

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: **April 16, 2019 (Tuesday)**

Time: **6:30 p.m.**

Place: **Roxborough Library**
8357 N. Rampart Range Road, #200
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 (10 MINUTES)

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

- A. Consider Approval of the March 4, 2019 Special Meeting Minutes, March 19, 2019 Regular Meeting Minutes and March 27, 2019 Special Meeting Minutes (enclosed)
- B. Review and Accept Cash Position and Property Tax Schedule (enclosed)
- C. Other

DISCUSSION AGENDA

5. MANAGER MATTERS (40 MINUTES)

Roxborough Village Metropolitan District

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- A. Master Plan Update
 - 1. LCS Update
 - B. Discuss Bailey Tree Planting of 10 Trees – Joshua Nelson
 - C. Update on Logo Design (enclosed)
 - D. Discuss \$200 Contribution to Annual Roxborough Easter Egg Hunt (enclosed)
 - E. Determine whether Landscape Tour Dates are Needed, and if so, how to integrate with Livable Cities Studio's Work
 - F. Other
6. LANDSCAPE MAINTENANCE (10 MINUTES)
- A. Metco Landscape Report – Bill Barr (enclosed)
 - B. Review and Consider Approval of Proposals:
 - 1. Proposal for Refreshing Playground Chips - \$7,450 (enclosed)
 - C. Other
7. FINANCIAL MATTERS (5 MINUTES)
- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
 - B. Other
8. DIRECTOR ITEMS (5 MINUTES)
- A. Update on Fireworks/Community Event – Director Brown (enclosed)
 - 1. Fundraising/Sponsorship Update
 - 2. Update on Newsletter
9. LEGAL MATTERS (20 MINUTES)
- A. Update on Sterling Ranch Referral
 - B. 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
 - C. Review and Consider Approval of Resolution 2019-04-01, Resolution Approving Change of Location for Regular Meetings (enclosed)
 - D. Update on Denver Water Release into Little Willow Creek (enclosed)
 - a. Discussion Erosion Issues re Inflow and Outflow Points of the “Triangle” or “Upper Irrigation” Pond
 - E. Update on 14B Parcel Ownership
 - F. Update on Chatfield Farms Meters and Billing
 - G. Discuss Xcel Easement
 - H. Discuss Douglas County Referral Regarding Comprehensive Master Plan
 - I. Other
10. ENGINEERING MATTERS (15 MINUTES)
- A. Update Irrigation Coordination

Roxborough Village Metropolitan District

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- B. Update on Water Quality Analysis
- C. Update Team Payne Skatepark Maintenance
- D. 7 Acre Pond Update
- E. Update Status of Striping
- F. Discussion regarding Sidewalk Replacement, Trail Replacement and Spillway Concrete Replacement
- G. Discussion regarding Product for Irrigation Ponds (enclosed)
- H. Other

11. OTHER BUSINESS (5 MINUTES)

- A. Discuss Change of Location of December Meeting as South Metro and Library are Unavailable (enclosed)
- B. Confirm Quorum for May 21, 2019 Regular Board Meeting

12. ADJOURNMENT

SCHEDULED BOARD MEETINGS 6:30 P.M.

West Metro Fire Station 15
6220 N. Roxborough Park Road
Littleton, CO 80125
Roxborough Library
8357 N. Rampart Range Road, #200
Littleton, CO 80125

2019 Meeting Calendar

January						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

RECORD OF PROCEEDINGS

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

HELD

Monday, March 4, 2019

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Monday, March 4, 2019 at 5:00 p.m., Roxborough Library, 8357 N. Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern Engineering
Anna Jones, Patrick Shannon and Jerel Sangster;
CliftonLarsonAllen LLP

CALL TO ORDER AND APPROVE AGENDA

The meeting was called to order at 5:08 p.m. by Director Brown.

DECLARATION OF QUORUM

A quorum was confirmed. The absence of Director Bendall was excused.

PUBLIC COMMENT

There were no public comments.

DISCUSSION AGENDA

Master Plan Proposal Presentations

- A. Livable Cities Studio
- B. Stantec
- C. Matrix Design Group

RECORD OF PROCEEDINGS

All three firms conducted their presentations. After extensive deliberation by the Board, upon a motion duly made by Director Prysby, seconded by Director Sherman, the Board approved Livable Cities Studio for the Master Plan effort by a vote of three for and one against.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 9:06 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: Ronald Bendall, Secretary

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD March 19, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, March 19, 2019 at 6:30 p.m., at West Metro Fire Station 15, 6220 N. Roxborough Park Road, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Edward Wagner
Ron Bendall

Also in Attendance were:

Todd Wenskoski; Livable Cities Studios
Katie James, Esq.; Folkestad Fazekas Barrick &
Patoile, P.C. (via phone)
Scott Barnett; Mulhern MRE Inc.
Bill Barr and Justin Ball; Metco Landscaping
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Director Brown.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/ DISCLOSURE MATTERS

Director Brown declared a quorum was present, all directors are qualified. Director Sherman's absence was noted and excused.

APPROVE AGENDA

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

PUBLIC COMMENT and/or GUESTS

There were no public comments.

RECORD OF PROCEEDINGS

CONSENT AGENDA

- A. Consider Approval of the February 19, 2019 Regular Meeting Minutes
- B. Review and Accept December 31, 2018 Financial Statements, Cash Position and Property Tax Schedule
- C. Other

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 with the changes made to the February 19, 2019 minutes.

DISCUSSION AGENDA

MANAGER MATTERS

- A. Master Plan Update
 - 1. LCS Discussion re Scope, Schedule and Public Outreach

Mr. Wenskoski provided an overview of the Master Plan project scope and schedule. Mr. Wenskoski discussed holding a project kick off meeting with Livable Cities Studios, the Board and staff. The Board directed management to schedule a special meeting the the Roxborough Library on March 27th for the project kick off.

- B. Update on Logo Design (enclosed)

The Board reviewed and discussed the logo options presented in the packet. After discussion, upon a motion duly made by Director Brown, seconded by Director Wagner, and upon vote unanimously carried, the Board approved logo design A1 updated to include a third boulder.

- C. Update on Tennis Academy of Colorado Proposal for “Plug and Play” Program

No update

- D. Venue Discussion

Ms. Jones noted that if future meetings are held at the library, the Board would need to change the meeting time to accommodate the library schedule. The Board directed management to contact the library to schedule future regular meetings from 6 p.m. to 8 p.m., subject to meeting room availability. Ms. James will confirm posting requirements.

RECORD OF PROCEEDINGS

E. Other

None.

FINANCIAL MATTERS

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

After review, upon a motion duly made by Director Bendall, seconded by Director Brown, and upon a vote unanimously carried, the Board approved current claims, approved transfer of funds, ratified payment of autopay claims and ratified approval of previous claims.

B. Other

None.

DIRECTOR ITEMS

A. Update on Fireworks/Community Event
1. Fundraising assistance

Director Brown presented a proposal to rent inflatable equipment for the community event. Director Brown suggested an event date of September 14, 2019 with a fall back date of September 21, 2019. Director Brown noted that he is working on getting fire trucks and SWAT vehicles for the event as well. Director Brown reported that he anticipates the total cost of the event to be in the range of \$12,500 to \$13,000.

Upon a motion duly made by Director Wagner, seconded by Director Prysby, and upon a vote unanimously carried, the Board approved sponsoring a community event using District property in September 2019 with a budget not to exceed \$14,000.

After additional discussion, upon a motion duly made by Director Wagner, seconded by Director Prysby, and upon a vote unanimously carried, the Board amended the motion to increase the events budget to an amount not to exceed \$15,000. The Board and consultants will look into potential sponsors for the event to help defray costs and provide opportunities for businesses to enhance their exposure in the community.

B. Update on Newsletter and how to proceed

Director Prysby reported that the Roxborough Voice is ending circulation. The Board discussed starting a newsletter for the community on the District's website. Directors Prysby and Director Brown volunteered to be on a committee to work with management to create the District newsletter.

RECORD OF PROCEEDINGS

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report, noting that shrub beds throughout the District have been treated with pre-emergent and that Metco has audited all doggie stations. Mr. Barr also reported that irrigation will begin in April.

B. Review and Consider Approval of Proposals:

1. Proposal for Annual Flower Installation - \$5,407

Mr. Barr presented a proposal to install annual flowers. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon a vote unanimously carried, the Board approved the proposal for annual flower installation.

2. Proposal for Jupiter's Beard Transplant - \$0 (enclosed)

Mr. Barr reported that Metco will transplant the Jupiter's Beard plants at the park's monument sign at no cost.

C. Other

Mr. Barr reported that there is an area near Haley's Way that is draining into the open space. Mr. Barr recommended installing a rock drop structure to prevent erosion. Mr. Barr will bring a proposal for drainage work in this area to next month for the Board's consideration.

LEGAL MATTERS

A. Review and Approve Resolution No. 2019-03-01, Resolution Approving Services Agreement with Livable Cities Studios

After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon a vote unanimously carried, the Board approved Resolution No. 2019-03-01, Resolution Approving Services Agreement with Livable Cities Studios.

B. Review and Consider Approval of Resolution 2019-03-02, Resolution Approving Services Agreement with Ark Ecological Services, LLC

After review, upon a motion duly made by Director Bendall, seconded by Director Brown, and upon a vote unanimously carried, the Board approved Resolution 2019-03-02, Resolution Approving Services Agreement with Ark Ecological Services, LLC.

