

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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

NOTICE OF REGULAR BOARD MEETING AND AGENDA

DATE: September 21, 2021
TIME: 6:00 p.m.
LOCATION: Roxborough Library
8375 N. Rampart Range Road #200
Littleton, CO 80125

Please note – capacity is limited for those attending in person. Access will be granted on a first come, first served basis. Those who wish to attend the Board meeting once the capacity limit is reached will be directed to join the meeting virtually with the information below.

1. To attend via Zoom Videoconference, use the link:
<https://us02web.zoom.us/j/87485323461?pwd=RkVpaHNCQjlyRlMwSGxRKzdSTTh3Zz09>
2. To attend via telephone, dial 346-248-7799 and enter the following additional information:
 - a. Meeting ID: 874 8532 3461
 - b. Passcode: 457901

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Calvin Brown	President	May, 2023
Debra Prysby	Vice President	May, 2022
Ephram Glass	Treasurer	May, 2023
Edward Wagner	Secretary	May, 2022
Garry Cook	Assistant Secretary	May, 2022

- I. CALL TO ORDER**
- II. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS**
- III. APPROVE AGENDA**

IV. PUBLIC COMMENT and/or GUESTS

Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time.

V. CONSENT AGENDA (5 MINUTES)

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

- A. Review and Consider Approval of the August 17, 2021 Special Meetings Minutes (enclosed)
- B. Review and Accept the Cash Position and Property Tax Schedule for August (enclosed)
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)

VI. FINANCIAL ITEMS

- A. Review 2022 Budget Season Schedule
 - 1. October 15, 2021 – Deadline for Board to receive draft 2022 Budget
 - 2. November 16, 2021 – District Budget Hearing Board Meeting
 - 3. December 15, 2021 – Deadline to file Mill Levy Certificate
- B. Other

DISCUSSION AGENDA

VII. DIRECTOR ITEMS (10 minutes)

- A. Environmental Committee Update (enclosed)
 - 1. Update on Greenhouse Process and Next Steps
 - 2. Discuss Crystal Lake Tree Plan
- B. Other

VIII. BAILEY TREE UPDATE (ENCLOSED)

- A. Recommendations Regarding Cottonwood Trees
- B. Status of Dead Tree Replacements

- C. Review and Consider Approval of Tree Service Proposal (enclosed)

IX. MANAGER MATTERS (30 MINUTES)

- A. Update Regarding Sterling Ranch (Susan Beckman)
- B. Update on New Playground Design
- C. Review and Consider Proposal from CDR Construction to Replace Edging at Volleyball Court (enclosed)
- D. Review and Consider Approval of EcoResources Proposal for Weed and Algae Treatments at North and South Ponds (enclosed)
- E. Discuss Mosquito Mitigation
- F. Review Resident Correspondence (enclosed)
- G. Discuss Softball League and Resident/League Interaction (to be distributed)
- H. Other

X. LEGAL MATTERS (40 MINUTES)

- A. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested
- B. Review and Consider Approval of Code of Conduct at District Board Meetings (to be distributed)
- C. Update on Amendment to Resolution regarding Colorado Open Records Act Rules and Policy (CORA) (enclosed)
- D. Other

XI. ENGINEERING MATTERS (10 MINUTES)

- A. Spillway Follow-Up
 - 1. Status and Water Levels
- B. Update on Backflow Preventer
- C. Review Budgetary Estimate Sections One and Two from Chavez Services LLC (enclosed)

D. Other

XII. LANDSCAPING MATTERS (10 MINUTES)

A. Landscaping Walk Action Items and Course of Action (enclosed)

B. Metco Landscape Report (enclosed)

C. Review and Consider Approval of Proposals:

1. Mulch Trees, Refresh Playground Chips and Install Dog Station
(enclosed)

2. Remove Silt and Debris from Drainage Channel (enclosed)

D. Other

XIII. OTHER BUSINESS (5 MINUTES)

A. Confirm Quorum for October 19, 2021 Special Meeting via Zoom

XIV. ADJOURNMENT

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
 OF THE BOARD OF DIRECTORS OF THE
 ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
 HELD
 TUESDAY, AUGUST 17, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, August 17, 2021 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

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

Also in Attendance were:

Anna Jones, Nic Carlson, Rebecca Gianarkis, & Gina Karapetyan; CliftonLarsonAllen LLP (“CLA”)
 Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
 Scott Barnett; Mulhern MRE, Inc.
 Bill Barr; Metco Landscaping
 Jason Simmons; Hilltop Financial Advisors
 Dillon Peters; Butler Snow LLP
 Bob Pasicznyuk; Douglas County Libraries
 Travis Jensen; Resident at 7434 Eagle Rock Drive
 Mark & Marcy Rubic; Residents at 7735 Verandah Court
 Joanna Waldenmyer; Resident at 8106 Eagleview Drive
 Pam & Jim Burke; Residents at 7236 Red Mesa Court
 Greg Clemens; Resident at 10470 Stable Lane
 Mat Hart; Resident at 7783 Verandah Court
 Amy & Dennis Corneillie; Residents at 7647 Verandah Court
 Jack Tubbs; Resident at 8359 Hackamore Road
 Chad Bergman; Resident at 7416 Elk Trail Place
 Gloria Gearhart; Resident at 7392 Eagle Rock Drive
 Colette Brooks; Resident
 Paul Herring; Resident
 Pak Karmer; Resident
 Michael Hruza; Resident
 John Michael Fasciani; Resident
 Linda Rothwell; Resident
 Rae Spencer; Resident

RECORD OF PROCEEDINGS

CALL TO ORDER

Director Brown called the meeting to order at 6:04 p.m.

DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS

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

APPROVE AGENDA

Ms. Jones reviewed the agenda with the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the agenda, as presented.

PUBLIC COMMENT and/or
GUESTS

Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board increased the Public Comment period to allow for all residents who expressed interest in contributing to the Public Comment to do so.

Greg Clemens, resident, requested the Board record Board meetings and post to the District website.

Mark Rubic, resident, expressed his dissatisfaction pertaining to correspondence with the District.

Matt Hart, resident, summarized his correspondence with the District, in part, regarding encrypted information on the District website.

Travis Jensen, resident, expressed his frustration regarding the forthcoming discussion about the recreation center and that there is not an opportunity to ask questions after the discussion.

Pam and Jim Burke, residents, expressed they are grateful to see that the Cottonwood Trees are being discussed later in the agenda.

Joanna Waldenmeyer, resident, requested permission from the Board to put up banners for school activities. The Board directed CLA to follow up with Ms. Waldenmeyer to coordinate.

Michael Ruza, resident, echoed comments made by Mr. Rubic and Mr. Jensen.

RECORD OF PROCEEDINGS

CONSENT AGENDA**June 9, 2021, July 15, 2021 and July 20, 2021 Special Meeting Minutes:****Cash Position and Property Tax Schedule for June:****Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:**

Ms. Jones reviewed the Consent Agenda with the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the Consent Agenda, as amended, so that the July 20, 2021 Special Meeting Minutes reflect the corrections previously provided by Director Glass.

FINANCIAL MATTERS

June 30, 2021 Unaudited Financial Statements: Ms. Karapetyan reviewed the June 30, 2021 Financial Statements with the Board.

Other: None.

BAILEY TREE UPDATE

Proposal to Mitigate Road Salt Damage: Ms. Jones presented the updated proposal to mitigate road salt damage to the Board. Following discussion, upon a motion duly made by Director Cook, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved soil testing near salt damaged trees in an amount not to exceed \$500.00. Mr. Barr will coordinate the soil sampling and bring the results to the Board once he has obtained them.

Recommendations Regarding Cottonwood Trees: Ms. Jones presented the recommendations regarding Cottonwood trees provided by Bailey Tree LLC to the Board. Following discussion between the Board and Mr. Barr, the Board tabled action until this matter can be discussed with Bailey Tree LLC.

Status of Dead Tree Replacements: Ms. Jones and Mr. Barr presented the status of dead tree replacements with the Board. Following discussion, the Board directed Mr. Barr and Bailey Tree LLC to provide recommendations regarding the trees listed on the proposal at the September Board meeting.

LANDSCAPING MATTERS

Metco Landscape Report: Mr. Barr reviewed the update provided by Metco Landscape with the Board.

Review and Consider Approval of Proposals:

RECORD OF PROCEEDINGS

Installation of Fishing Line and Hook Disposal Containers and Baseball or Softball 24” Pitching Mound:

Mr. Barr presented the proposals to the Board and answered questions from the Board. Following discussion, upon a motion duly made by Director Wagner, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the installation of four fishing line and hook disposal containers, and installation of 24” pitching mound in the amount of \$235.00.

Other: Director Wagner reported tire damage near the pavilion in Roxborough Community Park.

LEGAL MATTERS

Code of Conduct at District Board Meetings: Ms. James reviewed the proposed Code of Conduct and answered questions from the Board. Director Glass inquired about adding time for question and answer on specific topics. Ms. James described the balancing of timing considerations with that approach and that at any time a Director can propose to add additional public comment to an agenda item. Ms. James will review and add to the proposed items to provide a resolution for Board review and consideration of approval at the September Board meeting.

Mill Levy and Fee Hybrid Scenario: Ms. James and Mr. Peters reviewed the proposed mill levy and fee hybrid scenario provided to the Board. Director Glass expressed his concerns and informed the Board that updates to the analysis created by Greater than Analytics are forthcoming.

Survey Status: Ms. Jones presented the Greater Than Analytics project terms. Director Glass expressed concerns about the proposal, noting that some of his previously suggested notes had not been incorporated. No action was taken.

Recreation Center Election Resolution: Mr. Peters presented the potential Recreation Center Election Resolution to the Board. The Board engaged in discussion. Directors Cook, Wagner and Prysby expressed concerns about the expense of the project.

Following discussion, upon a motion duly made by Director Wagner, seconded by Director Glass and, upon vote, unanimously carried, the Board determined not to place the proposed recreation center on the November ballot.

Ballot Question Board Review Process: Given prior Board actions, this item no longer needed to be discussed.

RECORD OF PROCEEDINGS

Amendment to Resolution regarding Colorado Open Records Act Rules and Policy (CORA): Ms. James will provide an updated Amendment to the Resolution regarding CORA at the September Board meeting.

