>Year</u>	<u>Days Per Year</u>
<u>Date of Hire to Two Years</u>	<u>6 Days</u>
<u>Three to Four Years</u>	<u>9 Days</u>
<u>Five to Twenty Years</u>	<u>12 Days</u>

Employees may not use sick leave before accruing it. All employees must notify their direct supervisor of the need for sick leave as soon as practicable when the need for sick leave is foreseeable (e.g. a scheduled health appointment or surgery). For sick leave of four or more consecutive workdays, the District may require reasonable documentation establishing that the sick leave is for a permitted purpose.

Employees may carry-over accrued unused sick leave from one calendar year to the next, in an amount not to exceed 240 hours. Accrued sick leave in excess of 240 hours is forfeited if not used before the end of the calendar year in which it accrued.

If an employee's employment terminates prior to end of the first calendar year, sick leave accrual will be forfeited. If an employee voluntarily terminate their employment or retires, the employee will be paid at their then-current regular rate of pay for all unused sick leave. If an employee is involuntarily terminated, the employee forfeits all unused sick leave. Part time employees are not eligible for unused sick leave payout.

Sick leave may be used for the following purposes:

- e. Sick leave may be used for any of the following purposes:
 - i. A mental or physical illness, injury, or health condition prevents an employee from working;
 - ii. A Family Member that an employee provides care for has a mental or physical illness, injury, or health condition;
 - iii. An employee or a Family Member an employee provides care for, needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition;
 - iv. An employee or a Family Member an employee provides care for needs to obtain preventative medical care;
 - v. An employee or an employee's Family Member has been the victim of domestic abuse, sexual assault, or harassment and the employee must be absent from work to seek medical

- attention, obtain services from a victim services organization, obtain mental health or other counseling, seek relocation, or seek legal services;
- vi. An employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a Family Member;
 - vii. The employee needs to care for a Family Member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the Family Member's school or place of care;
 - viii. The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence; or
 - ix. A public official has ordered the closure of an employee's place of business or the school or place of care an employee's child due to a public health emergency.

f.e. All employees must notify their direct supervisor of the need for sick leave as soon as practicable when the need for sick leave is foreseeable.

g.f. For sick leave of four or more consecutive days, the District may require reasonable documentation establishing that the sick leave is for a permitted purpose.

~~4. Personal Day.~~

~~a. All administrative employees receive one personal day (8 hours) for each full calendar year of employment up to a maximum of five personal days. For purposes of this benefit, the year in which the full-time employee is hired counts as a calendar year.~~

~~b. The personal day becomes available on January 1 and must be used by December 31 of the same calendar year. The personal day is forfeited if not used by December 31.~~

~~c. Employees must have the Executive Staff's prior approval before taking a personal day.~~

~~d. An unused personal day is forfeited if the employee's employment terminates for any reason.~~

6. Public Health Emergency Leave.

In accordance with the Colorado Healthy Families and Workplaces Act, on the date a public health emergency is declared, each employee's available paid sick leave or PTO will be automatically supplemented as necessary to ensure that each employee has 2 weeks of public health emergency leave ("PHEL") available. It is the District's intention to satisfy the requirements of PHEL leave by utilizing existing PTO and sick leave balances.

Employees who work 40 or more hours a week must have 80 hours of leave available as of the date of the declaration of a public health emergency. Employees who work less than 40 hours a week must have the greater of the average number of hours the employee works in the 2 weeks prior to the date the declaration is declared or the amount of time the employee is scheduled to work over a 2-week period after the date of the declaration of a public health emergency. If an employee does not have sufficient PTO and/or sick leave available as of the date a public health emergency is declared, such leave balances will be supplemented as necessary to meet the PHEL requirements.

PHEL may be used from the date a public health emergency is declared until 4 weeks after the official termination or suspension of the public health emergency for the following purposes:

- i. Needing to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of the public health emergency;
- ii. Seeking a diagnosis, treatment, or care (including preventative care) of a communicable illness that is the cause of the public health emergency;
- iii. Being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, a communicable illness that is the cause of the public health emergency (whether or not they are actually diagnosed with the illness);
- iv. Being unable to work due to a health condition that may increase susceptibility or risk of a communicable illness that is the cause of the public health emergency; or
- v. Caring for a child or other Family Member in category i, ii, or iii, or whose school, child care provider, or other care provider is unavailable, closed, or providing remote instruction due to the public health emergency.

All employees must notify their direct supervisor of the need for PHEL as soon as practicable when the need for leave is foreseeable. The District may not require any documentation related to PHEL.

As of the date this handbook was approved, there was no current public health emergency.

7. Holidays and Holiday Pay.

a. Administrative employees - Holidays.

The District recognizes six holidays throughout the calendar year to be determined by the Employee. The Employee must notify the Executive Staff of holidays to be taken no less than XX days prior to the holiday. ~~the following designated holidays for all administrative employees. Administrative employees are not required to work on these days.~~

~~_____ New Year's Day (January 1st) _____
_____ President's Day (Third Monday in February) _____
_____ Memorial Day (Last Monday in May) _____
_____ Juneteenth (June 19th) _____
_____ Independence Day (July 4th) _____
_____ Labor Day (First Monday in September) _____
_____ Veterans Day (November 11th) _____
_____ Thanksgiving Day (Fourth Thursday in November) _____
_____ Friday after Thanksgiving _____
_____ Christmas Day (December 25th) _____~~

When a designated holiday falls on a Sunday, the following Monday is observed. When a designated holiday falls on a Saturday, the preceding Friday is observed. Administrative employees may be asked to work on the holiday and observe the holiday on a different day within the same workweek.

8. Health Insurance.

The District provides health insurance to its full-time employees. ~~Currently, the District pays the entire premium on the employees' behalf.~~

9. Retirement Benefits.

Social Security taxes will be deducted from employee paychecks. ~~At this time, the District does not offer any other retirement benefits.~~

10. Unemployment Insurance.

The District Board has elected to be responsible for unemployment benefits as provided by the Colorado Employment Security Act.