RECORD OF PROCEEDINGS

- C. Consider Approval of Resolution No. 2019-03-03, Resolution Approving Proposal for Additional Work with Aqua Sierra - \$500 for a total approval of \$7,470

Mr. Barnett noted that Aqua Sierra determined that costs to complete the work previously approved by the Board would need to be increased by \$500 to cover travel and expense costs. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon a vote unanimously carried, the Board approved Resolution No. 2019-03-03, Resolution Approving Proposal for Additional Work with Aqua Sierra of \$500 for a total approval of \$7,470.

- D. Update on Sterling Ranch Referral

Ms. James noted that letter to Sterling Ranch was sent at the end of last week.

- E. 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

Deferred.

- F. Update on 14B Parcel Ownership

No Update

- G. Update on Chatfield Farms Meters and Billing

No Update

- H. Refresher Regarding Rules of Public Meetings

Ms. James reminded the Board that, electronic discussions (meaning an email and a reply to the email when a quorum is copied) of District business is not allowed with a quorum present on an email thread as that act constitutes a public meeting without following proper legal procedures and compliance. If an email with "FYI" is sent, that is OK. The Board was reminded not to discuss such information via email however, only receive it.

- I. Other

None.

RECORD OF PROCEEDINGS

ENGINEERING MATTERS

A. Update Irrigation Coordination

Mr. Barnett noted that he is coordinating with Mr. Barr on irrigation mapping.

B. Update on Water Quality Analysis

Mr. Barnett provided update, noting that the agreement with Aqua Sierra was approved tonight.

C. Update Team Payne Skatepark Maintenance

Mr. Barnett reported that he heard back from Team Payne. Team Payne said that they are not currently doing work in Colorado, but would be willing to take on a maintenance project when they are back in this part of the country in a couple of months. Mr. Barnett will coordinate.

D. Update on Denver Water Release into Little Willow Creek

Mr. Barnett provided an overview of his communication with Denver Water regarding damage to the bank at Little Willow Creek, believed to be caused by Denver Water's release into the creek. Ms. James will discuss this matter with Denver Water's attorney.

E. 7 Acre Pond Update

No update.

F. Update Status of Striping

Mr. Barnett reported that he anticipates striping to begin within the next week or two.

G. Discussion regarding Sidewalk Replacement, Trail Replacement and Spillway Concrete Replacement

Mr. Barnett reported that, on the last landscape walk, the Board discussed repairing the sidewalk along the spillway. Mr. Barnett estimated that maintenance and repairs would cost about \$50,000.

RECORD OF PROCEEDINGS

H. Discussion regarding Xcel Energy New Gas Main Installation

Mr. Barnett reported that Xcel is installing new gas main at Village Circle East and Rampart Range Road to increase service to the community and provide service to Sterling Ranch. Xcel is requesting a temporary construction easement as well as a permanent pipeline easement from the District. Mr. Barnett noted that all infrastructure will be buried. Mr. Barnett and Ms. James will work with Xcel on this matter.

I. Other

None.

OTHER BUSINESS

A. Confirm Quorum for April 16, 2019 Regular Board Meeting

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board adjourned the meeting at 8:43 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD Monday, March 27, 2019

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, March 27, 2019 at 5:00 p.m., Roxborough Library, 8357 N. Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Ron Bendall
Edward Wagner

Also in Attendance were:

Todd Wenskoski and Yishuen Lo; Livable Cities Studio
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern Engineering
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP

CALL TO ORDER AND APPROVE AGENDA

The meeting was called to order at 5:08 p.m. by Director Brown.

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

DECLARATION OF QUORUM

A quorum was confirmed.

PUBLIC COMMENT

There were no public comments.

MASTER PLAN KICK OFF

Mr. Wenskoski led the Master Plan kick off session. The Board discussed their history with the community, answered questions regarding the master plan areas of focus and discussed the financial strategy.

RECORD OF PROCEEDINGS

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Director Brown adjourned the meeting at 8:05

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: Ronald Bendall, Secretary

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2019

	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	\$ 48,332.27	\$ -	\$ 25,063.17	\$ -	\$ (724.97)	\$ 72,670.47	1.51%	1.51%	\$ 107,497.35	2.53%	2.53%	
February	1,448,704.86	-	24,350.33	-	(21,730.57)	1,451,324.62	45.11%	46.62%	1,366,897.70	42.52%	45.05%	
March	50,188.47	-	20,873.86	16.62	(753.11)	70,325.84	1.56%	48.18%	138,944.83	3.52%	48.57%	
April	-	-	-	-	-	-	0.00%	48.18%	242,363.71	6.87%	55.44%	
May	-	-	-	-	-	-	0.00%	48.18%	319,919.86	9.23%	64.67%	
June	-	-	-	-	-	-	0.00%	48.18%	1,092,289.73	33.79%	98.46%	
July	-	-	-	-	-	-	0.00%	48.18%	60,808.27	0.96%	99.42%	
August	-	-	-	-	-	-	0.00%	48.18%	40,946.33	0.35%	99.78%	
September	-	-	-	-	-	-	0.00%	48.18%	31,451.65	0.05%	99.83%	
October	-	-	-	-	-	-	0.00%	48.18%	18,662.53	-0.26%	99.57%	
November	-	-	-	-	-	-	0.00%	48.18%	26,396.63	-0.06%	99.51%	
December	-	-	-	-	-	-	0.00%	48.18%	32,171.88	0.00%	99.51%	
	\$ 1,547,225.60	\$ -	\$ 70,287.36	\$ 16.62	\$ (23,208.65)	\$ 1,594,320.93	48.18%	48.18%	\$ 3,478,350.47	99.51%	99.51%	

	Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied	Chatfield Farms
Property Tax					
General Fund	\$ 842,190	26.23%	\$ 405,782.83	48.18%	\$ 242,102.00
Debt Service Fund	2,369,030	73.77%	1,141,442.77	48.18%	-
	\$ 3,211,220	100.00%	\$ 1,547,225.60	48.18%	\$ 242,102.00
Specific Ownership Tax					
General Fund	\$ 321,122	100.00%	\$ 70,287.36	21.89%	
Debt Service Fund	-	0.00%	-	0.00%	
	\$ 321,122	100.00%	\$ 70,287.36	21.89%	
Treasurer's Fees					
General Fund	\$ 12,633	26.23%	\$ 6,086.81	48.18%	\$ 1,810.82
Debt Service Fund	35,535	73.77%	17,121.84	48.18%	-
	\$ 48,168	100.00%	\$ 23,208.65	48.18%	\$ 1,810.82

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
December 31, 2018
Updated as of April 8, 2019

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<u>FirstBank - Checking Account</u>				
Balance as of 12/31/18	\$ 43,784.50	\$ -	\$ 389.50	\$ 44,174.00
Subsequent activities:				
Jan ACH - Xcel payments	(19.63)	-	-	(19.63)
Jan ACH - IREA payments	(835.80)	-	-	(835.80)
Jan ACH - Roxborough Water	(1,025.45)	-	-	(1,025.45)
Jan ACH - ADP payroll/taxes	(538.25)	-	-	(538.25)
01/10/19 - Checks #1209-1219	(53,821.04)	-	(2,100.00)	(55,921.04)
01/23/19 - Checks #1220-1221	(12,218.00)	-	-	(12,218.00)
01/23/19 - Transfer from Colotrust	80,000.00	-	2,100.00	82,100.00
Feb ACH - Xcel payments	(19.54)	-	-	(19.54)
Feb ACH - IREA payments	(874.91)	-	-	(874.91)
Feb ACH - Roxborough Water	(1,225.23)	-	-	(1,225.23)
02/15/19 - Transfer from Colotrust	74,289.50	-	1,710.50	76,000.00
02/19/19 - Checks #1222-1230	(67,500.28)	-	(2,100.00)	(69,600.28)
03/14/19 - Transfer from Colotrust	77,800.00	1,200.00	-	79,000.00
03/19/19 - Checks #1231-1239	(75,710.77)	(1,200.00)	-	(76,910.77)
Mar ACH - Xcel payments	(19.23)	-	-	(19.23)
Mar ACH - IREA payments	(840.27)	-	-	(840.27)
Mar ACH - Roxborough Water	(1,225.23)	-	-	(1,225.23)
Anticipated payables	(27,232.83)	-	(2,100.00)	(29,332.83)
Anticipated Xcel payment - Apr	(19.19)	-	-	(19.19)
Anticipated IREA payment - Apr	(840.64)	-	-	(840.64)
Anticipated Roxborough Water payment - Apr	(941.60)	-	-	(941.60)
Anticipated transfer from Colotrust - Apr	20,000.00	-	2,100.00	22,100.00
<i>Anticipated Balance</i>	<u>50,966.11</u>	<u>-</u>	<u>-</u>	<u>50,966.11</u>
<u>Colotrust - Plus</u>				
Balance as of 12/31/18	451,849.86	960,394.34	1,618,186.66	3,030,430.86
Subsequent activities:				
01/07/19 - Metco Refund	113.49	-	-	113.49
01/10/19 - Property/SO taxes	32,407.98	(236.10)	-	32,171.88
01/23/19 - Transfer to checking	(77,900.00)	-	(2,100.00)	(80,000.00)
01/31/19 - Interest Income	-	6,602.75	-	6,602.75
02/10/19 - Property/SO taxes	37,548.89	35,121.58	-	72,670.47
02/15/19 - Transfer to checking	(74,289.50)	-	(1,710.50)	(76,000.00)
02/27/19 - Reverse payment from County	(32,436.45)	-	-	(32,436.45)
02/28/19 - Interest Income	-	6,006.57	-	6,006.57
03/10/19 - Property/SO taxes	398,595.47	1,052,729.15	-	1,451,324.62
03/13/19 - CTF Distribution	13,066.41	-	-	13,066.41
03/14/19 - Transfer to checking	(77,800.00)	(1,200.00)	-	(79,000.00)
03/22/19 - Special District Refund	389.63	-	-	389.63
03/31/19 - Interest Income	-	8,856.89	-	8,856.89
Anticipated transfer to checking	(20,000.00)	-	(2,100.00)	(22,100.00)
<i>Anticipated Balance</i>	<u>651,545.78</u>	<u>2,068,275.18</u>	<u>1,612,276.16</u>	<u>4,332,097.12</u>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
December 31, 2018
Updated as of April 8, 2019

