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Colorado SIPA makes tech simple

Special District Management Company Checklist
Website on colorado.gov Request

Name of Government Roxborough Village Metropolitan District

Name of Special District Management Company SDMS

Contact of Special District Management Company

Name Peggy Ripko

Phone 303-987-0835

Email pripko@sdmsi.com

Check box

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Eligible Government Entity (EGE) Agreement |
| <input checked="" type="checkbox"/> | Roles and Responsibilities |
| <input checked="" type="checkbox"/> | Disclosure Notice Pursuant or SDA Transparency Notice |
| <input checked="" type="checkbox"/> | Entity Registration |
| <input checked="" type="checkbox"/> | Security Agreements: 1) Gov appointed/elected official & 2) person(s) working on the website |

Signature  **Date** 06 / 10 / 2023
Contact listed above



ELIGIBLE GOVERNMENTAL ENTITY AGREEMENT BETWEEN
THE STATEWIDE INTERNET PORTAL AUTHORITY OF THE STATE OF COLORADO AND

This Eligible Governmental Entity Agreement ("Agreement") by and between the Colorado Statewide Internet Portal Authority ("SIPA"), and
Roxborough Village Metropolitan District ("EGE")

(each a "Party" and collectively "Parties"), is made and entered into on this ____ day of _____, 2022.

RECITALS

WHEREAS, SIPA and EGE wish to enter into a cooperative agreement under which services can be provided at the discretion of both Parties; and

WHEREAS, pursuant to § 24-37.7-105 C.R.S., SIPA operates to provide electronic access for members of the public, state agencies, and local governments to electronic information, products, and services; and

WHEREAS, pursuant to §§ 24-37.7-102 and 24-37.7-104, C.R.S., SIPA operates as a political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 24-37.7-104, SIPA is authorized to enter into agreements and contracts with state agencies and local governments, and all state agencies and local governments are authorized to enter into and do all things necessary to perform any such arrangements or contracts; and

WHEREAS, § 29-1-203, C.R.S., authorizes local governments to cooperate or contract with each other to provide any function or service lawfully authorized to each other; and

WHEREAS, SIPA provides for the dissemination, sharing, and use of information, products, and services via the internet; and

WHEREAS, neither Party is committing funds or required to perform services as part of this agreement; and

WHEREAS, SIPA has entered into certain contracts with its contractors to operate the Colorado.gov Portal and to provide an array of electronic information, products, and services via the internet (e.g., "Colorado Statewide Internet Portal Authority Portal Integrator Contract with Colorado Interactive, LLC", as may be amended (hereinafter "Master Contract") and "COPE Master Contract With Implementation Contractor to Support SaaS Collaboration, Office Productivity, & Email Solution" (hereinafter "COPE Contract") and other contracts to expand its array of electronic information, products, and services available to EGE; and

WHEREAS, SIPA will provide applications and services to EGE pursuant to Task Orders, Statements of Work, Work Orders; or any agreed-upon documentation under this Agreement; and

WHEREAS, a Task Order, Statement of Work, Work Order, or other agreed-upon documentation will be prepared for each application or service and mutually signed by SIPA and EGE;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, SIPA and EGE agree as follows:

1. EGE shall make available to SIPA electronic information maintained and owned by EGE as is necessary to complete the agreed-upon work as set forth in a Work Order, Task Order, Statement of Work, or any agreed-upon documentation under this Agreement. As mutually agreed upon in subsequent Work Orders, Task Orders, Statements of Work, or any other agreed-upon documentation under this Agreement, EGE will provide reasonable levels of support in placing online with SIPA certain EGE-owned electronic information, as mutually agreed by EGE and SIPA, with due regard to the workload and priorities of EGE and SIPA.
2. SIPA may, with the authorization of EGE, through the Portal, make public electronic information made available to it available to the general public, including EGE's public electronic information. The Parties agree to use their best efforts to provide adequate and uninterrupted service under the terms of this Agreement. However, neither Party shall be liable for interruption of service when the same shall be due to circumstances beyond the reasonable control of either Party, its agents or employees, including but not limited to unanticipated equipment malfunction, periodic maintenance or update of the computer systems upon which such EGE electronic information reside, or interruption of service due to problems with the Colorado statewide area network or due to problems with any telecommunications provider.
3. SIPA and EGE may enter into Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation under this Agreement. Task Orders, Purchase Orders,