11. Parental Leave.

a. **General.** Eligible employees may take parental leave upon the birth of a child, adoption of a child, or placement of a child in the employee's

Commented [PR9]: 1.Recommend one week
2.Do we want to define what constitutes a holiday? Aka- Can I take National Breakfast Burrito Day off? Some folks may use them as vacation days. May not really matter but wanted to mention it.

home by foster care or other reason for which the employee will now be the primary caregiver to the child.

b. **Eligibility.** Any employee is eligible for leave under this policy if they have been employed on a full-time basis by the District for at least 12 consecutive months prior to the commencement of the leave.

c. **Length of Leave.** The District will provide an employee with up to four consecutive weeks unpaid parental leave in a 12-month period. A "12-month period" means a "rolling twelve-month period" measured backward from the last date of an employee's parental leave. If both parents work for the District, and are eligible for parental leave, they are only entitled to a combined total of four weeks of parental leave.

d. **Use of Accrued Vacation and/or Sick Leave.** An employee may apply their accrued but unused vacation and/or sick leave to the unpaid parental leave. Except as discussed in paragraph (e) below, accrued leave cannot be "tacked on" to parental leave and extend the length of the parental leave beyond four weeks.

e. **Extension of Parental Leave.** An employee who, as a result of pregnancy, childbirth or a related medical condition, requires additional leave due to such medical condition, may request additional leave to the same extent as any other temporarily disabled District employee. The employee will be required to produce medical documentation establishing the need for additional leave.

f. **Procedures for Requesting Leave.** An employee must notify the Executive Staff in writing no later than the 15th week before the expected week of childbirth, adoption of a child, or placement of a child in the employee's home by foster care or other reason for which the employee will now be the primary caregiver to the child. If such notice is not reasonably practicable, notice shall be provided as soon as reasonably practicable. The written notice shall contain the following information:

- i. An advisement of the employee's pregnancy or the pregnancy of the employee's spouse, adoption or foster care placement;
- ii. The expected week of childbirth, adoption or foster care placement;
- iii. The date upon which the employee intends to begin their parental leave, which shall be the date of adoption or the date of foster care placement. For childbirth, an employee may commence parental leave for childbirth up to 2 weeks before the date of the expected week of childbirth or the date of childbirth, whichever occurs first; and,
- iv. The date the employee intends to return to work.

In its discretion, the District may require the employee to submit a physician's certification of the pregnancy and the expected week of childbirth or other certification of the need for parental leave.

g. **Benefits.** During an employee's parental leave, the District will continue to pay for regular contributions toward the employee's health insurance to the same extent and under the same terms and conditions as would apply had the employee not taken leave. While on unpaid parental leave, an employee will not accrue additional vacation or sick leave.

h. **Reinstatement.** The District will endeavor to return an employee taking leave under this policy to the same position or to an equivalent position upon the expiration of the leave, unless the employee would have been terminated in the absence of any leave (e.g., layoff, reorganization, downsizing, or termination of a position). Taking a leave will not result in any loss of benefits or conditions of employment accrued prior to the beginning of the leave period, unless the benefit or condition of employment was discontinued or changed for other employees during the leave period.

The District has the right to require a medical certification or a medical examination, at its expense, to ensure that a pregnant employee returning from leave can safely perform the essential functions of the position.

i. **Failure to Return to Work.** An employee who fails to return to work after parental leave shall be treated as having voluntarily terminated their employment.

~~12. — Other District Provided Benefits~~

Section 8

DISCIPLINE AND TERMINATION

A. Discipline.

Discipline is an action taken against a employee for violating a supervisor's verbal/written order or direction, a provision of this Handbook, a District rule, or applicable law, or for deficient performance or behavioral problems, and which involves one or more of the actions described in Section 8(B)(2) below.

1. At Will Employment/Service; No Progressive Discipline.

The District does not have a progressive or step-discipline policy. employees are "at will" and may leave the District at any time. The District also may terminate any employee at any time, with or without cause, subject only to the requirements of applicable law.

2. Reporting Violations.

Employees must promptly report a violation of this Handbook or other District rule, applicable law, an SOG, or other alleged employee misconduct to the employee's supervisor or the Executive Staff.

3. When Discipline May Be Imposed.

The following is a non-exclusive list of circumstances that may result in disciplinary action, up to and including termination:

- a. Violation of this Handbook, the SOGs, or any other rule, policy or procedure of the District.
- b. Direct or indirect insubordination, disrespect for or disobedience to a request, direction or order of a supervisor.
- c. Unauthorized release of information regarding the District, its employees, guests, or persons to whom it has rendered a service.
- d. Unauthorized use or removal of property belonging to the District, other employees, guests, or persons served by the District.
- e. Violation of the District's conflicts of interest and personal gain policies.

- f. Carelessness, negligence, or misuse of District property, whether or not resulting in injury to employees, apparatus, citizens or other property.
- g. Willful destruction of District property or the property of others.
- h. Falsification of, or material omission from, an employment/volunteer application or any other District record.
- i. Violation of the District's illegal drug and alcohol policy.
- j. Failure to perform assigned duties in a satisfactory manner or to carry out duties of the employee's Job Description.
- k. Unexcused absence or tardiness, or excessive absence or tardiness adversely affecting the District's operations or the employee's work performance.
- l. Leaving District Premises, job site or incident scene without a legitimate reason, permission of the supervisor, or proper relief during absence.
- m. Violation of the District's tobacco policy.
- n. Disorderly conduct, including, but not limited to, gambling; verbal abuse; fighting; use of threats; intimidation; coercion; engaging in any activity that interferes with the employee's job performance or any other employee's job performance; or, repeated use of abusive, obscene, indecent or profane language.
- o. Lack of courtesy to District guests or customers, District Board Member, District officers or other District employees.
- p. Violation of the District's Dress Code or Code of Conduct.
- q. Unauthorized long distance or personal telephone calls.
- r. Engaging in any criminal activity.
- s. Major violations of Colorado driving laws, or loss or suspension of driver's license.
- t. Falsification, destruction, or unauthorized use of District records, reports, or other data or information belonging to the District.
- u. Failure to report violations of safety policies and procedures.

- v. Failure to use safety gear, clothing, or equipment properly.
- w. Using District apparatus, vehicles, equipment, or property for personal use.
- x. Abuse of sick leave.
- y. Engaging in a Federal, State, county, or local political campaign during a employee's working hours in a manner which violates Federal or State laws.
- z. For an employee who wears official District insignia, or who bears District credentials as evidence of authority or identity, permitting such badge, insignia or credentials to be used or worn by any other person without the express approval of the Executive Staff.
- aa. Using badges, insignia or credentials for preferential treatment or personal gain.
- bb. Unauthorized use of District funds and/or credit cards.
- cc. Violation of the District's anti-discrimination/anti-harassment policy.
- dd. Violation of the District's workplace violence policy.

