

REMUDA RIDGE METROPOLITAN DISTRICT

Wednesday, June 26th, 2024 – 2:00 PM
Board Meeting

NOTICE IS HEREBY GIVEN that the Boards of Directors of **Remuda Ridge Metropolitan District**, County of El Paso, State of Colorado, will hold a special meeting at 2:00 PM on Wednesday June, the 26th, 2024 at:

555 Middle Creek Pkwy. #500,
Colorado Springs, CO
and via:

<https://video.cloudoffice.avaya.com/join/892735182>

You can also dial in using your phone.

United States: +1 (213) 463-4500

Access Code: 892735182

This Meeting is for the purpose of conducting such business as may come before the Boards including the business on the attached agenda. The meeting is open to the public.

Vacant

Term to May 2025

Richard Van Seenus

Treasurer, Term to May 2027

Sandra Hazelton

Secretary, Term to May 2027

Vacant

Term to May 2025

Joe Stifter

Assistant Secretary, Term to May 2025

AGENDA

1. Call to order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Acknowledgement of Doug Little's resignation; Director Vacancy and Appointments
4. Approval of Agenda
5. Approval of Minutes from Special Board Meeting held on April 2nd, 2024 (enclosed)
6. Public Comment – Members of the public may express their views to the Boards on matters that affect the Districts. Comments will be limited to three (3) minutes
7. Management Matters
 - a. Website accessibility standards discussion
 - b. Review and consider adoption of an Accessibility Policy (enclosed)
 - c. Underdrain Acceptance, Maintenance, Budget
8. Legal Matters – IDES Task Order for Continued Cost Certification Services
9. Financial Matters
 - a. Review and consider approval of Q3 budget and Developer's Advance Request for Q3, 2024
 - b. Conduct Public Hearing on Amendment to 2023 Budget. (enclosed)

- c. Review and consider approval of 2023 audit report (enclosed)
 - d. Approval of Claims/ Financials (enclosed)
- 10. Service Fee Matters
 - a. Discuss service fee proposal to the City of Fountain
- 11. Other Businesses
 - a. Next Regular meeting: Wednesday, September 18th, 2024, at 2:00 PM
- 12. Adjourn





**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
REMUDA RIDGE METROPOLITAN DISTRICT
HELD APRIL 2, 2024 AT 10:00 AM**

Pursuant to posted notice, the special meeting of the Board of Directors of the Remuda Ridge Metropolitan District was held on Tuesday, April 2nd, 2024 at 10:00 a.m., at 555 Middle Creek Parkway, #500, Colorado Springs, CO, and virtually via video teleconference.

ATTENDANCE

In attendance were Directors:

Douglas Little, President (excused)
Sandra Hazelton, Secretary
Joe Stifter, Assistant Secretary
Richard Van Seenus, Treasurer

Also in attendance were:

Jak Pattamasaevi, WSDM
Rebecca Harris, WSDM
K. Sean Allen, Esq., White Bear Ankele Tanaka & Waldron

1. Call to Order: Mr. Pattamasaevi called the meeting to order at 10:05 a.m.
2. Declaration of Quorum/Director Qualifications/Disclosure Matters: Mr. Pattamasaevi declared a quorum was present and confirmed that the director qualifications and filings of disclosures were made previously.
3. Approval of Agenda: Director Stifter moved to approve the Agenda as presented; seconded by Director Van Seenus. Motion passed unanimously.
4. Approval of Minutes from Special Board Meeting held on December 13th, 2023: After review, Director Stifter moved to approve the December 13th, 2023 Meeting Minutes; seconded by Director Hazelton. Motion passed unanimously.
5. Public Comment: There was no public comment.
6. Management Matters
 - a. Mr. Pattamasaevi brings the responsibility of maintaining the Underdrain system to the board's attention. Mr. Allen indicates that the District cannot maintain the underdrain system unless it accepts and takes possession of the system. The Board directs Mr. Pattamasaevi to investigate adjustments to the budget to maintain the underdrain system. The Board also indicates that the District should take possession of the underdrain system.
 - b. Mr. Pattamasaevi advises the board of the current work being performed to comply with the website accessibility requirements imposed by House Bill 21-1110.
 - c. Mr. Pattamasaevi advises the board that Director Stifter had previously executed an Eligible

Governmental Entity Agreement Between the Colorado Statewide Internet Portal Authority and Remuda Ridge Metropolitan District and that another execution is not necessary.

7. Financial Matters

- a. The Board discusses investment direction for bond funds and directs Mr. Pattamasaevi to communicate to the Trustee to invest in the Colorado Trust Prime fund.
- b. Review and consider approval of the cashflow budget for the second quarter of 2024. Mr. Pattamasaevi presents the District's Q1 cash flow and the projected cash flow for Q2. The Board accepts the Q2 cash flow projection as presented.
- c. Review and consider approval of Biggs Kofford's 2023 audit engagement letter. After review Director Van Seenus moved to approve Biggs Kofford's 2023 audit engagement letter; seconded by Director Hazelton. Motion passed unanimously.
- a. Ratify Payables: Mr. Pattamasaevi presented the Payables to be ratified. After review, Director Stifter moved to ratify the payables; seconded by Director Hazelton. Motion passed unanimously.

8. Service Fee Matters

- a. Mr. Pattamasaevi updates the board on the current progress of proposing a fee to the City of Fountain. Director Van Seenus directs Mr. Pattamasaevi to follow up with him later that day to continue work on the proposal.

9. Other Business

- a. Next Regular Meeting: June 24th, 2024, at 2 p.m.