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

Request from Arrowhead Shores HOA: Ms. James reviewed the request received from Arrowhead Shores HOA and requested the Board's permission to attend the hearing to discuss the easement pertaining to Arrowhead Shores HOA. Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, majority carried, the Board approved Ms. James to work with Arrowhead Shores HOA's Legal Counsel as outlined in the request. It was noted that Directors Wagner, Prysby and Glass were in favor while Directors Brown and Cook abstained.

Other: None.

DIRECTOR MATTERS

Environmental Committee: The Environmental Committee's updates and discussions were tabled. No action was taken.

Greenhouse Process and Next Steps:**Greenhouse Water Meter Installation:**

Director Glass Attendance at Fire Mitigation Meeting on Behalf of District or as Resident: Director Glass reviewed the opportunity with the Board. The Board directed Director Glass to attend the Fire Mitigation Meeting as a citizen, not a District representative. Director Glass agreed to do so and will provide a report at the September Board meeting.

Other: None.

MANAGER MATTERS

Replace Edging at Volleyball Court: Ms. Jones presented the proposals to replace edging at the volleyball courts. Due to time, discussion was tabled. Ms. Jones will send proposals to the Board. Director Cook requested additional proposals and Director Wagner requested photos accompany the proposals.

RECORD OF PROCEEDINGS

EcoResources Proposal for Weed and Algae Treatments at North and South Ponds: Mr. Carlson noted that Aqua Sierra Inc. is not returning correspondence. He presented the EcoResources proposal and answered questions from the Board. Upon a motion duly made by Director Prysby, seconded by Director Cook, and upon vote, unanimously carried, the Board tabled action on this proposal until after the Landscape Walk.

Mosquito Mitigation: Mr. Carlson reported he requested Patriot Pest revise their current scope of services. No action was taken.

Other: Directors Glass and Prysby will provide additional information regarding birdhouses at the September Board meeting.

ENGINEERING MATTERS

Spillway Follow-Up:

Status and Water Levels: Mr. Barnett reported the water levels are not adequate to proceed with the work. The Board directed Mr. Barnett to consider active water reduction the week of September 15th.

Backflow Preventer: Mr. Barnett noted that Metco will dig out the existing back flow preventer near the bathrooms as it is no longer operational or necessary.

Proposal for New Fence Installation: Mr. Barnett presented the new fence installation options to the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Wagner and, upon vote, unanimously carried, the Board approved the vinyl fence option in the amount of \$10,067.00.

Other: None.

OTHER BUSINESS

Quorum for September 21, 2021 Special Meeting at Roxborough Library: A quorum was confirmed though the location is subject to change.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote, unanimously carried, the Board adjourned the meeting at 9:46 p.m.

RECORD OF PROCEEDINGS

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ed Wagner, Secretary

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
June 30, 2021
Updated as of September 14, 2021

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<u>FirstBank - Checking Account</u>				
Balance as of 06/30/21	\$ 58,081.73	\$ -	\$ 4,120.00	\$ 62,201.73
Subsequent activities:				-
07/01/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/09/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/13/21- Transfer from Colostrust	78,573.97	-	51,426.03	130,000.00
07/13/21- ADP Payroll/Taxes	(430.60)	-	-	(430.60)
07/16/21- Roxborough Water Payment June	(5,070.39)	-	-	(5,070.39)
07/22/21- IREA Payment	(837.70)	-	-	(837.70)
07/23/21- Bill.com Payment	(672.24)	-	-	(672.24)
07/23/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/26/21- Bill.com Payment	(77,487.22)	-	(55,546.03)	(133,033.25)
07/29/21- Xcel Energy June	(20.59)	-	-	(20.59)
08/09/21- Transfer from Colostrust	72,636.94	-	27,363.06	100,000.00
08/10/21- Bill.com Payment	(641.74)	-	-	(641.74)
08/11/21- Bill.com Payment	(55,351.97)	-	(27,363.06)	(82,715.03)
08/17/21- Void Payment	5,000.00	-	-	5,000.00
08/17/21- Roxborough Water Payment July	(14,724.96)	-	-	(14,724.96)
08/20/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
08/23/21 - IREA Payment	(2,051.91)	-	-	(2,051.91)
08/30/21- ADP Payroll/Taxes	(430.60)	-	-	(430.60)
08/30/21- Xcel Energy June	(20.77)	-	-	(20.77)
09/01/21- Bill.com Payment	(9,050.00)	-	-	(9,050.00)
09/07/21 - IREA Payment	(1,776.93)	-	-	(1,776.93)
09/14/21- Transfer from Colostrust	120,274.40	-	44,725.60	165,000.00
Anticipated ADP Payroll/taxes - September	(538.25)	-	-	(538.25)
Anticipated Payables	(84,890.02)	-	(44,725.60)	(129,615.62)
Anticipated Roxborough Water payment	(27,336.85)	-	-	(27,336.85)
<i>Anticipated Balance</i>	<u>51,081.30</u>	<u>-</u>	<u>-</u>	<u>51,081.30</u>
<u>Colostrust - Plus</u>				
Balance as of 06/30/21	853,801.81	997,639.09	1,418,224.25	3,269,665.15
Subsequent activities:				
07/09/21- June PTAX	349,750.85	253,499.19	-	603,250.04
07/13/21- Transfer to Checking	(78,573.97)	-	(51,426.03)	(130,000.00)
07/31/21- Interest Income	30.43	71.01	-	101.44
07/13/21- Transfer to Checking	(72,636.94)	-	(27,363.06)	(100,000.00)
08/10/21- July PTAX	20,154.12	4,972.86	-	25,126.98
08/31/21- Interest Income	24.65	57.52	-	82.17
09/03/21 - Softball Field Fee	500.00	-	-	500.00
09/10/21 - August PTAX	15,716.63	1,825.18	-	17,541.81
Anticipated Transfer to Checking	-	-	-	-
<i>Anticipated Balance</i>	<u>1,088,767.58</u>	<u>1,258,064.85</u>	<u>1,339,435.16</u>	<u>3,686,267.59</u>
<u>UMB - 1993 A & B Bond Fund</u>				
Balance as of 06/30/21	-	659,681.16	-	659,681.16
Subsequent activities:				
07/31/21 - Interest Income	-	5.69	-	5.69
08/31/21 - Interest Income	-	5.58	-	5.58
<i>Anticipated Balance</i>	<u>-</u>	<u>659,692.43</u>	<u>-</u>	<u>659,692.43</u>
<i>Anticipated Balances</i>	<u>\$ 1,139,848.88</u>	<u>\$ 1,917,757.28</u>	<u>\$ 1,339,435.16</u>	<u>\$ 4,397,041.32</u>

Yield information (as of 08/31/21):

First Bank - 0.0%

Colostrust Plus - 0.0262%

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2021

	Current Year							Prior Year			
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 37,888.63	\$ -	\$ 12,904.78	\$ -	\$ (568.33)	\$ 50,225.08	2.22%	2.22%	\$ 51,417.22	2.04%	2.04%
February	727,901.87	-	11,032.71	-	(10,918.54)	728,016.04	42.56%	44.78%	770,614.81	42.57%	44.61%
March	72,025.94	-	16,751.34	22.81	(1,080.73)	87,719.36	4.21%	48.99%	70,389.11	3.36%	47.97%
April	128,063.20	(356.36)	14,234.93	18.49	(1,921.23)	140,039.03	7.47%	56.45%	151,956.43	7.96%	55.93%
May	128,251.33	-	12,667.58	104.03	(1,925.34)	139,097.60	7.50%	63.95%	136,830.81	7.06%	62.99%
June	595,167.10	-	16,878.35	134.09	(8,929.50)	603,250.04	34.80%	98.75%	649,033.71	35.59%	98.57%
July	11,050.10	-	13,976.17	270.52	(169.81)	25,126.98	0.65%	99.40%	32,201.29	0.91%	99.48%
August	3,974.82	-	13,494.67	133.94	(61.62)	17,541.81	0.23%	99.63%	17,508.76	0.21%	99.69%
September	-	-	-	-	-	-	0.00%	99.63%	15,757.39	0.06%	99.75%
October	-	-	-	-	-	-	0.00%	99.63%	14,808.13	0.06%	99.81%
November	-	-	-	-	-	-	0.00%	99.63%	15,349.36	0.06%	99.87%
December	-	-	-	-	-	-	0.00%	99.63%	14,012.63	0.00%	99.87%
Total	\$ 1,704,322.99	\$ (356.36)	\$ 111,940.53	\$ 683.88	\$ (25,575.10)	\$ 1,791,015.94	99.63%	99.63%	\$ 1,939,879.65	99.87%	99.87%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
\$ 971,106	56.78%	\$ 967,531.98	99.63%
739,155	43.22%	736,434.65	99.63%
\$ 1,710,261	100.00%	\$ 1,703,966.63	99.63%