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<u>UMB - 1993 A & B Bond Fund</u>				
Balance as of 12/31/18	-	960,864.14	-	960,864.14
Subsequent activities:				
01/31/19 - Interest income	-	2,700.91	-	2,700.91
02/28/19 - Interest Income	-	1,474.16	-	1,474.16
03/31/19 - Interest Income	-	1,316.87	-	1,316.87
<i>Anticipated Balance</i>	<u>-</u>	<u>966,356.08</u>	<u>-</u>	<u>966,356.08</u>
<i>Anticipated Balances</i>	<u>\$ 702,511.89</u>	<u>\$ 3,034,631.26</u>	<u>\$ 1,612,276.16</u>	<u>\$ 5,349,419.31</u>

Yield information (as of 3/31/19):

First Bank - 0.0%

Colotrust Plus - 2.58%



Roxborough Village

Metropolitan District

— COLORADO —



Roxborough Village

Metropolitan District

— COLORADO —



Roxborough Village

Metropolitan District

— COLORADO —



Roxborough Village

Metropolitan District

— COLORADO —

Suazo, Kathy

From: Jones, Anna
Sent: Tuesday, April 2, 2019 10:42 AM
To: Steve Sherman; rvmdDebbiePrysby
Cc: Suazo, Kathy; Sangster, Jerel; Shannon, Patrick
Subject: Re: [External] Fw: The 29th Annual Roxborough Easter Egg Hunt

Kathy-for agenda.

Thx!

Get [Outlook for iOS](#)

From: Steve Sherman <sandasherman@msn.com>
Sent: Tuesday, April 2, 2019 10:38 AM
To: Jones, Anna; rvmdDebbiePrysby
Subject: [External] Fw: The 29th Annual Roxborough Easter Egg Hunt

Hi Anna,

I don't recall if we paid up this year. Please put this \$200 request from Ed on the next agenda, thanks.
 Steve

From: ed.yeats <ed.yeats@gmail.com>
Sent: Tuesday, April 2, 2019 10:23 AM
To: Steve Sherman; Debbie Prysby
Subject: Re: The 29th Annual Roxborough Easter Egg Hunt

Hey guys, don't make this an emergency. This is not an emergency. Whenever you guys can get to it just get me the usual \$200. Will talk about the increase for 2020 Later. Cool?

Sent via the Samsung Galaxy S8 Active, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Steve Sherman <sandasherman@msn.com>
Date: 4/2/19 10:18 AM (GMT-07:00)
To: Ed Yeats <ed.yeats@gmail.com>, Debbie Prysby <office@stgregschurch.org>
Subject: Re: The 29th Annual Roxborough Easter Egg Hunt

Hi Ed,

We have always contributed as far as I recall, but I missed the meeting last month. Do you recall if this was discussed, Debbie?

Steve

From: Ed Yeats <ed.yeats@gmail.com>
Sent: Wednesday, March 27, 2019 4:32 PM
To: Steve Sherman; Debbie Prysby
Subject: Re: The 29th Annual Roxborough Easter Egg Hunt

Hey guys - the RVMD is the only entity that has not participated in the EEH. The EEH is April 13th and sure could use the funds.

On Mon, Feb 4, 2019 at 11:33 AM Ed Yeats <ed.yeats@gmail.com> wrote:

On behalf of all of the children in the Roxborough area, **THANK YOU FOR SUPPORTING the Annual Easter Egg Hunt for all children in the Roxborough area.**

This year, we are celebrating the 29th year of the event and pledge to have over 18,000 pieces of candy or toys on the ground to celebrate this long standing event. We are expecting between 1,200 and 1,500 moms, dads, relatives and most importantly = the kids! Of course, your generosity is what makes this event put smiles on all of the children.

April 13, 2019 is the event date for the 29th Annual Roxborough Easter Egg Hunt.

Your kind donation of \$200 will go a long way to making smiles on the faces of all of the children in the Roxborough area. Don't forget to bring a table to the event - you get a free space! Just let us know well in advance that you will be there and we will reserve you a space at the event.

We are asking something special this year. Many of the Home Owner's Associations were able to give a little more last year and it went a long way. It would sure help out this year too if you can. All donations go into the 501-3c account. Also, please let your residents know about the event in your newsletters.

We greatly appreciate your continued support of this event. We will be making sure you get a receipt for this donation when we receive the donation.

Please make checks payable to the "VILLAGE BOOSTERS", a 501-3c organization of residents in the 80125 area.

Please mail checks to:

**Ed Yeats
 8049 Eagleview Dr.
 Littleton CO 80125**

I be following up with you on your donation as we need to collect the money ASAP to buy all of the candy and prizes.

We need the donations really quick so we can start buying items for the event.

Please respond to this email and let Ed Yeats know about when he can expect to receive your donation.

Again - thanks so much for supporting our children.
 Ed Yeats

Chairpersons
29th Annual Easter Egg Hunt

--

Thanks - Ed Yeats!

"Happy New Year"



RE/MAX Professionals
Direct: 303.904.4095
Text; 303.748.8280
10135 W. San Juan Way, Suite 100
Littleton, CO 80127

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--

Thanks - Ed Yeats!

"Peace"



RE/MAX Professionals
Direct: 303.904.4095
Text; 303.748.8280
10135 W. San Juan Way, Suite 100
Littleton, CO 80127



METCO LANDSCAPE, INC.

Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: **Bill Barr** Apr-19 Recipients: **Anna Jones, Public Manager**

REVIEW OF GANTTED OPERATIONS

Turf

THE CREW IS HAS STARTED TO AERATE ALL THE TURF ON THE METRO DISTRICT MOST TURF IS LOOKING REAL WELL AND GOTTEN THROUGH THE WINTER IN GOOD SHAPE FIRST APPLICATION OF FERTILIZER WILL BE APPLIED MIDDLE OF THIS MONTH ALONG WITH HERBICIDE

Shrub Beds

ALL SHRUB BEDS HAVE HAD PRE-EMERGENT APPLIED AND WILL BE SPOT TREATED FOR ANY WEEDS

Trees

TREES LOOK TO HAVE GOTTEN THROUGH THE WINTER SEASON IN GOOD SHAPE

Irrigation

WE WILL SLOWLEY START UP IRRIGATION THIS MONTH MORE LIKELY THE MIDDLE TO END OF MONTH WILL WORK WITH SCOTT TO BETTER CALIBRATE PUMP CONTROL PANEL WITH HIM AND BROWNS HILL ENGINEERS WORKING WITH ET CONTROL TO CHECK ON ALL CONTROLLERS FOR THIS COMING SEASON

Site Policing

WE CONTINUE TO WORK WITH PORTER WITH TRASH REMOVEL AND DOGGY POTS WE HAVE GONE THROUGH ALL NECESSARY TRASH CANS WITH PAINTING THEM UP AND STRAITENING ALL BASES ON THEM ALL TUMBLER LOCKS HAVE BEEN REPLACED AS NESSESARY

Overall Site

MOST OF THE METRO DISTRICT LOOKS TO HAVE COME OUT OF WINTER IN GOOD SHAPE

Review of Operatons for Upcoming Month:

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

WE WILL BE OVERSEEDING THE BALL FIELD THE END OF THIS MONTH

Proposal By:	
Metco Account Manager	
Metco Landscape Inc.	
Proposal Date	4/4/2019

Job Location
Roxborough Village Metropolitan District
Rampart Range Road & Village CircleWest

Job #	19-10-305
AR Cust	ROXBDIST

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

street, Aurora, CO, 80011

Tel: (303) 421-3100

Date _____

Total: **\$7,450.00****NS OF***This proposal is valid for 60 days. After 60 days, pricing may need to be revised***CONDITION****Extra Work Proposal****4/4/2019****CONTRACT SPECIFICATIONS & LIMITATIONS**