10. Adjourn: Director Stifter moved to adjourn at 10:39 a.m.; seconded by Director Hazelton. Motion passed unanimously.

Approved,

Officer of the District



RRMD Accessibility Plan created/ adopted 6/18/24

Agent Date Status

Post a Technology Accessibility Statement

Kulick 6/30/24 Completed

Document Accessibility – New document creation

Licenses activated:

Pa amasaevi 5/1/24 Completed

Self-paced CLU module training sessions

Pa amasaevi 5/6/24 Completed

Software being used for new document creation

Pa amasaevi 5/6/24 Completed

Document Accessibility – Existing document remediation

Compile a list of documents published.

Pa amasaevi 6/30/24 Completed

Determine eligibility of archival

Pa amasaevi 6/30/24 Completed

Determine priority for remediation

Pa amasaevi 6/30/24 Completed

Assign / distribute remediation Docs and Deadlines to employees

Pa amasaevi 6/30/24. In Progress

Website(s) Accessibility & 3rd Party Tools & Resources

Compile a list of publicly facing websites you own.

Kulick 6/30/24 Completed

End user website audit

Pa amasaevi 6/30/24 In Progress

Under-the-hood website audit

Kulick 6/30/24 In Progress

Progress Review

3 months progress checkup meeting/ status update

Pa amasaevi 9/30/24 In Progress

Implement procedure to ensure compliance going forward.

Pa amasaevi 9/30/24 In Progress

Remediation on progress review – 4 months remaining.

Pa amasaevi 3/1/25 In Progress

Third Party Software

3rd Party Tools & Resources Compile a list of 3rd party tools & resources (this includes those found on your website(s) as well as other platforms you may be using internally.

Pa amasaevi 6/30/24 In Progress

Submit requests to each of the vendors for their Voluntary Product Accessibility Templates (VPATs) and their accessibility plans to ensure their tools/resources/products are compliant.

Pa amasaevi 7/5/24 In Progress

Review and determine if any VPATs fall below the standards:

Pa amasaevi 8/5/24 In Progress

Determine which 3rd party tools & resources need to be replaced

Pa amasaevi 9/5/24 In Progress

Periodic Review

Annual compliance review for new document creation

Manager 1/1/25 Recurrent

Monthly compliance review for Website Accessibility

Complnc Ofc. 1/1/25 Recurrent

Annual compliance review for Third Party Software

Manager 1/1/25 Recurrent

Document	Pages	hrs	remediate	add
April 2, 2024 Board Meeting Agenda	2	0.33	1	0.33
December 13, 2023 Board Meeting Agenda	2	0.33		0.00
December 13, 2023 Townhall Meeting Agenda	2	0.33		0.00
November 10, 2023 Special Board Meeting Agenda	2	0.33		0.00
October 10, 2023 Board Meeting Agenda	2	0.33		0.00
September 20, 2023 Board Meeting Agenda	2	0.33		0.00
June 21, 2023 Board Meeting Agenda	2	0.33		0.00
March 29, 2023 Board Meeting Agenda		0.00		0.00
December 5, 2022 Board Meeting Agenda	2	0.33		0.00
2022 Audited Financial Statements	25	4.17	1	4.17
2024 Budget	11	1.83	1	1.83
Amended 2023 Budget & Resolution	4	0.67	1	0.67
2023 Budget and Certifying Mills	11	1.83	1	1.83
2022 budget	12	2.00	1	2.00
2022 budget resolution	8	1.33	1	1.33
2024 Disclosure Notice Pursuant to §32-1-809, C.R.S.	2	0.33	1	0.33
Remuda Ridge MD District Boundary Map (2023)	0.17	0.17	1	0.17
		0.00	1	0.00
2024 Annual Administrative Resolution	8	1.33	1	1.33
Resolution Concerning Imposition of Trash Service Operations Fee	9	1.50	1	1.50
Resolution No. 1 Accepting District Eligible Costs and Acquisition of Public Improvements	21	3.50	1	3.50
Resolution 21-058 Amending and Restating Remuda Ridge Metro Service Plan	3	0.50	1	0.50
First Amendment to Funding, Acquisition and Reimbursement Agreement (Capital), 2021-11-02	3	0.50	1	0.50
Funding, Acquisition, and Reimbursement Agreement (Capital), 2017-10-16	17	2.83	1	2.83
Administrative, Operations, and Maintenance Advance and Reimbursement Agreement, 2017-10-16	5	0.83	1	0.83
Service Plan	65	10.83	1	10.83
Resolution on Collections policy	8	1.33	1	1.33
Covenant	39	6.50	1	6.50
Design Guidelines	27	4.50	1	4.50
Map Disclosure	2	0.33	1	0.33
Annual Report	2	0.33	1	0.33
CORA policy	8	1.33	1	1.33
SUM	307	51.17	24	48.83





MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: DISTRICT MANAGER
SUBJECT: WEBSITE ACCESSIBILITY MEMORANDUM
DATE: JUNE 26, 2024
CC: LEGAL COUNSEL

RULES ESTABLISHING TECHNOLOGY ACCESSIBILITY STANDARDS - 8 CCR 1501-11

The Chief Information Officer (CIO) of the Office of Information Technology (OIT) establishes technology accessibility rules to ensure people with disabilities enjoy the same access as everyone else for participation in state and local government services, activities, and employment opportunities. The rules guide Colorado state and local government teams in complying with state laws.