Chatfield Farms
\$ 254,282.89
-
\$ 254,282.89

Property Tax

General Fund
 Debt Service Fund

Specific Ownership Tax

General Fund
 Debt Service Fund

Treasurer's Fees

General Fund
 Debt Service Fund

Roxborough Village Metro District
Claims Listing
08/01/21 - 08/31/21

Vendor	Invoice #	Description	Balance
ACH			
*Intermountain Rural Electric Association	July-21	Utilities	1,270.76
*Intermountain Rural Electric Association	July-21	Utilities	21.82
*Intermountain Rural Electric Association	July-21	Utilities	101.32
*Intermountain Rural Electric Association	July-21	Utilities	23.60
*Intermountain Rural Electric Association	July-21	Utilities	22.30
*Intermountain Rural Electric Association	July-21	Utilities	21.11
*Intermountain Rural Electric Association	July-21	Utilities	21.00
*Intermountain Rural Electric Association	July-21	Utilities	504.00
*Intermountain Rural Electric Association	July-21	Utilities	48.00
*Intermountain Rural Electric Association	July-21	Utilities	18.00
			<u>2,051.91</u>
*Roxborough Water & Sanitation District	July-21	Nonpotable water purchase usage	12,572.86
*Roxborough Water & Sanitation District	July-21	Nonpotable water purchase usage	1,462.10
*Roxborough Water & Sanitation District	July-21	Nonpotable water purchase usage	290.50
*Roxborough Water & Sanitation District	July-21	Nonpotable water purchase usage	284.20
*Roxborough Water & Sanitation District	July-21	Nonpotable water purchase usage	115.30
			<u>14,724.96</u>
Xcel Energy	July-21	Utilities	20.77
		Total ACH	<u><u>\$ 16,797.64</u></u>
Check or Epayment			
General			
ARK Ecological Services, LLC	3512	Landscape weed control	6,403.41
ARK Ecological Services, LLC	3512	Landscape weed control	3,237.98
CliftonLarsonAllen, LLP	2946822	Accounting	3,568.13
CliftonLarsonAllen, LLP	2941589	District management	14,310.80
Excell Pump Services	1950	Repairs and maintenance	832.20
Foothills Park & Recreation District	SALES000000033585	Foothills Park and Recreation fees	439.66
Foothills Park & Recreation District	SALES000000033896	Foothills Park and Recreation fees	3,677.17
Metco Landscape, LLC	569289	Landscape irrigation maintenance	391.40
Metco Landscape, LLC	569290	Landscape irrigation maintenance	1,268.11
Metco Landscape, LLC	SM206598	Landscape contract	14,210.83
Mulhern MRE Inc.	MMRE62506	Engineering	408.00
Patriot Pest Control	965347	Mosquito control	1,500.00
United Site Services	114-12210922	Portable restrooms	320.87
United Site Services	114-12210924	Portable restrooms	320.87
Utility Notification Center of Colorado	221071266	Miscellaneous	104.28
			<u>50,993.71</u>
Capital			
Ben Kelly	008.7.2021.1	Master plan	4,188.56
CliftonLarsonAllen, LLP	2941589	District management	17,636.50
LRE Water	17203	Water rights enhancements	2,750.00
Mulhern MRE Inc.	MMRE62504	Engineering	1,292.00
Mulhern MRE Inc.	MMRE62505	Spillway / embankment	1,496.00
			<u>27,363.06</u>
		TOTAL Checks/Epayment	<u><u>\$ 78,356.77</u></u>

Environmental Committee Updates

Greenhouse:

Currently, Ephram is working through the permitting process. Thus far, it looks like we'll only need a permit for an auxiliary structure and the permitting will be very straightforward. We're currently waiting on the Douglas County Planning department.

Crystal Lake Water Level:

We're still waiting for data from Scott.

Smooth Brome Reduction:

The field south of Tadpole Pond was marked with nine locations for herbicide treatments and eventual planting. Ray Sperger did the initial spraying on August 12th. It does not appear like we'll be needing a second mowing this fall since there hasn't been much regrowth of the smooth brome that wasn't treated. The final herbicide treatments will be in the fall. Seeding will follow the last herbicide treatments. We have already developed several species lists for group seeding (and run these by Ray). Each group of seeds are designed to be complementary and specific to certain microclimates (example: wet meadow species will be planted together).

Seed Collection:

Seed collection is still ongoing. Thus far, we have collected some seeds from nearly 100 species.

Bat Box:

Jay set the bat box foundation on September 1st. We're aiming to get the bat boxes mounted this month.

Fire Mitigation:

After conversations with the Roxborough Fire Committee, West Metro Fire, and a USDA wildlife biologist, we have the following recommendations for Roxborough in regard to balancing wildlife and fire mitigation:

1) For wildfires, the two things that can threaten homes most are rabbitbrush and wood fencing since these can burn hot, for a long period, and with tall flames. Since grasses burn quickly, it's best to have fence lines mowed to prevent ignition of wood fences (since the wood takes longer to ignite). If thick rabbitbrush stands are near homes, these should be broken up by taking out some of the rabbitbrush and mowing between stands to create firebreaks.

2) With regard to grasses, whether we mow or not will have minimal effect to mitigate wildfires. Non-native grasses with higher biomass are worse than native plants from both a wildfire perspective and biodiversity perspective. Replacing our smooth brome will mitigate wildfires to some extent and greatly increase biodiversity.

3) With regard to dead wood, as long as the dead wood is not immediately adjacent to homes, it's not a particularly high fire risk due to ample access along the paths. In fact, more snags would help wildlife since many species rely on them. Dead wood would only be a concern if it was shading out the ground to the point that it blocks forb and grass growth. Dave McNitt, the wildlife biologist, noted that he didn't see any concern in our open space. Of note, the large logs are of minimal fire risk since they take a long time to burn. We could possibly move some of the dead wood for use in nature-play areas.

4) To maximize wildlife habitat and biodiversity, we should aim to have height diversity of plants and plant species diversity. For example, this means we should have trees, shrubs, and forbs of varying heights. Dave noted we have pretty good height diversity, but we are lacking some of the species diversity since we only have a handful of species growing around Little Willow Creek.

- 5) There are multiple locations where we could install more bird houses and bat boxes that could help with bug control and generally improve wildlife opportunities.
- 6) For the hogback, maintaining the grass gap between the houses and gambel oak will help with wildfire mitigation. There is only one spot that is of concern at the north end of Red Mesa Ct.
- 7) When putting in a path on the hogback, we should try to keep some larger areas with cover for animals to hide, especially while giving birth. Hikers and loud music (someone was doing this when we were there) will disturb animals, so they need places to hide. Paths could also help serve as fire breaks.
- 8) As a possible option, we did discuss the use of grazing animals to reduce or eliminate the smooth brome. If there are any ranchers/farmers who would be interested in that, the animals may be a nice attraction while serving the dual purpose of habitat restoration.

We recommend adopting official Wildfire Mitigation and Wildlife Habitat guidelines for the metro district for continued use going forward.

Roxborough Metro District Arborist Report

Bailey Tree LLC

Sept 11,2021

The trees are beginning to change color and are mostly doing well. Some of the maples that had frost damage have some brown scorched leaves, but should be ok.

Some of the ash trees are showing signs of Ash Bark Beetle damage, which will most likely spread. These are tiny beetles that feed on the inner bark and begin by killing the smaller branches and very often ending up killing the whole tree. You can tell damage from them by the exit holes where the adults leave the tree. These are little pinholes that are in horizontal rows. If you would like to treat for these, the treatment is the same as with Emerald Ash Borer.

We will be doing the Fall Fertilization in the next few weeks.

George Biedenstein

ISA Board Certified Master Arborist #RM 0756B

Email: baileytreetrimming@gmail.com



Bailey Tree LLC

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

PROPOSAL

Generated uniquely for
C/O Clifton Larson Allen

Please Email us to
accept and schedule
work

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

Clifton Larson Allen 20210911

Tuesday, September 14, 2021

Roxborough Metropolitan District
C/O Clifton Larson Allen
8390 E Crescent Parkway Suite 300
Greenwood Village, CO 80111

303-779-5710

Estimator: **George Biedenstein**
3035878069

Worksite: Roxborough Village

Address: 10127 Waterton Rd
Littleton, CO 80125

Contact:

Requested Services

Task #	Tree/Shrub(Location)	Service Description	Quantity	Cost
1	Tree(s)	Day Rate Trimming & Small Removal Services Day rate of \$1,500.00 for 2 men, a pickup truck, and a chipper for trimming, small removals, and brush chipping. Go along all paths in greenbelt areas, cutting willow brush and other plants to a swath 5 feet wide on either side of path and prune branches up to 10 ft high over the paths . Approximate work times are from 9am to 3pm (3:30 if they take a lunch) Work includes "Fly Chipping" debris and blowing it into native areas, dispersing it. Trimmed areas will be blown clean. Estimated time to complete job 8-10 days. Work will be done during Winter Months Dec 2021-March 2022	10	

Requested Services Total:

\$0.00

Total For All Services: \$0.00



ISA Certified Arborists

Robert Bailey RM-0603A
George Biedenstein RM-0756B

We accept Cash, Check, or Credit Card
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Page 1 of 2

Click here to
check us out!



TERMS & CONDITIONS:

- 1--Our minimum service fee for trimming and/or removal work is \$262.50
- 2--Our minimum service fee for stump grinding is \$115.50
- 3--Our minimum service fee for Plant Health Care (PHC) services (injections and spraying) is \$105.00
- 4--Please make sure no cars are parked under or near the tree(s) on the day of service.
- 5--All moveable objects under and around the tree, and in the pathway between the tree and the service truck, should be moved out of the work zones prior to a service crews arrival.
- 6--Tree services performed in the vicinity of delicate flowers and shrubs may result in some damage to those flowers and shrubs. To avoid this possibility please request a fall or winter schedule date.
- 7--All animal excrement in the areas the service crews will be working must be removed prior to the crews arrival. Failure to do so may result in an incomplete clean up.
- 8--Bailey Tree LLC will not be held responsible for damage to underground utilities not included in a standard locate request during removal, planting, stump grinding, or any subsurface application or service. All repairs will be billed accordingly. Underground utilities include, but are not limited to; sprinkler lines, heads of equipment, electric dog fences, private landscape wiring such as irrigation wires, or any unspecified buried outdoor wiring.
- 9--Prices quoted for or during winter months may need a requote if service is requested or required during non-winter months.
- 10--Cancellations requested with less than 24 hrs. notice may be subject to a \$210 mobilization fee.
- 11--All invoices are due upon completion. Monthly finance charges at 18% per annum will accrue after 30 days.
- 12--The customer warrants that all trees upon which work is being performed either belong to the homeowner or that permission to work on them has been obtained by the owner. **IN THE EVENT OF ANY ERROR, BAILEY TREE LLC IS NOT TO BE HELD RESPONSIBLE.**
- 13--This estimate is for completing the job as described above. It is based on our evaluation and does not include additional services requested or required during or after this service is provided. Project timing is subject to change based on weather and other unforeseen circumstances.
- 14--Any changes to an accepted proposal must be emailed to us 24 hours prior to work being performed.
- 15--To accept a proposal is to acknowledge & accept these terms and conditions.



ISA Certified Arborists

Robert Bailey RM-0603A
George Biedenstein RM-0756B

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check us out!*



Google Earth
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Google 100% Imagery date: 9/30/20 - newer

100 m Camera 3,255 m 39

Type here to search

86°F AQI 71

Herschberg, Natalie

From: Carlson, Nicholas
Sent: Wednesday, September 15, 2021 4:39 PM
To: Jones, Anna
Cc: Herschberg, Natalie
Subject: Rox Volleyball Vendors

Anna,

I spent some time reaching out to potential vendors for the volleyball court edging including: Sports Court of the Rockies, GameSetMatch, Rocky Mountain Volleyball, JR Engineering, and Renner Sports. None of these vendors were interested in the project, and all said they're better equipped to take on a complete rebuild, not routine maintenance of edging. All of the vendors suggested that we reach out to landscaping providers or a handyman.