B. Discipline Procedure.

1. Two Supervisors Rule.

Whenever a supervisor is conducting a disciplinary meeting, a representative of the Executive Staff must be present.

2. Notice of Recommended Discipline and Meeting.

The employee's supervisor will determine the discipline to be recommended based upon the specific facts and circumstances of the case, considering prior work performance, including, but not limited to any prior corrective actions or discipline. If, based upon all of the facts and circumstances, the supervisor believes discipline is warranted, the supervisor may recommend one or more of the following forms of discipline:

- a. Probation;
- b. Action Plan;
- c. Suspension;

d. Suspension without pay;

e. Fine;

f. Leave Reduction;

g. Demotion; or

h. Termination.

Exempt employee Limitations: In order to comply with the FLSA "salary basis" requirements, the following limitations apply to disciplinary actions against FLSA exempt employees:

a. A fine can be imposed against an FLSA exempt employee **only** for violations of a safety rule of major significance. An exempt employee cannot be fined to reimburse the District for lost or damaged District equipment or property;

b. An FLSA exempt administrative employee can be suspended without pay for more than one workweek (no partial workweeks) for any act or omission forming a basis for discipline under this Handbook, an SOG, any other District rule or applicable law;

c. An FLSA exempt line-employee can be suspended without pay for more than one work period (no partial work periods) for any act or omission forming a basis for discipline under this Handbook, an SOG, any other District rule, or applicable law; and,

d. An FLSA exempt employee can be suspended without pay for one day or more (no partial days) for violations of the District's anti-discrimination/ anti-harassment policies or workplace anti-violence policy.

The supervisor will provide employees with a written *Notice of Recommended Discipline* that contains: (a) a brief, reasonably specific, written statement of the wrongful conduct; (b) the supervisor's order or direction, District rule, SOG, or applicable law the employee is alleged to have violated; and, (c) to the extent practicable, the time, date, and place where the alleged acts took place, and the names of witnesses.

The *Notice of Recommended Discipline* will state a date and time at which the employee is required to meet with the supervisor, which meeting will occur within 6 business days of receiving the *Notice of Recommended Discipline*. If the supervisor cannot hold the meeting within the 6-day period due to unavailability, the meeting shall occur as soon as practicable. Before the meeting, the employee may submit a written response to the *Notice of Recommended Discipline* in accordance with Section 8(B)(3), below.

Commented [10]: Please let Legal Counsel know if you do not have the appropriate forms.

The *Notice of Recommended Discipline* may be given to the employee in person, or mailed to the employee's last known residential address, which residential address has been kept current pursuant to Section 2(l) of this Handbook.

3. Written Response.

The employee will have 3 business days after the *Notice of Recommended Discipline* is given to the employee in person or mailed, in which to submit a written response; provided, however, that the response must be submitted to the supervisor at least 12 hours before the employee meets with the supervisor to discuss the *Notice of Recommended Discipline*.

4. Supervisor's Recommendations to the Executive Staff.

After meeting with the employee and considering their written response, if any, the supervisor will either (a) submit written recommendations of discipline to the Executive Staff, or (b) withdraw the disciplinary action.

5. Executive Staff's Decision on Recommendations Final.

The Executive Staff may conduct such investigation as they deem appropriate. The Executive Staff will issue a written decision on the supervisor's recommendations within 10 business days of receiving the recommendations or as soon thereafter as practical. The Executive Staff's decision is the final decision of the District for all purposes.

6. Disciplinary Action by the Executive Staff.

The Executive Staff may, at any time, commence disciplinary action against the employee. The Executive Staff will provide the employee with a *Notice of Possible Discipline* that contains the information set forth in Section 8(B)(2), above. The employee must meet with the Executive Staff to discuss the discipline being considered. The employee may provide a written response as provided in Section 8(B)(3), above. The Executive Staff may conduct such investigation as they deem appropriate. The Executive Staff will issue their decision within 10 business days of meeting with the employee, or as soon thereafter as practicable. The Executive Staff's decision will be the final decision of the District for all purposes.

7. Personnel File.

Any disposition of a disciplinary action shall be placed in the employee's personnel file.

C. Termination Due to Job Elimination.

The Executive Staff may terminate an employee as a result of the elimination of the employee's position. The Executive Staff will provide the employee with a written *Notice of Intent to Eliminate Position*, which will state the reason(s) for eliminating the position, and a

date and time for the employee to meet with the Executive Staff to discuss elimination of the position. The employee may provide a written response at least 12 hours before the meeting to discuss elimination of the position. As soon as practicable after the meeting, the Executive Staff will issue a final decision on elimination of the position.

D. Termination for Reasons Other Than Discipline or Job Elimination.

The Executive Staff, on their own initiative or upon a supervisor's recommendation, may terminate an employee for other than discipline or job elimination, where the Executive Staff finds it is in the best interests of the District, its employees and/or the citizens and property it serves, including: the employee's goals and needs are inconsistent with the District's goals and needs the employee is not integrating into the District's work force, operations or administrations, or attitude or behavioral problems that, while perhaps not rising to a level requiring discipline, are not in the best interests of the District, its employees and/or the citizens and property it serves. In such circumstances the supervisor (if supervisor recommendations are involved) and the Executive Staff shall follow the procedures set forth in Section 8(B), above.

Section 9

DISPUTE RESOLUTION PROCEDURES

A. Scope.

This Section 9 does not apply to any aspect of any corrective action, disciplinary action or termination of employment/service, or any personnel decision relating to payroll, appointment, hiring, promotion, or performance reviews, or any action a employee perceives as illegal discrimination, harassment, or retaliation. Such matters must be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of this Handbook.

B. Informal Problem Resolution.

Employees must first address the supervisor or other employee with whom employees have the dispute and attempt to resolve the dispute directly. If the informal means of problem resolution are not successful, employees may utilize the dispute resolution procedures set forth in Section 9(C), below.

C. Dispute Resolution Procedures.

After satisfying Section 9(B) above, an employee may submit a written dispute to the Executive Staff, or if the dispute involves the Executive Staff, then the employee may submit a written dispute to a Board Member.

1. The employee must submit their written dispute within 6 business days of the issue or event that is the reason for the dispute. The written dispute must be placed in a sealed envelope. If the dispute is being submitted to the Executive Staff, the sealed envelope must be marked "Confidential - Dispute Resolution for the Executive Staff." If the dispute is being submitted to the Board, then the sealed envelope must be marked "Confidential – Dispute Resolution for the Board." In either case, the sealed envelope must be delivered to the administrative office.

