

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
REGULAR BOARD MEETING AGENDA

Board of Directors:

Calvin Brown, President	Term Expires May 2020
Debra Prysby, Vice President	Term Expires May 2022
Ron Bendall, Secretary/Treasurer	Term Expires May 2020
Steven Sherman, Assistant Secretary	Term Expires May 2022
Edward Wagner, Assistant Secretary	Term Expires May 2022

Date: December 18, 2018 (Tuesday)
Time: 6:30 p.m.
Place: West Metro Fire Station 15
6220 N. Roxborough Park Road
Littleton, CO 80125
Call in Information: Dial 844-286-0635 Code 391046547

1. CALL TO ORDER
2. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS
3. APPROVE AGENDA
4. 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.

CONSENT AGENDA

(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. Consider Approval of the November 13, 2018 Special Meeting Minutes (enclosed)
- B. Consider 2019 Insurance (enclosed)
- C. Consider Lord & Reiser Plumbing Invoice and Payment (enclosed)

DISCUSSION AGENDA

5. DIRECTOR ITEMS
 - A. Update on Roxborough Voice newsletter

6. MANAGER MATTERS

- A. Discuss and Consider Approval of Master Plan RFP (enclosed)
- B. Website and Logo Updates; upgraded website plan, finalize distribution, schedule and process (enclosed)
- C. Update on Geolens
- D. Other

7. FINANCIAL MATTERS

- A. Review and Accept Cash Position and Property Tax Schedule (enclosed)
- B. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
- C. Other

8. LANDSCAPE MAINTENANCE

- A. Metco Landscape Report – Bill Barr (enclosed)
- B. Review and Consider Approval of Proposals:
 - 1. Proposal for Cut Back Willows Along Spillway Concrete Path - \$7,975 (enclosed)
- C. Other

9. LEGAL MATTERS

- 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. Discuss Mill Levy Restrictions per TABOR
- C. Update on 14B Parcel Ownership
- D. Update on Chatfield Farms Meters and Billing
- E. Update on Sterling Ranch Referral
- F. Other

10. ENGINEERING MATTERS

- A. Update on Denver Water Release into Little Willow Creek
- B. Report on recent and anticipated maintenance/repairs: fence, light,
- C. 7 Acres Pond Update
- D. Discuss Aquatic Management at the Pond (enclosed)
- E. Discuss 6" Main Line Repair
- F. Discuss Status of Striping
- G. Other

11. OTHER BUSINESS

- A. Confirm Quorum for January 15, 2019 Regular Board Meeting

12. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING
Tuesday, January 15, 2019 at 6:30 p.m. at
West Metro Fire Station 15
6220 N. Roxborough Park Road
Littleton, CO 80125
REGULAR MEETING SCHEDULE
Tuesday, February 19, 2019
Tuesday, March 19, 2019
Tuesday, April 16, 2019
Tuesday, May 21, 2019
Tuesday, June 18, 2019
Tuesday, July 16, 2019
Tuesday, August 20, 2019
Tuesday, September 17, 2019
Tuesday, October 15, 2019
Tuesday, November 19, 2019
Tuesday, December 17, 2019

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, November 13, 2018

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, November 13, 2018 at 6:30 p.m., at CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner
Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr and Justin Ball; Metco Landscaping
Anna Jones, Janece Soendker and Kathy Suazo;
CliftonLarsonAllen LLP

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Director Brown.

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

Director Brown declared a quorum was present, all directors are qualified.

APPROVE AGENDA

Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved the agenda, as presented.

**PUBLIC COMMENT and/or
GUESTS**

There was no public present.

RECORD OF PROCEEDINGS

CONSENT AGENDA

- A. Consider Approval of the October 16, 2018 Regular Meeting Minutes

Upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Consent Agenda as amended.

DISCUSSION AGENDA

DIRECTOR ITEMS

- A. Discuss Reassignment of Newsletter Responsibilities

Discussion ensued. After discussion, Director Sherman volunteered to take over this duty.

- B. Other

Director Brown discussed next year's fireworks display.

Discussion ensued regarding obtaining a handyman generally for the District, to handle items such as changing lightbulbs. Director Wagner will contact Scott Venn to see if he would be interested.

MANAGER MATTERS

- A. Discuss and Consider Approval of Master Plan RFP

Ms. Jones reviewed the Master Plan RFP with the Board. Discussion ensued. After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Master Plan RFP subject to integration of comments as suggested during the discussion.

- B. Discuss and Consider Approval of Contract for Logo Design

After discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved the contract for logo design.

- C. Update on Geolens

There was no update.

RECORD OF PROCEEDINGS

D. Other

There were no other manager matters.

FINANCIAL MATTERS

A. Review and Accept Financial Statements, Cash Position and Property Tax Schedule

Ms. Soendker presented the June Financial Statements, Cash Position and Property Tax Schedule to the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board accepted the Financial Statements, Cash Position and Property Tax Schedule.

B. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

Ms. Soendker reviewed the claims with the Board. Discussion ensued regarding the Lord and Reisner invoice. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon a vote unanimously carried, the Board approved the current claims with the exception of the Lord and Reisner bill pending research of possible prior payment.

C. Conduct Public Hearing to Consider Adoption of 2019 Budget; Appropriate Sums of Money and Set Mill Levy; Consider Approval of Resolution No. 2018-11-02, Resolution to Adopt 2019 Budget; Resolution No. 2018-11-03, Resolution to Appropriate Sums of Money; and Resolution No. 2018-11-04, Resolution to Set Mill Levy

Upon a motion duly made by Director Brown, seconded by Director Bendall, and upon vote unanimously carried, the Board opened the public hearing at 7:38 p.m.

There was no public present. Upon a motion duly made by Director Brown, seconded by Director Bendall, and upon vote unanimously carried, the Board closed the public hearing at 7:39 p.m.

Ms. Soendker reviewed the 2019 budget with the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board adopted the 2018 budget and

RECORD OF PROCEEDINGS

approved Resolution No. 2018-11-02 adopting the 2019 budget, Resolution No. 2018-11-03 appropriating sums of money and Resolution No. 2018-11-04 setting the mill levy subject to final updates to appropriation and legal and accountant review.

D. Review and Consider Approval of Resolution No. 2018-11-05, 2018 Audit Engagement Letter with Stratagem

After review, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-05, 2018 Audit Engagement Letter with Stratagem.

E. Other

There were no other financial matters.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the monthly Landscape Report with the Board.

B. Review and Consider Approval of Proposals:

1. Proposal for Replacement Trash Cans at Doggie Stations - \$3,710.00. Approved at \$4,710.00.

Mr. Barr presented the proposal to order and install new doggie stations. Discussion ensued regarding adding an additional doggie station at Chatfield Farms West. Mr. Barr noted the cost would be around \$950. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the proposal for replacement of trash cans at doggie stations as well as the addition of a doggie station at Chatfield Farms West in an amount not to exceed \$4,710.

C. Other

Mr. Barr noted that per the conversation at the October meeting, Metco will perform additional snow removal along the east side of Verandah Court as needed.

RECORD OF PROCEEDINGS

LEGAL MATTERSA. Review and Consider Approval of Resolution No. 2018-11-01, 2019 Annual Administrative Matters Resolution

Ms. James reviewed the resolution with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-01, 2019 Annual Administrative Matters Resolution.

B. Review and Consider Approval of Resolution No. 2018-11-06, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2019 Legal Services

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-06, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2019 legal services.

C. Review and Consider Approval of Resolution No. 2018-11-07, Approving Renewal of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2019

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-07. Approving of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2019.

D. Review and Consider Approval of Resolution No. 2018-11-08 Approving Renewal of Management Services with CliftonLarsonAllen LLP

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-08 Approving Renewal of Management Services with CliftonLarsonAllen LLP subject to revisions to the Engagement Letter.

RECORD OF PROCEEDINGS

E. Review and Consider Approval of Resolution No. 2018-11-09 Approving Renewal of Accounting Services with CliftonLarsonAllen LLP

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-09 Approving Renewal of Accounting Services with CliftonLarsonAllen LLP.

F. Review and Consider Approval of Resolution No. 2018-11-10 Approving Board Member Attendance Policy

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Bendall, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-10 Approving Board Member Attendance Policy.

G. Review and Consider Resolution No. 2018-11-11 Approving the 2019 Landscape Maintenance Services Agreement with Metco Landscape, LLC

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-11 Approving the 2019 Landscape Maintenance Services Agreement with Metco Landscape, LLC.

H. Review and Consider Resolution No. 2018-11-12 Approving the 2019 Snow Removal Services Agreement with Metco Landscape, LLC

Ms. James reviewed with the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-12 Approving the 2019 Snow Removal Services Agreement with Metco Landscape, LLC with the updates discussed.

I. Update on Denver Water Release into Little Willow Creek

Mr. Barnett reported that the water release will continue for a bit. Denver water has been cooperative and a good partner to work with.

RECORD OF PROCEEDINGS

Mr. Barnett suggested that the path adjacent to The Creek might benefit from a railing. Mr. Barnett will look into hiring a firm to come and bid the work.

- J. 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 or if needed

There was no update needed.

- K. Update on Mulhern MRE Services

Ms. James discussed this with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved continuing to engage Mulhern MRE and Ms. James will work with Mr. Barnett on creating a Services Agreement.

- L. Update on 14B Parcel Ownership

There was no update.

- M. Update on Chatfield Farms Meters and Billing

Ms. James will work with Mr. Barnett and report at a future meeting.

- N. Update on Sterling Ranch Referral

Ms. James noted she has still not heard from Randy Pye, community liaison for Sterling Ranch.

There was no update needed.

- O. Other

There were no other legal matters.

ENGINEERING MATTERS

- A. 7 Acres Pond Update

Mr. Barnett reported there was no new update from Ray Sperger.

RECORD OF PROCEEDINGS

B. Discuss Aquatic Management at the Pond

Mr. Barnett noted he is waiting on a report for recommendations.

C. Discuss 6" Main Line Repair

Mr. Barnett reported that this repair has been completed.

D. Discuss Status of Striping

Mr. Barnett noted that this will be completed dependent on weather conditions.

E. Other

Mr. Barnett distributed a map regarding RWSD irrigations. He will work on a higher level irrigation map with Mr. Barr.

OTHER BUSINESS

Discuss Possible Cancellation of December 18th Regular Board meeting

After discussion, the Board decided not to cancel the December 18th meeting.

ADJOURNMENT

Upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board adjourned the meeting at 9:10 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary



Colorado Special Districts Property and Liability Pool

Date: 14-Nov-18

Named Member

Roxborough Village Metropolitan District
c/o CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Broker

Jan Elliott
T. Charles Wilson Insurance Service
384 Inverness Parkway
Suite 170
Englewood, CO 80112

Invoice #:	Entity ID:	Effective Date:	Expiration Date:	Invoice Date:
32C60100-729	60100	01-Jan-19	01-Jan-20	14-Nov-18

Coverage:	Contribution:
General Liability	\$2,617.77
Public Officials Liability	\$1,163.00
Auto Liability	\$0.00
Non-Owned / Hired Auto Liability	\$132.00
Auto Physical Damage	\$0.00
Hired Auto Physical Damage	\$65.00
Excess Liability	\$782.55
Property	\$4,530.01
Earthquake	\$0.00
Flood	\$0.00
Equipment Breakdown	\$369.59
Comprehensive Crime and ID Recovery Extension	\$133.31
Ancillary Lines and/or Reinstatement Charge	\$0.00
Total Contribution	\$9,793.23

(Includes 10% commission paid to the broker)

The following discounts are applied (Not applicable to minimum contributions):

- An 8% Multi Program Discount for participation in the Pool's Workers' Compensation Program has been applied.
- A 13.52% Continuity Credit has been applied

Please Remit to: Colorado Special Districts Property and Liability Pool
PO Box 1539
Portland, OR 97207-1539
Toll Free: 800-318-8870 / Fax: 503-943-6622

Please include a copy of the invoice with your check.

Payment Due Upon Receipt

Payment evidences acceptance of this coverage. NOTE: Terms of the Intergovernmental Agreement require timely payment to prevent automatic cancellation of coverage. Only the Colorado Special Districts Property and Liability Pool Board of Directors can extend the cancellation provision.



Colorado Special Districts Property and Liability Pool

Date: 14-Nov-18

Named Member

Roxborough Village Metropolitan District
c/o CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Broker

Jan Elliott
T. Charles Wilson Insurance Service
384 Inverness Parkway
Suite 170
Englewood, CO 80112

Table with 5 columns: Invoice #, Entity ID, Effective Date, Expiration Date, Invoice Date. Row 1: 32C60100-729, 60100, 01-Jan-19, 01-Jan-20, 14-Nov-18

Table with 2 columns: Coverage, Contribution. Rows include General Liability (\$2,617.77), Public Officials Liability (\$1,163.00), Auto Liability (\$0.00), Non-Owned / Hired Auto Liability (\$132.00), Auto Physical Damage (\$0.00), Hired Auto Physical Damage (\$65.00), Excess Liability (\$782.55), Property (\$4,530.01), Earthquake (\$0.00), Flood (\$0.00), Equipment Breakdown (\$369.59), Comprehensive Crime and ID Recovery Extension (\$133.31), Ancillary Lines and/or Reinstatement Charge (\$0.00), Total Contribution (\$9,793.23)

(Includes 10% commission paid to the broker)

The following discounts are applied (Not applicable to minimum contributions):

- An 8% Multi Program Discount for participation in the Pool's Workers' Compensation Program has been applied.
- A 13.52% Continuity Credit has been applied.

Payment Due Upon Receipt

Payment evidences acceptance of this coverage. Please send a copy of this Invoice with Remittance. NOTE: Terms of the Intergovernmental Agreement require timely payment to prevent automatic cancellation of coverage. Only the Colorado Special Districts Property and Liability Pool Board of Directors can extend the cancellation provision.