All material
is
guaranteed
to be as
specified in

Unit Prices –
The Base

Alternates /
Time &

Scheduling
– Landscape
enhanceme
nt contracts

Watering
and
Maintenance

Seeding –
Re-seeding
or re-
sodding of

GUARANT

Our
guarantee is

All claims for

Plant
Material
Guarantee –
Metco
Landscaping
guarantees

We will not
guarantee
plants
damaged or

TERMS

Invoices will
be sent after
the contract
work is
completed,

CANCELL

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

DISPUTES

All disputes
shall be

PHOTOGRAPHY

Metco
Landscape,

SIGNAGE

By signing
this contract
you, the
Owner, are

UTILITIES/UNKNOWN OBSTRUCTIONS

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

OWNER'S RESPONSIBILITIES

Harmless -
To the fullest
extent
permitted by

Roxborough Village Metropolitan District

Cash Requirement Report - Detailed

27

All Dates

GL Account	Description		Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Artworkbybr Artwork by Brie						
Reference:	0375		Date:	03/25/19	Discount exp date:	
GL AP account:	102500		Due date:	03/25/19	Payment term:	
107480	Miscellaneous - Artwork by Brie					
			<u>67.50</u>			
	Totals		67.50	0.00	67.50	67.50
Reference:	0377		Date:	04/05/19	Discount exp date:	
GL AP account:	102500		Due date:	04/05/19	Payment term:	
107480	Miscellaneous - Artwork by Brie					
			<u>45.00</u>			
	Totals		45.00	0.00	45.00	45.00
	Totals for Artwork by Brie		<u>112.50</u>	<u>0.00</u>	<u>112.50</u>	<u>112.50</u>
CLA CliftonLarsonAllen, LLP						
Reference:	2082690		Date:	03/31/19	Discount exp date:	
GL AP account:	102500		Due date:	03/31/19	Payment term:	
107000	Accounting - CliftonLarsonAllen, LLP					
			<u>6,292.00</u>			
	Totals		6,292.00	0.00	6,292.00	6,292.00
Reference:	2082690		Date:	03/31/19	Discount exp date:	
GL AP account:	112500		Due date:	03/31/19	Payment term:	
117000	Accounting - CliftonLarsonAllen, LLP					
			<u>100.00</u>			
	Totals		100.00	0.00	100.00	100.00
	Totals for CliftonLarsonAllen, LLP		<u>6,392.00</u>	<u>0.00</u>	<u>6,392.00</u>	<u>6,392.00</u>
FOLKESTAD Folkestad Fazekas Barrick & Patoile						
Reference:	28015		Date:	03/31/19	Discount exp date:	
GL AP account:	102500		Due date:	03/31/19	Payment term:	
107460	Legal services - Folkestad Fazekas Barrick & Patoile					
			<u>5,421.00</u>			
	Totals		5,421.00	0.00	5,421.00	5,421.00
	Totals for Folkestad Fazekas Barrick & Patoile		<u>5,421.00</u>	<u>0.00</u>	<u>5,421.00</u>	<u>5,421.00</u>
FOOTHILLS Foothills Park & Recreation District						
Reference:	SALES32688		Date:	03/31/19	Discount exp date:	
GL AP account:	102500		Due date:	03/31/19	Payment term:	
107600	Foothills Park and Recreation fees - Foothills Park & Recreation District					
			<u>2,066.77</u>			
	Totals		2,066.77	0.00	2,066.77	2,066.77
	Totals for Foothills Park & Recreation District		<u>2,066.77</u>	<u>0.00</u>	<u>2,066.77</u>	<u>2,066.77</u>
IREA IREA						
Reference:	25782000		Date:	03/18/19	Discount exp date:	
GL AP account:	102500		Due date:	03/18/19	Payment term:	
107701	Utilities - IREA					
			<u>30.00</u>			
	Totals		30.00	0.00	30.00	30.00
Reference:	85350300		Date:	03/18/19	Discount exp date:	
GL AP account:	102500		Due date:	03/18/19	Payment term:	
107701	Utilities - IREA					
			<u>21.34</u>			
	Totals		21.34	0.00	21.34	21.34

Roxborough Village Metropolitan District

Cash Requirement Report - Detailed

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All Dates

GL Account	Description		Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Reference: 85210100		Date: 03/19/19			Discount exp date:	
GL AP account: 102500		Due date: 03/19/19			Payment term:	
107701	Utilities - IREA		<u>130.09</u>			
	Totals		130.09	0.00	130.09	130.09
Reference: 21367302		Date: 03/19/19			Discount exp date:	
GL AP account: 102500		Due date: 03/19/19			Payment term:	
107701	Utilities - IREA		<u>21.57</u>			
	Totals		21.57	0.00	21.57	21.57
Reference: 25968000		Date: 03/19/19			Discount exp date:	
GL AP account: 102500		Due date: 03/19/19			Payment term:	
107701	Utilities - IREA		<u>21.90</u>			
	Totals		21.90	0.00	21.90	21.90
Reference: 85311000		Date: 03/19/19			Discount exp date:	
GL AP account: 102500		Due date: 03/19/19			Payment term:	
107701	Utilities - IREA		<u>24.17</u>			
	Totals		24.17	0.00	24.17	24.17
Reference: 85311102		Date: 03/21/19			Discount exp date:	
GL AP account: 102500		Due date: 03/21/19			Payment term:	
107701	Utilities - IREA		<u>504.00</u>			
	Totals		504.00	0.00	504.00	504.00
Reference: 26129901		Date: 03/26/19			Discount exp date:	
GL AP account: 102500		Due date: 03/26/19			Payment term:	
107701	Utilities - IREA		<u>21.57</u>			
	Totals		21.57	0.00	21.57	21.57
Reference: 21419100		Date: 04/01/19			Discount exp date:	
GL AP account: 102500		Due date: 04/01/19			Payment term:	
107701	Utilities - IREA		<u>48.00</u>			
	Totals		48.00	0.00	48.00	48.00
Reference: 23509300		Date: 04/01/19			Discount exp date:	
GL AP account: 102500		Due date: 04/30/19			Payment term:	
107701	Utilities - IREA		<u>18.00</u>			
	Totals		18.00	0.00	18.00	18.00
Totals for IREA			<u>840.64</u>	<u>0.00</u>	<u>840.64</u>	<u>840.64</u>
LEONARDRICE	Leonard Rice Engineers, Inc.					
Reference: 12889		Date: 01/25/19			Discount exp date:	
GL AP account: 302500		Due date: 01/31/19			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>2,100.00</u>	<u>0.00</u>	<u>2,100.00</u>	<u>2,100.00</u>
METCO	METCO LANDSCAPE, INC.					
Reference: 525475		Date: 02/28/19			Discount exp date:	
GL AP account: 102500		Due date: 02/28/19			Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.		<u>1,120.00</u>			

Roxborough Village Metropolitan District

Cash Requirement Report - Detailed

29

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
	Totals	1,120.00	0.00	1,120.00	1,120.00
Reference:	525517	Date:	02/28/19	Discount exp date:	
GL AP account:	102500	Due date:	02/28/19	Payment term:	
107585	Landscape maintenance & supplies - METCO LANDSCAPE, INC.	<u>2,500.00</u>			
	Totals	2,500.00	0.00	2,500.00	2,500.00
Reference:	525584	Date:	03/02/19	Discount exp date:	
GL AP account:	102500	Due date:	03/02/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>320.00</u>			
	Totals	320.00	0.00	320.00	320.00
Reference:	525696	Date:	03/03/19	Discount exp date:	
GL AP account:	102500	Due date:	03/03/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>2,044.00</u>			
	Totals	2,044.00	0.00	2,044.00	2,044.00
Reference:	525762	Date:	03/04/19	Discount exp date:	
GL AP account:	102500	Due date:	03/04/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>604.00</u>			
	Totals	604.00	0.00	604.00	604.00
Reference:	527255	Date:	03/15/19	Discount exp date:	
GL AP account:	102500	Due date:	03/15/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>400.00</u>			
	Totals	400.00	0.00	400.00	400.00
Reference:	527101	Date:	03/31/19	Discount exp date:	
GL AP account:	102500	Due date:	03/31/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>880.00</u>			
	Totals	880.00	0.00	880.00	880.00
	Totals for METCO LANDSCAPE, INC.	<u>7,868.00</u>	<u>0.00</u>	<u>7,868.00</u>	<u>7,868.00</u>
MULHERN	Mulhern MRE Inc.				
Reference:	MMRE5994	Date:	02/28/19	Discount exp date:	
GL AP account:	102500	Due date:	02/28/19	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>1,781.56</u>			
	Totals	1,781.56	0.00	1,781.56	1,781.56
Reference:	MMRE5995	Date:	02/28/19	Discount exp date:	
GL AP account:	102500	Due date:	02/28/19	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>351.00</u>			
	Totals	351.00	0.00	351.00	351.00
	Totals for Mulhern MRE Inc.	<u>2,132.56</u>	<u>0.00</u>	<u>2,132.56</u>	<u>2,132.56</u>
PATRIOT	Patriot Pest Control, LLC				
Reference:	962808	Date:	04/01/19	Discount exp date:	
GL AP account:	102500	Due date:	04/01/19	Payment term:	
107589	Mosquito control - Patriot Pest Control, LLC	<u>2,000.00</u>			
	Totals	2,000.00	0.00	2,000.00	2,000.00
	Totals for Patriot Pest Control, LLC	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>

Roxborough Village Metropolitan District

Cash Requirement Report - Detailed

30

All Dates

GL Account	Description		Gross Open Amount	Discount Available	Net Open Amount	Cash Required
PEPPER Pepperdine's						
Reference:	1982675	Date:	03/22/19	Discount exp date:		
GL AP account:	102500	Due date:	03/22/19	Payment term:		
107480	Miscellaneous - Pepperdine's		<u>24.00</u>			
	Totals		24.00	0.00	24.00	24.00
	Totals for Pepperdine's		<u>24.00</u>	<u>0.00</u>	<u>24.00</u>	<u>24.00</u>
ROXWATERSAN Roxborough Water & San District						
Reference:	7124611	Date:	03/24/19	Discount exp date:		
GL AP account:	102500	Due date:	03/24/19	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:	03/31/19	Discount exp date:		
GL AP account:	102500	Due date:	03/31/19	Payment term:		
107702	Nonpotable water purchase usage - Roxborough Water & San District		<u>100.39</u>			
	Totals		100.39	0.00	100.39	100.39
Reference:	7122162	Date:	03/31/19	Discount exp date:		
GL AP account:	102500	Due date:	03/31/19	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>941.60</u>	<u>0.00</u>	<u>941.60</u>	<u>941.60</u>
SBPORTABOWL S&B Porta Bowl Restrooms, Inc.						
Reference:	414822	Date:	04/03/19	Discount exp date:		
GL AP account:	102500	Due date:	04/03/19	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:	414823	Date:	04/03/19	Discount exp date:		
GL AP account:	112500	Due date:	04/03/19	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>
XCEL XCEL Energy						
Reference:	53-2326583-6	Date:	03/31/19	Discount exp date:		
GL AP account:	102500	Due date:	03/31/19	Payment term:		
107701	Utilities - XCEL Energy		<u>19.19</u>			
	Totals		19.19	0.00	19.19	19.19
	Totals for XCEL Energy		<u>19.19</u>	<u>0.00</u>	<u>19.19</u>	<u>19.19</u>
	Company Totals		<u>30,134.26</u>	<u>0.00</u>	<u>30,134.26</u>	<u>30,134.26</u>