2. The written dispute must, at a minimum, state the following:

- a. The date of the disputed issue or event, and the date the employee submitted the written dispute;
- b. The employee's name;
- c. A description of the dispute; how, when and where it arose; the parties involved; and, its present status, including a description of the steps the employee took to resolve the dispute on an informal basis;

- d. All documents or other materials supporting the employee's position;
and
- e. The relief sought or a proposal for resolution of the dispute.

3. If the dispute is submitted to the Executive Staff, the Executive Staff may make such investigation as they deem appropriate under the circumstances and issue a written decision as soon as possible.

4. If the dispute is submitted to the Board, it will determine how to handle the matter, including but not limited to appointing a two-employee committee or reviewing it as a Board. The Board and/or committee will notify the Executive Staff of the dispute and give the Executive Staff the opportunity to provide a written response. The Board and/or committee may conduct such investigation as it deems appropriate under the circumstances, including hiring an outside investigator, and issue a written decision as soon as practicable. The Board and/or committee's decision is final and may not be appealed.

Section 10

EMPLOYEE ACKNOWLEDGMENT

In addition to reading and understanding this Handbook, employees must acknowledge in writing that the employee has read and understand this Handbook by signing the form available the administrative office.

APPENDIX A

EMPLOYEE ACKNOWLEDGEMENT

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of, and have read and understand, the [Date], 20__ employee Handbook ("**Handbook**") of the Roxborough Village Metropolitan District ("**District**"), and that the Handbook and any subsequent amendments supersede all prior District rules, policies, procedures and benefits dealing with similar subject matter.

I understand the District Board of Directors has the right to change the District rules, policies, procedures and benefits, including any aspect of the Handbook, at any time without notice, subject only to applicable law.

I further understand the Handbook, as amended from time to time, applies to all District employees and, except where expressly excluded, to all District volunteers. I understand the Handbook does not constitute an express or implied contract of employment. Notwithstanding any statement to the contrary in the Handbook or any other District document (whether in electronic or paper form), or any statements made by any District Director, employee or agent, I understand District employees are employed on an "at will basis". As a result, I understand that employees may terminate their employment with the District without notice at any time. Similarly, the District may terminate an employee's employment or volunteer services at any time with or without cause, subject only to the requirements of applicable law.

Printed Name

Signature

Date

APPENDIX B

AGREEMENT FOR AUTHORIZED PAYROLL DEDUCTIONS

____ ("employee")
expressly agrees that the Roxborough Village Metropolitan District ("District") may reduce the employee's wages or compensation for loans, advances, goods or services, and equipment or property the District provides the employee during the course of their employment by the District.

Without relieving the employee from their obligation to return District money or property to the District upon separation from employment, employee acknowledges that the District may set off against employee's final paycheck the amount or value of the property the employee failed to return. Nothing in this agreement authorizes a deduction below minimum wage.

This Agreement is not intended to be an employment contract and does not alter the employee's at-will employment status.

Roxborough Village Metropolitan District

Employee

By: _____

Commented [TSM11]: Name of the appropriate individual is generally typed as part of the form.

Date

Date

APPENDIX C

MILITARY LEAVE AGREEMENT

This Military Leave Agreement ("Agreement") is entered into by and between the Roxborough Village Metropolitan District, a political subdivision of the State of Colorado ("District") and _____ ("employee").

- A. Pursuant to C.R.S. §28-3-601, the employee is entitled to be paid for the equivalent of up to three weeks' wages at the employee's regular yearly schedule while engaged in training or active service for the national guard or any other component of the military forces of the state of Colorado or for the reserve forces of the United States military (any portion of such leave is referred to as a "Paid Leave Period"). The employee's Paid Military Leave bank will be renewed every January 1.
- B. The employee also may receive compensation from the military during a Paid Leave Period ("Military Wages").
- C. The District recognizes the sacrifices made by its military employees and desires to reduce as much as possible financial impacts on the military employee and their families resulting from discrepancies between Federal and State of Colorado military leave legislation and the employee recognizes that it would be unfair for the employee to receive double compensation from both the District and the military during this Paid Leave Period.

NOW THEREFORE, the District and the employee agree as follows:

- 1. The employee knowingly, voluntarily and without coercion agrees to apply the Military Wages the employee receives during a Paid Leave Period against the compensation the employee otherwise would receive from the District during that Paid Leave Period; and,
- 2. During a Paid Leave Period, the District will pay the employee's regular wages and benefits so that the employee will not see any difference in their paycheck during a Paid Leave Period. In exchange for this convenience and benefit, the employee agrees to pay to the District, the Military Wages the employee receives during that Paid Leave Period.
- 3. Employee will pay their Military Wages received during the Paid Leave Period to the District within 30 days of employee's receipt of such Military Wages for that Paid Leave Period.

Dated this ____ day of _____, 20__.

ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT

By: _____
Title: _____

EMPLOYEE

APPENDIX D

EMPLOYEE RIGHTS AND RESPONSIBILITIES

DELETE THIS NOTE BEFORE GIVING TO EMPLOYEES.

Note: Employers should check for updates to the below posters from time to time. Posters are current as of 3/31/2025. Spanish or other language posters may be necessary; Spanish and other language posters will be found at the appropriate Depts of Labor. Consult with legal if you have a large number of Spanish speakers, Spanish only speakers, or other language questions.

COLORADO UPDATED POSTERS CAN BE FOUND HERE:

<https://cdle.colorado.gov/posters>

FEDERAL UPDATED POSTERS CAN BE FOUND HERE:

<https://www.dol.gov/general/topics/posters>

(FMLA SPECIFIC:

<https://www.dol.gov/agencies/whd/posters/fmla>)

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR





COLORADO
Department of
Labor and Employment

Colorado Workplace Public Health Rights Poster: PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT

Updated July 14, 2023
may be updated periodically

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid Leave Rights

Coverage: All Colorado employers, of any size, must provide paid leave

- All employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employees can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/interment attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/heating/water loss, or other unexpected occurrence, the employees needs to either:
 - (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; *or*
 - (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; *or*
- (6) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

Employer Policies (Notice, Documentation, Incremental Use, Privacy, and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of Year.
- **Notice for "foreseeable" leave.** Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but **cannot deny paid leave for noncompliance with such a policy.**
- **An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days (i.e. days when an employee would have worked, not calendar days).**
- **Documentation is not required to *take* accrued leave, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). No documentation can be required for PHE leave.**
- **To document leave for an employee's (or an employee's family member's) health-related need,** an employee may provide: (1) a document from a health or social services provider *if* services were received and a document can be obtained in reasonable time and without added expense; *otherwise* (2) the employee's own writing.
- **Documentation as to domestic abuse, sexual assault, or criminal harassment** can be a document or writing under (1) above (e.g. legal or shelter services provided) or (2) above, or legal document (restaining order, police report, etc.).
- **If an employer reasonably deems an employee's documentation deficient,** the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- **Incremental Use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-1.3-401 et seq. (paid leave) and C.R.S. § 8-14-101 et seq. (healthly and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact these agencies for such health and safety information.