Please Remit to: Colorado Special Districts Property and Liability Pool
PO Box 1539
Portland, OR 97207-1539
Toll Free: 800-318-8870 / Fax: 503-943-6622



**Annual Comparison of 2019 and 2018 contributions.
Loss Ratios based on participation years from 2011 to 2018**

Roxborough Village Metropolitan District

Year	Contribution
2019	\$9,793.23
2018	\$9,079.50
Difference	\$713.73
% Difference	7.86%

General Liability			Equipment Breakdown		
Contribution	TOE		Contribution		
Yr. 2019	\$2,617.77	\$1,017,459.00	Yr. 2019	\$369.59	
Yr. 2018	\$2,423.45	\$948,700.00	Yr. 2018	\$351.12	
Difference	\$194.32	\$68,759.00	Difference	\$18.47	
% Difference	8.02%	7.25%	% Difference	5.26%	
Loss Ratio	0.00%		Loss Ratio	0.00%	

Auto Liability			Crime		
Contribution	Auto Count		Contribution		
Yr. 2019	\$132.00		Yr. 2019	\$133.31	
Yr. 2018	\$132.00		Yr. 2018	\$133.31	
Difference	\$0.00		Difference	\$0.00	
% Difference	0.00%		% Difference	0.00%	
Loss Ratio	0.00%		Loss Ratio	0.00%	

Auto Physical Damage			Public Officials Liability		
Contribution	TIV		Contribution	EE Count	
Yr. 2019	\$65.00		Yr. 2019	\$1,163.00	1
Yr. 2018	\$65.00		Yr. 2018	\$1,163.00	1
Difference	\$0.00		Difference	\$0.00	0
% Difference	0.00%		% Difference	0.00%	0.00%
Loss Ratio	0.00%		Loss Ratio	0.00%	

Property incl IM			Excess Liability		
Contribution	TIV		Contribution		
Yr. 2019	\$4,530.01	\$1,221,540.98	Yr. 2019	\$782.55	
Yr. 2018	\$4,067.93	\$1,170,594.55	Yr. 2018	\$743.69	
Difference	\$462.08	\$50,946.43	Difference	\$38.86	
% Difference	11.36%	4.35%	% Difference	5.23%	
Loss Ratio	14.00%		Loss Ratio	0.00%	

Earthquake		Flood		No Fault	
Contribution		Contribution		Contribution	
Yr. 2019	\$0.00	Yr. 2019	\$0.00	Yr. 2019	\$212.96
Yr. 2018	\$0.00	Yr. 2018	\$0.00	Yr. 2018	\$351.73
Difference	\$0.00	Difference	\$0.00	Difference	(\$138.77)
% Difference		% Difference		% Difference	-39.45%
Loss Ratio	0.00%	Loss Ratio	0.00%	Loss Ratio	0.00%



Excess Liability Options Proposal For 2019

This Proposal Does Not Bind Coverage

This report demonstrates what it would cost your district to increase coverage from your current limit of liability to higher coverage limit(s). For questions please call 800-318-8870.

Named Member: Roxborough Village Metropolitan District

Certificate Number: 32C60100-729

<u>Excess Limit</u>	<u>Annual Excess Contribution</u>	<u>Change in Contribution</u>
\$1,000,000.00	\$539.96	(\$242.59)
\$2,000,000.00 *	\$782.55	\$0.00
\$3,000,000.00	\$899.94	\$117.39
\$4,000,000.00	\$1,020.00	\$237.45
\$5,000,000.00	\$1,250.00	\$467.45
\$6,000,000.00	\$1,500.00	\$717.45
\$7,000,000.00	\$1,750.00	\$967.45
\$8,000,000.00	\$2,000.00	\$1,217.45

* This is your current excess limit

Note: This is not your Coverage Document. It was created solely for informational purposes.



Colorado Special Districts Property and Liability Pool
Public Entity Liability and Auto Physical Damage Certificate Holder Declaration

Master Coverage Document Number: PEL 01 01 16

Certificate Number: 32C60100-729

Coverage Period: 1/1/2019 to 1/1/2020

Named Member:

Roxborough Village Metropolitan District
 c/o CliftonLarsonAllen LLP
 8390 E. Crescent Parkway, Suite 300
 Greenwood Village, CO 80111

Broker of Record

T. Charles Wilson Insurance Service
 384 Inverness Parkway
 Englewood, CO 80112

Coverage is provided only for those coverages indicated below for which a contribution is shown.

Coverage	Per Occurrence	Annual Aggregate	Deductible	Contribution
Public Entity Liability Coverage incl:	\$2,000,000	None		
General Liability	Included	None	None	\$2,617.77
Medical Payments - Premises	\$10,000	None	None	Included
Employee Benefits Admin. Liability	Included	None	None	Included
Public Officials Liability	Included	None	\$1,000	\$1,163.00
Employment Practices Liability	Included	None	*\$100,000	Included
Pre Loss Legal Assistance	\$3,500	\$7,000	None	Included
No-Fault Water & Sewer Backup	\$10,000 Per Premises, \$200,000 Per Occurrence	***\$1,000,000	\$500	Included
Cyber Liability	\$200,000	**\$200,000	\$1,000	Included
Fiduciary Liability	\$200,000	**\$200,000	\$1,000	Included
Excess Liab - Coverage agreements A,B,C,D	\$2,000,000	None	None	\$782.55
Auto Liability	No Coverage	No Coverage	N/A	No Coverage
Medical Payments - Auto	No Coverage	No Coverage	N/A	No Coverage
Non-Owned/Hired Auto Liability	Included	None	None	\$132.00
Uninsured/Underinsured Motorist	No Coverage	No Coverage	N/A	No Coverage
Auto Physical Damage	No Coverage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$50,000	N/A	\$500/\$500	\$65.00
Auto Physical Damage - Employee Deductible Reimbursement	\$2,500	N/A	None	Included
Total Contribution				\$4,760.32

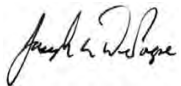
*Employment Practices Liability Deductible: 50% of loss including Indemnity and Legal Expenses subject to a maximum deductible of \$100,000 each occurrence.

**A \$1,000,000 All Member Annual Aggregate Limit shall apply to: Cyber Liability and Fiduciary Liability.

***No-Fault Water & Sewer Backup has \$1,000,000 All Member Annual Aggregate Limit.

Additional Endorsements applicable to Member:

This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Public Entity Liability Coverage Document. This Certificate represents only a brief summary of coverages. Please refer to the Master Coverage Document for actual coverage, terms, conditions, and exclusions.

Countersigned by: 
 Authorized Representative

Wednesday, November 14, 2018



**Colorado Special Districts Property and Liability Pool
Property Certificate Holder Declaration**

Master Coverage Document Number: CSDPL ARP 01 01 16

Certificate Number: 32C60100-729

Coverage Period: 1/1/2019 to 1/1/2020

Named Member:

Roxborough Village Metropolitan District
c/o CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Broker of Record:

T. Charles Wilson Insurance Service
384 Inverness Parkway
Englewood, CO 80112

Limit of Coverage Per Occurrence:

- \$1,221,541 Reported Buildings, Business Personal Property, Other Scheduled Item, and EDP per Schedule.
- \$250,000 Business Income including Extra Expense/Rental Income unless a higher limit is specified on Schedule.
- \$0 Portable Equipment, Mobile Equipment, and other Inland Marine Scheduled items.
- \$0 Excess of \$2,000,000 Earthquake Limit per occurrence and annual aggregate per Property Schedule.
- \$0 Excess of \$2,000,000 Flood Limit per occurrence and annual aggregate per Property Schedule. Flood Zone A and Flood Zone V are subject to \$50,000,000 per occurrence and all member annual aggregate limit.

Locations Covered: Per Schedules on file. Property in Course of Construction must be shown on the Schedule to be covered.

Report of Values: Annual Statement of Values must be submitted and additions/deletions are to be reported as they occur.

Perils Covered: Risk of Direct Physical Loss subject to the terms, conditions, and exclusions in the Master Property Coverage Document.

Deductibles: \$250 Per Occurrence, except where noted on Member's Schedules

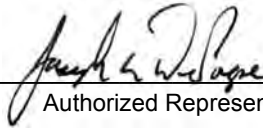
Earthquake - 2% Per Occurrence of the value of the covered damaged property at the time of loss, subject to a \$5,000 minimum and \$50,000 maximum.

Flood - 2% Per Occurrence of the value of the covered damaged property at the time of loss, subject to a \$5,000 minimum and \$50,000 maximum.

Contribution: \$4,530.01 22% Hail Surcharge Applies

Additional Endorsements applicable to Member:

This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Property Coverage Document. This Certificate represents only a brief summary of coverages. Please refer to the Master Coverage Document for actual coverage, terms, conditions, and exclusions.

Countersigned by: 
Authorized Representative

Wednesday, November 14, 2018



Colorado Special Districts Property and Liability Pool Equipment Breakdown Certificate Holder Declaration

Master Coverage Policy Number: CSDPL EB 01 01 16

Certificate Number: 32C60100-729

Coverage Period: 1/1/2019 to 1/1/2020

Named Member:

Roxborough Village Metropolitan District
c/o CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Broker of Record:

T. Charles Wilson Insurance Service
384 Inverness Parkway
Englewood, CO 80112

Covered Equipment: Equipment that (1) generates, transmits or utilizes energy, including electronic communications and data processing equipment; or (2) which during normal usage, operates under vacuum or pressure, other than the weight of its contents.

Limits: \$1,198,100 Scheduled Property

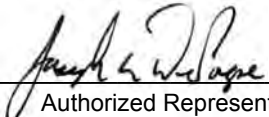
Sub Limits:	90 Day Reporting for Newly Acquired Locations	\$2,500,000
	Business Income / Extra Expense	\$1,000,000
	Expediting Expenses	\$1,000,000
	Rental Income	\$1,000,000
	Demolition & Increased Cost of Construction	\$1,000,000
	Off-Premises Property Damage	\$500,000
	Equipment Breakdown Service Interruption	\$250,000
	Hazardous Substances	\$250,000
	Perishable Goods / Spoilage	\$250,000
	Equipment Breakdown Data Restoration	\$250,000
	Cloud Computing Service Interruption	\$250,000
	Service Interruption Data Restoration	\$250,000
	Green Construction Upgrade	\$100,000
	Public Relations Coverage	\$5,000
	Microelectronics Coverage	Included
	Off-Premises Business Income, Extra Expense and Data Restoration Coverage	Included
	Computer Equipment	Included
	Flood Drying Out	Included
	Portable Equipment	Included
	CFC Refrigerants	Included
	Defense	Included

Deductibles: \$1,000 Each Occurrence, except:
24-Hour Waiting Period for BI/EE/Perishable Goods and for Service Interruption.

Locations: Property must be at a location described in the Named Member's current Property Schedule with the CSD Pool and must be owned, leased, or operated under the control of the Named Member (except for Service Interruption).

Contribution: \$369.59

This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Equipment Breakdown Coverage Document. This Certificate represents only a brief summary of coverages. Please refer to the Master Coverage Document for actual coverage, terms, conditions, and exclusions.

Countersigned by: 
Authorized Representative

Wednesday, November 14, 2018



**Colorado Special Districts Property and Liability Pool
Comprehensive Crime Certificate Holder Declaration**

Master Coverage Policy Number CCP0037259

Certificate Number: 32C60100-729

Coverage Period: 1/1/2019 Until Cancelled

Named Member:

Roxborough Village Metropolitan District
c/o CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Broker of Record:

T. Charles Wilson Insurance Service
384 Inverness Parkway
Englewood, CO 80112

Covered ERISA Plan:

Covered Designated Agent(s):

Coverage Limits and Deductibles

Limits

Public Employee Dishonesty Coverage:

\$5,000

- Limit is Per Loss
- Faithful Performance of Duty
- Officers, Directors, and Trustees
- Welfare and Pension Plan ERISA Compliance
if Covered Plan is shown on application
- Volunteer Workers as Employees

Forgery or Alteration Coverage:

\$5,000

Theft, Disappearance, and Destruction Coverage:

Inside Premises

\$5,000

Outside Premises

\$5,000

Computer and Funds Transfer Fraud Coverage:

\$5,000

Debit, Credit or Charge Card Forgery Coverage:

\$5,000

Money Orders and Counterfeit Paper Currency Coverage:

\$5,000

Fraudulent Impersonation Coverage:

\$5,000

Crime Deductible:

\$100

Fraudulent Impersonation Deductible: 20% of Fraudulent Impersonation Limit

Contribution:

\$133.31

Policy Forms:

CR 00260506 Government Crime Policy
CR 25070300 Include Specified Directors or Trustees on Committee as Employees
CR 25080300 Include Specified Non-Compensated Officers as Employees
CR 25090300 Include Volunteer Workers as Employees
CR 25190506 Add Faithful Performance of Duty
CR 25120300 Include Treasurers or Tax Collectors as Employees
CR 02151104 Colorado Changes
CR 25200300 Debit, Credit or Charge Card Forgery
CR 25020506 Include Designated Agents as Employees, when listed
CR 04171115 Fraudulent Impersonation

This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Master Comprehensive Crime Policy. This Certificate represents only a brief summary of coverages. Please refer to the Master Policy Document for actual coverage, terms, conditions, and exclusions.

Countersigned by: _____

Joseph L. Wilson
Authorized Representative

Wednesday, November 14, 2018

Entity ID#: 60100



**Colorado Special Districts Property and Liability Pool
Identity Recovery Certificate Holder Declaration**

Master Coverage Policy Number: CP IDR Form 2008-034-05

Certificate Number: 32C60100-729

Coverage Period: 1/1/2019 Until Cancelled

Named Member:

Roxborough Village Metropolitan District
c/o CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

Broker of Record:

T. Charles Wilson Insurance Service
384 Inverness Parkway
Englewood, CO 80112

Member: All permanent employees and District Board members participating in the Colorado Special Districts Property and Liability Pool; Special District Association of Colorado staff and Board of Directors.

Coverage: Reimbursement coverage for expenses arising from a defined "Identity Theft" event. Including: legal fees for answer of civil judgements and defense of criminal charges; phone, postage, shipping fees; notary and filing fees; credit bureau reports; lost wages; child/elder care and mental health counseling.