Roxborough Village Metro District

8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111-2814
303-779-4525

ACTION ITEM SUMMARY MEMORANDUM

To: RVMD Board of Directors
Copied to: Anna Jones; District Manager & Patrick Shannon; Assistant Manager
From: Paige Cipperly & Jerel Sangster; Event Planning Committee
Date: April 16, 2019
Subject: Community Event

Project / Issue: The Board of Directors has instructed the management team to plan a community event for Saturday, September 14, 2019. Activities for consideration include:

- Fireworks
 - DJ (?)
- Inflatables (x2)
- Armored Assault Vehicles
- West Metro Apparatus
- Skateboard Competition
- Swing Dance Lesson
- Food Trucks
- Games
- Door Prizes/Gifts/Schwag Bags

To make sure this event runs accordingly, the management team will obtain:

- Insurance
- Fire Department permit
- Roxborough Intermediate School parking permit
- Additional Porta-Potties
- Douglas County Sheriff Department security

Previous Board Discussion/Action: Director Brown has identified a fireworks vendor whom he has worked with in the past for the concern series.

Budget Impact: The total budget for this event is \$15,000 with a target goal of \$20,000. Arrowhead Shores HOA has pledged 25% of the \$15,000 for a total of \$3,750. The remainder of the budget shall be funded through volunteers and in-kind donations of food, drinks, etc.

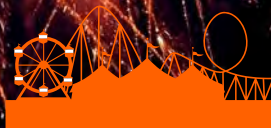
Project Partners: Arrowhead Shores HOA

Action Requested: Choose the official title of the event. Suggestions include

- Roxborough Fall Festival
- Roxborough Village Community Event
- Celebration of Roxborough

Roxborough Village Metro District
PRESENTS

ROXBOROUGH FALL FESTIVAL



When: September 14, 2019

Where: Roxborough Village Upper
Parking Lot (next to the Skate Park)

Interested in being a part of our event? We are asking for donations to make our fall festival a reality!

1. Make a monetary and/or in-kind donation of food, drink, etc.
2. Attend the event! We will have spaces for our donors to set up tables.
3. Engage the community. Come meet and mingle with the residents of Roxborough Village!

Roxborough Village Fireworks Show



Incident Action Plan

Operational Period:

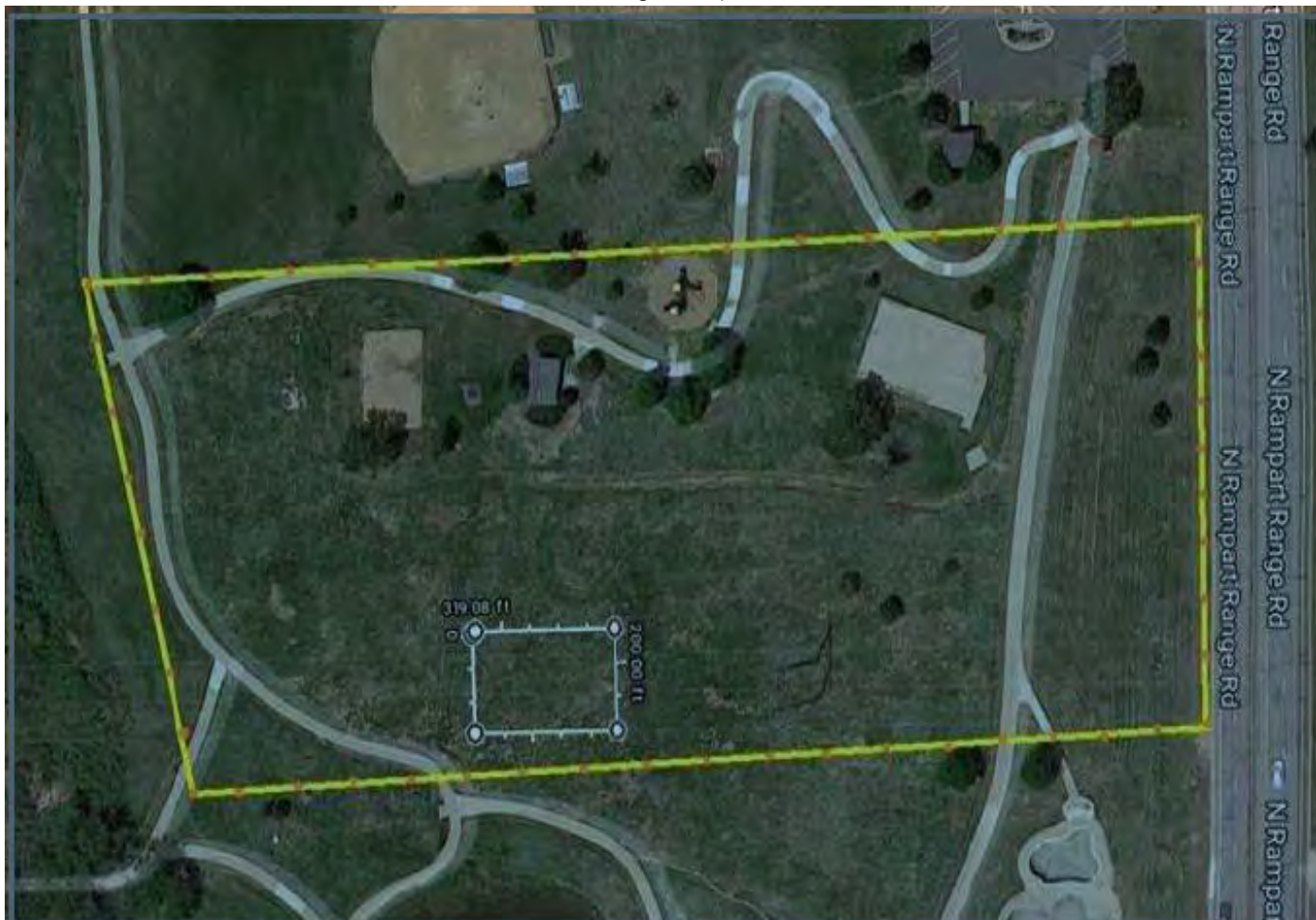
September 14th, 2019

1000 to 2200 hours

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Roxborough Fall Festival	2. Incident Number: 2019-02	3. Date/Time Initiated: Date: 9/14/2019 Time: 1000
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4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: Calvin Brown Position/Title: Signature: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Roxborough Fall Festival	2. Incident Number: 2019-02	3. Date/Time Initiated: Date: 9/14/2019 Time: 1000																																								
7. Current and Planned Objectives: 1. Provide for the safety and accountability of all personnel assigned to this event. 2. Provide fire prevention and investigative services within the park, including the monitoring and the supervision of Pyro-technical displays. 3. Provide fire suppression, rescue, and emergency medical services within the park area. 4. Take every opportunity to enhance the event-day experience for all guests we come in contact with																																										
8. Current and Planned Actions, Strategies, and Tactics: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Time:</th> <th style="width: 85%;">Actions:</th> </tr> </thead> <tbody> <tr><td>1000</td><td>Display set up</td></tr> <tr><td>1030</td><td>Fencing Set-Up Begins</td></tr> <tr><td>1130</td><td>Fencing Set-Up Ends</td></tr> <tr><td>1600</td><td>Food Trucks Arrive</td></tr> <tr><td>1600</td><td>Inflatables Set-Up Begins</td></tr> <tr><td>1700</td><td>Apparatus Arrive</td></tr> <tr><td>1700</td><td>WMFR Final Inspection</td></tr> <tr><td>1800</td><td>DCSO LEO Arrival</td></tr> <tr><td>1800</td><td>Event Begins</td></tr> <tr><td>2115</td><td>Fireworks Show Begins</td></tr> <tr><td>2125</td><td>Fireworks Show Ends</td></tr> <tr><td>2130</td><td>Clean-Up Begins</td></tr> <tr><td>2200</td><td>Final Clean-Up and Close-Out</td></tr> <tr><td>HHMM</td><td></td></tr> <tr><td>HHMM</td><td></td></tr> <tr><td>HHMM</td><td></td></tr> <tr><td>HHMM</td><td></td></tr> <tr><td>HHMM</td><td></td></tr> <tr><td>HHMM</td><td></td></tr> </tbody> </table>			Time:	Actions:	1000	Display set up	1030	Fencing Set-Up Begins	1130	Fencing Set-Up Ends	1600	Food Trucks Arrive	1600	Inflatables Set-Up Begins	1700	Apparatus Arrive	1700	WMFR Final Inspection	1800	DCSO LEO Arrival	1800	Event Begins	2115	Fireworks Show Begins	2125	Fireworks Show Ends	2130	Clean-Up Begins	2200	Final Clean-Up and Close-Out	HHMM		HHMM		HHMM		HHMM		HHMM		HHMM	
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ICS 201, Page 2		Date/Time: 9/14/2019 12:00 AM																																								