Thanks,



Nic Carlson

Public Management Analyst
Business Operations (BizOps)

Direct 303-265-7900 Mobile 909-762-2650
CLA (CliftonLarsonAllen LLP)
nicholas.carlson@CLAconnect.com

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

Herschberg, Natalie

To: Jones, Anna
Cc: Carlson, Nicholas
Subject: RE: [External] Updated Roxborough Volleyball Proposal

From: JAY D Fells <tamijay4@msn.com>
Sent: Tuesday, August 17, 2021 1:58 PM
To: Carlson, Nicholas <Nicholas.Carlson@claconnect.com>
Cc: Jones, Anna <Anna.Jones@claconnect.com>; Herschberg, Natalie <Natalie.Herschberg@claconnect.com>
Subject: [External] Updated Roxborough Volleyball Proposal

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

Here is the UPDATED proposal for replacing the landscape timbers around the volleyball court at Roxborough Park. I have included three proposals with three different types of materials for the edging. None of these prices can be guaranteed, as two of them have changed each time I have looked at them. The landscape timbers that are currently in there are 6" x 8" x 8' and appear to be either cedar or treated landscape timbers.

The existing court edge will take 25 eight-foot material pieces per layer and are currently two layers deep on the west side and one layer deep on all other sides, for a total of 33 pieces. We recommend installing materials two layers deep all the way around for longevity and stability, so we are figuring our proposals based on 50 total pieces.

Proposal #1:

Cedar landscape timbers 6" x 8" x 8' (difficult to find): \$205/ea. x 50 = \$10,250 + any freight / shipping that may be required. If we can get this product through a local lumberyard or other nearby retailer, then we may be able to avoid shipping costs. If not, shipping may apply and we're not sure how much that will be.

Proposal #2:

Volleyball rubber curb edging. This is an interlocking synthetic curb edging made specifically for outdoor volleyball courts. They only come in 6" x 6" x 8' pieces. If we only go two deep, we would end up approximately 3" shallower than the existing edge. Pricing for this runs around \$38 per linear foot. This product would cost \$15,200 in materials, shipping for these materials would cost around \$3000, for a total estimated cost of \$18,200.

Proposal #3:

Recycled plastic lumber. 6" x 8" x 8', costs \$155 per 8' section. This product would cost \$7,750 in materials and comes in 5 color options: black, gray, brown, cedar, and green. Assuming shipping costs will be similar to the rubber curb edging, around \$3000. Recycled plastic lumber is not supposed to warp or crack over time, I'm not sure if this product color fades over time.

Additionally, the following costs will apply to all proposals:

Materials (rebar, screws, etc), equipment rentals, dump fees, labor, etc: \$7900

Total costs:

Proposal 1: \$18,150 + estimate shipping

Proposal 2: \$26,100

Proposal 3: \$18,650 (15,650 + estimated 3000 for shipping, may be more or less)

In the event that you would prefer to install the new materials in the same way the current ones are installed (two layers on the west side only), material costs would be reduced by around 33% and the labor and other materials cost would be reduced by approximately \$1000. Again, I would recommend installing the new material in two layers the entire way around.

Once again, these material costs are **not guaranteed** as prices are fluctuating weekly.

Thank you,

Jay Fells

CDR Construction LLC

Rubber Volley Curb™ Sand Court Edging Installation - United Volleyball Supply, LLC.

Watch later Share



MORE VIDEOS

2) Repeat on the opposite side, adding more clear, paintable adhesive

0:31 / 1:33

YouTube

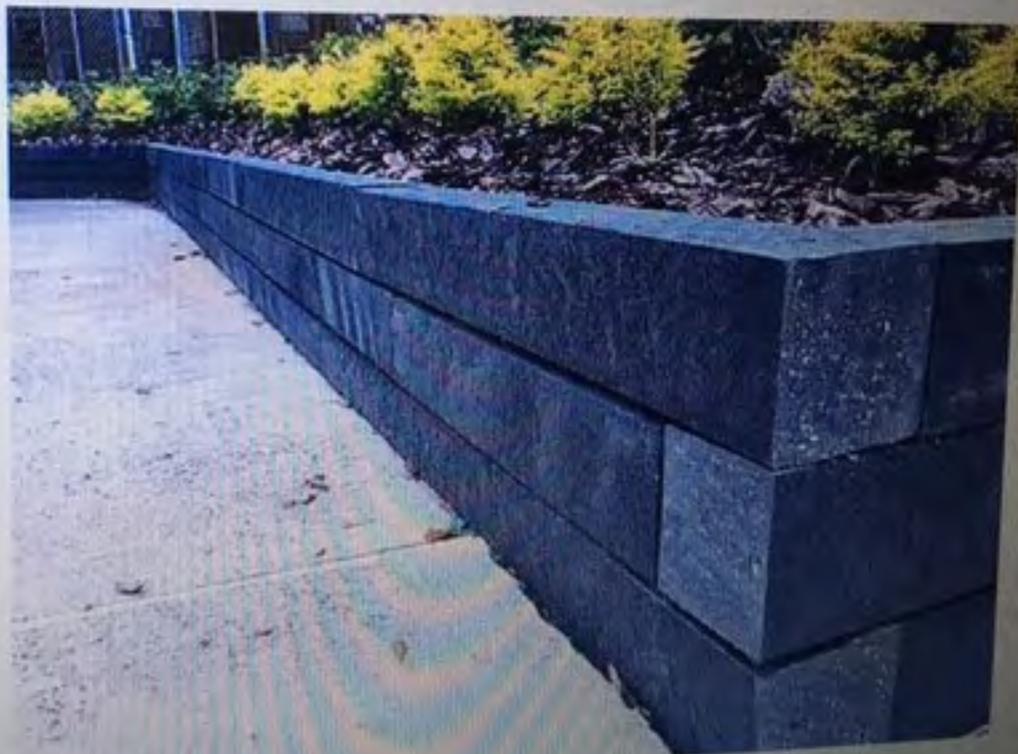
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LANDSCAPING

ke shape with
ape timbers.

from recycled
f ground
s, garden
rs, bocce court
scape borders.
enefits over



Herschberg, Natalie

To: Carlson, Nicholas
Cc: Jones, Anna
Subject: RE: [External] ERS: Application Proposal for Roxborough Village & Blue Heron Park Ponds

From: Jack Pritchett <jpritchett@ecoresourcesolutions.com>
Sent: Friday, July 30, 2021 9:12:23 AM
To: Carlson, Nicholas <Nicholas.Carlson@claconnect.com>
Subject: [External] ERS: Application Proposal for Roxborough Village & Blue Heron Park Ponds

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Hey Nick,

Please see the attached proposals for treatment of algae and pondweeds for both Roxborough Village ponds and the Blue Heron Park pond.

As discussed, I included the pondweed treatment for both sites. Because we are unsure about the downstream water use at Blue Heron Park, we can hold off on that for now until we get the downstream water use figured out.

Because Roxborough ponds are not used for irrigation, I would recommend treating for pondweeds prior to treating for algae. But of course, it is ultimately up to you as to what you would like to do.

Please let me know if you have any questions.

Thanks,

Jack Pritchett

Project Ecologist / Project Manager

Office: (720) 974-4075

Project Cost Proposal



EcoResource Solutions, Inc.

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

Date	7/29/2021
Proposal No.	7104
Terms	Net 30

EcoResource Solutions, Inc.

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

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

Description	Qty	Rate	Total
Roxborough Village Ponds (Littleton, CO) Weed and Algae Treatments (North and South Ponds)			
Notes: 1) An ERS biologist observed dense growths of Potamogeton pondweed throughout both ponds. We recommend that pondweeds be treated first with a herbicide before treatment for filamentous algae. Treated pondweed and subsequent accumulation of dead plant material may cause a significant algae bloom. 2) Upon eradication of pondweed (i.e., about 1-2 weeks after completion of treatments), it is recommended that algae be treated with an algaecide. 3) It is not known whether viable fish populations are supported in these ponds. We assume fish are present and we will spread out all treatments over 2-5 days (approximately 2 divided treatments for each of the herbicide and algaecide applications in each pond) to minimize stress to fish. 4) It is highly recommended that an aerobic, beneficial bacteria application be conducted after chemical treatments are complete to allow for oxidation of dead plant and algae material. 5) This is a not-to-exceed cost estimate and costs may be reduced by actual labor and materials needed, as determined by densities of current algae and weeds.			
Task 1 - Potamogeton Pondweed Eradication - North Pond			
Resource Management Technician (per hour) (2 divided treatments)	6	64.00	384.00
Tribune herbicide (2.5 gal)	5	195.95	979.75T
Cidekick aquatic surfactant (per qt)	0.5	45.00	22.50T
Subtotal			1,386.25
Task 1 - Potamogeton Pond Weed Eradication - South Pond			
Resource Management Technician (per hour) (2 divided treatments)	8	64.00	512.00
Tribune herbicide (2.5 gal)	7	195.95	1,371.65T
Cidekick aquatic surfactant (per qt)	0.5	45.00	22.50T
Quote Void After 60 Days			
Subtotal			
Sales Tax (0.0%)			
Total			

Project Cost Proposal



EcoResource Solutions, Inc.

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

Date	7/29/2021
Proposal No.	7104
Terms	Net 30

EcoResource Solutions, Inc.

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

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

Description	Qty	Rate	Total
Subtotal			1,906.15
Task 2 - Filamentous Algae Eradication - North Pond (moderate density)			
Resource Management Technician (per hour) (2 divided treatments)	7	64.00	448.00
SeClear algaecide (2.5 gal)	4	145.50	582.00T
Subtotal			1,030.00
Task 2 - Filamentous Algae Eradication - South Pond (greater density)			
Aquatic Biologist (per hour)	8	115.00	920.00
SeClear algaecide (2.5 gal)	6	138.095	828.57T
Subtotal			1,748.57
Task 3 - Followup Bacteria Inoculation			
Resource Management Technician (per hour)	4	64.00	256.00
ERS BenthoSweep beneficial pond & lake bacteria (per lb)	20	19.95	399.00T
Subtotal			655.00

Quote Void After 60 Days

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

Signed _____ Dated _____

Please returned signed copy via fax at (303) 424-0251. Thank you.