This coverage does not reimburse the member for monies stolen or fraudulently charged to the member, and excludes loss arising from the members fraudulent, dishonest or criminal act.

Limits:	\$25,000	Annual Aggregate Limit Per Member
	Case Management Service Expenses	Does not reduce the limit available
	Legal Costs	Reduces the limit available

Sub Limits:	\$5,000	Lost Wages and Child/Elder Care
	\$1,000	Mental Health Counseling
	\$1,000	Miscellaneous Expenses

Coverage Trigger: Coverage is provided on a discovery basis with a 60-day reporting requirement

Claims: For Recovery Assistance and Counseling, please call 1-800-945-4617

Insurance Carrier: The Hartford Steam Boiler Inspection and Insurance Company

This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Identity Recovery Coverage Policy. This Certificate represents only a brief summary of coverages. Please refer to the Master Coverage document for actual coverage, terms, conditions, and exclusions.

Countersigned by: _____


Authorized Representative

Wednesday, November 14, 2018

Entity ID#: 60100

Colorado Special Districts Property and Liability Pool

General Liability Schedule

Coverage Period: 1/1/2019 to 1/1/2020

32C60100-729

Roxborough Village Metropolitan District

Per Occurrence Deductible: \$0.00

Agent: T. Charles Wilson Insurance Service

Code	Description	Unit	Amount	Effective Date	Expiration Date
1	Number of Skate Board Parks	Total		1/1/2019	1/1/2020
2	Number of Diving Boards	Total		1/1/2019	1/1/2020
3	Number of Water Slides	Total		1/1/2019	1/1/2020
4	Maximum Bond Issued	Dollars	11,125,114	1/1/2019	1/1/2020
5	Number of Bonds Issued	Total	1	1/1/2019	1/1/2020
20	Day Care Operations - Total Annual Payroll	Dollars	0	1/1/2019	1/1/2020
30	Number of EMT Personnel	Total		1/1/2019	1/1/2020
31	Number of Non-EMT Volunteers	Total		1/1/2019	1/1/2020
32	Paid Firefighters - (Not EMT)	Total		1/1/2019	1/1/2020
37	Pipe Line - Under Drain	Miles	0	1/1/2019	1/1/2020
39	Pipe Line	Miles		1/1/2019	1/1/2020
43	Pipe Line - Sewer / Storm Drainage Combined	Miles		1/1/2019	1/1/2020
50	Number of Teachers	Total		1/1/2019	1/1/2020
70	Number of Golf Courses	Total		1/1/2019	1/1/2020
80	Number of Go Cart Tracks	Total	0	1/1/2019	1/1/2020
98	Additional First Named Members	Total	0	1/1/2019	1/1/2020
105	Total Operating Expenses - Any other	Dollars	1,017,459	1/1/2019	1/1/2020
130	Total Operating Expenses - Park & Recreation	Dollars		1/1/2019	1/1/2020
131	Total Operating Expenses - Cemetery	Dollars		1/1/2019	1/1/2020
132	Total Operating Expenses - Soil & Water Conse	Dollars		1/1/2019	1/1/2020
133	Total Operating Expenses - Pest Control	Dollars		1/1/2019	1/1/2020
134	Total Operating Expenses - Hospital / Health	Dollars		1/1/2019	1/1/2020
135	Total Operating Expenses - Drainage	Dollars		1/1/2019	1/1/2020
136	Total Operating Expenses - Library	Dollars		1/1/2019	1/1/2020
137	Total Operating Expenses - Water Control	Dollars		1/1/2019	1/1/2020
138	Total Operating Expenses - Fire / Ambulance	Dollars		1/1/2019	1/1/2020
139	Total Operating Expenses - Water	Dollars		1/1/2019	1/1/2020
140	Total Operating Expenses - Irrigation	Dollars		1/1/2019	1/1/2020
141	Total Operating Expenses - Sanitation	Dollars		1/1/2019	1/1/2020
142	Total Operating Expenses - Transit	Dollars		1/1/2019	1/1/2020
143	Total Operating Expenses - Improvement	Dollars		1/1/2019	1/1/2020
151	Total Operating Expenses - Sanitation MW Discounted	Dollars	0	1/1/2019	1/1/2020
215	Buildings & Premises Occupied by District	Sq. Ft.		1/1/2019	1/1/2020
250	Number of Homes in Home Owner's Association	Total		1/1/2019	1/1/2020
270	Number of Aboveground Storage Tanks (excluding water tanks)	Total	0	1/1/2019	1/1/2020
331	Number of Paid Firefighters - Full-Time	Total		1/1/2019	1/1/2020
332	Number of Paid Firefighters - Part-Time	Total		1/1/2019	1/1/2020
333	Number of Volunteer Firefighters	Total		1/1/2019	1/1/2020
334	Number of Paid EMT - Full-Time	Total	0	1/1/2019	1/1/2020
335	Number of Paid EMT - Part-Time	Total	0	1/1/2019	1/1/2020

Colorado Special Districts Property and Liability Pool

General Liability Schedule

Coverage Period: 1/1/2019 to 1/1/2020

32C60100-729

348	Number of Board Members	Total	5	1/1/2019	1/1/2020
350	Number of Permanent Employees - Full-Time	Total	1	1/1/2019	1/1/2020
351	Number of Permanent Employees - Part-Time	Total	0	1/1/2019	1/1/2020
366	Total Payroll	Dollars		1/1/2019	1/1/2020
400	Class 1 Boats - Under 26'	Total		1/1/2019	1/1/2020
411	Total Water Delivered Annually - Millions of Gallons	MGAL		1/1/2019	1/1/2020
414	Playground/parks (Area)	Acres	1	1/1/2019	1/1/2020
415	Number of Grandstands/Stadiums	Total		1/1/2019	1/1/2020
420	Vacant Land	Acres		1/1/2019	1/1/2020
450	Miles of Road Maintained	Miles	0	1/1/2019	1/1/2020
522	Number of Ponds, Lakes & Reservoirs	Total		1/1/2019	1/1/2020
550	Fire Department Area Served	Sq Miles		1/1/2019	1/1/2020
671	Number of Parks	Total	3	1/1/2019	1/1/2020
710	Dams - Class 1 - Low Hazard - Total Acre-Feet	Acre Ft.	0	1/1/2019	1/1/2020
712	Dams - Class 1 - Low Hazard - Number of Dams	Count	0	1/1/2019	1/1/2020
720	Dams - Class 2 - Med Hazard - Total Acre-Feet	Acre Ft.	0	1/1/2019	1/1/2020
722	Dams - Class 2 - Med Hazard - Number of Dams	Count	0	1/1/2019	1/1/2020
730	Dams - Class 3 - High Hazard - Total Acre-Feet	Acre Ft.	0	1/1/2019	1/1/2020
732	Dams - Class 3 - High Hazard - Number of Dams	Count	0	1/1/2019	1/1/2020
811	Number of Spillways	Total	1	1/1/2019	1/1/2020
900	Services Contracted out to Others	Dollars	688,000	1/1/2019	1/1/2020
924	Revenue from use of Swimming Pools	Dollars		1/1/2019	1/1/2020
925	Number of Swimming Pools	Total		1/1/2019	1/1/2020
945	Number of Sewage Taps	Total		1/1/2019	1/1/2020
946	Number of Water Mains or Connections	Total		1/1/2019	1/1/2020
947	Sewer and/or Sanitation Line Maintenance (budget)	Dollars		1/1/2019	1/1/2020
948	Water Line Maintenance (budget)	Dollars		1/1/2019	1/1/2020
997	Number of district sponsored Events/Fundraisers - No Alcohol Served	Total		1/1/2019	1/1/2020
998	Number of District sponsored Events/Fundraisers – With Alcohol Served	Total		1/1/2019	1/1/2020
999	Prior Acts Coverage Under a Previous "Claims Made" Policy	Premium		1/1/2019	1/1/2020

If your district has exposures not listed on the General Liability schedule above, such as airplanes, security staff, bridges, drones, etc, please furnish details. Certain activities may be excluded or restricted.

Colorado Special Districts Property and Liability Pool

Property Schedule Coverage Period 1/1/2019 to 1/1/2020

23
32C60100-729

Roxborough Village Metropolitan District

Per Occurrence Deductible: \$250.00

Agent: T. Charles Wilson Insurance Service

Location/Premise Address / Description		Construction Class	Prot. Class	Valuation	Values			Property Contrib.	Quake Contrib.	Flood Contrib.
Location/Premise#:		Unique #: 60100P9339	Fire Resistive	2	Replacement	Buildings:	\$0.00	\$1,599	\$0	\$0
Skate Park	Year Built: 2009	Term: 1/1/2019 to 1/1/2020			Contents:	\$0.00				
Imperial Park	Sq. Feet:	County: Douglas	Ded: \$250.00	EDP:						
Littleton CO 80125	# Stories:	Flood Zone: x		Business Inc:	\$0.00					
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:	\$0.00				
					Otherwise Classified:	\$437,516.95				

Location/Premise#: 006-001	Unique #: 60100P15885	Noncombustible	2	Replacement	Buildings:		\$39	\$0	\$0
Marmot Ridge Playground	Year Built: 2018	Term: 1/1/2019 to 1/1/2020			Contents:				
9701 Marmot Ridge Circle	Sq. Feet:	County: Douglas	Ded: \$250.00	EDP:					
Littleton CO 80125	# Stories: 1	Flood Zone:		Business Inc:	\$0.00				
NOC Equipment Breakdown Applies <input type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:				
					Otherwise Classified:	\$10,691.07			

Location/Premise#: 007-001	Unique #: 60100P15886	Noncombustible	2	Replacement	Buildings:		\$47	\$0	\$0
East Playground	Year Built: 2018	Term: 1/1/2019 to 1/1/2020			Contents:				
7570 Brown Bear Court	Sq. Feet:	County: Douglas	Ded: \$250.00	EDP:					
Littleton CO 80125	# Stories: 1	Flood Zone:		Business Inc:	\$0.00				
NOC Equipment Breakdown Applies <input type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:				
					Otherwise Classified:	\$12,750.17			

Location/Premise#: 01-02	Unique #: 60100P1161	Frame	2	Replacement	Buildings:	\$0.00	\$144	\$0	\$0
Kiddy Playground	Year Built: 1999	Term: 1/1/2019 to 1/1/2020			Contents:	\$0.00			
7673 North Rampart Range Road	Sq. Feet:	County: Douglas	Ded: \$250.00	EDP:					
Littleton CO 80125	# Stories: 1	Flood Zone: AE		Business Inc:					
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:	\$0.00			
					Otherwise Classified:	\$29,590.01			

Colorado Special Districts Property and Liability Pool

Property Schedule Coverage Period 1/1/2019 to 1/1/2020

24
32C60100-729

Roxborough Village Metropolitan District

Per Occurrence Deductible: \$250.00

Agent: T. Charles Wilson Insurance Service

Location/Premise Address / Description		Construction Class	Prot. Class	Valuation	Values	Property Contrib.	Quake Contrib.	Flood Contrib.		
Location/Premise#:	01-03	Unique #:	60100P1163	Frame	2 Replacement	Buildings: \$0.00 Contents: \$0.00 EDP: \$0.00 Business Inc: \$0.00 UG Pipes: \$0.00 Otherwise Classified: \$23,051.17	\$112	\$0	\$0	
Picnic Shelter		Year Built:	1999	Term:	1/1/2019 to 1/1/2020					
7673 North Rampart Range Road		Sq. Feet:		County:	Douglas Ded: \$250.00					
Littleton CO 80125		# Stories:	1	Flood Zone:	AE					
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/>		Excess Quake Applies <input type="checkbox"/>		Excess Flood Applies <input type="checkbox"/>						

Location/Premise#:	01-04	Unique #:	60100P1162	Fire Resistive	2 Replacement	Buildings: \$0.00 Contents: \$0.00 EDP: Business Inc: UG Pipes: \$0.00 Otherwise Classified: \$84,478.54	\$410	\$0	\$0	
Park and Recreation Amenities		Year Built:	1996	Term:	1/1/2019 to 1/1/2020					
7673 North Rampart Range Road		Sq. Feet:		County:	Douglas Ded: \$250.00					
Littleton CO 80125		# Stories:	1	Flood Zone:	AE					
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/>		Excess Quake Applies <input type="checkbox"/>		Excess Flood Applies <input type="checkbox"/>						

Location/Premise#:	01-05	Unique #:	60100P3633	Joisted Masonry	2 Replacement	Buildings: \$116,712.75 Contents: EDP: Business Inc: UG Pipes: Otherwise Classified:	\$355	\$0	\$0	
Park Restrooms w E/One Sewage Grinder		Year Built:	2002	Term:	1/1/2019 to 1/1/2020					
7673 North Rampart Range Road		Sq. Feet:		County:	Douglas Ded: \$250.00					
Littleton CO 80125		# Stories:		Flood Zone:	AE					
NOC Equipment Breakdown Applies <input type="checkbox"/>		Excess Quake Applies <input type="checkbox"/>		Excess Flood Applies <input type="checkbox"/>						

Location/Premise#:	01-06	Unique #:	60100P6100	Noncombustible	2 Replacement	Buildings: \$0.00 Contents: \$0.00 EDP: Business Inc: UG Pipes: \$0.00 Otherwise Classified: \$10,576.27	\$51	\$0	\$0	
Playground #2		Year Built:		Term:	1/1/2019 to 1/1/2020					
7673 North Rampart Range Road		Sq. Feet:		County:	Douglas Ded: \$250.00					
Littleton CO 80125		# Stories:		Flood Zone:	AE					
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/>		Excess Quake Applies <input type="checkbox"/>		Excess Flood Applies <input type="checkbox"/>						