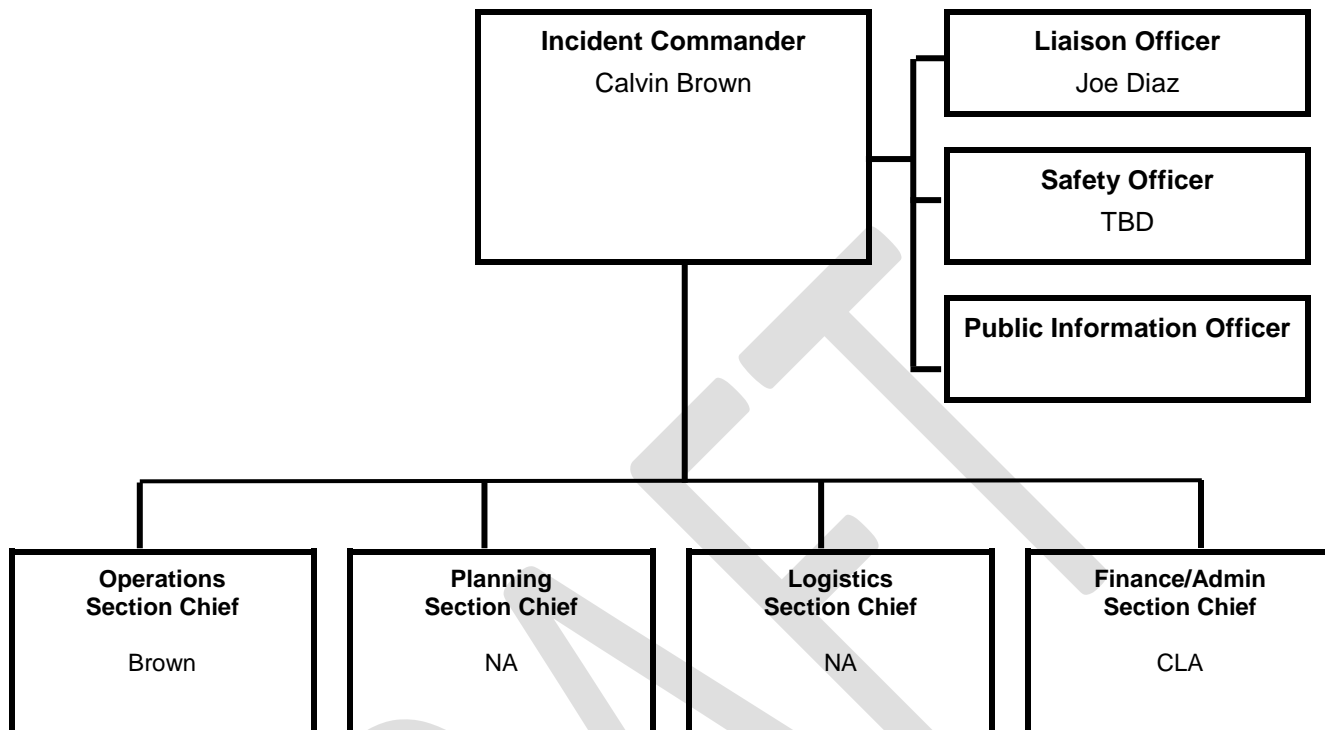
INCIDENT BRIEFING (ICS 201)

1. Incident Name:
Roxborough Fall Festival

2. Incident Number:
2019-02

3. Date/Time Initiated:
Date: 9/14/2019 Time: 1000

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: Calvin Brown

Position/Title:

Signature: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Roxborough Fall Festival	2. Incident Number: 2019-002	3. Date/Time Initiated: Date: 9/14/2019 Time: 1000
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10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
WMFR Brush Unit	TBD	TBD		<input type="checkbox"/>	
WMFR Engine	TBD	TBD		<input type="checkbox"/>	
WMFR Brush Unit	TBD	TBD		<input type="checkbox"/>	
WMFR Medic Unit	TBD	TBD		<input type="checkbox"/>	
DCSO LEO 1	TBD	TBD		<input type="checkbox"/>	
DCSO LEO 2	TBD	TBD		<input type="checkbox"/>	
DCSO LEO 3	TBD	TBD		<input type="checkbox"/>	
DCSO Bearcat	TBD	TBD		<input type="checkbox"/>	
DCSO MCP	TBD	TBD		<input type="checkbox"/>	
Gator Unit 1	TBD	TBD		<input type="checkbox"/>	
Gator Unit 2	TBD	TBD		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

6. Prepared by:	Name: Calvin Brown	Position/Title:	Signature: _____
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ICS 201, Page 4	Date/Time: 9/14/2019 12:00 AM
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ICS 201

Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	<p>Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.</p> <p>If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).</p> <p>North should be at the top of page unless noted otherwise.</p>
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Roxborough Fall Festival	2. Operational Period:	Date From: 9/14/2019 Time From: 1000	Date To: 9/14/2019 Time To: 2200			
3. Objective(s): <ol style="list-style-type: none"> 1. Ensure responder safety for the duration of the event 2. Provide for safety of the public throughout the event 3. Provide Emergency Medical Services for the duration of the event 4. Provide Fire Protection and technical services for the duration of the event 5. Provide Law Enforcement, Security & Intelligence 						
4. Operational Period Command Emphasis: <ol style="list-style-type: none"> 1. Identify and manage traffic consideration throughout the event 2. Control access and egress to deter disruption of activities 3. Ensure readiness to respond to any EMS/Fire events that may occur during the planned activities 						
General Situational Awareness Monitor egress routes, avoid becoming blocked into an area Ensure proper PPE if engaged on an incident within an incident Utilize LCES at all times						
5. Site Safety Plan Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: CLA						
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"> <input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 208 <input checked="" type="checkbox"/> ICS 205 Map/Chart <input checked="" type="checkbox"/> ICS 205A Forecast/Tides/Currents <input checked="" type="checkbox"/> ICS 206 </td> <td style="width: 20%;"> <input checked="" type="checkbox"/> ICS 207 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Weather <input type="checkbox"/> <input type="checkbox"/> </td> <td style="width: 60%;"> Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </td> </tr> </table>				<input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 208 <input checked="" type="checkbox"/> ICS 205 Map/Chart <input checked="" type="checkbox"/> ICS 205A Forecast/Tides/Currents <input checked="" type="checkbox"/> ICS 206	<input checked="" type="checkbox"/> ICS 207 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Weather <input type="checkbox"/> <input type="checkbox"/>	Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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7. Prepared by: Name: Brown Position/Title: OPS Section Chief Signature: _____						
8. Approved by Incident Commander: Name: _____ Signature: _____						
ICS 202	IAP Page 1	Date/Time: 4/5/2019 12:00 AM				

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <u>S</u> pecific – Is the wording precise and unambiguous? <u>M</u> easurable – How will achievements be measured? <u>A</u> ction-oriented – Is an action verb used to describe expected accomplishments? <u>R</u> ealistic – Is the outcome achievable with given available resources? <u>T</u> ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> Name Position/Title Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> Name Signature Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Roxborough Fall Festival		2. Operational Period: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Date From: 9/14/2019 Time From: 1000 </div> <div> Date To: 9/14/2019 Time To: 2200 </div> </div>	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs	Calvin Brown	Chief	
		Deputy	
		RIC	
Deputy		Staging Area	
Safety Officer	TBD	Law Branch	
Public Info. Officer		Branch Director	TBD
Liaison Officer	Anna Jones	Deputy	
4. Agency/Organization Representatives:		Inner Perimeter	TBD
Agency/Organization	Name	Outer Perimeter	TBD
Tri-State Fireworks	Joe Diaz	Special Ops Group	
CLA	Jerel Sangster	SWAT Group	
CLA	Anna Jones	Division/Group	
CLA	Paige Cipperly	Branch II	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch III	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: Tim Campbell Position/Title: B/C Signature: _____			
ICS 203	IAP Page	Date/Time: 12/13/2018 12:00 AM	

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

1. Incident Name: Roxborough Fall Festival		2. Operational Period: Date From: 09/14/2019 Time From: 1000		Date To: 09/14/2019 Time To: 2200		3. Branch: Medical	
4. Operations Personnel: <u>Name</u>				<u>Contact Number(s)</u>		Division:	
Operations Section Chief: _____						Group: Medical	
Branch Director: TBD _____						Staging Area:	
Division/Group Supervisor: WMFR Battalion _____							
5. Resources Assigned:			# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information		
Resource Identifier	Leader						
WMFR Engine 15	TBD	3	TBD	Community Park			
WMFR Medic 15	TBD	2	TBD	Community Park			
WMFR Brush	TBD	2	TBD	Community Park			
6. Work Assignments: Patrol within assigned zone. Respond as dispatched, provide medical care and transport.							
7. Special Instructions: Maintain situational awareness. Remain hydrated.							
8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ Medical Branch / TBD _____ _____/_____ _____/_____ _____/_____							
9. Prepared by: Name: Calvin Brown _____ Position/Title: _____ Signature: _____							
ICS 204		IAP Page _____		Date/Time: _____			

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Roxborough Fall Festival				2. Date/Time Prepared: Date: 09/14/2019 Time: 1000 hours				3. Operational Period: Date From: 09/14/2019 Date To: 09/14/2019 Time From: 1000 Time To: 2200 hours			
4. Basic Radio Channel Use:											
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks	
TBD	TBD	Fire	WMFR	Suppression						Suppression	
TBD	TBD	LEO	DCSO	Law Enforcement Branch						Law Enforcement Access Management	
TBD	TBD	EMS	WMFR	Medical Branch						Triage, Treatment and Transport	
TBD	TBD	Tactical	DCSO	Law Enforcement Branch						All Tactical Resources within the Branch	
TBD	TBD	Air Assets	Air Life Flight For Life	Medical Branch						Demonstration and Transport	
TBD	TBD	Cont. 1	NFA	Contingency						All Resources within the Section	
5. Special Instructions: In the event of a communications failure, report the assignment and complete a face to face to your supervisor.											
6. Prepared by (Communications Unit Leader): Name: Calvin Brown Signature:											
ICS 205			IAP Page			Date/Time: 12/13/2018 @ 0700					