The OIT recognizes that technology and accessibility standards are evolving and given the diverse needs of residents of our state, no single standard can guarantee universal access. Therefore, while making best efforts to make information technology accessible, the rules also acknowledge that reasonable accommodations or modifications are an important component of compliance. The rules apply to both public external-facing and internal-facing Information and Communication Technology (ICT) procured, developed, maintained, or used by state and local government entities.

A public entity may be considered in compliance with the technology accessibility rules if they:

1. Provide reasonable accommodations or modifications;
2. Have a published accessibility statement; and
3. Are able to provide evidence of making good faith progress on their plan to remove accessibility barriers.

WSDM/District Technology Accessibility Statement

WSDM is committed to providing equitable access to our services to all Coloradans.

Our ongoing accessibility efforts work towards compliance with the Web Content Accessibility Guidelines (WCAG), version 2.1, level AA criteria. WCAG helps make technology accessible to users with sensory, cognitive, and mobility disabilities and ultimately improves access for all users, regardless of ability.

Our Team at WSDM is excited to implement these changes, making all services inclusive and accessible to our clients and municipalities throughout Colorado. We welcome suggestions regarding additional improvements to our technology's accessibility for users with disabilities and requests for accommodations to any WSDM services.

Feedback and Support

We invite your feedback regarding the accessibility of WSDM’s services. Please let us know if you encounter any accessibility barriers. WSDM is committed to responding within one business day.

Phone: 719-447-1777

Email: admin@wsdistricts.co

Office Location: 614 N Tejon St, Colorado Springs, CO 80903

WSDM/District Accessibility Plan

WSDM is committed to providing ubiquitous equitable access. Our ongoing accessibility effort aims to ensure all services, programs, and activities are accessible, providing equal access to information and services to all Coloradans.

WSDM has enacted a plan to prioritize, evaluate, remediate, and continuously improve every digital touchpoint within our services, programs, and activities. Below, you’ll find just some of the measures that WSDM has undertaken.

- Define an accessibility roadmap including timeline, goals, roles, responsibilities, and policies as needed for our organization.
- Develop and maintain an inventory of our current technology, which will be prioritized, validated through testing, and identified issues addressed. (Examples: Google Lighthouse to check all district websites and payment portals, and Word Accessibility check on all documents)
- Create and implement a plan for the provision of reasonable accommodation and modification until the technology can be made accessible.
- Provide contact information and support for receiving accessibility feedback and accommodation requests.
- Train current employees on providing accessible services and technology.
- Implement processes and procedures that are unique to your District.

Accessibility Maturity: WSDM has reached the following accessibility maturity level, as of the date of this memo, for 2024.

Status	Stage	Criteria
Completed	Launch	Recognized need organization-wide. Planning initiated and activities being organized.
In process	Integrate	Roadmap including timeline is in place, overall organizational approach defined and well organized.
Planned	Optimize	Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

WSDM –Accessibility Policy

WSDM strives to provide the best service for our Board of Directors, property owners, and residents of the District, including ensuring equal access and usability of websites, services, and information. This WSDM Accessibility Policy (“Policy”) establishes the steps taken (past, present, and future) by WSDM on behalf of our client, the Ventana Metropolitan District (“District”), towards compliance with the rules set forth by the Office of Information Technology (OIT) and meeting the standards established by the Americans with Disabilities Act (ADA). This Policy will be reviewed annually and may be updated from time to time, as new technology and accessibility opportunities are identified.

1. WSDM has designated an internal staff member, Kristina Kulick, as the accessibility officer who will be the go-to contact for accessibility requests.
 - a. Community members may contact us by phone during regular business hours at (719) 447-1777, email us at admin@wsdistricts.co, visit us in-person at 614 N Tejon Street, Colorado Springs, CO 80903, or submit a [form online here](#).
2. A dedicated accessibility website page has been created to house all accessibility-related content, including this policy and plan.
3. Closed Captions have been added to all video content on our websites.
4. All website attachments and the following disclaimer has been provided in association with any third-party attachments that we do not have the ability to remediate:

“8 CCR 1501-11 provides an “undue burden” clause in Section 11.10, this attachment qualifies, as part being established prior to July 1, 2024. We can make these documents accessible upon request to the district Custodian of Record. To submit such a request, revisit Policy #4 above.”
5. Components that are not yet compliant have been identified, and a remediation plan is in place to bring them into compliance.
6. A page-by-page scan of the District’s website will be run by WSDM monthly, ensuring compliance at the best cost option for the District. The resulting report will illustrate any accessibility concerns requiring remediation.
 - a. Action will be taken to remediate and fix any issues detected by the scan or reported by our community. Any remediation that does not cause an “undue burden” to the District will be addressed within a month of the scan or report being made.
7. Any remediation that is found to cause an “undue burden” to the District will be provided with a disclaimer as outlined in item 4 above and revisited for remediation as time and funding allows. An internal review of current technology and this Policy will be conducted on an annual basis and improvements identified to ensure adherence to (or exceeding) the level of accessibility established in WCAG 2.1 AA will be proposed to our Board of Directors for review and approval.





MEMORANDUM

TO: Remuda Ridge Metropolitan District (the “**District**”)
FROM: White Bear Ankele Tanaka & Waldron
DATE: May 29, 2024
RE: Public Entity Digital Accessibility Standards

INTRODUCTION

The Colorado legislature passed House Bill 21-1110, Colorado Laws for Persons with Disabilities, on June 30, 2021. Under this statute, public entities (which, as defined, include Title 32 special districts)¹ must develop and implement a plan to make digital content accessible to everyone,² using the standards set by the Office of Information Technology (“**OIT**”) by July 1, 2024.³ On February 23, 2024, OIT adopted a final version of 8 CCR 1501-11, Rules Establishing Technology Accessibility Standards (the “**Rules**”).⁴

The scope of the Rules is broad, applying to information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content (collectively, “**information and communication technology**” or “**ICT**”), including both internal and public facing, procured, developed, maintained, or used by the public entity. Examples of ICT include websites, applications, kiosks, digital signage, digital documents, video, audio, and third-party tools that are owned or controlled by the public entity.