Colorado Special Districts Property and Liability Pool

Property Schedule Coverage Period 1/1/2019 to 1/1/2020

25
32C60100-729

Roxborough Village Metropolitan District

Per Occurrence Deductible: \$250.00

Agent: T. Charles Wilson Insurance Service

Location/Premise Address / Description		Construction Class	Prot. Class	Valuation	Values			Property Contrib.	Quake Contrib.	Flood Contrib.
Location/Premise#: 01-07	Unique #: 60100P6101	Fire Resistive	2	Replacement	Buildings:	\$0.00	\$441	\$0	\$0	
Vertical Elements at Tennis Court	Year Built:	Term:	1/1/2019 to 1/1/2020		Contents:	\$0.00				
7673 North Rampart Range Road	Sq. Feet:	County:	Douglas	Ded:	\$250.00	EDP:				
Littleton CO 80125	# Stories:	Flood Zone:	AE		Business Inc:					
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:	\$0.00				
					Otherwise Classified:	\$90,768.16				

Location/Premise#: 01-08	Unique #: 60100P6102	Fire Resistive	2	Replacement	Buildings:	\$0.00	\$91	\$0	\$0
Basketball Court (2 backboards/fence)	Year Built:	Term:	1/1/2019 to 1/1/2020		Contents:	\$0.00			
7673 North Rampart Range Road	Sq. Feet:	County:	Douglas	Ded:	\$250.00	EDP:			
Littleton CO 80125	# Stories:	Flood Zone:	AE		Business Inc:				
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:	\$0.00			
					Otherwise Classified:	\$18,779.62			

Location/Premise#: 02-01	Unique #: 60100P1165	Fire Resistive	2	Replacement	Buildings:		\$456	\$0	\$0
(2) Irrigation Pumps	Year Built:	Term:	1/1/2019 to 1/1/2020		Contents:				
Crystal Lakes Drive	Sq. Feet:	County:	Douglas	Ded:	\$250.00	EDP:			
Littleton CO 80125	# Stories:	Flood Zone:	x		Business Inc:				
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:				
					Otherwise Classified:	\$124,786.21			

Location/Premise#: 02-02	Unique #: 60100P3955	Frame	2	Replacement	Buildings:	\$0.00	\$255	\$0	\$0
(2) Wet Wells	Year Built:	Term:	1/1/2019 to 1/1/2020		Contents:	\$0.00			
Crystal Lakes Drive & Coyote	Sq. Feet:	County:	Douglas	Ded:	\$250.00	EDP:			
Littleton CO 80125	# Stories:	Flood Zone:	x		Business Inc:				
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>					UG Pipes:	\$0.00			
					Otherwise Classified:	\$69,859.91			

Colorado Special Districts Property and Liability Pool

Property Schedule Coverage Period 1/1/2019 to 1/1/2020

26
32C60100-729

Roxborough Village Metropolitan District

Per Occurrence Deductible: \$250.00

Agent: T. Charles Wilson Insurance Service

Location/Premise Address / Description		Construction Class	Prot. Class	Valuation	Values	Property Contrib.	Quake Contrib.	Flood Contrib.
Location/Premise#: 03-01	Unique #: 60100P3956	Frame	2	Replacement	Buildings: \$0.00	\$37	\$0	\$0
Imperial Park - Kiddie Playground	Year Built:	Term: 1/1/2019 to 1/1/2020			Contents: \$0.00			
Village Circle West	Sq. Feet:	County: Douglas	Ded: \$250.00		EDP:			
Littleton CO 80125	# Stories:	Flood Zone: x			Business Inc:			
					UG Pipes: \$0.00			
					Otherwise Classified: \$9,988.84			
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>								

Location/Premise#: 03-02	Unique #: 60100P6103	Noncombustible	2	Replacement	Buildings: \$0.00	\$21	\$0	\$0
Imperial Park - Swing Sets	Year Built: 2004	Term: 1/1/2019 to 1/1/2020			Contents: \$0.00			
Village Circle West	Sq. Feet:	County: Douglas	Ded: \$250.00		EDP:			
Littleton CO 80125	# Stories:	Flood Zone: x			Business Inc:			
					UG Pipes: \$0.00			
					Otherwise Classified: \$5,853.27			
NOC Equipment Breakdown Applies <input checked="" type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>								

Location/Premise#: 05-01	Unique #: 60100P3958	Frame	2	Replacement	Buildings: \$176,138.03	\$471	\$0	\$0
Vault (near 1-Acre Lake)	Year Built:	Term: 1/1/2019 to 1/1/2020			Contents:			
Rampart Range Road	Sq. Feet:	County: Douglas	Ded: \$250.00		EDP:			
Littleton CO 80125	# Stories:	Flood Zone: x			Business Inc:			
					UG Pipes:			
					Otherwise Classified:			
NOC Equipment Breakdown Applies <input type="checkbox"/> Excess Quake Applies <input type="checkbox"/> Excess Flood Applies <input type="checkbox"/>								

Totals:	Buildings: \$292,850.78	\$4,530	\$0	\$0
	Contents: \$0.00			
	EDP: \$0.00			
	Business Inc: \$0.00			
	UG Pipes: \$0.00			
	Otherwise Classified: \$928,690.20			

Minimum Property Contribution: \$400.00

From: [Jones, Anna](#)
To: [Suazo, Kathy](#)
Subject: FW: [External] [FWD: Lord & reiser Plumbing]
Date: Tuesday, December 4, 2018 1:27:41 PM

For Rox packet under financial


From: Sangster, Jerel
Sent: Wednesday, November 28, 2018 3:38 PM
To: plumber@l-r-plumbing.com
Cc: Jones, Anna <Anna.Jones@claconnect.com>
Subject: RE: [External] [FWD: Lord & reiser Plumbing]

Hi Gerry,

At the previous meeting the board approved a check for the incorrect amount which reflected the work performed on 9-21 rather than the work performed 10-23. We caught the error before sending the check out and corrected the mistake. The new check for the correct amount of \$550 has been cut and is awaiting Board signature. The Board will meet next on December 18th.

Thank you for your patience and understanding.

Jerel

 **Jerel Sangster, Public Management Analyst**
 CliftonLarsonAllen LLP
 Direct – 303-439-6058
jerel.sangster@CLAconnect.com
 Main 303-779-5710, Fax 303-779-0348
 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
CLAconnect.com
[WEALTH ADVISORY](#) | [OUTSOURCING](#) | [AUDIT, TAX, AND CONSULTING](#)



Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

[Send me your files with secure file transfer.](#)

From: plumber@l-r-plumbing.com [<mailto:plumber@l-r-plumbing.com>]
Sent: Wednesday, November 28, 2018 1:10 PM
To: Sangster, Jerel <Jerel.Sangster@claconnect.com>
Subject: [External] [FWD: Lord & reiser Plumbing]

Jerel, I previously sent you a follow up for the payment of the invoice attached below dated

10-24-2018 for \$550 for winterization of the outdoor restroom facility. I have not heard back from you.

Please respond as to when we can anticipate payment.

Thanks
Gerry

----- Original Message -----

Subject: Lord & reiser Plumbing

From: <plumber@l-r-plumbing.com>

Date: Wed, October 24, 2018 5:41 am

To: jerel.sangster@claconnect.com

Jerel, this is Gerry from Lord & Reiser Plumbing.

I have attached two (2) invoices for payment.

The one dated 10-23 is for the winterization of the outdoor restroom facilities.

Same price as last year.

The one dated 9-21 is the outstanding invoice we texted about.

Please remit as soon as possible.

If you would email me back to insure you have received these emails, I would appreciate it.

Thanks
Gerry

From: [Jones, Anna](#)
To: [Suazo, Kathy](#)
Subject: FW: Rox RFP
Date: Wednesday, December 12, 2018 10:25:18 AM
Attachments: [RVMD Community Master Plan RFP 12.11 v3.docx](#)

This email and attachment for packet

From: Jones, Anna
Sent: Tuesday, December 11, 2018 6:39 PM
To: 'Calvin B' <cbrown8556@hotmail.com>; Steve Sherman (sandasherman@msn.com) <sandasherman@msn.com>
Cc: Shannon, Patrick <Patrick.Shannon@claconnect.com>; Kathy Suazo (Kathy.Suazo@claconnect.com) <Kathy.Suazo@claconnect.com>; Sangster, Jerel <Jerel.Sangster@claconnect.com>; scott (scott@mulhernmre.com) <scott@mulhernmre.com>; 'Katie James' <james@ffcolorado.com>
Subject: Rox RFP

Good Evening Calvin and Steve:

Attached is the final draft RFP for your review. Please have a look in advance of next weeks' meeting, when the full board can weigh in with comments. We can then incorporate the board's comments and distribute to design firms next week. Budget is not referenced in the RFP, we can include that info if you think it's necessary. Steve – I think I have included the comments you provided last meeting, if not please let me know.

Also, please see the proposed schedule:

- 12/18 regular meeting, approve RFP with any modifications
- 12/19 – Final edits made, RFP released
- 1/10/19 – Responses due
- 1/15 Anna, Pat and Scott review responses, narrow down to top 3-4, board provides feedback at regular meeting
- 1/23 (TBD) special meeting for interviews – library? School? Need internet connection. Finalists provide printed submittals to board and consultants. Board deliberates and selects preferred team.
- 1/24 (TBD) Preferred team notified
- 1/30 Contract finalized; NTP issued; runners-up notified
- 2/19 regular board meeting – plan kickoff meeting, scope refined; outreach schedule developed

Firms to send RFP to:

- MIG
- Michael Baker
- Livable Cities Studios
- Stantec

- Matrix
- WSP
- PUMA
- Aecom

As always, please do not “reply all” to this email.

Thanks!



Anna Jones, Public Manager

State and Local Government, CliftonLarsonAllen LLP

Direct 303-793-1478, Mobile 303-931-6134

anna.jones@CLAconnect.com

Main 303-779-5710 x31478, Fax 303-779-0348

8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111

CLAconnect.com

[WEALTH ADVISORY](#) | [OUTSOURCING](#) | [AUDIT, TAX, AND CONSULTING](#)



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Roxborough Village Metropolitan District

Community Master Plan Request for Proposal



**Roxborough Village Metropolitan District
8390 E. CRESCENT PARKWAY, STE 300
GREENWOOD VILLAGE, CO 80111
PHONE: 303-779-5710 | FAX: 303-779-0348**



1. Introduction

The Roxborough Village Metropolitan District (“the District”) is seeking proposals from qualified consultants to assist the District in the creation of a Community Master Plan Update. The last Master Plan was prepared in 2006. Goals of the Plan include:

- Newly imagined recreation opportunities – both passive and active for the entire Roxborough Community
- Better bike and pedestrian infrastructure and connectivity
- Recommended areas for enhanced landscaping
- Better access and use of creeks, drainages and ponds
- Open space management
- Activation and management of currently underutilized open space
- A more clearly defined relationship between the Roxborough community, State Park and the natural beauty of the area
- An updated, market-responsive vision that expresses creativity, opportunity, and diverse appeal for all Roxborough residents
- Strategies to phase and fund the recommended improvements

The plan should be developed with extensive community input.

The Master Plan should have a focus on *implementation* – including recommended phasing, cost estimating, as well as strategies to finance improvements that are identified through the planning process.

This Request for Proposal includes the following sections:

1. Introduction
2. District Overview
3. Project Goals
4. Scope of Services
5. Selection Criteria
6. District Maps
7. 2018 Board Workshop Summary

Interested parties are asked to submit 4 hard copies (clipped, not bound) to Anna Jones, RVMD Manager, no later than 5:00 pm on **January 10, 2018**. Questions relating to this RFP can be addressed to: Anna Jones, District Manager anna.jones@claconnect.com or Pat Shannon, Assistant District Manager Patrick.shannon@claconnect.com.



Please include the following items with your proposal:

1. Proposed scope of work
2. Estimated budget
3. Estimated project timeline
4. Brief initial impressions of Roxborough's park, open space and recreational assets as well as opportunities and challenges
5. Philosophy and approach to meaningful community outreach with examples of successful processes and outcomes
6. Firm profile and participating staff biographies
7. Credentials and contact information of the project manager
8. Hourly rates of all employees associated with the contract
9. Three project references and contact information for each

Please keep proposals as brief as possible, maximum of 20 total pages.

DRAFT



2. District Overview

Location: Roxborough Village is located in northwest Douglas County, approximately 1.5 miles south of Chatfield State Park along the eastern face of the Dakota Hogback, 1 mile east of Pike National Forest, adjacent to Roxborough State Park.

Date of Service Plan: July 24, 1985, amended in 2014

Size of District: 959 Acres within the 80125 zip code

Residents: 6,200

Metropolitan District Board:

Per state statutory requirements, the Board is elected by District residents and is charged with budget and policy decisions. The last election was held in May, 2018. The Board and Officers are:



Calvin Brown, President	Term Expires May 2020
Debra Prysby, Vice President	Term Expires May 2022
Ron Bendall, Secretary/Treasurer	Term Expires May 2020
Steven Sherman, Assistant Secretary	Term Expires May 2022
Edward Wagner, Assistant Secretary	Term Expires May 2022

The District is supported by a team of staff consultants:

- CLA provides management and accounting.
- Mulhern MRE, Inc. provides all engineering services
- Folkstad, Fazekas, et. al., provides legal services
- Metco provides landscape maintenance
- Other contractors provide a variety of services to the District

The CLA management team will be the primary point of contact for the chosen consulting team.

The Board meets at 6:30 pm on the third Tuesday of each month, at West Metro Fire Station 15, 6220 N. Roxborough Park Road in Littleton. Meetings are open to the public.

The District’s website: <http://roxboroughmetrodistrict.org/> (currently being redesigned), provides additional information about the District.



Metropolitan District Responsibilities:

Per its service plan, the District is responsible for all facets of the maintenance and operation of parks, trails, open space and recreational facilities. The District raises property taxes that pay for capital improvements, maintenance and operations. The mill levy is broken down below.

2018 Total Property Tax Revenue: \$3,202,993

Debt Service Fund (34 mills) \$2,362,960

General Fund (12 mills): \$840,033

The District’s debt service mill levy is expected to be fully discharged in 2021, when the District makes the final payments on its bonds. At that time, the District will have the opportunity to go to the voters residing within the District to request authorization to increase the general fund mill levy and/or request authorization to incur new debt to pay for capital improvements. The District Board of Directors would like to closely assess the community’s interest in planning, designing and building more robust, modern and creative recreational amenities with broad appeal to residents and visitors.