Statements of Work, or any agreed-upon documentation under this Agreement shall describe specific Services and/or Applications to be provided to EGE. EGE acknowledges that Services and/or Applications are usually offered by SIPA's contractors. Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation shall cover the purchase of goods and services from SIPA through the use of EGE funds. All Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation involving EGE funds may be approved by the EGE official with authority to execute such agreement. Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation shall contain specific time or performance milestones for SIPA's contractor(s), timelines for completion of relevant Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation, including design specifications and other criteria relevant to the completion of applicable Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation, criteria and procedures for acceptance by EGE and remedying incomplete or inaccurate work for each phase of relevant Task Orders, Purchase Orders, Statements of Work, or any agreed-upon documentation.

4. SIPA shall be responsible for the operation of, and all costs and expenses associated with, establishing and maintaining electronic access to EGE electronic information, databases or other software applications, including (but without limitation) the cost of purchasing, developing, and maintaining programs used to interface with EGE software applications that provide access to EGE-owned electronic information, products, and services. EGE acknowledges SIPA may at its discretion use Contractors to perform certain obligations. EGE's maximum financial obligation for establishing and maintaining electronic access to EGE databases or other software applications shall be limited to the amount(s) set forth and appropriated pursuant to each individual Work Order, Task Order, Statement of Work, or any agreed-upon documentation under this Agreement.
5. Each Party shall have the right to terminate this Agreement by giving the other Party 10 days' written notice. Unless otherwise specified in such notice, this Agreement will terminate at the end of such 10-day period, and the liabilities of the Parties hereunder for further performance of the terms of this Agreement shall thereupon cease, but the Parties shall not be released from any duty to perform up to the date of termination. Work authorized under an individual Work Order, Task Order, Statement of Work or any other agreed-upon documentation under this Agreement, will be subject to the terms and conditions of that document.
6. None of the terms or conditions of this Agreement gives or allows any claim, benefit, or right of action by any third person not a party hereto. Nothing in this Agreement shall be deemed as any waiver of immunity or liability limits granted to SIPA or EGE by the Colorado Governmental Immunity Act or any similar statutory provision.

7. This Agreement (and related Task Orders, Work Orders, Statements of Work, and agreed-upon documentation) constitutes the entire agreement of the parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended, modified, or changed, in whole or part, only by written agreement approved by each party.
8. Neither SIPA nor its contractors have responsibility for the accuracy or completeness of the electronic information contained within EGE's databases. SIPA and its contractors shall be responsible only for the accurate and complete transmission of electronic information to and from such EGE databases, in accordance with the specifications of any EGE-owned software. For the purposes of the Colorado Open Records Act, EGE shall at all times be the custodian of records. Neither SIPA nor its contractors shall be deemed to be either the custodian of records or the custodian's agent.
9. This Agreement and any written amendments thereto may be executed in counterpart, each of which shall constitute an original and together, which shall constitute one and the same agreement. Delivery of an executed signature page of this Agreement by facsimile or email transmission will constitute effective and binding execution and delivery of this Agreement.
10. Confidential information for the purpose of this Agreement is information relating to SIPA's or EGE's research, development, trade secrets, business affairs, internal operations, management procedures, and information not disclosable to the public under the Colorado Open Records Act or some other law or privilege. Confidential information does not include information lawfully obtained through third parties, which is in the public domain, or which is developed independently without reference to a Party's confidential information. Neither Party shall use or disclose, directly or indirectly, without prior written authorization, any confidential information of the other. SIPA shall use its reasonable best efforts to ensure that its contractors protect EGE confidential information from unauthorized disclosure. Notwithstanding anything to the contrary herein, each Party acknowledges that given the subject matter of this Agreement, such Party shall not disclose confidential information of the other (whether in written or electronic form) to any third party, except as required by law or as necessary to carry out the specific purpose of this Agreement; provided, however, that if such disclosure is necessary, any third party who receives such confidential information shall also be bound by the nondisclosure provisions of this Section 10. Upon termination of this Agreement, the Parties shall return or destroy (at the other Party's request) all confidential information of the other and if such information is destroyed, each Party shall demonstrate evidence of such destruction to the other.
11. Miscellaneous Provisions
 - A. Independent Authority. SIPA shall perform its duties hereunder as an independent authority and not as an employee of EGE. Neither SIPA nor any agent or employee of