This memorandum reviews the accessibility requirements under the Rules, identifies vendors who provide accessibility services (“**Accessibility Vendor**”), and reviews state and municipal requirements specifying information and documents that must be posted on a district’s website, all of which must be accessible.

¹§ 24-34-301(5.4)(b), C.R.S.

²§ 24-34-802(b)-(c), C.R.S.

³§ 24-85-103(2.5), C.R.S.

⁴[§ CCR 1501-11, Rules Establishing Technology Accessibility Standards](#)

ACCESSIBILITY REQUIREMENTS

The Rules apply to the following categories of ICT (collectively, “Active ICT”), all of which must be remediated in order to make the same accessible:

- All ICT that is newly created, acquired, developed, or purchased on or after July 1, 2024, and
- Any ICT that is in “active use” on or after July 1, 2024, including any ICT used by employees of the public entity (which does not include district consultants or contractors) to perform their job duties.

Remediation is the process by which documents and websites are reviewed for compliance and modified, as needed, by an Accessibility Vendor to comply with the Rules.

The Rules define “active use” as ICT that is “regularly used by members of the public to apply for, gain access to, or participate in a public entity’s services, programs, or activities,” as well as ICT that is “currently used by employees to perform their job duties.” Drafts, previous versions, archives, and working products are not considered Active ICT; however, any ICT becomes Active ICT at the time an authorized, official version of the ICT is “altered or updated, or when an accessible version is requested by an individual with a disability.” Active ICT includes, but is not limited to, any documents posted to the public entity’s website, community emails, newsletters, and any other digital content regularly accessed by the public.

The technical standards and required disclosures under the Rules require the following:

- All Active ICT shall comply with W3C WCAG 2.1 conformance levels A and AA (the “**WCAG 2.1 Standards**”); and
- The public entity shall adopt and conspicuously post a technology accessibility statement, which must include: (1) a commitment to a timely response to reports of inaccessible ICT or requests for reasonable accommodation or modification; (2) a prominent notice providing at least two contact methods for individuals with disabilities to submit requests for reasonable accommodation or modification to personnel knowledgeable about the accessibility of the ICT (collectively the “**Accessibility Statement**”).

In situations where a public entity’s Active ICT does not fully conform with the WCAG 2.1 Standards,⁵ it can remain in compliance under the Rules if the public entity: (1) adopts a sufficient Accessibility Statement; (2) provides reasonable accommodations or modifications for nonconforming Active ICT; and (3) can provide evidence of making “good faith progress” on its plan to remove accessibility barriers across its inventory of Active ICT.

PENALTIES FOR NON-COMPLIANCE

Under the Rules, public entities are subject to certain penalties for non-compliance if websites and Active ICT are not accessible beginning July 1, 2024. Individuals with disabilities who experience discrimination due to noncompliance with the Rules may bring a civil suit against the public entity, which may result in a court order requiring that the public entity bring all Active

⁵ [WCAG 2.1 Standards](#)

ICT into compliance with the Rules and either remit monetary damages or pay a statutory fine of \$3,500 to the plaintiff for each violation.⁶

STEPS FOR COMPLIANCE

As discussed above, the scope of the Rules is broad, and the requirements are technical. To comply, the District will need to:

- Identify documents to remain on the District website and begin remediation.
- Engage a Website Accessibility Vendor.
- Adopt an Accessibility Statement and post it to the District’s website, including two contact methods to report inaccessible Active ICT and make accessibility requests for any other ICT.
- Identify a compliance officer who will be responsible for responding to reports of inaccessible Active ICT and accessibility requests (the “**Compliance Officer**”).
 - The Rules require that such reports and requests are submitted to someone familiar with the accessibility of the ICT. A designated Compliance Officer allows for flexibility in instances of personnel changes or turnover, while still complying with the Rules. Generally, we recommend that the entity responsible for maintaining and updating the District’s website be the Compliance Officer as well.
 - We recommend that either the District’s manager, if applicable, or legal counsel fill the Compliance Officer role at this time.
 - The Rules do not specifically require that the Accessibility Officer be the party resolving accessibility reports and requests. Therefore, the Accessibility Officer will have the support of the District, legal counsel, and the District’s manager (if applicable), as needed.
- Ensure that Active ICT created, posted, altered, or updated after July 1, 2024 is in compliance with the Rules.
- Be prepared to remediate District documents into an accessible format upon request.
- Regularly generate an accessibility report for the District's website. Checkmydistrict.org is a robust evaluation and reporting tool developed in collaboration with the Special District Association available at no charge.⁷ Many other free reporting tools are available as well.⁸

ACCESSIBILITY VENDORS

WBA recommends that all contractors and Accessibility Vendors are reviewed to confirm that the services provided meet the standards set in the Rules. We have found that accessibility widgets, third-party software that temporarily changes the website to provide accessible features for users with assistive technologies, are not sufficient to establish compliance and have been identified as a potential source of liability under the Rules. If the District is considering an Accessibility Vendor not listed below, we strongly recommend that our office be involved in the

⁶ § 24-34-802(2)(a), C.R.S.