*In a PHE, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

This poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:

DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

Employee Privacy, Employers cannot require employees to disclose "detail" about an employee's (or their family's) HFVA-related health or safety information, such information must be treated as a confidential medical record.

- **Records must be retained and provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFVA leave arises.

Retaliation or Interference with HFVA Rights

- **Paid leave cannot be counted as an "absence"** that may result in firing or another kind of adverse action.
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by an employee** who: (1) requests or takes HFVA leave; (2) informs or assists another person in exercising HFVA rights; (3) files a HFVA complaint; or (4) cooperates/witnesses in investigation of a HFVA violation.
- **If an employee's reasonable, good-faith HFVA complaint, request, or other activity is *harassed*, an employer need not agree or grant it, but cannot *act against* the employee for it.** Employees can face consequences for misusing leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW"):

Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just "employees" and "employees," but all "principals" (an employee or a business with at least 5 independent contractors) and "workers" (employees or independent contractors working for a principal).

Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to **retaliate against, or interfere with**, the following acts:
 - (1) **raising reasonable concerns**, including informally to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) **opposing or testifying, assisting, or participating** in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker's PHEW-related concern, but it still cannot fire or take other *action against* the worker for raising such a concern, as long as the concern was reasonable and in good-faith.

Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):

- A worker must be allowed to **voluntarily wear their own PPE** (mask, faceguard, gloves, etc.) if the PPE (1) provides **more protection** than equipment provided at the workplace; (2) is **recommended** by a government health agency (federal, state, or local); and (3) does not make the worker **unable to do the job**.

COMPLAINT RIGHTS (under both HFVA & PHEW)

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-suit remedies.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-1.3-401 et seq. (paid leave) and C.R.S. § 8-14-101 et seq. (healthly and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact these agencies for such health and safety information.

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DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

From:
To: [Ripko](#)
Subject: Roxborough Metro District path
Date: Friday, October 3, 2025 12:33:46 PM

Hi,

I wanted to bring up a matter that I believe is at the Metro District level. I often take my son on walks using the path between Red Mesa and Blue Mesa in Roxborough. The current cable barrier blocks me from easily navigating my stroller or bike onto the path. I understand that barrier is there to prevent vehicle traffic but I wonder if a better barrier could be installed while allowing for easier access for pedestrians. If you're not the right person to contact about this, I'd appreciate you pointing me in the right direction.

Thank you!

Location	Date	Time	Approved?	Deposit \$100	Deposit Returned	Fee	In Binder?	Voided/ Cashed?	Date Permit Issued	Notes
Rox Community Park/Softball Field	4/19/2025	11:00 AM- 1:30 PM M-F 5pm-8pm and	Yes	Yes		NA				Easter Event
Rox Community Park/ Softball Field	4/5-6/14/2025	Sat 8 am-8pm	Yes	Yes		\$1,600				KCLL
Rox Community Park Parking Lot and Gazebo	4/26/2025	10 am- 2 pm	Yes	Yes		NA			4/11/2025	Event Corene Hellander Garage
Community Garage Sale	17-May	6am-4pm	Yes	No		NA			4/28/2025	Sale Event
Rox Intermediate Rocket Launch	5/20/2025	9:00 AM- 3:00 PM	Yes			NA			5/8/2025	
Wedding Reception	5/26/2025	12:00 pm- 5:00 pm	Yes	No		NA			5/23/2025	Sarah Lummie
Chatfield Farms Movie Night	8/16/2025	6pm- done	Yes	Yes		NA			6/1/2025	Corene Hellander Brendan Perry- Lockheed Martin Kickball
Softball Field	9/26/2025	12pm-2pm	Yes	No		NA			9/22/2025	Tournament

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Dependent	Chavez	Execute asphalt repair contract	10/31/2025			Deferred to 11/20. Deferred to 2025. Waiting for engineering drawings with southern sidewalk (12/13/24). Ephram sent updated info to Dino on 2/7; waiting for updated agreements. Agreement was signed; work will commence in the spring (3/11/25). (5/12/25) Work has been completed as of 5/10/25 for everything but the Community Park parking lot.
Dependent	Dir. Glass	Put together greenhouse update for website	6/30/2024			Waiting on photo
Dependent	Farnsworth	Seek permits for bridge replacement at Rampart Way Open Area bridge	4/1/2024	High		Get permit going ASAP. (Received permission from US Fish & Wildlife Service on 12/18/23) Had meeting on 5/16; set up regular meetings. Survey in progress (9/13/24).
Dependent	Farnsworth	Weathertrak	4/1/2024	Low		Gave JC info at meeting on 9/20; Per CDI; don't renew. Need info on whether Optiflow is worthwhile to implement. Had meeting on 5/16; set up regular meetings. Get GPS coordinates for each box. Purple covers are difficult to obtain due to supply issues Followed up on 8/8 to see status. Extended. CDI will be replacing as they can with the covers and GPS. Followed up on 8/28. Waiting for GIS. 11/2 Roughly 15- 20% of purple valve box lids have been replaced - TH E-mailed on 4/4/24 to have them check/replace during the spring irrigation checks. Will be doing this over the winter; deadline extended (10/9). Waiting for proposal from CDI to do the work (11/12).
Dependent	Field Supervisor	Replace green irrigation covers with purple	8/1/2025	Low		
Dependent	Ireland Stapleton	Sign replacements	2/1/2026	High		Postponed from 1/25/2023 meeting. On hold pending Board action.
Dependent	Operations Committee	Meet to discuss sign options & designs	1/31/2026			(8/14/25) Waiting to pick vendor
Dependent	SDMS- Peggy	Get reimbursed for turf removal grant expenses	6/30/2025			Extension has been granted to 2028.
Dependent	Ireland Stapleton	Draft agreement with Chavez Services for \$22,660.80 to replace a section of the sidewalk immediately west of Preble's Pond to eliminate sliding slabs, eliminate broken slabs, relocate the tilting bench, and to improve safety for emergency vehicles. We may require an engineer to weigh in on design.	9/30/2025			(10/6/25) Waiting for board input.
Dependent	SDMS	Upload CDI work order for mulch rings on trees near Campfire St for signature	10/30/2025			
Dependent	SDMS	Upload CDI work order for resodding in Imperial Park for signature	10/30/2025			
Dependent	SDMS	Upload Chavez Services agreement for installing stairs in Community Park for signature	10/30/2025			
Dependent	SDMS	Upload CDI work order for holiday lights for signature	10/30/2025			
In Progress	CDI	Provide a proposal to add missing handholds to the rock climbing structure in the traffic circle/marketplace playground	7/16/2025			Followed up on 9/5; still in progress. Requested proposal. Travis has options; will be forwarding to OP for selection. 10/5 - Found several options. Spoke with maintenance tech and they said we need a specific lock. Even if it is not a road/trail that emergency response will go on, it is still required for emergency purposes. TH. Received quote from CDI, need to confirm its the correct bollard. Will request new quote if not. Delayed until new playground is installed. Pushed back a year due to playground replacement. Included in playground work.
In Progress	Chavez	Get a new bollard and locks for the path leading down the hill in Community Park	12/31/2025	Low		
In Progress	Dir. Glass	Reach out to DA regarding process for rule enforcement; Obtain "cheat sheet" for tying RVMD rules to state and county laws	2/28/2025			(5/12/25) Meeting is scheduled for 5/16/25. (6/9/25) Met with DA. They will enforce anything that they can tie to a county or state law. Dino is to tie RVMD rules and regs to the county and state laws. Ephram will assist with help from deputies.
In Progress	Dir. Glass	Work with Douglas County to figure out what to do about the fallen sandstones on the north Rampart Range Rd median	9/30/2025			(8/12/25) Ephram emailed Janet Herman to find out if the stones can be moved to the south end of the installation.