Subtotal	\$6,725.97
Sales Tax (0.0%)	\$0.00
Total	\$6,725.97

Herschberg, Natalie

To: Jones, Anna
Subject: RE: [External] Re: Follow Up

From: Mathew Hart <matghart@gmail.com>
Sent: Wednesday, July 21, 2021 4:07 PM
To: Jones, Anna <Anna.Jones@claconnect.com>
Subject: [External] Re: Follow Up

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Hi Anna,

I just made a few changes below to clarify some confusion between the terms “link” (a part of the website) and “document” (what the link points to).

Thanks!
Mat

I wanted to follow up and thank you for speaking with me this morning regarding your letter of June 25 and my memo dated July 14 that was included in last night’s board meeting packet. First of all, let me express my gratitude for a very pleasant and productive conversation. I believe we both felt as though we are in agreement on 3 of the 4 points of my memo. The one exception being my characterizing certain links on the website as being “broken” was incorrect. As we discussed, the links pointed to meeting documents which were encrypted. We further discussed that neither I nor any member of the management team knows why the documents were encrypted. We also confirmed the documents in question are now properly available on the website. We always appreciate feedback regarding the website, and appreciate yours. Please feel free to follow up with any additional questions you might have.

On Jul 21, 2021, at 2:02 PM, Jones, Anna <Anna.Jones@claconnect.com> wrote:

Hi Mat – Please let me know if you agree with this and/or incorporate any changes you think appropriate. Thanks so much for your time today.

Dear Mat –

I wanted to follow up and thank you for speaking with me this morning regarding your letter of June 25 and my memo dated July 14 that was included in last night’s board meeting packet. First of all, let me express my gratitude for a very pleasant and productive conversation. I believe we both felt as though we are in agreement on 3 of the 4 points of my memo. The one exception being my characterizing certain links on the website as being “broken” was incorrect. As we discussed, the correct verbiage is “encrypted”, which correctly characterizes some of the links. We further discussed that neither I nor any member of the management team knows why the links were encrypted, and that those links are now operational and associated documents are accessible. We always appreciate feedback regarding the website, and appreciate yours. Please feel free to follow up with any additional questions you might have. All the best,

Anna



Anna Jones
Public manager
State and Local Government

Direct 303-793-1478
CLA (CliftonLarsonAllen LLP)
anna.jones@CLAconnect.com

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CliftonLarsonAllen LLP

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

Amendment to the Colorado Open Records Act Rules and Policy

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

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

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

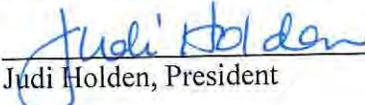
WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt an amendment to the policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

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

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

Approved and Adopted this 14th day of November, 2017.

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



Judi Holden, President

Attest:



~~Ronald Bendall, Secretary~~

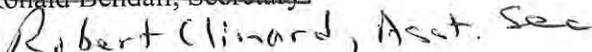

Robert Clinard, Asst. Sec

EXHIBIT A

POLICY REGARDING REQUESTS FOR PUBLIC RECORDS Research and Retrieval

Requesting Public Records

To request public records, contact Cynthia Beyer of CliftonLarsonAllen LLP at (303) 779-5710, who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District [or inquiries on the District's website or social media sites] will not be treated as records requests under the Colorado Open Records Act ("CORA"). Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

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

Timing

The designated records custodian shall set a date and time for inspection of the requested records within three (3) working days or less, provided that such period may be extended by an additional seven (7) working days in the event of extenuating circumstances, in accordance with C.R.S. § 24-72-203(3)(b). The District reserves the right to withhold public records until such time that the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the custodian.

Fees and Costs

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

1 st Hour	-	No Charge
Second and Each Subsequent Hour	-	\$30/hour

If the request requires the District to perform a manipulation of data so as to generate a record in a form not used by the District, the District may charge a reasonable fee to the

person making the request, which shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request.

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



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

Client Name / Address	Date: 09/15/2021	Budgetary Estimate No.	E2021301
Roxborough Village Metro District Attn: Scott Barnett P.E. 8390 E. Crescent Parkway, Suite 500 Greenwood Village, CO 80111	Project Location: Roxborough Park - Section 1 N Rampart Range Rd and Village Circle E Littleton, CO 80125		
Task Description	Qty	Rate	Amount
1. Concrete Saw Cutting	LS		\$ 650.00
2. Concrete Path Demolition - concrete removal, hauling, and disposal fees.	526 sq. ft	\$ 2.10	\$ 1,104.60
3. Asphalt Path Demolition - asphalt removal, hauling, and disposal fees.	4264 sq. ft	\$ 2.10	\$ 8,954.40
4. Earthwork 1 - excavate 2" of existing soil, hauling, and disposal.	4790 sq. ft	\$ 1.38	\$ 6,610.20
5. Earthwork 2 - Soil grading and compaction.	4790 sq. ft	\$ 1.27	\$ 6,083.30
6. Place New Concrete Path - Place 6" thick path, 4500 psi minimum strength, reinforced with fibermesh. Broomed finish.	4264 sq. ft	\$ 8.25	\$ 35,178.00
7. Traffic Control		LS	\$ 2,200.00
8. Mobilization & General Conditions		LS	\$ 4,125.00
	Total Project Estimate		\$ 64,905.50
Estimate Notes:			
1. Permitting or testing fees of any type are excluded from this estimate.			
2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.			
3. Bond is not included in this estimate.			
4. New base material is not included. CDOT Class 6 base material can be delivered, placed, and compacted at a rate of \$55 per ton.			
5. Over excavation can be provided at a rate of \$60/CY, includes removal off site.			



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

Client Name / Address	Date: 09/15/2021	Budgetary Estimate No.	E2021302
Roxborough Village Metro District Attn: Scott Barnett P.E. 8390 E. Crescent Parkway, Suite 500 Greenwood Village, CO 80111	Project Location: Roxborough Park - Section 2 N Rampart Range Rd and Village Circle E Littleton, CO 80125		
Task Description	Qty	Rate	Amount
1. Asphalt Path Demolition - asphalt removal, hauling, and disposal fees.	4264 sq. ft	\$ 2.10	\$ 8,954.40
2. Earthwork 1 - excavate 2" of existing soil, hauling, and disposal.	4264 sq. ft	\$ 1.38	\$ 5,884.32
3. Earthwork 2 - Soil grading and compaction.	4264 sq. ft	\$ 1.27	\$ 5,415.28
4. Place New Concrete Path - Place 6" thick path, 4500 psi minimum strength, reinforced with fibermesh. Broomed finish.	4264 sq. ft	\$ 8.25	\$ 35,178.00
5. Traffic Control		LS	\$ 2,200.00
6. Mobilization & General Conditions		LS	\$ 3,850.00
		Total Project Estimate	\$ 61,482.00
Estimate Notes:			
1. Permitting or testing fees of any type are excluded from this estimate.			
2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.			
3. Bond is not included in this estimate.			
4. New base material is not included. CDOT Class 6 base material can be delivered, placed, and compacted at a rate of \$55 per ton.			
5. Over excavation can be provided at a rate of \$60/CY, includes removal off site.			

Herschberg, Natalie

To: Jones, Anna
Subject: RE: [External] Estimates and feasibility of landscape items

From: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>

Sent: Monday, September 13, 2021 10:47 PM

To: Bill Barr <BillB@metcolandscape.com>

Cc: Jones, Anna <Anna.Jones@claconnect.com>; Carlson, Nicholas <Nicholas.Carlson@claconnect.com>; Debra Prysby <debbieprysby@gmail.com>

Subject: [External] Estimates and feasibility of landscape items

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Bill,

Per our meeting this afternoon, below are the items I think would be feasible for Metco to accomplish before the end of October (depending on labor availability).

All we need at this point are cost estimates and feasibility in completing each before the end of October. If you can only handle a few due to labor availability, let us know. The exceptions are the last three items (native mows, extra fence line mowing, and trash collection); we only need those estimates for next year's contract. (Note, I've re-written some items to make it more legible). If you have any questions, please let me know.

Main Item	Action Item	Location
Tire Ruts	Install small boulders at the south end of the upper parking lot and maybe bushes and trees	Community Park
Tire Ruts	Remediate tire ruts by leveling with dirt and reseeding with native grasses	Community Park
Skate Park	Repaint shade structure by skatepark	Skate Park
Trees growing into path	Cut back trees along asphalt path, clear suckers, and mow 6-foot beauty band	Path by Eagle Rock Dr
Incursion	Second house from power lines, clean up vegetation dumped in open space along pathway.	Community Park
Dog Stations	Gloria requested we add a doggy station at the bottom of the path that goes under the power lines (just north of Eagle Rock Dr). It seems a lot of people come in that way and end up leaving their dog poop right there. Add Dog Station to the 'Y' path connector. (Near Eagle Rock cul-de-sac).	Community Park
Irrigation	Review sprinklers by the bathrooms. Waters bathroom doors and dirt area.	Community Park
Wood Chips	It was suggested that all the playgrounds could use a new layer of wood chips.	General
Wood Chips	Bill said he could rake the wood chips back for now.	Mule Deer Park
Landscape Maintenance	The path between Brown Bear Ct and Mule Deer PI had a concrete block that had fallen off - it needs to be reglued into place.	Access Path

Irrigation	Bill is going to provide a map with all the drip irrigation locations and show whether the irrigation is functional or not.	General
Native Mows	Estimate savings if large native mows are only mowed once or not at all	Community Park
Beauty Bands	Estimate cost to mow a band along all fence lines in the central open space and bordering the hogback	Open Space and Hogback
Trash	Estimate cost to clean out trash from drainages and creek, particularly after heavy rains	General