Understanding what enhancements the community would like to see is a critical element of this study. Outreach that encourages broad-based community input, buy-in and participation is an essential part of a successful effort.

District Recreation Facilities:

- 6 Playgrounds
- Softball Field
- Tennis Court
- Basketball Court
- Soccer Field
- Skate Park
- Volleyball Area
- Extensive Trail System



3. Project Goals

The District has been fairly isolated for the majority of its existence, but that will soon change with the build-out of the adjacent Sterling Ranch development. With an influx of new homes and facilities coming to the area in the near future, the District would like to put in place a plan to modernize its assets and improve the facilities available to District residents, and increase the overall market appeal of the community.



The consultant selected for this project will be expected to:

1. Develop a plan to update the District's assets and improve the facilities available to District residents, including:
 - a. Enhanced trails, bike and pedestrian amenities that create a better sense of connectivity and mobility throughout the district, connecting schools and other destinations as appropriate
 - b. Areas for passive recreation and associated improvements such as shade structures, informal gathering, picnicking and sitting areas
 - c. Active recreational enhancements such as frisbee golf, workout stations, splash pads and others as identified via community engagement
 - d. Recommendations regarding landscape design and enhancements that will build upon the natural beauty of the area
 - e. Infrastructure upgrades necessary to support improvements
 - f. Irrigation infrastructure needs assessment
 - g. Enhancements to existing amenities, if appropriate
 - h. Water features
 - i. Other ideas as appropriate

Amenities and improvements should be planned in order to appeal to all ages and physical abilities

2. Identify community priorities through a comprehensive and creative outreach process designed to engage all age groups
3. Develop cost and phasing estimates for designing and building improvements
4. Funding strategies to pay for improvements. Identify "quick wins" that can be built, or created quickly at the conclusion of the planning effort
5. Develop a comprehensive implementation plan document that identifies cost, timing, additional resources (if needed) and rationale that outlines a clear plan for the Board and consulting staff to execute



4. Scope of Services

The scoped items outlined below are suggestions. The final scope will be developed in collaboration with the selected consultant team. Teams should develop proposals to meet the general intent outlined in the draft scope. Teams may propose adjustments, changes and enhancements to the scope that are necessary to meet their proposed approach.

1. Inventory and Assessment Analysis:

- a. Identify district assets
- b. Determine condition of individual assets and/or recommendations to improve assets
- c. Provide general summary of condition of all District assets
- d. Review prior planning documents:
 - 2006 Parks and Open Space Renovation Master Plan
 - 2010 Community Park Master Plan
 - 2010 Irrigation Master Plan
 - 2018 Board Priorities Summary (See Section 6)

2. Community Outreach

- a. Hold initial Board workshop to finalize scope and project timeline
- b. Develop a public engagement plan for review and input from the Board
- c. Develop a series of creative and engaging visual reference tools for use with community outreach in a variety of formats and mediums including maps, existing conditions, aspirational images, etc.,
- d. Hold community workshops/outreach events
 - i. Implement creative, non-traditional engagement methods to have input opportunities at varying times of day, or weekends to maximize involvement.
- e. Develop and distribute community surveys (if determined to be an effective outreach tool)
- f. Analyze data from workshops and surveys
- g. Provide a summary of findings for the report
- h. Hold final board workshop to present community outreach findings

3. Develop Community Master Plan

- a. Create a draft community plan based on existing conditions, community aspirations, best practices and practical considerations
- b. Outline specific project recommendations with estimated project costs
- c. Develop a detailed implementation timeline
- d. Provide an executive summary, highlighting the project methods, major findings and general recommendations
- e. Develop a high-level financing strategy that contemplates asking the community for more operating revenue through increased mill levy, loans, grants, or other strategies, as realistic and appropriate to finance recommended improvements.



5. Selection Criteria

Proposals will be reviewed by the Board and staff based on the following criteria:

1. The team's experience working with similar communities
2. The team's ability to demonstrate knowledge of the community
3. The team's approach to move the project from initial scoping of ideas through the development of draft and final master plans
4. The team's approach and experience meaningfully engaging stakeholders through effective and innovative methods
5. Suggested funding strategies
6. The team's proposed fee for services





6. District Maps





Roxborough Village Metropolitan District
LANDSCAPE MAINTENANCE EXHIBIT





7. 2018 Visioning Summary

On June 14th, 2018 the Roxborough Village Metropolitan District Board of Directors and consultants partook in a workshop to delineate priorities for the District. Board members in attendance were: Calvin Brown, Debbie Prysby, Ron Bendall, Steve Sherman and Ed Wagner.

The Board made a list of characteristics that describe Roxborough Village today. The Board discussed whether these characteristics are positive (+) or negative (-) qualities.

The Board then created a list of characteristics they would like to see in the community five years from now. Once the list was compiled, each board member was given four “dot” stickers that they could assign to the four characteristics that each would most like to see in the community in 2023.

The results of this activity are below:

<i>Roxborough Village Today</i>		<i>Roxborough Village 2023</i>	<i>Dots</i>
<i>Quiet Atmosphere</i>	+	More Picnic and Shade Amenities for Families	4
<i>Greater Access to Parks, Open Space and Nature</i>	+	Improved Mobility & Connectivity for Pedestrians and Bicyclists	3
<i>Geographic Isolation</i>	+/-	Access to a Rec Center	2
<i>Community & Quality Of Life</i>	+	Consistency in the Community’s Physical Layout	2
<i>Minimal Amenities</i>	-	Improved Community Engagement	2
<i>Additional Activities For Teens</i>	-	More Amenities (Such as Sports Leagues)	2
<i>No High School</i>	-	A Third Access Route to the Community	2
<i>High Taxes</i>	-	Improved Internet Access	1
		Addition of an Amphitheater or Pavilion	1

The exercise helped confirm common goals for the Board and provided a framework for near-term investments and improvements.

Roxborough Village Metropolitan District
8390 E Crescent Parkway, Suite 300
Greenwood Village, CO 80111
303-779-4525

ACTION ITEM SUMMARY MEMORANDUM

To: RVMD Board of Directors

From: CLA

Date: December, 12, 2018

Subject: Website & Logo Update

Project/Issue:

1. RVMD's current website is out of date in both information and appearance. A new website has been constructed to engage residents, provide up-to-date district information, and serve as a resource for the Board, residents and prospective community members. The new website features access to District forms & documents, maps, Board & consultant info, and an interface to engage questions or comments from residents.

Link*: <https://roxboroughtestsite.wordpress.com/>

*Will publish as **roxboroughmetrodistrict.org**. The District may also add subdomains such as **roxboroughmetrodistrict.com** or **roxboroughmetrodistrict.net** to cover misspellings of the primary domain.

The website is on a Premium plan through WordPress. I am recommending that the Board consider upgrading to the Business plan. The Business plan allows the website to be powered with unlimited storage space, search engine optimization, the ability to install external plugins and track website statistics with Google Analytics.

2. The Board has also engaged with a graphic designer to create an official logo. Attached are three new versions for the Board to consider (page 2). Possible brand colors are added as well (page 3).

Budget Impact: The premium plan the website is currently on cost \$8/month. An upgrade to the Business plan would increase the cost to \$17.67/month. New domains can be added to the site for \$18/yr per domain.

Action Requested:

1. Motion approving upgrade from the Premium Plan to the Business Plan.
2. Motion to choose and approve new logo.



Roxborough Village

Metropolitan District

— COLORADO —



ROXBOROUGH VILLAGE

Metropolitan District

— COLORADO —



ROXBOROUGH VILLAGE

Metropolitan District

— COLORADO —

Possible Brand Colors

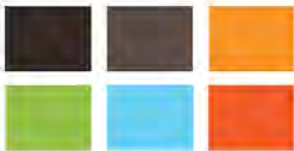
1



2



3



4



5



6



ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
September 30, 2018
Updated as of December 13, 2018

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<u>FirstBank - Checking Account</u>				
Balance as of 9/30/18	\$ 29,643.91	\$ -	\$ 389.50	\$ 30,033.41
Subsequent activities:				
10/11/18 - Transfer from Colotrust	189,900.00	-	2,100.00	192,000.00
10/16/18 - Check #1165-1178	(92,390.14)	-	(2,100.00)	(94,490.14)
10/18/18 - Check #1179-1180	(409.60)	-	-	(409.60)
Oct ACH - Xcel payments	(37.42)	-	-	(37.42)
Oct ACH - IREA payments	(1,370.75)	-	-	(1,370.75)
Oct ACH - Roxborough Water	(28,651.54)	-	-	(28,651.54)
Nov ACH - Xcel payments	(19.34)	-	-	(19.34)
Nov ACH - IREA payments	(1,063.32)	-	-	(1,063.32)
Nov ACH - Roxborough Water	(1,673.35)	-	-	(1,673.35)
Nov ACH - ADP payroll/taxes	(538.25)	-	-	(538.25)
11/13/18 - Transfer from Colotrust	52,000.00	300.00	-	52,300.00
11/13/18 - Checks #1181-1192	(51,064.65)	(300.00)	-	(51,364.65)
Anticipated payables	(64,315.14)	-	-	(64,315.14)
Anticipated ADP payroll/taxes - Sept, Oct, Dec	(1,614.75)	-	-	(1,614.75)
Anticipated Xcel payment - Dec	(18.66)	-	-	(18.66)
Anticipated IREA payment - Dec	(890.17)	-	-	(890.17)
Anticipated Roxborough Water payment - Dec	(1,225.23)	-	-	(1,225.23)
Anticipated transfer from Colotrust - Dec	25,000.00	-	-	25,000.00
Anticipated Balance	51,261.60	-	389.50	51,651.10
<u>Colotrust - Plus</u>				
Balance as of 9/30/18	846,653.05	1,748,630.28	1,366,944.86	3,962,228.19
Subsequent activities:				
10/10/18 - September Property/SO taxes	30,137.22	1,314.43	-	31,451.65
10/11/18 - Transfer to checking	(189,900.00)	-	(2,100.00)	(192,000.00)
10/31/18 - Interest Income	-	7,595.01	-	7,595.01
10/31/18 - Refund of overpayment to holders	-	40,146.50	-	40,146.50
11/10/18 - October Property/SO taxes	25,386.55	(6,724.02)	-	18,662.53
11/13/18 - Transfer to checking	(52,000.00)	(300.00)	-	(52,300.00)
11/27/18 - 12/1 Debt service payment	-	(810,041.75)	-	(810,041.75)
11/30/18 - Interest Income	-	7,320.91	-	7,320.91
12/10/18 - November Property/SO taxes	27,886.88	(1,490.25)	-	26,396.63
Anticipated transfer to checking - Dec	(25,000.00)	-	-	(25,000.00)
Anticipated transfer to UMB	-	(13,782.26)	-	(13,782.26)
Anticipated Balance	663,163.70	972,668.85	1,364,844.86	3,000,677.41
<u>UMB - 1993 A & B Bond Fund</u>				
Balance as of 9/30/18	-	1,907,937.80	-	1,907,937.80
Subsequent activities:				
10/31/18 - Interest Income	-	2,183.96	-	2,183.96
11/30/18 - Interest income	-	2,513.78	-	2,513.78
Anticipated transfer from Colotrust	-	13,782.26	-	13,782.26
Anticipated 12/31 DS Payment - Series 1993	-	(954,278.52)	-	(954,278.52)
Anticipated Balance	-	972,139.28	-	972,139.28
Anticipated Balances	\$ 714,425.30	\$ 1,944,808.13	\$ 1,365,234.36	\$ 4,024,467.79

Yield information (as of 11/30/18):

First Bank - 0.0%

Colotrust Plus - 2.39%

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2018

	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	\$ 80,970.58	\$ -	\$ 27,741.33	\$ -	\$ (1,214.56)	\$ 107,497.35	2.53%	2.53%	\$ 72,439.90	1.99%	1.99%
February	1,361,903.84	-	25,422.45	-	(20,428.59)	1,366,897.70	42.52%	45.05%	1,288,386.59	43.94%	45.93%
March	112,796.35	-	27,821.74	18.98	(1,692.24)	138,944.83	3.52%	48.57%	157,785.72	1.83%	47.76%
April	220,075.45	-	25,581.01	8.52	(3,301.27)	242,363.71	6.87%	55.44%	193,864.47	7.33%	55.09%
May	295,734.67	-	28,505.51	117.53	(4,437.85)	319,919.86	9.23%	64.67%	362,566.70	9.82%	64.91%
June	1,082,237.07	-	26,158.70	129.45	(16,235.49)	1,092,289.73	33.79%	98.46%	1,030,926.17	33.91%	98.82%
July	30,750.45	-	30,117.91	407.29	(467.38)	60,808.27	0.96%	99.42%	36,475.91	0.66%	99.48%
August	11,370.50	-	29,346.42	406.06	(176.65)	40,946.33	0.35%	99.78%	30,474.99	0.21%	99.70%
September	1,696.45	-	29,699.30	82.59	(26.69)	31,451.65	0.05%	99.83%	25,619.40	0.01%	99.71%
October	(8,354.25)	-	27,544.93	(652.63)	124.48	18,662.53	-0.26%	99.57%	14,748.13	0.04%	99.75%
November	(1,872.74)	-	28,371.61	(126.72)	24.48	26,396.63	-0.06%	99.51%	28,003.40	0.22%	99.97%
December	-	-	-	-	-	-	0.00%	99.51%	23,707.82	0.00%	99.97%
Total	\$ 3,187,308.37	\$ -	\$ 306,310.91	\$ 391.07	\$ (47,831.76)	\$ 3,446,178.59	99.51%	99.51%	\$ 3,264,999.20	99.97%	99.97%

	Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied	Chatfield Farms
Property Tax					
General Fund	\$ 840,033	26.23%	\$ 835,919.47	99.51%	\$ 236,721.00
Debt Service Fund	2,362,960	73.77%	2,351,388.90	99.51%	-
Total	\$ 3,202,993	100.00%	\$ 3,187,308.37	99.51%	\$ 236,721.00
Specific Ownership Tax					
General Fund	\$ 320,300	100.00%	\$ 306,310.91	95.63%	
Debt Service Fund	-	0.00%	-	0.00%	
Total	\$ 320,300	100.00%	\$ 306,310.91	95.63%	
Treasurer's Fees					
General Fund	\$ 12,610	26.23%	\$ 12,544.60	99.48%	\$ 3,671.80
Debt Service Fund	35,400	73.77%	35,287.16	99.68%	-
Total	\$ 48,010	100.00%	\$ 47,831.76	99.63%	\$ 3,671.80