SIPA shall be deemed to be an agent or employee of EGE. SIPA and its agents shall pay when due all required employment taxes and income tax and local head tax on any monies paid by EGE pursuant to this Agreement. SIPA acknowledges that SIPA and its employees or agents are not entitled to EGE employment or unemployment benefits unless SIPA or a third party provides such benefits and that EGE does not pay for or otherwise provide such benefits. SIPA shall have no authorization, express or implied, to bind EGE to any agreements, liability, or understanding except as expressly authorized by EGE. SIPA and its agents shall provide and keep in force workers' compensation (and provide proof of such insurance when requested by EGE) and unemployment compensation insurance in the amount required by law, and shall be solely responsible for the acts of SIPA, its employees and agents.

B. Non-discrimination. SIPA agrees to comply with the letter and the spirit of all applicable state and federal laws respecting illegal discrimination and unfair employment practices.

C. Choice of Law. The laws of the State of Colorado (except Colorado laws related to choice of law or conflict of law) and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this Agreement. At all times during the performance of this Agreement, SIPA shall strictly adhere to all applicable federal and state laws, rules, and regulations that have been or may hereafter be established. Any legal action related to this Agreement shall be brought in either a state or federal court within the City and County of Denver, Colorado.

D. Software Piracy Prohibition. No State or other public funds payable under this Agreement shall knowingly be used for the acquisition, operation, or maintenance of computer software in violation of United States copyright laws or applicable licensing restrictions. SIPA hereby certifies that, for the term of this Agreement and any extensions, SIPA has in place appropriate systems and controls to prevent such improper use of public funds. If EGE determines that SIPA is in violation of this paragraph, EGE may exercise any remedy available at law or equity or under this Agreement, including, without limitation, immediate termination of the Agreement and any remedy consistent with United States copyright laws or applicable licensing restrictions.

F. Notices. All notices required or permitted under this Agreement shall be in writing and delivered personally, by facsimile, by email or by first class certified mail, return receipt. If delivered personally, notice shall be deemed given when actually received. If delivered by facsimile or email, notice shall be deemed given upon full transmission of such notice and confirmation of receipt during regular business hours. If delivered by mail, notice shall be deemed given at the date and time indicated on the return receipt. Notices shall be delivered to:

If to SIPA:

Statewide Internet Portal Authority

Attn: EGE Administrator

Street Address: 1300 Broadway, Suite 440

City, State, Zip: Denver, CO 80203

Phone: (720) 409- 5634

Fax: (720) 409- 5642

Email: sipa@cosipa.gov

If to EGE:

Attn: Peggy Ripko

Organization Name: Roxborough Village Metropolitan District

Street Address: 141 Union Blvd, Ste 150

City, State, Zip: Lakewood, CO 80228

Phone: 303-987-0835

Fax:

Email: pripko@sdmsi.com

And/or

Attn:

Organization Name:

Street Address:

City, State, Zip:

Phone:

Fax:

Email:

And to other address or addresses as the parties may designate in writing.

G: Third Party Beneficiary: EGE shall enjoy those rights of a third party as may be set forth expressly in any contract between SIPA and its contractors under which SIPA provides electronic information, products, and services to EGE, including the Master Contract Section 20.M., as may be amended.

H: Disputes. Any failure of either Party to perform in accordance with the terms of this Agreement shall constitute a breach of the Agreement. Any dispute concerning the performance of this Agreement which cannot be resolved at the operational level shall be referred to superior management and staff designated by each Party. Failing resolution at this level, EGE may ask the SIPA Board of Directors to address the dispute. If the dispute is not resolved after reference to the SIPA Board of Directors, the Parties may use whatever procedures may be available, including but not limited to termination of the Agreement.


This Agreement is entered into as of the day and year set forth above.

_____ Date: _____

Name:

Title:

Entity: Statewide Internet Portal Authority

Board Pres Sign 

Date: 06 / 19 / 2023

Name: Mark Rubic

Title: Board President

Entity: Roxborough Village Metropolitan District

Phone: 303-987-0835

Email: MarkRubic@roxboroughmetrodistrict.org

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|----------------------------|
| Notice Completed By |
| Name: Peggy Ripko |
| Title: District Manager |
| Notice Dated: May 18, 2023 |

Some information herein may be subject to change.