Thanks,
Ephram

Main Item	Action Item	Location	Timeline Feasibility	Responsible Person	Priority	Cost Estimate
Tire Ruts	Install small boulders at the south end of the upper parking lot and maybe bushes and trees	Community Park	Medium	Bill or Other	Medium	
Tire Ruts	Find better access to field or bathrooms that does not damage turf.	Community Park	Long	Scott	Medium	
Tire Ruts	Remediate tire ruts by leveling with dirt and reseeding with native grasses	Community Park	Medium	Bill	Medium	
Bollards	Bollards need to be replaced with ones that are easily removed like knock-down bollards	Community Park	Short	Bill or Other	High	
Dead trees east of upper parking lot	Remove dead trees and replant later or use tree replacements elsewhere	Community Park	Short	George	Low	
Shots fired	A community member informed us that there were shots fired in the Community Park the night of Aug. 19, morning of Aug. 20. Need to see if there is a case file with Douglas County Sheriff.	General	Short	Anna	High	
Concrete Path Issues	The 'Y' concrete path way on the North side of the skate park has several panels needing repair or replacement.	Community Park	Short	Scott	High	
Skate Park	The skate park has cracked concrete in certain spots and should be fixed as soon as possible.	Skate Park	Medium	Scott	High	
Signs	The rules and regulations signs were missing from the post by the skate park.	Skate Park	Medium	Anna	Medium	
Skate Park	The group saw a lot of graffiti on the skate park shade structure. Bill Barr said he'd come out within a week and paint it with matching color paint. Weekly visual inspection of the skate park for graffiti, trash, or damage. Once a week, check and clean graffiti from the picnic shelter. Metco to clear the concrete pad of the picnic shelter. (Have Metco crew inspect and clean shelter each week while performing their other duties.)	Skate Park	Short	Bill	Medium	
Native Mows	Suggestion on leaving the turf under the power lines native. Ephram made the suggestion that we stop mowing the large, unirrigated areas. Debbie noted that it is occasionally helpful to mow areas for easter egg hunts, firework displays, and other events. Most people seemed to be in favor of limiting the mowing to beauty bands with exceptions for special events.	Community Park	Short	Bill	Medium	
Informal Paths	Ephram pointed out the dirt path made from the lower concrete paths up to the skate park. He suggested using pavers for the path to prevent further erosion. Debbie suggested we tie that in with proposed paths from the master plan and have a larger plan for installing any new paths.	Skate Park	Long	Bill or Other	Low	
Picnic Area	Garry noted the picnic table was missing from the BBQ area on the east side of Preble's Pond. Debbie noted it went missing years ago. Garry suggested we replace it.	Preble's Pond	Medium	Bill or Other	Medium	
Shade Shelter	Consider adding a shade shelter at the picnic area by the pond.	Preble's Pond	Long	Scott	Medium	
Informal Paths	We should consider an extension of the pathway from picnic pad by Preble's Pond (1 acre pond) towards the tennis courts.	Preble's Pond	Long	Bill or Other	Low	
Concrete Path Issues	Between the skate park and the tennis courts, it was pointed out that the sidewalk was heaving. It would be good to correct that to avoid a tripping hazard.	Community Park	Short	Scott	High	
Shade Shelter	Possible picnic shelter by the tennis courts.	Tennis Courts	Long	Scott	Low	
Parking Lot	Address the surface issues with the tennis court parking lot.	Lower Parking Lot	Long	Scott	Medium	
Weeds	Ephram is concerned about the weeds growing between the rocks by the tennis courts.	Community Park	Short	Ray	Low	
Weeds	Does Ray do any weed control in the Community Park?	Community Park	Short	Ray	Low	
Weeds	Side question – How are we doing on the noxious weeds in the district	General	Short	Ray	Low	
Concrete Path Issues	Debbie pointed out the concrete was spalling close to Rampart Range Rd. She thought it was the salt damage, though others thought it was just installed improperly.	Community Park	Medium	Scott	Low	
Fire Access	Address fire access on the Southwest path.	Community Park	Long	Scott	Low	
Asphalt Path	Replace asphalt path behind homes on Eagle rock. There was a long discussion about the poor condition of the asphalt path paralleling Eagle Rock Dr. The general agreement was to try to get a new quote to replace the path with a 8-ft wide concrete path. Once we see the quote, we can decide on next steps.	Community Park	Long	Scott	Medium	
Incursion	It was pointed out that the owners of 7290 Eagle Rock Dr had built a horseshoe pitch in the open space behind their house. General consensus was to ask them to remove it.	Community Park	Short	Katie	Low	
Trees	Ephram suggested planting fruit trees in the open space.	Community Park	Medium	Bill	Low	
Trees	A member of the public asked that we cut out at least some of the dead branches at the top of some of the cottonwoods along the creek bed. Need to look at the trees in the open space. Which ones need pruning, cut down or new trees planted. Of the ones to be cut down, can they be used for nature play in play grounds?	Community Park	Medium	George	Low	

Trees growing into path	It was noted that the willows and cottonwoods were growing into the asphalt path. Bill and George said they could work together to get a bid to get them back and maintain a beauty band to help keep them back. need to clean the willows back off the path 3 to 6 feet. To create better access and safety. (Metco & Bailey Tree)	Community Park	Medium	Bill and George	Medium	
Trees growing into path	Clear sucker trees out of pathways and shoulders.	Community Park	Medium	Bill and George	Medium	
Trees growing into path	Beauty bands 5 to 6 feet off path shoulders.	Community Park	Short	Bill	Medium	
Informal Paths	Ephram noted the dirt path created by kids going to school that entered the open space from Eagle Rock Dr. Ephram suggested we make it a gravel path with a small bridge over the creek since we're not likely to get kids to stay on the main path. Garry concurred that having an official path would at least keep them from creating new paths. Debbie noted that attempts in the past to use gravel fines failed because they washed away.	Community Park	Long	Bill or Other	Low	
Weeds	Ephram pointed out the weeds along the southernmost access from Eagle Rock Dr. Bill Barr said he'd get someone to take them out within a week.	Community Park	Short	Bill	Medium	
Trash	Create a plan to clean up trash at outlets from all stormwater drainages. Consider including the trash clean-up in the landscape contract for next year. (Metco)	General	Medium	Bill	Medium	
Dog Stations	Visit the Dog station pick up schedule. (Metco)	Community Park	Short	Bill	Low	
Incursion	Second house from power lines, clean up vegetation dumped in open space along pathway.	Community Park	Short	Bill and Katie	Low	
Dog Stations	Gloria requested we add a doggy station at the bottom of the path that goes under the power lines (just north of Eagle Rock Dr). It seems a lot of people come in that way and end up leaving their dog poop right there. Add Dog Station to the 'Y' path connector. (Near Eagle Rock cul-de-sac).	Community Park	Short	Bill	Low	
South Bridge	We discussed the orange construction fencing being a hazard and an eyesore. We settled on asking Scott how soon we could get that south bridge fixed. If it would take a long time, it may be preferable to add a better fence in the meantime. Timeline for path work from Eagle Rock to Community Park. (Scott)	Community Park	Long	Scott	Medium	
Mosquitoes	Due to the mosquitoes, it was suggested that we try to eliminate any low spots to avoid puddles where mosquitoes can breed.	Community Park	Long	Scott	Medium	
Trash	Review trash cans by the ball field. Possible relocation of low use cans to high use location.	Community Park	Medium	Bill	Medium	
Irrigation	Review sprinklers by the bathrooms. Waters bathroom doors and dirt area.	Community Park	Short	Bill	Medium	
New Playground	Look into moving the swings to the east of the sidewalk	Rampart Range Rd Playground	Long	Todd	Medium	
New Playground	Use the elevation on the west to form a barrier to slow or prevent kids from heading toward the street. The barrier could be a steep slope (made by digging out the bottom area) with stone seating at the bottom and shrubs or trees at the top which would help shade the seating area. It was proposed to make this area slightly elliptical.	Rampart Range Rd Playground	Long	Todd	Medium	
New Playground	Shift the play structure to the east to keep it as far from the road and power lines as much as possible.	Rampart Range Rd Playground	Long	Todd	Medium	
New Playground	It was suggested to modify the swale to have a dry streambed with some wetland landscaping and play areas like log crossings or a bridge.	Rampart Range Rd Playground	Long	Todd	Medium	
New Playground	Look into adding a path in the open corridor between housing developments.	Rampart Range Rd Playground	Long	Scott	Medium	
Paths	Add a walkable path to the connection to the north end of Crystal Lake Ct.	Rampart Range Rd Playground	Long	Scott	Medium	
Native Mows	It was suggested to stop mowing the open space paralleling Rampart Range Rd other than the beauty bands. There were plenty of wildflowers there, but they all got mowed.	Open Space Along Rampart Range Rd	Short	Bill	Medium	
Concrete Path Issues	The sidewalk has a heaving issue toward the north end of the open space along Rampart Range Rd.	Open Space Along Rampart Range Rd	Short	Scott	High	
Irrigation	At the south entrance of Village Circle East, there is an irrigation issue with too much water leaking down the sidewalk. The grass along the north side of the road is in poor shape. It was suggested to just convert everything to wildflower beds.	Village Circle East	Long	Bill	Medium	
Stump Grinding	Stump grind the one stump that was missed.	Marmot Ridge Park	Short	George	Low	
Trees	Instead of replacing the dead elms, plant new trees, like chokecherries, on the south side of the playground area to provide shade.	Marmot Ridge Park	Medium	George	Low	
Playgrounds	There was tape residue on the play structure and the paint was faded and peeling.	Marmot Ridge Park	Medium	Bill or Other	Low	