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
In Progress	Dir. Glass	Continue to try to get electric repaired on Rampart Range Rd	10/1/2025	Low		Additional contractors contracted. Revisiting area and information with CORE electric. Working with FW. Changed to SDMS. Travis coordinating with boring company and McBride. 9/27 - Meeting scheduled with McBride Lighting to meet on 9/29 at 10am. Waiting to here if boring company can attend. 9/29 Met with boring and electrical company. Electrical company will be placing a work order for the area of the week of 10/9 to do more thorough check. Once they update, I will pass along the information - TH. 1/18/2024 Reached out to Core electric. Will follow up on 1/19. 1/22/2024 Emailed Mitch Anderson with McBride lighting to address next steps. Will be done when the road is being repair; changed to Dependence. Per Douglas County, road work will not happen until at least 2026. Board to discuss next steps in June -5/13. Coordinate with Douglas County with Rampart road work in 2026. Proposal included in August meetings. Agreement approved at August meeting. Agreement is out for signature (9/13/24). Agreement finalized on 9/30. Waiting for actual load data from holiday lights to size a solar system (12/13/24). (1/6/25) Waiting on load data.
In Progress	Farnsworth	Bridge replacement permitting at south creek crossing	4/1/2024	High		Gave info to JC at meeting on 9/20. Get permit going ASAP. (Received permission from US Fish & Wildlife Service on 12/18/23). Had meeting on 5/16; set up regular meetings. Survey in progress (9/13/24). (2/10/25) Model should be done by 2/14/25. Specs to be done by 2/28. (10/6/25) Farnsworth says they'll be done this week.
In Progress	Dir. Glass	Go to county re: median maintenance and landscaping along the sides of roads that are on Douglas County property	12/31/2024	Medium		Sent reminder on 7/24. Board directed Kelley to draft new agreement (or substantially change Douglas County's version). (10/14/24) Douglas County to supply language they would be comfortable with. Kelly provided with basic language to review on 12/4. (1/6/25) Kelly sent her revisions and Ephram replied with his own. (4/7/25) County sent back edits - still needs to be responded to. Agreement approved at 5/21/25 meeting. (6/9/25) Ephram to pick up thumb drive with photos from Castle Rock. (6/25/25) Ephram has picked up the thumb drives with the photos. (8/12/25) Ephram selected the photos and is waiting for Janet Herman to approve of those selections. (8/14/25) Janet approved. Waiting for the County to assemble the agreement with attachments.
In Progress	Ireland Stapleton	Cease & desist letter to Ed Stein	8/1/2025			(8/14/25) Waiting for approval of the amendment of the Rules & Regs. Draft sent for review on 9/11.
In Progress	SDMS- Charlie	Confirm aeration- 2 solar/1 conventional	4/25/2025			Requested agreement; let them know on 4/17. Sent executed agreement to them on 7/7. Followed up on 8/12. They were back-ordered; looking at installation in September.
In Progress	SDMS- Charlie	Submit grant application for hogback trail	1/1/2026			Deadline for 1st round GOCO grant is August 1st. Some initial work needs to be done to get estimates for the project. Charlie met with Ephram on 3/26; Ephram to get prices. Charlie has been working on this; e-mailed OP an update on 8/12. Will be done in conjunction with non-motorized trail grant. Funds will be award right before the Parks & Trails grant, which will give us a better chance. Opens first of the year. Initial grant needed submitted on 10/1.
In Progress	SDMS- Michelle	Install outlet at gazebo and ask for solar install cost for broken electric location on Rampart	2/28/2025			Sent her the contacts on 2/10. (8/14/25) Ephram is also getting additional quotes. (10/6/25) Board opted to try to fix broken line instead of solar. The gazebo plate is still in place and likely won't need an outlet.
In Progress	SDMS- Peggy	Send letters re: landscape in district property	11/30/2025			Dino must first figure out if we send the letters to the homes backing up to property we don't own. Letters mailed; extended for response time.
In Progress	SDMS- Peggy	Inserts for new home buyers in the district	10/31/2024	Low		Currently waiting on SDA to assist. (7/7/2025) Peggy is looking into a solution. E-mailed Dino on 7/17 with info for something to be recorded against the property. Have been working with him re: verbiage as of 8/12. Going to be reviewed at the October Board only meeting.