MEDICAL PLAN (ICS 206)

1. Incident Name: Roxborough Fall Festival		2. Operational Period: Date From: 09/14/2019 Time From: 1000		Date To: 09/14/2019 Time To: 2200			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
WMFR	Roxborough Community Park	TBD	x Yes <input type="checkbox"/> No				
			X Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
West Metro Fire Rescue	Roxborough Community Park	TBD	X ALS BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Littleton Hospital	7700 S Broadway	TBD			X Yes Level: 2	X Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Swedish Hospital	501 E Hampden	TBD			<input type="checkbox"/> Yes Level: 1	<input type="checkbox"/> Yes No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Children's Hospital South Campus	1811 Plaza Drive	TBD			<input type="checkbox"/> Yes Level: 2	<input type="checkbox"/> Yes No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Swedish Southwest	6196 South Ammons Way	TBD			<input type="checkbox"/> Yes Level: 2	<input type="checkbox"/> Yes X No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Porter Hospital	2525 S Downing St,	TBD			<input type="checkbox"/> Yes Level 3	<input type="checkbox"/> Yes X No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures: Advise your immediate supervisor and pass up the chain of command to include the SOFR of all injuries. Seek immediate medical treatment. No medical information will be communicated to anyone unless authorized by the IC. Contact the closest medical aid station for appropriate response to your location as required. If needed, transport injured responder to most appropriate hospital.							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: WMFR _____ Signature: _____							
8. Approved by (Safety Officer): Name: TBD _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: 09/14/2019 1000 _____			

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Roxborough Fall Festival	2. Operational Period:	Date From: 9/14/2019 Time From: 1000	Date To: 9/14/2019 Time To: 2200
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: <ul style="list-style-type: none"> ■ Establish L.C.E.S. (Lookout, Communications, Escape Routes, Safety Zones) within immediate working area ■ Maintain hydration ■ Personnel will wear all appropriate PPE at all times ■ Personnel will ensure situational awareness ■ Report all injuries to immediate supervisor ■ Wash hands before eating, maintain proper hygiene 			
4. Site Safety Plan Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: CLA			
5. Prepared by: Name: Calvin Brown		Position/Title: IC	
Signature: _____		_____	
ICS 208	IAP Page	Date/Time: 9/14/2019 1000	

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name: Roxborough Fall Festival		2. Incident Number: 2019-002	
3. Date/Time Prepared: Date: September 14th Time: 10:00		4. Operational Period: Date From: 09/14/2019 Date To: 09/14/2019 Time From: 10:00 Time To: 22:00	
5. Incident Area	6. Hazards/Risks	7. Mitigations	
Parking Lot	Vehicle Traffic	1. Hydration 2. Appropriate PPE 3. Situational Awareness	
	Trips/Falls	4. Slips/Trips/Falls management 5. Escape Routes 6. Debris mitigation	
	Electrical Hazards	7. Situational Awareness 8. L.C.E.S	
Launch Site	Fire/Explosion	Inspections/Suppression	
	Spot Fires	Pre Shoot Mitigation/Suppression	
	Injuries	Medical Group	
Park Area	CRS Violations	LE Group	
Intermediate School PL	Vehicle Traffic Vandalism/Trespass	LE Group	
8. Prepared by (Safety Officer): Name: TBD _____ Signature: _____ Prepared by (Operations Section Chief): Name: TBD _____ Signature: _____			
ICS 215A		Date/Time: Sept. 14 10:00 _____	

RESOLUTION NO. 2019-04-01

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

**RESOLUTION APPROVING CHANGE OF LOCATION OF REGULAR BOARD MEETINGS
FOR 2019**

WHEREAS, pursuant to C.R.S. §32-1-903(1)-(2), the District must designate and post the time and place for all Board meetings.

WHEREAS, the Board previously determined to hold regular meetings on the third Tuesday of each month at 6:30 p.m.;

WHEREAS, the Board determined to change the location of some of the regular meetings in 2019 and the locations of the meetings will be as follows:

July 16, 2019;
September 17, 2019;
November 19, 2019; and
December, 17 2019

Will be held the Roxborough West Metro Fire Station 15, 6220 North Roxborough Park Road, Littleton, Colorado 80125.

May 21, 2019,
June 18, 2109,
August 20, 2019, and
October 15, 2019

Will be held at the Roxborough Library, 8357 North Rampart Range Road, #200, Littleton, Colorado 80125.

The Board directs the District Manager to prepare notices for posting at the specified locations and at the Douglas County Clerk and Recorder's office

Adopted and approved this 19th day of March, 2019 by a vote of _____ for and _____ against.

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

By: _____
Calvin Brown, President

ATTEST:

By: _____
Ronald E. Bendall, Secretary

Suazo, Kathy

From: Jones, Anna
Sent: Tuesday, April 2, 2019 8:43 AM
To: Calvin B; edward.wagner99 (edward.wagner99@gmail.com); ron_and_annegret (ron_and_annegret@msn.com); Debbie Pryszy (office@stgregschurch.org)
Cc: Steve Sherman (sandasherman@msn.com); Suazo, Kathy; Sangster, Jerel; Shannon, Patrick; Todd Wenskoski
Subject: FW: [External] Denver Water damages and other open space updates
Attachments: Video.MOV; ATT00001.htm; image1.jpeg; ATT00002.htm; image2.jpeg; ATT00003.htm

DO NOT REPLY ALL – FOR INFORMATION ONLY

Dear Board – Please see below and attached from Steve.
For discussion at the next board meeting – Kathy plz include under engineering, thx.

From: Steve Sherman <sandasherman@msn.com>
Sent: Tuesday, April 2, 2019 8:39 AM
To: scott@mulhernmre.com; Shannon, Patrick <Patrick.Shannon@claconnect.com>; Sangster, Jerel <Jerel.Sangster@claconnect.com>; justinb@metcolandscape.com; billb@metcolandscape.com; Jones, Anna <Anna.Jones@claconnect.com>; james@ffcolorado.com
Subject: [External] Denver Water damages and other open space updates

Hi all,

Spent some time at the inflow and outflow points of the “Triangle” or “upper irrigation” pond as we sometimes call it. Plrase forward to board. Quick summary.

- The constant Denver water flows continue to cause erosion beyond what we have ever seen in 20 years. Video attached.
- Metco did a great job on the nearby outlet, making it drain. Nice job!
- the spillway from upper to lower has been plugged by trees and debris. Scott Venn and I cleaned it out but left the trees for Metco to pick up on rounds. Can you get that please, Bill?





Suazo, Kathy

From: Jones, Anna
Sent: Wednesday, April 10, 2019 10:47 AM
To: Suazo, Kathy
Cc: Shannon, Patrick; scott (scott@mulhernmre.com); Katie James
Subject: FW: [External] FW: RVMD - Product Use for Irrigation Ponds

Plz include under engineering for next agenda

From: Kendra Holmes <kholmes25@aqua-sierra.com>
Sent: Wednesday, April 10, 2019 10:39 AM
To: Jones, Anna <Anna.Jones@claconnect.com>
Subject: [External] FW: RVMD - Product Use for Irrigation Ponds

Hi Anna,

Below is the email use I discussed with Scott last month regarding the water quality monitoring and pond treatments.

Please let me know if you have any questions or concerns!

Thank you,

Kendra L. Holmes
 Aqua Sierra, Inc.

Sent from [Mail](#) for Windows 10

From: [Kendra Holmes](#)
Sent: Wednesday, March 20, 2019 1:51 PM
To: [Scott Barnett](#); [Jones, Anna](#); [Shannon, Patrick](#); [Katie James](#)
Subject: RE: RVMD - Product Use for Irrigation Ponds

Scott,

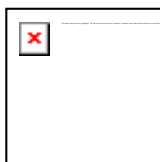
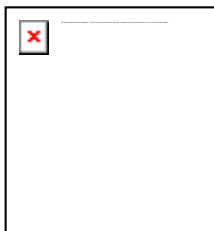
The water quality analyses will lead to understanding the driving factor for aquatic growth, management strategies for long term success, and knowledge on growth potential. I agree with your statement that you should not approve anything at this time and if a treatment is necessary then something can be performed. Weather will be a major force in how things play out this year!

I also wanted to let you know that we have decided to part ways with one of our biologists, Noel Browning, and therefore he will not be involved from this point forward. I was included on several emails; however, I do not see a signed agreement for the water quality and/or grass carp stocking. I want to be sure you are on the first truck of the season which will be delivering in early to mid-April depending on weather.

Happy First Day of Spring,

Kendra L. Holmes
President, Licensed QS
Senior Fisheries & Aquatic Biologist

Aqua Sierra, Inc.
 9094 Hwy. 285
 Morrison, CO. 80465
 PH: (303) 697-5486 ext. 1000
 FAX: (303) 697-5069
www.aqua-sierra.com
kholmes25@aqua-sierra.com



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From: Scott Barnett <scott@mulhernmre.com>
Sent: Tuesday, March 19, 2019 3:48 PM
To: Kendra Holmes <kholmes25@aqua-sierra.com>; Jones, Anna <Anna.Jones@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>; Katie James <james@ffcolorado.com>
Subject: RE: RVMD - Product Use for Irrigation Ponds

Kendra,
 Am I correct in thinking that the Water Quality Sampling that you guys will be doing will indicate whether or not we should continue with an algaecide? So effectively for now, we should not approve any until the sampling program indicates otherwise?