Playgrounds	Most of the issues identified in 2018 had not been corrected.	Marmot Ridge Park	Long	Jay	High	
Signs	The sign had been painted over. It was recommended to ask Katie if we needed signs in the parks.	Airplane Ridge Park	Medium	Anna	Medium	
Playgrounds	Most of the issues identified in 2018 had not been corrected.	Airplane Ridge Park	Long	Jay	High	
Playgrounds	There was a missing bolt on the top of the slide entrance piece.	Airplane Ridge Park	Short	Jay	High	
Playgrounds	The bench and play structure had hard and cracked rubber coatings. Both will likely need to be replaced.	Mule Deer Park	Long	Jay	High	
Playgrounds	The play structure had the same issues identified in 2018.	Mule Deer Park	Long	Jay	High	
Playgrounds	It was recommended that we have a new play structure geared to kids of more ages.	Mule Deer Park	Long	Jay	Medium	
Playgrounds	Due to the wind blowing the wood chips, it was suggested that we move the play structure away from the fence and add trees as a windbreak.	Mule Deer Park	Short	Bill	Low	
Wood Chips	Bill said he could rake the wood chips back for now.	Mule Deer Park	Short	Bill	Medium	
Playgrounds	For future enhancement, we could add some nature play elements in the lower area of the park.	Mule Deer Park	Long	Jay	Low	
Shade Shelter	A shade structure would be a nice addition.	Mule Deer Park	Long	Scott	Medium	
Signs	The signs were missing from the signpost.	Mule Deer Park	Medium	Anna	Medium	
Landscape Maintenance	The path between Brown Bear Ct and Mule Deer Pl had a concrete block that had fallen off - it needs to be reglued into place.	Access Path	Short	Bill	Medium	
Paths	In looking at the passage between Brown Bear Way and Mule Deer Place, the possibility of a path seemed difficult due to the slope. It was suggested we ask Katie of any ramifications of adding a sloping path or stairs due to the likelihood of misuse.	Access Path	Long	Scott and Katie	Low	
Trees	There is a hackberry tree in the passage between Brown Bear Way and Mule Deer Place which is growing into a neighboring house and on top of their air conditioning unit. While the homeowners could trim it, George was going to look into trimming it for them since the tree is on district property.	Access Path	Short	George	Medium	
Trees	There were a few pine trees along the west side of Rampart Range Rd that were not doing well. Due to expense, it's cheaper to replace them with salt tolerant species if they die.	Rampart Range Rd	Short	George	Low	
Drainage	The drainage ditch on the west side of Rampart Range Rd had sitting water. It's apparent that we need to do some dredging to get that to drain properly. We need Scott to determine which way the water was intended to flow and where we need to do dredging.	Rampart Range Rd	Long	Scott	Medium	
Median	The north end of the north median on Rampart Range Rd already has people illegally turning left, as predicted, and are clipping the curb. It was recommended to use the stamped concrete on the nose of the median just as the south end has.	Rampart Range Rd	Long	Scott	Medium	
Median	It was recommended to use the stamped concrete on the edges of the north median just as the south median has.	Rampart Range Rd	Long	Scott	Medium	
Median	At some point, we need to landscape the north median with salt tolerant species.	Rampart Range Rd	Long	Bill	Medium	
Irrigation	Bill is going to provide a map with all the drip irrigation locations and show whether the irrigation is functional or not.	General	Long	Bill	Medium	
Irrigation	We need to ask Scott about what as-builts he has and what the status is on collecting those as new stuff is put in.	General	Short	Bill and Scott	Medium	
Irrigation	It was recommended we get an intern to identify where all our irrigation facilities are.	General	Medium	Anna	Low	
Wood Chips	It was suggested that all the playgrounds could use a new layer of wood chips.	General	Medium	Bill	Medium	
Playgrounds	It would be good to look into adding some exercise stations - particularly around the loop under the power lines by Rampart Range Rd.	Open Space Along Rampart Range Rd	Long	Jay	Low	
Scheduling	We need at least two more landscape walkthroughs to cover the rest of the district.	General	Short	Anna	High	
Landscape Maintenance	The shade structure at the Chatfield Farms playground has the paint peeling off the roof. Jay had mentioned it wasn't done properly last time.	Chatfield Farms Playground	Medium	Jay	Medium	
Landscape Maintenance	The planter at the Chatfield Farms playground needs a new veneer of stone. The old stuff was applied using glue which did not work. Jay said if they used standard mortar and stone, it would not have any issues.	Chatfield Farms Playground	Long	Jay	Medium	



Monthly Maintenance Report for Roxborough Village

METCO LANDSCAPE, INC.

Submitted by: Bill Barr 9/10/2021 Recipients: Anna Jones, Public Manager

REVIEW OF GANTTED OPERATIONS

Turf	WE HAVE HAD A VERY WARM SUMMER HERE IN 2021 UPWARDS OF OVER 60 DAYS IN THE 90S AS WE HEAD INTO THE FALL TURF IS HEALTHY- NATIVE HAS BEEN CUT FOR THE LAST TIME THIS SEASON WE CAN DISCUSS AREAS YOU DO NOT WANT TO CUT FOR NEXT SEASON
Shrub Beds	BEDS LOOK GOOD AND WEEDS ARE AT A MINIMUM WE HAVE BEEN WORKING ON DRIP TO MAKE SURE PLANTS ARE GETTING WATER THERE IS GOOD REASON SOME PLANTS NEED TO BE REPLACED IN SOME AREAS
Trees	TREES LOOK GOOD BAILY TREE SHOULD BE TAKING DOWN A FEW DEAD ONES HERE IN THE NEAR FUTURE
Irrigation	IRRIGATION IS ALWAYS CHALLENGING UNDER HEAT STRESS- ALL CONTROLLERS INSTALLED THIS YEAR ARE ONLINE AND ARE BEING SET UP WITH WEATHER TRAC OPTIFLOW
Site Policing	WE CONTINUE TO STAY ON SCHEDULE FOR DOG STATIONS AND AUDIT CONDITIONS OF THEIR HARDWARE- WE WILL NEED TO UPGRADE SOME LARGER TRASH CONTAINERS ALONG WITH FIXING UP STATIONS OUT IN THE FIELD
Overall Site	WE CONTINUE TO WORK ON ASSIGNMENTS WE ARE GIVEN TO ENHANCE THE DISTRICT PROPERTY AND HAVE HAD MEANINGFUL LANDSCAPE WALKS THIS SEASON WE WILL BE DOING SOME SOIL SAMPLING ALONG RAMPART ROAD THE WEEK OF SEPT 13TH
Review of Operatons for Upcoming Month: <i>Schedule, Gantt, special Needs, Concerns, Areas of Focus</i>	WORKING ON ASSIGNMENTS WE WENT THROUGH ON THE LANDSCAPE WALKS

Total: **\$15,375.00**

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

CONDITIO

Extra Work Proposal 9/13/2021

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

GUARANT

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

TERMS

Invoices will be sent after the contract work is completed,

CANCELL

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

DISPUTES

All disputes

PHOTOG

Extra Work Proposal**7/13/2021**Total: **\$10,000.00****CONDITIONS OF CONTRACT***THESE CONDITIONS ARE A PART OF YOUR CONTRACT.***CONTRACT SPECIFICATIONS & LIMITATIONS**

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

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

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

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

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

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

GUARANTEES

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

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

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

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

TERMS OF PAYMENT/SUSPENSION OF WORK

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

CANCELLATION

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

DISPUTES

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

PHOTOGRAPHY

Metco Landscape, Inc. may take photographs of the property for use in promotional advertising, training, and educational classes unless the Owner communicates in writing that this is

SIGNAGE

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

UTILITIES/UNKNOWN OBSTRUCTIONS

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

It is the Owner's responsibility to conspicuously mark and advise Metco Landscape, Inc. of the location of any other underground utilities including: drainage pipes, plumbing, irrigation, propane lines, electric dog fence, cable TV, lighting, etc. Any delays in crew time and/or costs involved in repairing unmarked systems are the responsibility of the Owner. The cost of removing or circumventing concealed and/or undisclosed obstructions which prevent installation of the site improvements according to plan shall be charged as an extra to this contract. Examples of such obstructions include ledge rock, very large boulders, buried foundations, buried stumps, septic tanks, driveways/pavement, uncharted utilities, unsuitable soil, etc.

OWNER'S RESPONSIBILITIES

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





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

Herschberg, Natalie

From: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Sent: Monday, September 20, 2021 9:42 AM
To: Herschberg, Natalie
Cc: Jones, Anna
Subject: [External] CWPP Conference Takeaways

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

Natalie,

I forgot to include these notes I took from the CWPP (Community Wildfire Protection Plan) meeting that I went to last month.

Our area is categorized as a moderate risk for wildfires compared to Roxborough Park and Ravenna (who are in the highest risk category). We currently have good access for firefighters to get in and for residents to evacuate. Our main risks fall into two categories: home buffer zones and home construction. Since our district has homes closely spaced together, there's often not enough room to create a defensible space. Often homeowners plant trees and bushes immediately adjacent to homes. If a wildfire did occur, this increases the chances of homes burning. For home construction, we have wooden homes with wooden exteriors and asphalt roofs. These are designed with some fire resistant coatings, but they will burn at a high enough temperature. The primary risk to our area actually comes from embers blowing ahead of the fire that can land anywhere in the community.

The metro district has minimal or no control over much of the fire risks identified. It's impossible to get a defensible space cleared around homes due to home density, however we can ensure the perimeter of all the developments has a defensible space by mowing and clearing dead brush and trees along fence lines. We can also act as an information hub for HOAs and act as a representative in wider wildfire control efforts.

Roxborough Park has implemented a couple programs we can emulate or join them in.

1) Since the Hayman Fire, Roxborough Park has heavily recommended that residents replace their roofs with non-flammable materials when they apply to replace their roof. They implemented this as part of their normal architectural review process. Since that implementation, nearly all homes now have tile or metal roofs. We could similarly request HOAs in the district to do the same.

2) Roxborough Park has a chipping program where they have specific days when a truck will go around chipping any branches or trees people leave out. These wood chips are then stored and used for landscaping. These programs have been very successful nationwide. The metro district could have its own chipping program or possibly add onto Roxborough Park's program.

As a district, we could also ask that HOAs adopt certain language in their rules and regulations to limit fuels around homes. This could include mowing any dead grasses and weeds in the fall or just a general prohibition on leaving dead biomass around the home. We can also ask the local schools to get kids involved with fire mitigation efforts.

Lastly, we could get more involved in local efforts by participating in coordination efforts (which include fire departments, the National forest Service, the Colorado State Forest Service, Douglas County, and local governments) or even becoming members of various wildfire action groups like National Fire Protection Association (NFPA) and Fire Adapted Communities (FAC).

Thanks,
Ephram

REVISIONS/ SUBMISSIONS

NO.	DATE	DESCRIPTION	BY
X			

STAMP



Know what's below.
Call before you dig.