Roxborough Village Metropolitan District Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Aquasierra Aqua Sierra INC					
Reference:	04-5965	Date:	11/13/18	Discount exp date:	
GL AP account:	102500	Due date:	11/13/18	Payment term:	
107480	Miscellaneous - Aqua Sierra INC	365.00			
	Totals	365.00	0.00	365.00	365.00
	Totals for Aqua Sierra INC	<u>365.00</u>	<u>0.00</u>	<u>365.00</u>	<u>365.00</u>
CCN Colorado Community Media					
Reference:	00012688	Date:	11/08/18	Discount exp date:	
GL AP account:	102500	Due date:	11/08/18	Payment term:	
107581	Election expense - Colorado Community Media	24.00			
	Totals	24.00	0.00	24.00	24.00
	Totals for Colorado Community Media	<u>24.00</u>	<u>0.00</u>	<u>24.00</u>	<u>24.00</u>
CEMLAKE Cem-Lake Management,Inc.					
Reference:	408	Date:	11/01/18	Discount exp date:	
GL AP account:	102500	Due date:	11/01/18	Payment term:	
107594	Algae control - Cem-Lake Management,Inc.	638.00			
	Totals	638.00	0.00	638.00	638.00
	Totals for Cem-Lake Management,Inc.	<u>638.00</u>	<u>0.00</u>	<u>638.00</u>	<u>638.00</u>
CLA CliftonLarsonAllen, LLP					
Reference:	1954330	Date:	10/30/18	Discount exp date:	
GL AP account:	102500	Due date:	10/30/18	Payment term:	
107440	District management - CliftonLarsonAllen, LLP	12,539.18			
	Totals	12,539.18	0.00	12,539.18	12,539.18
Reference:	1968973	Date:	11/30/18	Discount exp date:	
GL AP account:	102500	Due date:	11/30/18	Payment term:	
107000	Accounting - CliftonLarsonAllen, LLP	3,913.00			
	Totals	3,913.00	0.00	3,913.00	3,913.00
Reference:	1970326	Date:	11/30/18	Discount exp date:	
GL AP account:	102500	Due date:	11/30/18	Payment term:	
107440	District management - CliftonLarsonAllen, LLP	11,245.15			
	Totals	11,245.15	0.00	11,245.15	11,245.15
	Totals for CliftonLarsonAllen, LLP	<u>27,697.33</u>	<u>0.00</u>	<u>27,697.33</u>	<u>27,697.33</u>
COSPE CO Special Districts Prop & Liab					
Reference:	32C60100-729	Date:	11/14/18	Discount exp date:	
GL AP account:	102500	Due date:	11/14/18	Payment term:	
101256	Prepaid expense - CO Special Districts Prop & Liab	9,793.23			
	Totals	9,793.23	0.00	9,793.23	9,793.23
	Totals for CO Special Districts Prop & Liab	<u>9,793.23</u>	<u>0.00</u>	<u>9,793.23</u>	<u>9,793.23</u>
Dlworth Dlworth					

Roxborough Village Metropolitan District Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Reference:	327	Date:	12/02/18	Discount exp date:	
GL AP account:	102500	Due date:	12/02/18	Payment term:	
107587	Fence and sign maintenance - Diworth	970.09			
	Totals	970.09	0.00	970.09	970.09
	Totals for Diworth	<u>970.09</u>	<u>0.00</u>	<u>970.09</u>	<u>970.09</u>
FOLKESTAD	Folkestad Fazekas Barrick & Patoile				
Reference:	26257	Date:	11/30/18	Discount exp date:	
GL AP account:	102500	Due date:	11/30/18	Payment term:	
107460	Legal services - Folkestad Fazekas Barrick & Patoile	6,179.00			
	Totals	6,179.00	0.00	6,179.00	6,179.00
	Totals for Folkestad Fazekas Barrick & Patoile	<u>6,179.00</u>	<u>0.00</u>	<u>6,179.00</u>	<u>6,179.00</u>
FOOTHILLS	Foothills Park & Recreation District				
Reference:	SALES00000003245	Date:	11/30/18	Discount exp date:	
GL AP account:	102500	Due date:	11/30/18	Payment term:	
107600	Foothills Park and Recreation fees - Foothills Park & Recreation District	1,061.37			
	Totals	1,061.37	0.00	1,061.37	1,061.37
	Totals for Foothills Park & Recreation District	<u>1,061.37</u>	<u>0.00</u>	<u>1,061.37</u>	<u>1,061.37</u>
IREA	IREA				
Reference:	85350300	Date:	11/14/18	Discount exp date:	
GL AP account:	102500	Due date:	11/14/18	Payment term:	
107701	Utilities - IREA	21.45			
	Totals	21.45	0.00	21.45	21.45
Reference:	25782000	Date:	11/14/18	Discount exp date:	
GL AP account:	102500	Due date:	11/14/18	Payment term:	
107701	Utilities - IREA	79.87			
	Totals	79.87	0.00	79.87	79.87
Reference:	120318	Date:	11/14/18	Discount exp date:	
GL AP account:	102500	Due date:	11/14/18	Payment term:	
107701	Utilities - IREA	18.00			
	Totals	18.00	0.00	18.00	18.00
Reference:	85311000	Date:	11/15/18	Discount exp date:	
GL AP account:	102500	Due date:	11/15/18	Payment term:	
107701	Utilities - IREA	23.15			
	Totals	23.15	0.00	23.15	23.15
Reference:	21367302	Date:	11/15/18	Discount exp date:	
GL AP account:	102500	Due date:	11/15/18	Payment term:	
107701	Utilities - IREA	21.68			
	Totals	21.68	0.00	21.68	21.68
Reference:	25968000	Date:	11/15/18	Discount exp date:	
GL AP account:	102500	Due date:	11/15/18	Payment term:	
107701	Utilities - IREA	23.04			
	Totals	23.04	0.00	23.04	23.04

Roxborough Village Metropolitan District Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Reference:	85210100	Date:	11/15/18	Discount exp date:	
GL AP account:	102500	Due date:	11/15/18	Payment term:	
107701	Utilities - IREA	<u>129.19</u>			
	Totals	129.19	0.00	129.19	129.19
Reference:	85311102	Date:	11/21/18	Discount exp date:	
GL AP account:	102500	Due date:	11/21/18	Payment term:	
107701	Utilities - IREA	<u>504.00</u>			
	Totals	504.00	0.00	504.00	504.00
Reference:	26129901	Date:	11/26/18	Discount exp date:	
GL AP account:	102500	Due date:	11/26/18	Payment term:	
107701	Utilities - IREA	<u>21.79</u>			
	Totals	21.79	0.00	21.79	21.79
Reference:	21419100	Date:	12/03/18	Discount exp date:	
GL AP account:	102500	Due date:	12/03/18	Payment term:	
107701	Utilities - IREA	<u>48.00</u>			
	Totals	48.00	0.00	48.00	48.00
	Totals for IREA	<u>890.17</u>	<u>0.00</u>	<u>890.17</u>	<u>890.17</u>
LEONARDRICE	Leonard Rice Engineers, Inc.				
Reference:	12586A	Date:	09/25/18	Discount exp date:	
GL AP account:	302500	Due date:	09/25/18	Payment term:	
307859	Water rights enhancements - Leonard Rice Engineers, Inc.	<u>2,100.00</u>			
	Totals	2,100.00	0.00	2,100.00	2,100.00
Reference:	12586	Date:	10/25/18	Discount exp date:	
GL AP account:	302500	Due date:	10/25/18	Payment term:	
307859	Water rights enhancements - Leonard Rice Engineers, Inc.	<u>2,100.00</u>			
	Totals	2,100.00	0.00	2,100.00	2,100.00
	Totals for Leonard Rice Engineers, Inc.	<u>4,200.00</u>	<u>0.00</u>	<u>4,200.00</u>	<u>4,200.00</u>
METCO	METCO LANDSCAPE, INC.				
Reference:	519762	Date:	11/19/18	Discount exp date:	
GL AP account:	102500	Due date:	11/19/18	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>1,920.00</u>			
	Totals	1,920.00	0.00	1,920.00	1,920.00
Reference:	520152	Date:	11/30/18	Discount exp date:	
GL AP account:	102500	Due date:	11/30/18	Payment term:	
107804	Landscape improvement - METCO LANDSCAPE, INC.	<u>4,635.00</u>			
	Totals	4,635.00	0.00	4,635.00	4,635.00
	Totals for METCO LANDSCAPE, INC.	<u>6,555.00</u>	<u>0.00</u>	<u>6,555.00</u>	<u>6,555.00</u>
MULHERN	Mulhern MRE Inc.				
Reference:	mmre5804	Date:	11/20/18	Discount exp date:	
GL AP account:	102500	Due date:	11/20/18	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>6,501.12</u>			
	Totals	6,501.12	0.00	6,501.12	6,501.12

Roxborough Village Metropolitan District Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Totals for Mulhern MRE Inc.		<u>6,501.12</u>	<u>0.00</u>	<u>6,501.12</u>	<u>6,501.12</u>
ROXWATERSAN	Roxborough Water & San District				
Reference:	7122027	Date:	11/24/18	Discount exp date:	
GL AP account:	102500	Due date:	11/24/18	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>189.42</u>			
	Totals	189.42	0.00	189.42	189.42
Reference:	7121316	Date:	11/24/18	Discount exp date:	
GL AP account:	102500	Due date:	11/24/18	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	7122381	Date:	11/24/18	Discount exp date:	
GL AP account:	102500	Due date:	11/24/18	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>99.89</u>			
	Totals	99.89	0.00	99.89	99.89
Reference:	7124611	Date:	11/24/18	Discount exp date:	
GL AP account:	102500	Due date:	11/24/18	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	7122162	Date:	11/30/18	Discount exp date:	
GL AP account:	102500	Due date:	11/30/18	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>746.50</u>			
	Totals	746.50	0.00	746.50	746.50
Totals for Roxborough Water & San District		<u>1,225.23</u>	<u>0.00</u>	<u>1,225.23</u>	<u>1,225.23</u>
SBPORTABOWL	S&B Porta Bowl Restrooms, Inc.				
Reference:	405857	Date:	11/14/18	Discount exp date:	
GL AP account:	102500	Due date:	11/14/18	Payment term:	
107599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>108.00</u>			
	Totals	108.00	0.00	108.00	108.00
Reference:	405858	Date:	11/14/18	Discount exp date:	
GL AP account:	112500	Due date:	11/24/18	Payment term:	
117599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>108.00</u>			
	Totals	108.00	0.00	108.00	108.00
Totals for S&B Porta Bowl Restrooms, Inc.		<u>216.00</u>	<u>0.00</u>	<u>216.00</u>	<u>216.00</u>
SPECIALCOUR	Special Courier LLC				
Reference:	3407	Date:	08/07/18	Discount exp date:	
GL AP account:	102500	Due date:	08/07/18	Payment term:	
107480	Miscellaneous - Special Courier LLC	<u>115.00</u>			
	Totals	115.00	0.00	115.00	115.00

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
	Totals for Special Courier LLC	<u>115.00</u>	<u>0.00</u>	<u>115.00</u>	<u>115.00</u>
	Company Totals	<u>66,430.54</u>	<u>0.00</u>	<u>66,430.54</u>	<u>66,430.54</u>



METCO LANDSCAPE, INC.

Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: **Bill Barr** Dec-18 Recipients: **Anna Jones, Public Manager**

REVIEW OF GANTTED OPERATIONS

Turf

All turf is gone to sleep for the winter (Dormant)

Shrub Beds

Will continue to cut back grasses in pocket parks and any necessary shrub beds

Trees

All necessary Trees have been wrapped for the season

Irrigation

We have winterized the irrigation system for the season we will continue to look for valves in the field

Site Policing

We continue to porter the dog stations and empty trash through the season

Overall Site

Overall site is in good standing we have proposed to do some work on clearing areas along the path to clear willows along concrete walks in the drainage area

Review of Operatons for Upcoming Month:

Schedule, Gantt, special Needs, Concerns, Areas of Focus

We will propose to cut back willows along the drainage area to clear back from path along the spillway.

Extra Work Proposal**12/4/2018**Total: **\$7,975.00****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 remainder of the original guarantee period.

TERMS OF PAYMENT/SUSPENSION OF WORK

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

CANCELLATION

This contract may be cancelled by either party with a 30-day written notice should either party fail substantially to perform in accordance with the terms of the contract through no fault of the other. The notified party shall be provided an opportunity to explain and rectify the circumstances. In the event of termination, Metco 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 not acceptable.

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..

***WATER QUALITY ANALYSIS REPORT AND
MANAGEMENT RECOMMENDATIONS FOR
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT PONDS
LITTLETON, CO***



DECEMBER 6TH, 2018

PREPARED FOR:

PREPARED BY:

AQUA SIERRA, INC.
FISHERY AND WATER QUALITY CONSULTANTS
9094 US HWY 285
MORRISON, CO 80465



AQUA SIERRA INC.

Introduction and Background

Aqua Sierra, Inc. (ASI) collected a water sample from the Roxborough Village Metro District's (RVMD) Irrigation Ponds #1 & #2, Park Pond, as well as the Seven Acre Lake on October 25th, 2018 during a site visit/consultation (report provided). The main goal stated are to improve water quality and clarity, control nuisance aquatic vegetation growth, and maintain ecological health. During the onsite assessment, significant macrophyte growth was observed in the Park Pond and Irrigation Pond #2, and evidence of blue-green algae growth was observed in Irrigation Pond #1.