Scott Barnett P.E.
scott@mulhernmre.com
 188 Inverness Drive West, Suite 150
 Englewood, CO 80112
 303-649-9857 office
 303-263-3699 mobile

From: Kendra Holmes [<mailto:kholmes25@aqua-sierra.com>]
Sent: Monday, March 18, 2019 11:38 AM
To: Scott Barnett <scott@mulhernmre.com>; Jones, Anna <Anna.Jones@claconnect.com>; Shannon, Patrick

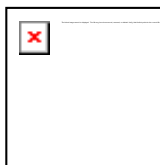
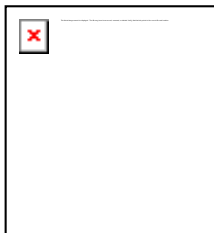
<Patrick.Shannon@claconnect.com>; Katie James <james@ffcolorado.com>

Subject: RE: RVMD - Product Use for Irrigation Ponds

These questions are never easy to answer... However, yes I would hold off on any herbicide treatments unless plants are actively growing that could affect water quality and safety for the stocked fish (i.e. pH swing). Grass carp do not focus on algal control, so algaecides may still be needed.

Kendra L. Holmes
President, Licensed QS
Senior Fisheries & Aquatic Biologist

Aqua Sierra, Inc.
 9094 Hwy. 285
 Morrison, CO. 80465
 PH: (303) 697-5486 ext. 1000
 FAX: (303) 697-5069
www.aqua-sierra.com
kholmes25@aqua-sierra.com



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From: Scott Barnett <scott@mulhernmre.com>

Sent: Monday, March 18, 2019 10:50 AM

To: Kendra Holmes <kholmes25@aqua-sierra.com>; Jones, Anna <Anna.Jones@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>; Katie James <james@ffcolorado.com>

Subject: RE: RVMD - Product Use for Irrigation Ponds

So Kendra, Thanks for the response. To be clear, do you think that we should hold off on any of the CEMLake algaecide application to see how the grass carp handles it without chemical treatment?



Scott Barnett P.E.
scott@mulhernmre.com
 188 Inverness Drive West, Suite 150
 Englewood, CO 80112
 303-649-9857 office
 303-263-3699 mobile

From: Kendra Holmes [<mailto:kholmes25@aqua-sierra.com>]
Sent: Monday, March 18, 2019 10:23 AM
To: Scott Barnett <scott@mulhernmre.com>; Jones, Anna <Anna.Jones@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>; Katie James <james@ffcolorado.com>
Subject: RVMD - Product Use for Irrigation Ponds

Hi Scott,

The products listed in the attached document are standard aquatic pesticides that can be used depending on the target species, time of year, water use, etc.... It is difficult to say that the treatment performed last year indeed caused an adverse effect on the crayfish; however, based on the information relayed onsite it sounded like it may have been influential. Chemicals do not go after the source of the problem and act more like a band-aid. With that said, the results from chemical applications are typically temporary, but sometimes a necessary management tool. Plants and algae can build resistance to pesticides over long term use. Therefore, ultimately it is best to go after the source of the problem and shift the growth to other biological processes. I am familiar with CEM lake, but I do not have much background on how they determine what and when to use in aquatic management.

As observed in the management plan we presented last month, algaecides may be needed in those ponds to keep growth at acceptable levels for both aesthetics and human health. I was just unable to know how much. The grass carp should also greatly limit any herbicide treatments as well, but it will be dependent on conditions and may take them some time to catch up once stocked.

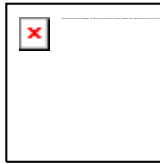
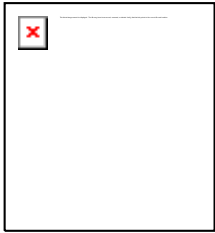
Any water samples collected would need to be coordinated around any pesticide treatments to ensure that results are not skewed.

I hope that this answers your question!

Thank you,

Kendra L. Holmes
President, Licensed QS
Senior Fisheries & Aquatic Biologist

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From: Scott Barnett <scott@mulhernmre.com>

Sent: Friday, March 15, 2019 2:08 PM

To: Kendra Holmes <kholmes25@aquasierra.com>; Jones, Anna <Anna.Jones@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>; Katie James <james@ffcolorado.com>

Subject: FW: [External] product usage

Kendra,

One of the District's vendors is up for renewing their contract for this coming year. I believe they were the ones that were called in to treat the algae growth in the Irrigation ponds. That is where we experienced the crawfish die off last year. I brought up the fact that I believed that using these chemicals for treatment might not go along with some of the things we are hoping to do this coming year in Roxborough with water quality. I wonder if you might weigh in on their proposed products. Keeping in mind that we do not necessarily HAVE to have them do anything, do you have anything to say about this use?

Thanks.



Scott Barnett P.E.

scott@mulhernmre.com

188 Inverness Drive West, Suite 150

Englewood, CO 80112

303-649-9857 office

303-263-3699 mobile

From: Shannon, Patrick [<mailto:Patrick.Shannon@claconnect.com>]

Sent: Friday, March 15, 2019 9:13 AM

To: Jones, Anna <Anna.Jones@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>; Sangster, Jerel <Jerel.Sangster@claconnect.com>; Scott Barnett <scott@mulhernmre.com>; Katie James <james@ffcolorado.com>; Erica Breitenstein <breitenstein@ffcolorado.com>

Subject: FW: [External] product usage

See attached and below for CEMLake's product usage



Pat Shannon, Assistant District Manager

Outsourcing, CliftonLarsonAllen LLP

Direct 303-265-7998

patrick.shannon@CLAconnect.com

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

8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111

CLAconnect.com



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From: Russ Peterson <russ@cemlake.com>

Sent: Thursday, March 14, 2019 7:20 PM

To: Shannon, Patrick <Patrick.Shannon@claconnect.com>

Subject: [External] product usage

Hi Patrick,

Sorry, I thought I sent this weeks ago.

I put together a document of everything I would use for treatment in any of my ponds anywhere.

What I use in Roxborough may exclude many of these items, but I have to respond to whatever nature gives us. As things grow, I observe the mix of aquatic weeds and algae that need treatment and assemble a treatment regime that will help solve our problem. This shifts from year to year, depending on what plants are dominating the pond ecosystem, so it's impossible to tell you that I will use a particular amount of any specific product in a season.

Thanks

Russ Peterson

CEM Lake Management

720-635-1350

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Suazo, Kathy

From: Jones, Anna
Sent: Thursday, April 4, 2019 3:34 PM
To: Suazo, Kathy; Brewer, Kim
Subject: RE: [External] RE: Roxborough Village Metro District - Room Reservations for Meetings

Yes, please Kathy – for agenda.

Thx!!

From: Suazo, Kathy <Kathy.Suazo@claconnect.com>
Sent: Thursday, April 4, 2019 10:58 AM
To: Brewer, Kim <kbrewer@westmetrofire.org>
Cc: Jones, Anna <Anna.Jones@claconnect.com>
Subject: RE: [External] RE: Roxborough Village Metro District - Room Reservations for Meetings

Thanks! I am copying the manager on this response to see if this should be on this month's agenda. Thanks!



Kathy Suazo, District Administrator
 Outsourcing, CliftonLarsonAllen LLP

Direct 303-793-1403
kathy.suazo@CLAconnect.com

Main 303-779-5710 x31403, Fax 303-779-0348
 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
CLAconnect.com



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From: Brewer, Kim <kbrewer@westmetrofire.org>
Sent: Thursday, April 4, 2019 10:47 AM
To: Suazo, Kathy <Kathy.Suazo@claconnect.com>
Subject: RE: [External] RE: Roxborough Village Metro District - Room Reservations for Meetings

The following dates are available in December:

9th, 10th, 13th, 16th and 20th, for planning purposes.

From: Suazo, Kathy <Kathy.Suazo@claconnect.com>
Sent: Thursday, April 4, 2019 10:44 AM
To: Brewer, Kim <kbrewer@westmetrofire.org>
Subject: RE: [External] RE: Roxborough Village Metro District - Room Reservations for Meetings

Yes I did. Thanks. I let the manager know. It will be a meeting agenda item for discussion.



Kathy Suazo, District Administrator
Outsourcing, CliftonLarsonAllen LLP

Direct 303-793-1403
kathy.suazo@CLAconnect.com

Main 303-779-5710 x31403, Fax 303-779-0348
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CLAconnect.com



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Wealth Advisors, LLC, an SEC-registered investment advisor.*

From: Brewer, Kim <kbrewer@westmetrofire.org>
Sent: Thursday, April 4, 2019 10:43 AM
To: Suazo, Kathy <Kathy.Suazo@claconnect.com>
Subject: [External] RE: Roxborough Village Metro District - Room Reservations for Meetings
Importance: High

Kathy – did you receive my email letting you know that we can no longer offer you the date of December 17th? Please select a different date in December for your meeting.

Thanks,
Kim

From: Suazo, Kathy <Kathy.Suazo@claconnect.com>
Sent: Monday, April 1, 2019 2:36 PM
To: Brewer, Kim <kbrewer@westmetrofire.org>
Cc: Jones, Anna <Anna.Jones@claconnect.com>
Subject: Roxborough Village Metro District - Room Reservations for Meetings
Importance: High

Hi Kim,

Can you please **cancel** the reservations for the meeting room at 6:30 p.m. on the below dates:

April 16th, May 21st, June 18th, August 20th and October 15th

They still need to **keep** the reservations at the Fire Station on **July 16th, September 17th, November 19th and December 17th.**

Please confirm the dates you have cancelled and those you have kept on calendar. Let me know if you have any questions. Thanks!!



Kathy Suazo, District Administrator
Outsourcing, CliftonLarsonAllen LLP

Direct 303-793-1403
kathy.suazo@CLAconnect.com

Main 303-779-5710 x31403, Fax 303-779-0348
 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
CLAconnect.com



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