CLIENT
ROXBOROUGH VILLAGE
METROPOLITAN DISTRICT

PROJECT
**RAMPART RANGE ROAD
PLAYGROUND
IMPROVEMENTS**



RAMPART RANGE ROAD PLAYGROUND

SHEET INFO
SCALE: 1" = 8'
0' 4' 8' 16'

SHEET TITLE
SITE PLAN

SHEET NO.
1 OF 1

REFERENCE NOTES

- 1.0 CONCRETE**
 - 1-01 CIP CONCRETE PAVING DTL. 1 / SHT. L201
 - 1-02 CONCRETE PLAYGROUND EDGER DTL. 3 / SHT. L201
- 2.0 EXTERIOR IMPROVEMENTS - FURNISHINGS**
 - 2-01 FULL LOG CARVED BENCH DTL. 1 / SHT. L204
 - 2-02 MILLED LOG BENCH NOT USED
 - 2-03 ACCESSIBLE OAK PICNIC TABLE DTL. 3 / SHT. L204
- 3.0 EXTERIOR IMPROVEMENTS - PLANTING**
 - 3-01 TREE PLANTING DTL. 1 / SHT. L303
 - 3-02 UNDERSTORY PLANTING DTL. 3 / SHT. L303
- 4.0 EXTERIOR IMPROVEMENTS - PLAY STRUCTURES & EQUIPMENT**
 - 4-01 SWINGSSET DTL. 1 / SHT. L203
 - 4-02 LOG CLUSTER DTL. 2 / SHT. L203
 - 4-03 MULTIBRANCH LOG DTL. 1 / SHT. L205
 - 4-04 PLAY STRUCTURE DTL. 2 / SHT. L205
 - 4-05 LOG CRAWL DTL. 4 / SHT. L205
- 5.0 EXTERIOR IMPROVEMENTS - WALLS & BOULDERS**
 - 5-01 LANDSCAPE BOULDER DTL. 1 / SHT. L202
- 6.0 EXTERIOR IMPROVEMENTS - PAVING & SURFACING**
 - 6-01 CRUSHER FINES DTL. 7 / SHT. L201
 - 6-02 ENGINEERED WOOD FIBER SURFACING DTL. 8 / SHT. L201
 - 6-03 SAND PLAY PIT DTL. 9 / SHT. L201

LEGEND

- PLAY STRUCTURE FALL ZONE
- CONCRETE
- ENGINEERED WOOD FIBER
- UNDERSTORY PLANTING
- CRUSHER FINES
- SAND
- TRASH CAN

DATE ISSUED: 9/20/21



RAMPART RANGE ROAD

Memorandum

From: Katie James
To: Roxborough Village Metropolitan District Board Members
Re: Softball Field Resident Interaction

During the months of July, August and September, the annual softball league played in Community Park. There were some reports of confrontational interactions between the league organizers and residents. A resident complained to the Board about what that neighbor perceived to be inappropriate behavior. District Management followed up by speaking with the softball league representatives and the two accounts of the interaction were starkly different. That incident provides this opportunity to visit the District's role in enforcement and appropriate steps to take when confrontational behavior arises.

The District does not have an enforcement arm. We do have Rules and Regulations, and we do have the power to deny use of District property/District maintained property if we have a Rule regarding use and the Rule has been violated. For example, we require a permit for team use of the softball field and if there was a team or league using the field regularly without obtaining the permit, we could instruct them they were not allowed to use without a permit. By way of illustration, however, if said non-permitted team continued use, the District is not a police force and we have no ability to physically stop any such non-permitted use. I would always advise against any type of "policing" or self-enforcement by Board members or paid consultants. Concerns about violations of Rules and Regulations should be directed to District Management and discussed with the Board and legal counsel as necessary to find a safe and workable solution.

An example of common ways the District has sought to "enforce" Rules and Regulations in the past include sending notice letters (for example, when landscape improvements or other encroachments exist in District property), requiring permits in certain cases (fishing, field use) to better educate about Rules and Regulations, or follow up telephone calls from District Management to alert possible violators of the existence of certain Rules and Regulations. These kinds of awareness/"enforcement" techniques generally do not include on-site confrontation, which often leads to elevated tensions.

Secondly, the District does not have a mediation/conflict resolution arm per say, for disputes between residents. The Board should always encourage residents to report immediate physical safety of people concerns to law enforcement. District property damage concerns can be reported—anything of concern can be reported—to law enforcement but unless a property damage issue coincides with applicable county or state law, law enforcement generally does not have power to enforce. For example, intentional damage or destruction (vandalism) might be a criminal violation that law enforcement could investigate. District property damage can be addressed through reporting to District Management, and follow up investigation and actions as needed, and does not present a current personal safety issue when involving personal or real property. For

example, we have had non-District related contractors reported as driving over our irrigation lines and causing damage, which we are later able to address by demanding payment for such damage from the contractor at issue. Or, where the District has had to relocate encroaching improvements due to resident non-compliance, the District is able to charge for such work after giving notice and opportunity for self-correction.

While an unpleasant interaction between District residents on District owned property is not desired, there is little for the District itself to do other than encourage residents to 1) remain non-confrontational; 2) to report physical danger to people to proper law enforcement; and 3) report details of property damage to District Management for appropriate follow up.

PUBLIC COMMENT AND MEETING CONDUCT
DRAFT POLICY NOTES

Public comment—general

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

Speakers taken in order of sign-in, as time allows. Priority will be given to District residents if any speakers are non-residents, unless non-residents are attending at the behest of the Board.

Public comment—specific

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

Manner of addressing Board

- Time limit 3 minutes per speaker. Speakers cannot cede time to others.
- All speakers must give their name and identify themselves as 1) a resident of the District and give address; 2) non-resident doing business within the District and give business name and address; or 3) non-resident and non-business speaker, and give address.
- Speakers who refuse to give name or address may not address the Board.
- As a general rule, Board members will not discuss or debate items during public comment with the speakers or one another, but will refer such items to staff for follow-up. Q and A sessions, if held, as a general rule will not include discussion or debate with

the public but will provide a more engaged form of information gathering for the Board members.

- If a Board member asks a clarifying question of a speaker, only the Board member and speaker are permitted to enter any discussion regarding same.
- All speakers must respect the public nature of the forum, and the limited purpose of the forum to conduct the business of the District by using language to convey a message that is free from profanity or expletives.
- No speaker may make threats of violence or harm, or convey threats of violence or harm.

Manner of conduct by attendees of meeting

- All attendees must sign in or will be asked to leave meeting.
- No speaking out of public comment period or unless directly addressed by the Board.
- No obscene, offensive, or profane language, gestures or written materials.
- No distracting gestures or written materials.
- No intoxicated or otherwise impaired attendees.
- All speech and conduct must be respectful to other attendees and to Board Members.
- For video meetings—
 - Turning on camera during video meetings is optional for any attendee.
 - All non-Board public member attendees must stay on mute at all times unless they are called for public comment.
 - All non-Board consultant attendees must stay on mute as much as possible when they are not being consulted by the Board.
 - Board members should stay on mute during any period they do not wish to speak.
 - Speaking out of turn, obscene or profane language, gestures, or written materials, or distracting gestures or written materials or backgrounds are prohibited on video meetings as in person meetings.
 - Any chat function on the video meeting will be monitored by one designated consultant of the District and used for noting attendance, identifying information for attendees and speakers, and for collecting informal written comment, none of which will constitute an official Board record but will be used passing information along at the discretion of such consultant.
 - All attendees must sign in through the chat, or will be removed from the meeting.

Public comment—written in advance of meeting

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

Violations of meeting conduct/manner

- Request by any Board member to cease the conduct—1 request.
- Request by any Board member to cease the conduct –2nd request.
- Request by any Board member to cease the conduct—3rd request will require attendee to leave the meeting.
- Any threat of violence or harm, whether verbally or through gesture or other mannerism, will result in immediate ejection from meeting.
- Any attendee with signs of intoxication or impairment may be immediately ejected from meeting.

draft



Colorado
Secretary of State
Jena Griswold



Menu

Colorado Open Records Act (CORA)

What is CORA?

The Colorado Open Records Act "CORA" requires that most public records be available to the public. A "public record" includes most writings made, maintained, or kept by our office. However, there are some exceptions concerning records made available under CORA.

Anyone can request public records in the possession of a government office, including the Secretary of State's office.

How do I submit a CORA request to the Colorado Secretary of State's office?

To request records in possession of the Secretary of State's office, send a detailed, written request by mail or email to:

CORA Custodian
1700 Broadway, Suite 200
Denver, CO 80290
CORA@sos.state.co.us

In making your request, it is helpful to include the following:

- Your name and mailing address.
- Your phone number or email address so that we can contact you if we need to clarify your request.
- A detailed list or description of the specific records that you are seeking, including search terms and a date range.

The more specific your request is, the faster we can complete it. Being specific also helps us to avoid giving you too much or too little information.

Do all open records requests go through the Secretary of State's office?

No. The Secretary of State's office does not process all open records requests for the state. A person must request records directly from the appropriate government office or the custodian of the records. Other agencies may have different processes for open records requests, so contact the appropriate office ahead of time to review its process. Our office does not have authority to

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determine if another agency or office has improperly denied a CORA request, or to require another agency to turn over records.

How long will it take to respond to my request?

When responding to a request for public records, the Secretary of State's office will make every effort to respond within three working days as required by section 24-72-203(3)(b), C.R.S. The three working-day response time begins the first working day following receipt of the complete request. A request received after close of business or any day the agency is official closed will be considered received as of the following working day.

The agency may add up to a seven-working-day extension as allowed in section 24-72-203(3)(b), C.R.S.

For broad, general requests, the timeframe for completion of a request may be put on hold while the Department attempts to assist with clarification or narrowing of a request.

How much will my CORA request cost?

Broad, general requests will likely be more costly to the requestor due to the staff time required to fulfill these requests. When a request is made that requires more than one hour of staff time to locate or produce records, the agency will charge the requestor for all copying expenses or staff time in accordance with section 24-72-205(5)(a), C.R.S.

Before fulfilling a substantial request, the agency will provide a cost estimate to the requestor that includes the estimated time for staff to search for, retrieve, redact, assemble, and transmit the records. The requestor must approve the cost estimate before the agency will begin work on fulfilling the request. The agency may require an advance deposit of the expected cost before it will begin completing the request.

The timeframe for completion of the request is put on hold between providing the cost estimate to the requestor and the requestor approving the cost estimate or submitting the advance deposit, whichever is applicable.

Costs associated with a request must be paid in full before the agency will produce the records.

Do I have to submit a CORA request with the Secretary of State's office to get information?

Before making a CORA request, you may [contact our office](#) to request information from our staff. Our office is a filing office for business entity records, UCC and EFS filings, charitable solicitations, bingo-affle, notary, lobbyist, campaign finance, and candidate filings. Many of these documents are already

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readily available to the public online. We may be able to help you access these filings without asking you to make a CORA request.

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Where can I find more information about CORA?

For more information about CORA requests, see the [frequently asked questions](#).

You can also read the [rules concerning public records requests](#).

In addition, you can read the [Colorado Open Records Act](#) or view the [Attorney General Opinion concerning CORA requests \(PDF\)](#).

Colorado Secretary of State | 1700 Broadway, Suite 550, Denver CO 80290 | 303-894-2200

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