The water samples collected were tested in a laboratory using standard methods for 23 different water quality parameters important to the overall water quality. Results of the water chemistry analyses are detailed in Table 1. The parameters listed are ideal levels to maintain optimal fish health; however, some values may be more stringent in ponds managed for aesthetics. Items in **bold**, *italics*, and **red** indicate parameters outside or bordering the ideal range and must be taken into account when determining management goals and expectations for the resources.

Water Quality Results

Table 1. Laboratory Water Quality Results- Roxborough Village Metropolitan District, October 25th, 2018

Parameter (mg/L)	Irritation #1	Irrigation #2	Park Pond	7 Acre Lake	Ideal (mg/L)
<i>Alkalinity (as CaCO₃)</i>	<i>80</i>	165	1,161	<i>61</i>	<i>> 100</i>
Ammonia – Total	<0.01	<0.01	<0.01	<0.01	< 1
Ammonia – Unionized	<0.01	<0.01	<0.01	<0.01	< 0.01
Bicarbonate	97.6	201	1339	54.9	> 20
Calcium	50.1	129	45.9	29.0	4-160
<i>Carbonate</i>	<0.1	<0.1	<i>38.0</i>	9.7	< 20
<i>Chloride</i>	<i>252</i>	<i>231</i>	<i>154</i>	65.4	<i>< 75</i>
Conductivity *	1,049	1820	3978	533	---
<i>Copper</i>	<i>0.09</i>	<i>0.1</i>	<i>0.1</i>	<i>0.09</i>	<i>< 0.01</i>
<i>Dissolved solids – Total</i>	<i>632</i>	<i>1,225</i>	<i>2,221</i>	308	<i>< 400</i>
<i>Hardness (as CaCO₃)</i>	218	<i>594</i>	<i>327</i>	138	<i>100 – 300</i>
Iron	0.01	0.01	0.01	<0.01	< 0.5
<i>Magnesium</i>	22.5	<i>66.3</i>	<i>51.6</i>	16.0	<i>< 25</i>
Manganese	<0.01	<0.01	<0.01	<0.01	< 10
Nitrate as Nitrogen	<0.1	<0.1	<0.1	0.2	< 10
Nitrate	<0.1	<0.1	<0.1	0.8	< 5
pH **	8.0	8.2	9.0	8.9	6.5-9
Phosphorous	<0.001	<0.001	<0.001	<0.001	< 0.001
<i>Potassium</i>	<i>6.6</i>	3.3	<i>8.3</i>	3.6	<i>< 5</i>
<i>Sodium</i>	72.9	<i>160</i>	<i>513</i>	44.2	<i>< 75</i>
<i>Sulfate</i>	<i>72.9</i>	<i>435</i>	<i>71.8</i>	<i>84.0</i>	<i>< 50</i>
Turbidity***	5.3	2.1	5.8	7.9	---
Zinc	<0.01	<0.01	<0.01	<0.01	< 0.1

* Units for conductivity are $\mu\text{mhos/cm}$

** pH is reported in standard pH units

*** Turbidity is reported as NTU

Knowing the specific water quality factors of a resource is an invaluable tool in addressing clarity, aquatic vegetation growth, and fishery based issues. The results of the analysis show that the several water quality parameters fall outside ideal ranges. All four ponds showed elevated levels of sulfate and copper. All three ponds showed elevated chloride and TDS with the exception of Seven Acre Lake. Irrigation Pond #2 and the Park pond's magnesium, hardness, and sodium was elevated. Potassium, a key macronutrient, was elevated in the Park pond and Irrigation #1. The Park Pond also showed elevated carbonate. While the alkalinity was less than ideal in the Park Pond and Seven Acre Lake, it was extremely high in Irrigation #2.

➤ pH and Buffering

The pH of a water body is a measure of hydrogen (H⁺) ions in solution indicating whether it is acidic or basic. Measurements are taken on a scale of 0-14 with 7 being neutral. Most fish species do well in a pH range of 6.5-9.5. The pH was within the recommended value in all ponds. Considering the relatively low alkalinity Irrigation Pond #1 and Seven Acre Lake and the time of day the samples were collected, pH readings may be lower than the above results (see Figure 1) due to variations in carbon dioxide concentrations. Buffering capacity is an important factor to consider when drastic pH swings could cause fish stress or loss.

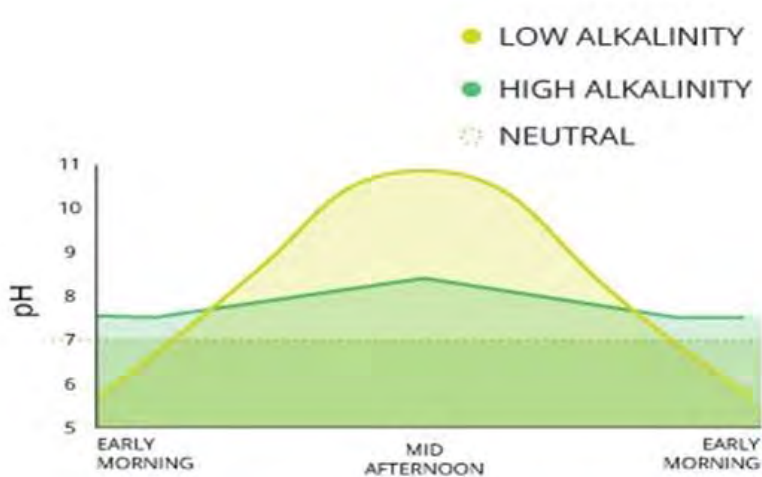


Figure 1. Daily pH changes in pond water based on alkalinity. (Wurts and Durborow, 1992)

extreme value, a second sample was collected for verification. The results of this additional sample were much lower; however, it was mentioned that Denver Water has been actively discharging water through Little Willow Creek impacting the Park Pond since October 29, 2018 and that this result would not be a true value of standard operation.

Hardness, also measured as CaCO₃, represents the overall concentration of divalent salts, namely calcium and magnesium, present in the water. Other divalent salts contribute to total hardness, but are usually found in insignificant amounts. Hardness influences pH through the consumption of carbon dioxide (CO₂). During increased times of photosynthesis; pH rises as carbon dioxide (CO₂) is removed from calcium carbonate (CaCO₃). During this process, calcium precipitates and as a result hardness levels may also decrease. The hardness is above the ideal range in the Park Pond and in Irrigation #2.

Alkalinity, measured as calcium carbonate (CaCO₃), represents the amount of base present, also known as the buffering capacity of the water. Increasing total alkalinity helps protect a waterbody against pH changes. Ponds with low alkalinity tend to be more acidic water while higher values indicate alkaline, or basic water. Common bases are carbonate, bicarbonate, hydroxide and phosphate which affect the ability of water to neutralize acid without changing the pH. The alkalinity in Irrigation #1 and Seven Acre Lake is below the ideal level and represents the resources' reduced buffering capacity and the possibility of for pH swings. The alkalinity of the Park Pond is extremely elevated and can be indicative of an underground spring permeating through rock formations. Due the

➤ Water Clarity

Turbidity measures the amount of light that is scattered or absorbed and represents suspended material in the water. This material can be organic, such as plankton, or inorganic, such as silt or clay particles. The higher the concentrations of these materials the more light is reflected or absorbed by the water representing turbidity. Turbidity values of 10-50 NTU represent very clear to cloudy water (Figure 2). Turbidity can affect the potential for plant and algae growth since it affects the amount of sunlight penetrating the water column. The turbidity measurements demonstrate that all four ponds have relatively clear water as was observed during the site assessment. Turbidity changes seasonally and is directly impacted by precipitation, the water source, and run off from the surrounding landscape. This measurement reflects the turbidity at the time of sampling and values and appearance may change throughout the year.

➤ Nutrients

Nutrients in the water column are usually the cause of algal blooms or excessive vegetation. There are three primary nutrients in plant growth: phosphorus, nitrogen and potassium. Typically, nutrients are limited in aquatic resources and only a certain amount of vegetation can survive on this limited diet. However, when any limiting nutrient enters the system, the carrying capacity for aquatic vegetation growth dramatically increases. A limiting nutrient in an aquatic environment and its concentration inhibits or enhances the growth and density of aquatic plants and algae.

Turbidity (NTU)

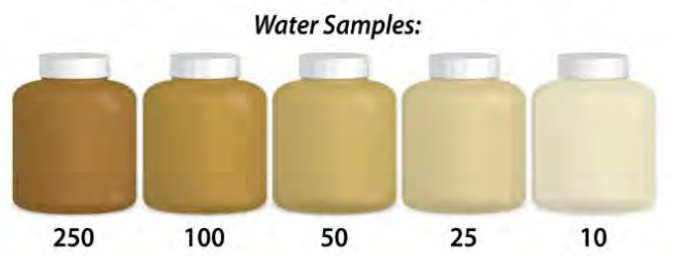


Figure 2. The cloudiness of water is called turbidity which is measured in NTU (Nephelometric Turbidity Units) and is a key indicator of water quality (www.learnnc.org)

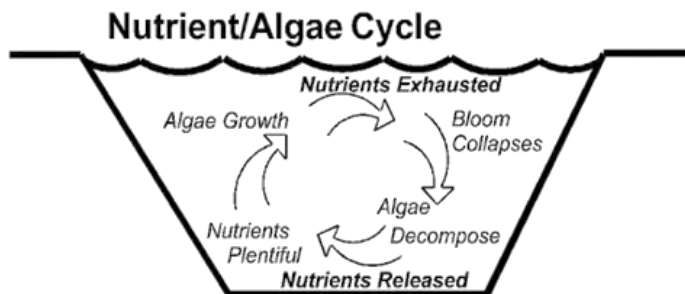


Figure 3. Cycle of algae growth based on nutrient availability

Phosphorus was undetectable in all ponds. As indicated by the aquatic vegetation and algae growth in the ponds, phosphorus is likely available in the system but fully utilized at the time of sampling. Phosphorus is very mobile in plants and stimulates root formation creating rapid growth of aquatic vegetation. Phosphorus in water comes in two forms: dissolved and particulate. Dissolved phosphorus enters the aquatic environment from fertilizers, crop residues, animal waste, and even re-suspension from bottom sediments. Dissolved forms are readily available to drive aquatic plant and algae growth. Particulate phosphorus is bound to clay particles and minerals that contain aluminum, iron, or calcium, as well organic matter, and enters aquatic systems through soil erosion, runoff, or often the water source. While particulate phosphorus may not be as readily available to aquatic plants, it can accumulate in sediments and be a source of slow release phosphorus into the water column for years.

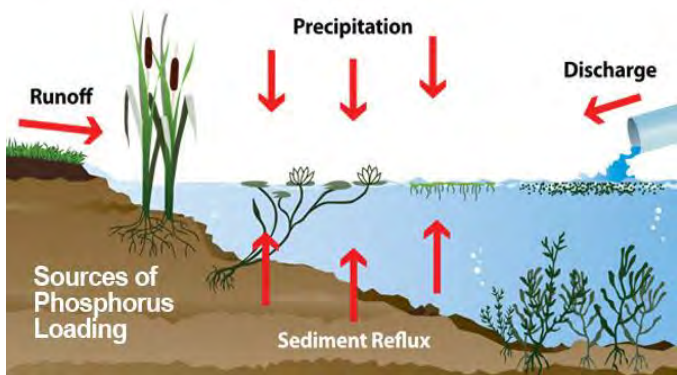
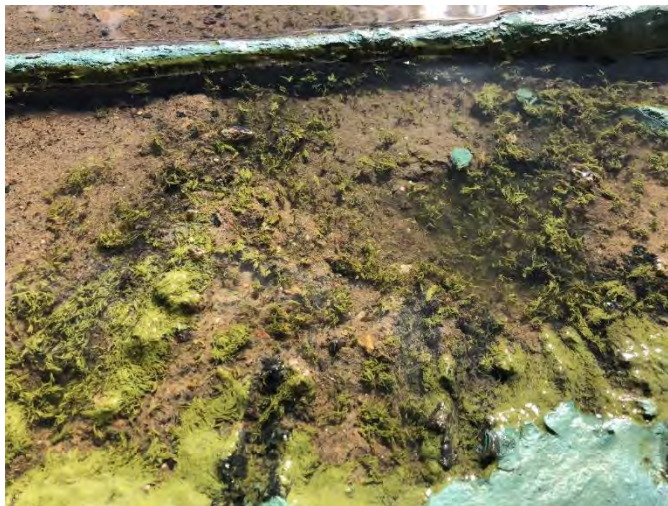


Figure 4. Sources of Phosphorus Loading

Nitrogen and nitrates are essential for plant growth by assisting with the uptake of other elements and protein formation and are commonly found in waste water reuse systems as observed in the Seven Acre Lake results.

Nitrates can be a large contributor to nuisance plant growth especially when phosphorous is present. When nitrates are not present, some bacteria, also known as blue-green algae, can fixate the needed nitrogen directly from the atmosphere. The nitrogen levels in the water samples were within the ideal ranges, but should be monitored for future growth potential. Potassium promotes increased vigor and disease resistance in plants and further helps with the development of the root system. Potassium was slightly elevated in Irrigation Pond #1 and Park Pond.

Other nutrients such as calcium, magnesium, sulfate (sulfur) and even chloride affect vegetation growth. Calcium is considered a secondary nutrient and is an important constituent of cell walls. Magnesium, essential for plant growth, is required for the synthesis of chlorophyll. Chloride plays vital role by influencing cell multiplication rates in leaves. And lastly, sulfates, a major dissolved component of rain and constituent of hardness, can form strong acids which can change the pH quickly, as well as promote root growth and seed formation.



Images 1 & 2. Blue Green Algal Growth Observed in Irrigation #1

➤ Sulfate and the Sulfur Cycle

The sulfur cycle is the natural process converting sulfur, produced by decomposing organics or tied up in sediments and minerals, into biologically available sulfate. Elevated sulfate is typically a result of local geology high in sulfur and decomposing organic material. There is potential for sulfate concentrations to be influenced by low concentrations of phosphorus and nitrogen. In the absence of these macronutrients, organic growth is limited and the consumption of sulfate by biological process is reduced. There is likely significant seasonal variation in sulfate concentrations dependent on precipitation and plant and algae growth cycles.