⁷ www.checkmydistrict.org

⁸ [W3C Accessibility Tools Index](#)

vetting process to provide guidance. The following is a list of some Accessibility Vendors WBA has researched that provide various services to assist public entities in complying with the Rules.

Document Accessibility Vendor

WBA has obtained a membership with 247 Accessible Documents for document remediation services.⁹ WBA can submit District documents to 247 Accessible Documents on behalf of the District through this membership. Membership pricing is on a per-page basis below based on document type, complexity, Alternative Text and Table Summary requirements, and delivery timeline:

Document & Delivery Type	Premium (Per Page)
Static PDF – Normal Delivery	\$6.50
Static PDF – Expedited Delivery	\$7.00
Static PDF – Rush Delivery	\$7.50
Static Word & PPT – Normal Delivery	\$4.00
Static Word & PPT – Expedited Delivery	\$4.50
Static Word & PPT – Rush Delivery	\$5.00
Dynamic PDF/Word	\$27.00
Extended Alt Text (Per Image)	\$0.25
Table Summary (Per Table)	\$0.25

Table Summaries are a feature where a description is given to an Excel or similar table for use by a screen reader. Extended Alternative Text is the same process for an image. Both of these are required to remediate Active ICT with financial tables or images, such as a budget or map, and have an additional cost for the service.

Delivery timelines are dependent on the page count, document type and delivery type selected. Expected timelines are as follows: normal delivery within 5-10 business days, expedited delivery within 2-3 days, and rush delivery within 1-2 days.

Website Accessibility Vendors

WBA has reviewed and identified several Accessibility Vendors to assist with website accessibility and ongoing compliance with the Rules.

- Statewide Internet Portal Authority (“SIPA”)
 - All sites on the Colorado.gov platform, including SIPA managed websites, are accessible for the commonly recognized accessibility features such as color contrast; the ability to use big buttons for links; keyboard navigation; and support of logical header structure. SIPA has worked with OIT since 2018 to design and deploy changes to the platform to address accessibility issues.¹⁰
 - Districts must ensure that Active ICT posted to the website is in compliance with the Rules.

⁹ [247 Accessible Documents](#)

¹⁰ [SIPA - Colorado.gov](#)

- SIPA does not provide document remediation services.

STATE REQUIREMENTS FOR TRANSPARENCY*

Due to the costs associated with remediating documents and the upcoming deadline for compliance under the Rules, WBA is recommending that districts scale back the information posted on their websites by July 1, 2024, or sooner if possible, to include only the information required under statute and governing documents, as well as the public records request policy and any rules and regulations/fee schedules/amenity policies as applicable.¹¹

The specific requirements and recommendations for the District are below:

Applies to District?	Item	Statutory References / Comments
<input checked="" type="checkbox"/>	Map of District boundaries	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Current Fiscal Year Budget	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Budget Amendments to current fiscal year budget (<i>if applicable</i>)	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Date, Time, and Location of Regularly Scheduled Board Meetings	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input type="checkbox"/>	Date, Time, and Location of Annual Meeting (<i>if applicable</i>)	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Names, Terms, and Contact Information for Directors	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Name and Contact Information for District Manager (<i>if applicable</i>)	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Financial Information <ul style="list-style-type: none"> • Prior Year's Audit OR Application for Exemption from Audit 	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Annual Report (<i>most current</i>)	§ 32-1-207(3)(c), C.R.S.
<input type="checkbox"/>	Call for Nominations (<i>Board may elect to post to Official Website</i>)	§§ 1-13.5-501(1.5)(c); 1-13.5-501(1.7)(b)(III), C.R.S.
<input type="checkbox"/>	*Certified Election Results - Resolution/Notice of Cancellation OR Canvass Board Statement of Certified Election Results	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	809 Transparency Notice (<i>most current</i>)	§ 32-1-809, C.R.S.
<input type="checkbox"/>	Notice of Intent to Fix/Hearing Water or Sewer Rates (<i>as applicable</i>)	§ 32-1-1001(2), C.R.S.
<input checked="" type="checkbox"/>	Technology Accessibility Statement	8 CCR 1501-11
<input type="checkbox"/>	**Governing Document Requirements (<i>as applicable</i>)	See below for further guidance regarding applicability of these requirements

¹¹ § 32-1-104.5, C.R.S.

<input type="checkbox"/>	Accounting of Land Development Charges (<i>if applicable</i>) ¹² :	§ 29-1-506(1), C.R.S.; See FN 1 for further guidance regarding applicability of this requirement
<input checked="" type="checkbox"/>	Public Records Request Policy	§ 24-72-205(6)(a)(b), C.R.S.; Posting allows the District to collect research and retrieval fees
<input type="checkbox"/>	Rules & Regulations (<i>if applicable</i>)	
<input type="checkbox"/>	Fee Resolutions and Schedules (<i>if applicable</i>)	
<input type="checkbox"/>	Covenant Enforcement Documents (<i>if applicable</i>)	Including, but not limited to: <ul style="list-style-type: none"> • Declaration of Covenants • Collection and Enforcement Policies • Rules & Regulations • Design Guidelines • Submission Forms

*Required if election is held in the current fiscal year.

**Certain districts have additional requirements under the jurisdiction’s specific governing documents (Service Plan, IGA, Municipal Code, County Code/Rules).

CONCLUSION

On an immediate basis, WBA recommends that the Board identify which documents, outside those required under statute, will remain posted to the website and be sent for remediation. We also recommend the District adopt an accessibility statement, identify the Compliance Officer, engage an Accessibility Vendor, and begin to implement compliance plans no later than May 1, 2024. The website, all content posted thereto, and all digital communication under the control of the District must meet the accessibility standards established in the Rules no later than July 1, 2024.