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
In Progress	SDMS- Peggy	7168 Red Mesa Dr- contractor driving on District property where there is irrigation	5/1/2025			official letter and email to HOA. Ephram sent the info to Dino on 12/19. Homeowner has been contacted and will restore when work done, in spring. Peggy e-mailed the homeowner details on 1/2. Michelle will be following up in the spring. (6/9/25 and 7/1/25) Area has not been remediated yet. Ephram to re-check the area. (8/22/25) The area has still not been remediated; a letter needs to be sent to them. Follow up sent on 9/8.
In Progress	SDMS- Peggy	Send easement agreement to HOAs; Send out with cover letter/ run by Dino, CC Ephram, Chatfield Farms- will go into effect when the inclusion agreement terminations (2030)	6/18/2025			Drafted cover letter on 5/21 and sent to Dino for review. E-mailed Angela on 5/23. Updated agreement going to the Board. All but one easement has been signed; working on areas to be included. 16B has not signed; followed up with manager on 10/5.
In Progress	SDMS- Peggy	Look into a shared calendar with agenda tasks, etc.	9/30/2025			(10/6/2025) Ephram to share files with info@ account for copying
In Progress	SDMS- Peggy	Reach out to Debbie Re: Rox e-mail	9/1/2025			She emailed me on 8/11; will set her up. E-mailed her the info on 8/14. Followed up on 10/5.
In Progress	SDMS- Peggy	Send out Arvada Pump agreement for signature to make pump repairs	8/29/2025			Uploaded on 8/21. New agreement coming; deleted prior one.
In Progress	SDMS- Peggy	Perform all steps needed to initiate posting of a Field Supervisor job	9/1/2025			Includes benefits and insurance set-up
In Progress	CDI	Provide monument landscaping example	7/31/2025			Damon had noted CDI does landscape design and was going to provide an example modeling a redesign of the landscaping in from of one of the Chatfield Farms 1A monuments. The landscape designed is out; will set up meeting with Ephram when he is back. (9/8/25) Ephram talked with Damon last week. Griff is working on it.
In Progress	Dir. Glass	Reach out to Douglas County regarding splitting cost to dredge the pond south of JP's.	9/1/25			(9/8/25) Emailed Janet Herman at the end of August.
In Progress	Dir. Glass	Ensure Castle Rock Water pays for or fixes the damage C&L caused	9/30/2025			(9/8/25) Waiting for a response from Castle Rock Water on whether they make the repairs or pay us to do it. Also waiting on Ireland Stapleton response as to electric line liability.
In Progress	Dir. Glass	Draft follow-up survey	11/1/2025			(10/6/25) Draft completed. Pending board edits.
In Progress	SDMS- Charlie	Get proposal from UCS for locate services	9/30/2025			This was included in the original requests; Charlie requested again.
In Progress	SDMS	Tennis court reservation system	9/15/2025			
In Progress	CDI	Proposal for pressure treated wood and crusher fine steps	10/6/2025			
In Progress	Dir. Glass	Follow up with Castle Rock Water on dig in fixes	10/30/2025			
In Progress	SDMS	Upload concrete slop change order for signature	10/15/2025			Uploaded on 10/9.
In Progress	Dir. Glass	Update follow-up survey with 10/6 revisions	10/30/2025			
In Progress	SDMS- Michelle	Request ADA porta-potty for Crystal Lake Park and add to regular maintenance schedule	10/30/2025			Coordinate with Arrowhead Shores - they need theirs removed first. Angela is out until 10/14; will coordinate once she gets back.
Open	SDMS- Peggy	Organize and schedule annual meeting with other jurisdictions	10/1/2025			Include Sheriff's office, West Metro, Commissioner Van Winkle, and others Check with Debbie regarding timing. Consider Subway gift cards for deputies and firemen.
Open	SDMS	Arvada Pump to complete repairs to pumps	12/31/2025			
Open	Dir. Bendall	Provide recommended Rules & Regs changes	10/1/2025			
Open	Dir. Glass	IMEG- look at west side of Preble's pond and give recommendations for sidewalk	11/1/2025			
Open	Dir. Linhardt	Send camera URL to Board	10/6/2025			
Open	Dir. Glass	Reach out to Trip from IMEG to initiate transfer of GIS administration	10/30/2025			
Open	Ireland Stapleton	Draft CDI work order for mulch rings on trees near Campfire St	10/30/2025			
Open	Ireland Stapleton	Draft CDI work order for resodding in Imperial Park	10/30/2025			
Open	Ireland Stapleton	Draft Chavez Services agreement for installing stairs in Community Park	10/30/2025			