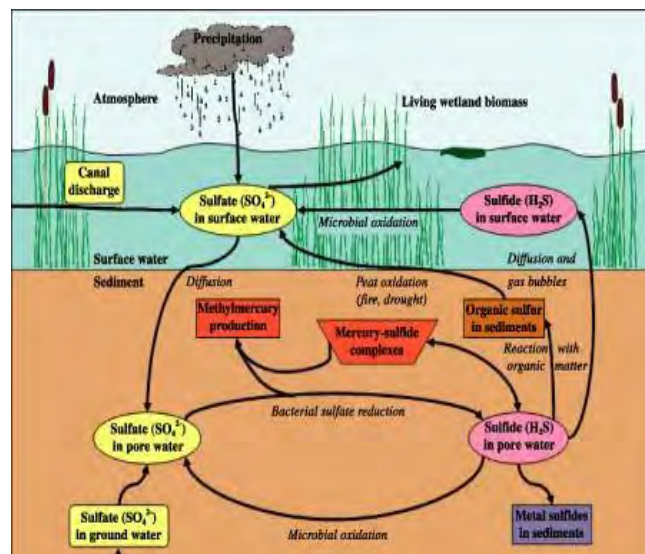


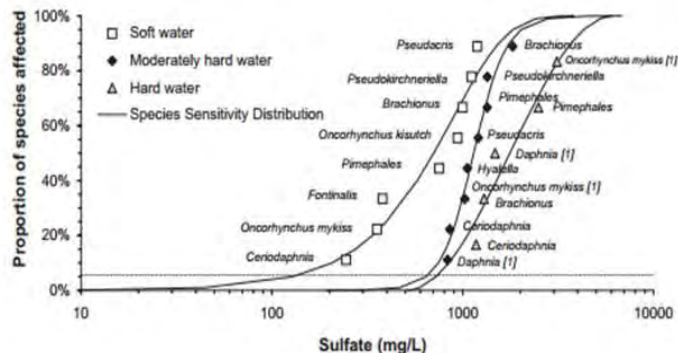
Figure 6. Simplified Sulfur Cycle in Aquatic Environments
(Sulfur contamination in the Florida Everglades: Initial Examination of Mitigation Strategies, William H. Orem)

Sulfate was elevated in each of the samples. The ideal limit of 50 mg/l listed in the result table is conservative. Most fish and aquatic life can tolerate a wide range of sulfate in water and concentrations typically only become concerning above 500 when the water is used for purposes such as watering livestock. Also anaerobic bacteria reduce sulfate at the sediments creating hydrogen sulfide gas. This gas causes foul odors and kill wildlife unexpectedly. High levels of oxygen at the sediment interface changes the environment so that this unwanted gas is no longer produced by decomposing organics. Sulfate should continue to be monitored to ensure further increases do not affect aquatic organisms or produce nuisance odors.

Figure 5. Higher hardness increases sulfate toxicity tolerance of various aquatic organisms.

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➤ Total Dissolved Solids

Total dissolved solids (TDS) is a measure of all constituents dissolved in water and is an indication of salinity. TDS components are salts such as chloride, magnesium, potassium, sodium and sulfate along with calcium, carbonate, bicarbonate and dissolved metals. Elevated TDS can promote extensive aquatic plant growth since nutrients are typically limited in aquatic resources and only a certain amount of vegetation can survive on the limited nutrient availability. At the time of sampling, the TDS was found to above the ideal value due to the high levels of sulfate and magnesium and should continue to be monitored. It is important to note that seasonal variation can induce changes such as dilution from precipitation or increases from runoff or evaporation.

➤ Metals

Heavy metals, such as iron and copper, can be more soluble in acidic water or water with low alkalinity and can create a toxic environment for aquatic life. Concentrations of manganese, magnesium, iron, and zinc are within the recommended range for the ponds; however, RVMD sporadically uses copper-based algacides, and these levels could be residual from seasonal treatments. It is also possible that the copper may be coming from upstream drainage or groundwater. Copper levels should be monitored as high concentrations can be toxic to fish, especially as trout.

Conclusions and Recommendations

Good water quality is the key to successful aquatic resource management. Water quality has a tremendous effect on the aesthetics and overall health of a water body. It is important to take all the characteristics of a body of water into account when making management recommendations. Educated management decisions will assure the objectives of the resource are met. Based on the results of the water quality analysis and goals and expectations of the RVMD, ASI recommends aquatic resource management, continued water quality monitoring, and exploring artificial mixing of the water column. Please take the recommendations from this report into consideration when assessing future management plans and the district's budget.

Annual Water Quality Analysis

Continued water quality monitoring is the best way to stay ahead of any potential problems, track trends and changes in pond chemistry, and proactively adjust management strategies. Annual water quality monitoring will allow for evaluation of the changing needs of the aquatic resources and formulate recommendations to meet goals. It is best to perform the analysis at the same time every year so that outside factors are as comparable as possible.

Landscape Management

Management of the district's landscape directly affects the ponds. Irrigation water and rain not absorbed by the soil can leach fertilizers and other pollutants into the waterbodies. Landscape fertilizers contain the same nutrients needed for algal growth in ponds and herbicides safe for terrestrial applications can be detrimental to aquatic ecosystems. Care should be taken to minimize over-spray, apply organic slow release pelletized fertilizers, and to prevent landscape waste from entering the ponds. Grass clippings should be collected and leaves and sticks should be bagged and discarded if at all possible. Reducing external inputs of nutrients to the water can make significant improvements to overall quality and aesthetic appearance.

Buffered zones of wetland plants and/or grasses adjacent to the resources are beneficial as they reduce sedimentation and mitigate external nutrient loading from landscapes, paths, and roads. Areas of no vegetative buffer zone is not recommended as it allows for salts, nutrients, and pollutants to enter the resource through surface runoff. The absence of vegetative buffer zones also serve as access points for geese which are a source of external nutrient loading and a nuisance for grounds management. It is recommended to continue the active bank stabilization project that is underway at Seven Acre Lake and maintain the natural vegetation that is present around Irrigation Ponds 1 &2 and the Park Pond.

➤ Wild Goose Population Impact and Management

Flocks of wild geese appear to utilize these resources during the summer months as foraging habitat and a resting place during spring and fall migrations. The impacts to water quality and aesthetics of the resources can be significant. Goose waste is high in nutrients, including phosphorus, nitrogen, and potassium, which when leached into the ponds contribute to excessive algae growth, both planktonic and filamentous.

Controlling wild geese and reducing their utilization of the resources is challenging and requires multiple approaches and constant management. Management of geese on the grounds should be a high priority because of the detrimental effects they have on the appearance and health of the ponds. Strategies include, but are not limited to, the installation of predator decoys, the use of trained dogs, chemical deterrents, and acoustic deterrents. These methods are most effective when used in combination or in rotation so that geese do not become accustomed to them. Maintaining thick buffer zones, as exist around the majority of the ponds, are also a great way to deter geese from frequenting as the adults and goslings cannot easily walk in and out of the water. Filling in the breaks of the buffered areas and avoiding direct mowing adjacent to any of the ponds is highly recommended.

Aeration System

The natural process of lake aging occurs when additions of nutrients and sediments into the system sink to the bottom and begin to break down. It consequently forms a sludge layer at the pond bottom, which then increases nutrient levels within the water. If left untreated, it creates an environment that is likely to experience continued management problems. When hot temperatures sustain for consecutive days during the summer season, it can cause stratification of the upper warmer layer of water and cause an oxygen sag on the bottom of the resources. When water at the bottom of pond becomes anoxic, it can release nutrients in the sediments accumulated from years of decaying matter and contribute to algae and vegetation growth. Bottom diffused aeration forces complete pond water turnover and increase oxygen levels from top to bottom maximizing dissolved oxygen concentrations. Increased oxygen levels lower concentrations of phosphorous, nitrogen, iron, and manganese, which all contribute to poor water quality and algae growth.

In order to keep dissolved oxygen levels high in these resources, speed up decomposition of organic material, maintain optimal fish health, and improve water quality, installation of aeration systems is advised. Based on experience, small water bodies less than five surface acres in size require exposing the entire water volume to the atmosphere approximately four times per day for adequate treatment. Aeration can also greatly reduce the risk of summer fish kills by maintaining maximum dissolved oxygen in the water when the water warms and oxygen levels sag. Aeration systems should operate on a time clock so that the optimal treatment is achieved with low consumptive costs. Flow meters and manifolds allow for regulation of air through each diffuser and balance the overall mechanical system. Aqua Sierra, Inc. can provide custom designed systems for water quality improvement based on the physical characteristics of the ponds.

Fishery Management

➤ **Grass Carp for Vegetation Control**

ASI can provide recommendations for management and enhancement of the fishery in any of the ponds based on the assessment and goals of RVMD. Grass carp are a great tool in lake and pond management by eating their body weight in aquatic vegetation every other day until they reach maturity which is about three to five years. All fish provided by ASI are health tested annually and are certified disease free. Restocking this species is recommended every few years to maintain aesthetics.

Biological Aquatic Resource Management

➤ **Beneficial Bacteria-Proactively Managing Nutrient Loading**

Achieving good water quality in a pond is directly related to nutrient control which can be accomplished by creating a healthy pond ecosystem. Beneficial communities of natural bacteria can form the base of the food

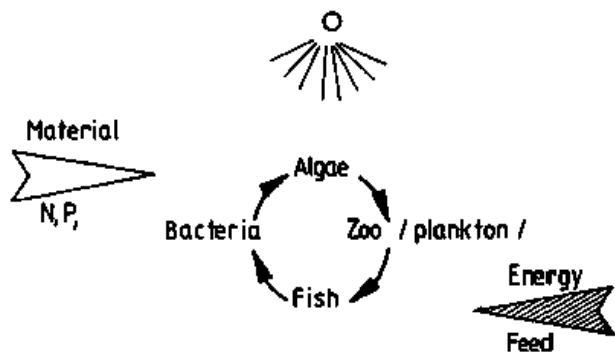


Figure 5. Cycle of bacteria in food chain. (www.fao.org)

web in an aquatic environment and compete with algae and vegetation for available nutrients. Beneficial bacteria improve water quality by developing robust populations of organisms that accelerate the transformation of aquatic nutrients into organic matter. Bacterial suspensions also help reduce bottom sludge deposits and break down existing nutrients contained in the sediments to reduce associated odor and sludge buildup. Bioaugmentation is an effective natural solution to avoid dependency on any potential reactive chemical management. Naturally producing bacteria accelerate the consumption of nutrients and proactively manage against aquatic vegetation growth.

It is important to note that not all bacteria are the same. Aqua Sierra, Inc. has independently tested different bacterial products. *Water Column Clarifier and Nutrient Consumer*, a liquid blend, is a probiotic that fixates

nitrogen and temporarily binds phosphorus to clarify the water column. The cultures in this bacteria product coagulate nutrients into microflocs which then sink to the bottom producing a clearer water column. *Sludge Reducing Bacteria* are a slow release probiotic pellet that sink into the sediments introducing bio-stimulants and indigenous bacteria. These enzymes and bacteria speed up the breakdown of organic waste and consume nutrients, as well as shown significant aesthetic benefits by reducing organic matter accumulation.

Chemical Aquatic Resource Management

➤ **Algaecides and Herbicides**

In addition to proactive management strategies, such as bacterial augmentation, responsive chemical treatments with approved herbicides and algaecides are valuable tools for control of excessive vegetation and algae growth. It is important to formulate a management approach tailored to reach the desired goals while maintaining the ecological integrity of the resource.

Herbicide products are highly effective at eliminating macrophytes; however, these treatments do not prevent regrowth especially under nutrient rich conditions. Proper product application is essential to avoid side-effects. In resources stocked with fish, it is important to treat the vegetation in sections rather than all at once to reduce the chances of a significant oxygen demand from decomposition.

Care must be taken to minimize disturbance to the delicate balance between nutrients and vegetation growth. Aqua Sierra is a commercial chemical applicator, licensed with the Colorado Department of Agriculture and is fully insured to perform treatments. Aqua Sierra Inc. will provide the cost for these applications.

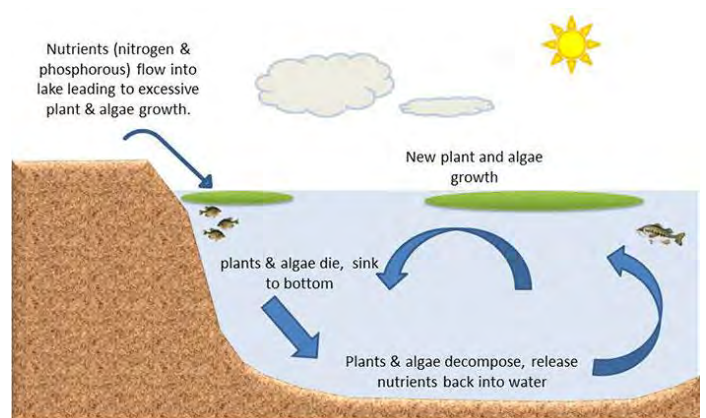


Figure 6. Nutrient cycle in ponds. (Haberland 2014)

➤ **Phosphorous Stripping Treatment**

Products are available to strip dissolved phosphorous from the water column. Phosphorus stripping will not prevent ongoing external nutrient loading; however, a well-timed treatment will disrupt initial macrophyte formation. This treatment will flocculate dissolved phosphorus and lock it into the sediments preventing internal loading. This will be most effective after spring runoff has ended and any potential external loading is minimized.

Summary

Aqua Sierra, Inc. values the opportunity to provide recommendations and help manage the Roxborough Village Metro District's ponds based on priorities and goals. To mitigate the negative effects of nutrients in the ponds, adding beneficial bacteria and treating chemically when growth becomes out of control are viable options. It is also recommended to continue annual water quality testing to track chemistry changes and stay ahead of potential management issues. Maintaining natural buffer zones and continuing the bank stabilization projects around the ponds is highly recommended. The ponds could greatly benefit from water column mixing, and aeration is an option that should be explored. Aqua Sierra looks forward to working with the Roxborough Village Metro District to implement these recommendations based on priorities and budget.

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