¹² Required only if a district imposes land development charges, including tap fees, system development fees, capital improvement fees, plant investment fees, or similar charges, related to a capital expenditure imposed as a prerequisite for obtaining service for an improvement, facility, or equipment necessitated by construction, reconstruction, or redevelopment resulting in an increase in the number of service units required.



INDEPENDENT



District Engineering
SERVICES

METROPOLITAN DISTRICT SERVICES PROPOSAL

WWW.IDESLLC.COM

REMUDA RIDGE METROPOLITAN DISTRICT PROFESSIONAL SERVICES AGREEMENT WORK ORDER

AGREEMENT TITLE Independent Contractor Agreement (Cost Certification Services)

AGREEMENT NO. IDES 01 **AGREEMENT DATE** 11/02/21 **WORK ORDER NO.** 01

CONSULTANT Independent District Engineering Services, LLC

WORK ORDER REFERENCE: Work Order 01 Submittal (attached)

WORK ORDER NAME: Cost Certification and Infrastructure Acquisition

METRO DISTRICT PROJECT ENGINEER: Chase Hanusa

BASIS OF COMPENSATION: Time and Materials – Charge Rate Schedule

SCHEDULE: As Required through 2024

AGREEMENT PRICE RECONCILIATION:

Previously Approved Change Orders/Amendments/Work Orders \$ 20,000.00

Work Order Price – Work Order No. 01 \$ 20,000.00

Total of Agreement Prices including this Work Order \$ 40,000.00

AGREEMENT TERMS AND CONDITIONS

All other terms and conditions of the Agreement remain unchanged and in full force and effect.

This Work Order constitutes written assurance by the Metro District (if a Metro District Agreement) that lawful appropriations have been made to cover the cost of the Work Order, pursuant to Section 24-91-103.6, C.R.S.

APPROVALS REQUIRED:

To be effective, this Work Order must be approved according to the Agreement.

Recommended by _____ Date _____

Approved by _____ Date _____

The undersigned agrees to the above terms and conditions:

Independent District Engineering Services, LLC
Consultant

Date

Authorized Agent

Director
Title

November 14, 2023

Remuda Ridge Metropolitan District
C/o Sean Allen
White Bear Ankele Tanaka & Waldron, P.C.
2154 E. Commons Ave., Suite 2000
Centennial, CO 80122

REMUDA RIDGE METROPOLITAN DISTRICT COST CERTIFICATION & INFRASTRUCTURE ACQUISITION PROPOSAL

IDES is pleased to respond to your request to provide Cost Certification and Infrastructure Acquisition Services for the Remuda Ridge Development. We propose to provide Services on a Time and Material Basis in accordance the Charge Rate Schedule attached to this Proposal.

SCOPE OF SERVICES

Infrastructure Acquisition – IDES can provide monthly, quarterly, or annual reporting for Facilities Acquisition, Cost Certifications for Bonding, Useful Life Analysis, and acceptance of District Infrastructure constructed by the District or the developer.

Meetings – IDES can participate in Project Meetings as necessary. Meetings shall include District Board Meetings, Project Status Meetings, local jurisdiction coordination meetings, pre-bid meetings, pre-construction meetings, construction progress meetings, miscellaneous field meetings and other meetings with Project Stakeholders as required or requested.

Cost Certification – IDES will review the documentation provided by the District to determine the scope of District eligible improvements and the claimed cost for the initial improvements. The District will provide the following documentation for completed, designed or administrative elements of the Project associated with reimbursements:

- Service Plan
- Project Plans
- Plat or Exhibit showing District Tract Ownership and Easements
- ACAD Base Files for Exhibit Development (IDES can coordinate with DOR for this info)
- Other Legal Documents impacting reimbursements or eligibility of improvements
- Accountant Spreadsheets and other accounting tracking information
- Invoices and proofs of payments
- Any additional documentation of services provided and or fees paid that the Client believes would be a District eligible cost.
- Developer/District Reimbursement Agreements
- Developer/Local Jurisdiction Subdivision Improvement Agreements
- Other as may be requested or needed
- Contact for District Representative
- Contact for Developer Representative

Based on the information provided, IDES will prepare a cost certification of District eligible improvements and expenditures. Invoices will be reviewed for reasonableness and District eligibility. This information will be used to prepare an Engineer's Report for Cost Certification, which will include an exhibit showing the areas on site where improvement costs have been certified. The report will be prepared and signed by a Professional Engineer and will contain all necessary information to satisfy the requirements of the District Service Plan.

IDES will perform site visits as needed and participate in meetings and conference calls as needed to complete this report. IDES can also host a kick-off meeting to discuss the documentation requested to ensure the process is efficient.

This proposal is for periodic Cost Certification Reports. While the Not To Exceed recommended in this Report is expected to cover multiple Reports, it should be noted that additional work orders will be necessary as this process goes on.

Aerial Photography – IDES will provide Aerial shots unless site is in a restricted airspace per FAA regulations.

Miscellaneous – IDES can provide additional Services as directed by the Board.

FEE

IDES proposes to perform Services on a Time and Materials Basis in accordance with the Charge Rate Schedule below. We will provide services to the District as requested and bill only for the actual time required to complete the services. Based on our experience, a Not to Exceed amount of \$20,000.00 should allocate the funds required for the tasks, and any excess funds may be used for additional services.