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Open	Ireland Stapleton	Review edited version of Statement of Services and Jurisdictional Boundaries document	10/13/2025			
Open	Ireland Stapleton	Draft CDI work order for holiday lights	10/30/2025			
Recently Completed	SDMS	Minutes- signed & posted	10/10/2025		10/9/2025	Uploaded on 10/9
Recently Completed	Ireland Stapleton	Agreement with AdLight for signage	9/1/2025		10/6/2025	Draft done on 8/25; waiting for confirmation of inclusions. Updated proposal approved on 9/10.
Recently Completed	SDMS- Charlie	Coordinate and schedule BioDive to extend intake pipes and have CDI flush out the pump wells to get sediment out.	8/31/2025		9/28/2025	8/26: All materials are ordered for the pipe extension and stands. They need to build the stands, and then schedule the work. The stands should only take a day and a half.
Recently Completed	SDMS- Peggy	Update Cliff's email within SDMS; confirm with Board as well	7/1/2025		10/5/2025	Pipe work was done; CDI did not flush; the email to request was not sent.
Recently Completed	SDMS- Peggy	Contact Douglas County and ask them to do some vegetation management along Waterton Rd at the bend from Campfire St to the High Line Canal intersection with Waterton Rd	8/31/2025		10/5/2025	Request submitted on 8/25. E-mailed Ephram on 8/29 to get status.
Recently Completed	CDI	Proposal- NTE cost to fill in river rock	9/1/2025		9/10/2025	
Recently Completed	Ireland Stapleton	Determine liability of Castle Rock Water for damage to electric lines	9/30/2025		10/1/2025	(9/8/25) Castle Rock Water agreed to make or pay for all repairs except the electric.
Recently Completed	Ireland Stapleton	Confer with Lee on water rights issues at Preble's Pond	12/31/2025		10/3/2025	
Recently Completed	Dir. Glass	Get work order from Chavez for concrete slop clean up	9/30/2025		9/11/2025	
Recently Completed	SDMS- Peggy	Get Marmot Ridge pump replaced	7/31/2025		10/1/2025	Ask Arvada Pump for a proposal
Recently Completed	Ireland Stapleton	Draft agreement with Chavez Services for \$4,700 to move boulders on Rampart Range Rd median, pending approval from Douglas County	9/30/2025		10/1/2025	
Recently Completed	Ireland Stapleton	Draft agreement with Chavez Services for \$450 to improve drainage southeast of the Chatfield Farms soccer field	9/30/2025		10/1/2025	
Recently Completed	Ireland Stapleton	Draft agreement with Chavez Services for \$10,956.90 to replace broken sidewalk slabs around the district	9/30/2025		10/1/2025	
Recently Completed	Ireland Stapleton	Draft agreement with Chavez Services for \$30,769.60 to replace broken concrete entrance to the larger Community Park parking lot	9/30/2025		10/1/2025	
Recently Completed	Ireland Stapleton	Draft agreement with Radiant Lighting Services for \$2,568.87 to replace the broken disconnect switch at Crystal Lake pumps	9/30/2025		10/1/2025	
Recently Completed	Ireland Stapleton	Draft agreement with IMEG for them to act as the District's GIS administrator	9/30/2025		10/1/2025	We will need to have Farnsworth transfer things and likely change passwords
Recently Completed	Dir. Glass	Edit the Statement of Services and Jurisdictional Boundaries	10/1/2025		10/1/2025	
Recently Completed	CDI	Meet with Debbie (and optionally Ephram) to figure out where to clear vegetation near the High Line Canal bridge entrance.	9/30/2025		9/15/2025	
Recently Completed	SDMS	Invoice approval- can we auto approve small invoices?	9/30/2025		10/9/2025	E-mailed Dino on 9/11. Followed up on 10/5. Would be wrapped in with the credit card if approved.
Recently Completed	SDMS	Special meeting with water attorney	9/30/2025		10/3/2025	Dino sent my contact info on 9/10.
Recently Completed	Gemsbok	Gemsbok- question re: what is in general operations budget	10/1/2025		9/12/2025	
Recently Completed	CDI	Rabbitbrush- Remove	10/1/2025		10/1/2025	E-mailed Debbie to confirm location on 9/11
Recently Completed	Ireland Stapleton	Send easement agreements to legal to be recorded.	10/1/2025		10/1/2025	
Recently Completed	Dir. Glass	Pond dredging- Get more details	10/1/2025		10/1/2025	Ephram to make a map; Debbie review and the submit for updated quote. Have IMEG review.
Recently Completed	SDMS	Send Board list of questions re: employment	10/1/2025		10/2/2025	
Recently Completed	SDMS	Agreement for river rock top dressing	10/1/2025		10/1/2025	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Recently Completed	SDMS	Agreement for concrete slop/Chavez	10/1/2025		10/1/2025	
Recently Completed	SDMS	Edit employee handbook with edits from 10/6 meeting	10/15/2025		10/9/2025	Included in packet for 10/15 Board meeting.

2024	
Month	Billed
January	\$ 1,717.39
February	\$ 1,306.04
March	\$ 1,203.99
April	\$ 4,073.60
May	\$ 1,676.99
June	\$ 1,741.22
July	\$ 3,685.27
August	\$ 2,198.86
September	\$ 730.27
October	\$ 2,824.00
November	\$ 1,128.29
December	\$ 1,607.26
Total	\$ 23,893.18
Budgeted	\$ 25,818.00
YTD	\$ 23,893.18
Remaining	\$ 1,924.82
Percent	92.5%

2025	
Month	Billed
January	\$ 1,436.81
February	\$ 1,228.85
March	\$ 1,254.92
April	\$ 3,623.33
May	\$ 1,669.99
June	\$ 2,574.26
July	\$ 5,537.36
August	\$ 1,973.36
September	\$ 545.81
October	
November	
December	
Total	\$ 19,844.69
Budgeted	\$ 24,564.00
YTD	\$ 19,844.69
Remaining	\$ 4,719.31
Percent	80.8%



Roxborough
Water & Sanitation District

October 1, 2025

Peggy Ripko, District Manager
Roxborough Village Metropolitan District
141 Union Blvd, Suite 150
Lakewood, CO 80228-1898

Re: Updated-First Amendment to Water Supply Agreement Notification of Revised Rates

Dear Peggy,

Please consider this notice, as required by Paragraph 2 of the First Amendment to Water Supply Agreement (Agreement) dated December 12, 2012, between Roxborough Water and Sanitation District (RWSD or District) and Roxborough Village Metropolitan District (RMD), of a change in irrigation water rates for calendar year 2026.

Under the Agreement, capital replacement construction costs are to be updated every 3 years, and the last update was in 2023. The increase for 2026 represents a 26.99% increase over the rate that has been in effect since 2023. RMD's fixed monthly cost beginning January 1 will be \$1,111.58. In addition, the raw water component of the Direct Costs is increasing to reflect an increase in the raw water rates charged by the City of Aurora that will take effect on January 1, 2026, and an additional 4.16% rate increase that will be effective January 1, 2026. Direct Costs will be \$4.76/1,000 gallons effective January 1, 2026.

If you have any questions or would like to discuss the Raw Water Rates and Costs further, please contact me at (303) 979-7286.

Yours truly,

Mike Marcum
General Manager



141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898
303-987-0835 • Fax: 303-987-2032

MEMORANDUM

TO: Board of Directors

FROM: Christel Gemski
Executive Vice-President

DATE: September 10, 2025

RE: Notice of 2026 Rate Increase

A handwritten signature in blue ink that reads "Christel Gemski".

In accordance with the Management Agreement ("Agreement") between the District and Special District Management Services, Inc. ("SDMS"), at the time of the annual renewal of the Agreement, the hourly rate described in Article III for management and all services shall increase as follows:

District Management and Administration Services

Senior Managers & Managers	\$200-\$260
Assistant Managers & Admin Coordinators	\$200
After Hours Management Services	\$250-\$310

Finance and Accounting

Senior Accountants and Accountants	\$200-\$260
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Utility Billing Service

\$95

Operations Maintenance and Field Services

After Hours Field Services	\$145
	\$195

Community Management

Managers & Assistant Managers	\$135
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*Memo rate increases supersede any prior agreed upon rates.

*Material items purchased for the district will be billed at actual cost.

We hope you will understand that it is necessary to increase our rates due to increasing insurance and operating costs along with new laws and rules implemented by our legislature.