CHARGE RATE SCHEDULE

Services will be provided on a Labor Time and Expenses basis as provided below. Hourly rates are revised periodically to reflect the current cost for delivery of services and the fees charged for services under this engagement may change without notice. The District agrees that IDES is authorized perform a task authorized under this scope of services at the direction of any individual board member.

Billing Rates:

The following Billing Rates shall apply for the Work Order:

Project Administrator	\$ 115.00 per hour
Senior Contract Administrator	\$ 150.00 per hour
Project Engineer	\$ 145.00 per hour
Project Engineer II	\$ 150.00 per hour
Project Engineer III	\$ 155.00 per hour
Project Manager	\$ 160.00 per hour
Project Manager II	\$ 165.00 per hour
Professional Engineer	\$ 180.00 per hour
Senior Project Manager	\$ 185.00 per hour
District Engineer	\$ 195.00 per hour
Director	\$ 205.00 per hour

Reimbursable Expenses

Mileage	IRS Rate + 10%
Plan Copies, outside copies, other items	at cost + 10%
Subcontractor	at cost + 10%

If you have any comments or questions, please feel free to contact me. We appreciate the opportunity to submit this proposal.

Respectfully Submitted,
Independent District Engineering Services, LLC

Barrett Marrocco
Director

Attachment

IDES ADDITIONAL SERVICES

Constructability Reviews – IDES can provide review of plans for constructability and completeness to assist the District and/or the design engineer in determining more efficient or cost-effective alternatives. The work would likely involve plan reviews, site visits and investigations, meetings with the District, design engineer, local jurisdiction, and others, review of preliminary geotechnical report, phasing plans, and any other pertinent information to better qualify the design.

Project Cost Estimating and Control – Project cost estimating services may include updating of initial estimate, plan quantity and pay item take-offs and specialty cost estimates needed in support of various agreements, reporting requirements or other as-needed estimates. Special reports including cost share reimbursements, bonding agency reports and other specialized reports that can be produced as requested.

Project Scheduling Services – IDES may create an overall project schedule based on contractor's schedule and provide updates which can include entitlement, planning, design, construction that would reflect additions, deletions and deviations in the timing of all the associated activities. Specialized schedules can be provided when requested. Schedules would be formatted in Microsoft Project unless otherwise directed.

Construction Observation – IDES can provide construction observation for general compliance with the contract documents for all phases of construction activities. Information gained by construction observation can be compiled in periodic reports and used for construction administration activities. Reports with photos can be submitted and maintained electronically.

Construction Administration and Coordination – IDES can provide construction administration activities including partial pay request processing, submittal review coordination, change orders review, force account, permit management, project close-out, claim reviews, warranty issues and other tasks as necessary to provide project documentation. IDES can provide construction coordination activities including project coordination with stakeholders, monitor project scheduling, jurisdictional coordination, and other activities necessary to provide coordination. Assumptions include the same schedule as presented for the construction observation section.

District Compliance – IDES can provide necessary on-going Metro District support services including but not limited to, coordination with the District, District consultant, contractors, local jurisdictions, adjacent developers, utility companies and other project stakeholders, participate in the development and administration of various agreements with project stakeholders required for the project, provide needed information and coordination with the board's legal counsel and accountants for District reporting requirements. This can also include invoice and pay application review monthly, expenditure verification for the District board and reporting of facilities acquisitions to the District board monthly.

Consultant Administration – IDES can provide support services for the progress and completion of Consultants services, including contracting, review and processing of work orders, coordination concerning construction needs, and tracking of contracts and invoices.

Draw Reports – IDES will review the Improvement Agreement between the Constructing and Non-Constructing parties and confirm all parties are in compliance with their obligations. Prior to the Non-Constructing parties submitting their funds to the escrow, IDES will review the invoices, lien waivers, and all other conditions required by the Improvement Agreement have been met. Prior to confirming all requirements have been met, IDES will visit the project site to confirm that the expenditure requests are consistent with the status of construction in the field. IDES will then review all expenditures in a Cost Certification Report after the escrow payment has been made.

Dry Utility Coordination – IDES can provide the necessary coordination with dry utility companies including new service requests and meter service installations.

Evaluation and Recommendation of Existing Infrastructure – IDES can provide evaluation and make recommendations regarding existing deficiencies of infrastructure.

Pre-Qualification, Bid, and Award of Project – IDES can provide contractor pre-qualification services including advertising, Contractor notification, reviewing of AIA forms, and recommendation of qualified contractors. IDES can make recommendations to the Board for Contractor Selection.

Construction Observation – IDES can provide construction observation for compliance with the Contract Documents for all phases of construction activities. Information gained by construction observation can be compiled in a daily report and used for construction administration activities. Reports with photos can be submitted and maintained electronically.

Invoice Creation – IDES will set up pay applications so that costs can easily be tracked between District Eligible and Developer costs.

Monthly Site Inspection/Pay Application Review – IDES will visit project site each month to see the progress of construction and to review invoices and pay applications and confirm accurate measurement of quantities submitted by contractor. A monthly (or other period as desired) Site Inspection and/or Infrastructure Acquisition Report will be submitted to the District.

Standard Document Development – IDES will provide standardized forms for consultant and contractor contracts, including but not limited to Work Orders, Change Orders, RFI, Submittals, Pay Certifications, and other miscellaneous forms for use by all consultants and contractors involved with the District. It is assumed that all documents will be in the IDES standard form used by other Districts.

Construction Administration and Coordination – IDES can provide construction administration activities including partial pay request processing, submittal review coordination, change orders review, force account, permit management, project close-out, claim reviews, and other tasks as necessary to provide project documentation. IDES can provide construction coordination activities including project coordination with stakeholders, monitor project scheduling, jurisdictional coordination and other activities necessary to provide coordination.

District Contracting – IDES can assist Legal Counsel in preparation of contract documents, coordinate review with Legal Counsel, coordinate approvals of contract documents, confirm compliance with bonding, insurance, and legal work status requirements.

Consultant Selection – IDES will develop Scope of Services, conduct Request for Proposal processes, and provide recommendations to the District to select consultants (e.g. Surveying, 3rd party special inspection and material testing, etc.). IDES will prepare Agreements and Work Orders and coordinate review with Legal Counsel, then seek approval by the District Program Manager.



Remuda Ridge Metropolitan District

2024 BUDGET Q3

GENERAL FUND	2024 BUDGET	Q1 Actual	Q2 Projected	Q2 Actual To Jun 19-24	Q3 Projected
GENERAL FUND BEGINNING BALANCE					\$ 14,797.77
6-26-24 Payables					\$ (3,954.91)
REVENUES					
PROPERTY TAXES - O&M	\$ 8,372.85	\$ 250.36	\$ 4,186.43	\$ 7,883.45	\$ 119.52
SPECIFIC OWNERSHIP TAXES - O&M	\$ 586.10	\$ 133.51	\$ 293.05	\$ 182.86	\$ 134.86
DELINQUENT INTEREST					
Design Fee		\$ 250.00			
Transfer Fee		\$ 575.00	\$ 575.00	\$ 132.20	\$ 150.00
DEVELOPER ADVANCE	\$ 137,000.00	\$ 26,434.05		\$ 7,130.13	
SOLID WASTE DISPOSAL FEE	\$ 3,465.00	\$ 845.39	\$ 866.25	\$ 479.50	\$ 866.25
DISTRICT SERVICE FEES					
LATE FEES/PENALTIES					
INTEREST INCOME					
TOTAL REVENUES	\$ 149,423.95	\$ 28,488.31	\$ 5,920.73	\$ 15,808.14	\$ 1,270.64
TOTAL REVENUES AND FUND BALANCE	\$ 179,898.37		\$ 5,920.73	\$ 15,808.14	\$ 12,113.50
EXPENDITURES					
GENERAL AND ADMINISTRATIVE					
ACCOUNTING/ AUDIT DISTRICT	\$ 10,000.00				\$ 9,600.00
MANAGEMENT/ACCOUNTING	\$ 24,000.00	\$ 4,170.76	\$ 6,000.00	\$ 3,609.55	\$ 6,000.00
DUES - SDA	\$ 750.00	\$ 260.83			
ELECTION					
INSURANCE	\$ 4,000.00	\$ 1,045.00			
LEGAL	\$ 25,000.00	\$ 6,662.29	\$ 6,250.00	\$ 3,748.91	\$ 6,250.00
MISCELLANEOUS					
OFFICE SUPPLIES	\$ 1,000.00		\$ 250.00		\$ 250.00
TREASURERS FEE	\$ 125.59	\$ 3.75	\$ 62.80	\$ 118.25	\$ 1.79
OPERATIONS AND MAINTENANCE					
REPAIRS & MAINTENANCE	\$ 5,000.00				
STORM WATER	\$ 1,400.00				
LANDSCAPING	\$ 28,150.00				
SNOW REMOVAL	\$ 4,100.00				
UTILITIES	\$ 30,651.00				
TRASH COLLECTION	\$ 3,150.00	\$ 674.98	\$ 787.50	\$ 520.60	\$ 787.50
CONTINGENCY	\$ 10,000.00		\$ 1,500.00		\$ 1,500.00
TOTAL EXPENDITURES	\$ 147,326.59	\$ 12,817.61	\$ 14,850.30	\$ 7,997.31	\$ 24,389.29
OPERATION BALANCE					\$ (12,275.80)



**REMUDA RIDGE METROPOLITAN DISTRICT
RESOLUTION TO AMEND 2023 BUDGET**

WHEREAS, the Board of Directors of Remuda Ridge Metropolitan District (the “**District**”) certifies that at a special meeting of the Board of Directors of the District held June 26, 2024, a public hearing was held regarding the 2023 amended budget, and, subsequent thereto, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2023 as follows:

Capital Fund	\$4,166,309
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and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2023; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby amend the adopted budget for fiscal year 2023 as follows:

Capital Fund	\$4,522,424
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BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the funds named above for the purpose stated, and that any ending fund balances shall be reserved for purposes of complying with Article X, Section 20 of the Colorado Constitution.

[Remainder of Page Intentionally Left Blank]

ADOPTED JUNE 26, 2024.

DISTRICT:

REMUDA RIDGE METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

STATE OF COLORADO
COUNTY OF EL PASO
REMUDA RIDGE METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held at via teleconference on June 26, 2024, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 26th day of June, 2024.





RRMD 2024 Audit Report Attached Under Separate Cover



Remuda Ridge Metropolitan District

Payment Request

6/26/24

General Fund Account

Company	Invoice	Date	Amount	Comments
HBS	FR4254301	5/31/2024	277.13	
White Bear Ankle	34999	5/31/2024	2,069.48	
WSDM District Managers	8039	5/31/2024	1,608.30	
TOTAL			3,954.91	

Balance Per Bank 6/19/24	14,783.52
Current Payables	<u>(3,954.91)</u>
Balance after Draw	10,828.61



Supporting Invoices for Payables Attached Under Separate Cover