**2023 SPECIAL DISTRICT
“TRANSPARENCY NOTICE”**

Note to Electors 32-1-809 C.R.S.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

This information must be provided¹ annually to the eligible electors of the district between November 16, and January 15.

| | |
|---|---|
| Address and Telephone Number of District’s Principal Business Office | Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228 - Phone: 303-987-0835 |
| Name and Telephone of Manager or Other Primary Contact Person for District | Peggy Ripko 303-987-0835 |
| Email address of primary contact (optional, but needed for access to DLG E-filing Portal) | pripko@sdmsi.com |
| District’s website address (Required if choosing to post meeting notices online per HB 19-1087) | https://www.roxboroughmetrodistrict.org/ |
| Time and Place Designated for Regular Board Meetings [per C.R.S. 32-1-903] | Third Tuesday of each month January-April Third Wednesday of each month May-December at 6:00 p.m. – at Roxborough Library, 8375 N. Rampart Range Rd., Suite 200, Littleton, CO 80125 or at West Metro Fire, Station 15, 6220 N. Roxborough Park Road, Littleton, CO 80125 and via Zoom Meeting |
| Posting Place Designated for Meeting Place [per C.R.S. 24-6-402(2)(c)] | https://www.roxboroughmetrodistrict.org/ |

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| District Mill Levy | 12.105 mills, for collection in 2023 |
| Total ad valorem tax revenue received in the previous year (Note if unaudited or otherwise incomplete) | \$1,106,537 received in 2022 (unaudited) |

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|---|--|---|
| <p align="center">Names and Contact Information of Board Members</p> <p><i>Check applicable boxes for a Board Member whose seat will be on the ballot at the next regular election.</i></p> | <p>(1) Board Chair Name: Mark Rubic</p> <p>Contact Info: Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228 – 303-987-0835</p> <p><input checked="" type="checkbox"/> This office is on next regular election ballot for a <input type="checkbox"/> Two-year term <input checked="" type="checkbox"/> Four-year term</p> | <p>(2) Vice President Name: Debra Prysby</p> <p>Contact Info: Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228 – 303-987-0835</p> <p><input type="checkbox"/> This office is on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term</p> |
| | <p>(3) Treasurer Name: Ephram Glass</p> <p>Contact Info: Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228 – 303-987-0835</p> <p><input type="checkbox"/> This office is on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term</p> | <p>(4) Secretary Name: Travis Jensen</p> <p>Contact Info: Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228 – 303-987-0835</p> <p><input checked="" type="checkbox"/> This office is on next regular election ballot for a <input type="checkbox"/> Two-year term <input checked="" type="checkbox"/> Four-year term</p> |
| | <p>(5) Name: Mat Hart</p> <p>Contact Info: Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228 – 303-987-0835</p> <p><input checked="" type="checkbox"/> This office is on next regular election ballot for a <input type="checkbox"/> Two-year term <input checked="" type="checkbox"/> Four-year term</p> | |

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|-------------------------------|-------------|
| Date of Next Regular Election | May 6, 2025 |
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Self-nomination forms to be a candidate for district board member may be obtained from and should be returned to the Designated Election Official (or Board Chair or Secretary if no DEO). [per C.R.S. 1-13.5-303]

Self-nomination forms for the next regular election must be received by the District by

February 27, 2025, no later than 3:00 p.m.

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official. [per C.R.S. 1-13.5-1003]

| | | |
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| Designated Election Official: | Peggy Ripko | |
| Contact Address | Special District Management Services 141 Union Boulevard, Suite 150 Lakewood, Colorado 80228 | |
| Contact Phone: | (303) 987-0835 | |
| District Election Results will be posted on these websites: | Secretary of State (coordinated elections) www.sos.state.co.us Department of Local Affairs dola.colorado.gov/lgis | District or other website: dola.colorado.gov/district https://www.roxboroughmetrodistrict.org/ |

File copy of this Notice with:

- Clerk and Recorder of each county in which district is wholly or partially located
- Assessor of each county in which the district is wholly or partially located
- Treasurer of each county in which the district is wholly or partially located
- Board of commissioners of each county in which the district is wholly or partially located
- Governing body of any municipality in which the district is wholly located
- Division of Local Government
- District's principal business office where it shall be available for public inspection

¹Notice must be provided in one or more of the following manners:

- a) Mail Notice separately to each household where one or more eligible electors of the special district resides (Note: Districts with overlapping boundaries may combine mailed Notices, so long as the information regarding each district is separately displayed and identified);
- b) Include Notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other Notice of election, or other informational mailing sent by the district to the eligible electors;
- c) Post Notice on district's official website (Note: You must also provide the Division of Local Government (<http://www.colorado.gov/dola>) with the address of your district's website in order to establish a link on the DLG's site). (Please use our Contact Update form available on our website or by request);
- d) Post Notice on website of the Special District Association of Colorado (<http://www.sdaco.org>) (Note: Your district must be an SDA member. Send Notice to SDA by mail or electronic transmission); or
- e) For a special district with less than one thousand eligible electors that is wholly located within a county with a population of less than thirty thousand, posting the Notice in at least three public places within the limits of the special district and, in addition, posting a Notice in the office of the county clerk and recorder of the county in which the special district is located. Such Notices shall remain posted until the Tuesday succeeding the first Monday of the following May.



Your public sector partner for technology
Colorado SIPA makes tech simple

Roles & Responsibilities WEBSITE ON COLORADO.GOV for COLORADO GOVERNMENTS

Colorado SIPA is an authority of the State. The statute allows SIPA to work with state and local governments, special districts, public K-12 and colleges/universities in Colorado. All requests for service must be initiated by the government entity. However, a private sector company or consultant may work as a third-party on the government's behalf.

Government Entity and Private Sector Company or Consultant Information and Responsibilities

Colorado SIPA, in partnership with the portal integrator Colorado Interactive (CI), offers government entities a website, at no cost, on our custom Drupal platform, Colorado.gov. If a Colorado government decides to outsource duties related to the website, to a private sector company or consultant, they **may not charge for hosting or maintenance of the Colorado.gov platform.**

The custom Drupal Colorado.gov platform meets the Section 508 Compliant Rehabilitation Act of 1973. If a private company or consultant is contracted to work on the Colorado.gov platform on your behalf, the government entity remains responsible for continued 508 compliance and compatibility with current and future upgrades to the custom Drupal platform (including security, enhancements, and any other upgrades) and is also responsible for correcting any issues related to ongoing compatibility and compliance regulations at their expense.

SIPA/CI offers government entities 90-day assistance to build the website at no charge or has the option to hire CI or another private company or consultant to build, migrate and update the website.

We pride ourselves on the security of our offerings, therefore, it is the responsibility of the government entity to notify SIPA of any changes in governmental staff or private company and consultants that has access to the website by providing new contact information for responsible parties within 15 days.

Private companies or consultants **may not charge** SIPA governments for the hosting or maintenance of a Colorado.gov website platform. Private companies or consultants may charge for services related to website content creation, migration, and updates.

Roxborough Village Metropolitan District

Government Entity

06 / 19 / 2023

Government Entity Authority Signature

Date

Mark Rubic

Board President

MarkRubic@roxboroughmetrodistrict.org

Printed Name

Title

Email

SDMS

Private Sector Name

06 / 10 / 2023

Private Company Signature

Date

Peggy Ripko

pripko@sdmsi.com

Printed Name – Management Company

Email



Colorado Interactive Registration Application

Entity User Agreement

To register as a customer administrator, read all of the information below carefully. Complete and sign this agreement along with any additional forms required. Return completed forms to the following address:

Colorado Interactive

600 17th Street, Suite 2150 South
Denver, CO 80202

-or-

Fax: 303-534-3469

If you have any questions regarding information contained within this agreement, please contact Colorado Interactive, LLC, managers of Colorado.gov, at 800-970-3468 or partnersupport@www.colorado.gov.

- 1) All fields marked with an asterisk (*) are required.
- 2) You will need a computer with access to the Internet and a web browser on the list of supported browsers found at www.colorado.gov/policies/supported-browsers.html.
- 3) Customer Administrators are the administrator for the entity account. This person will be responsible for the creation, deletion or modification of user accounts for the entity. If a password is lost or forgotten, the Customer Administrator will issue a new one. It is the responsibility of the Customer Administrator to deactivate terminated employees from the account.
- 4) Sign and return this agreement to the address or fax above. Upon receipt of the signed and completed agreement, Colorado Interactive will notify you of receipt of the agreement and provide usernames and passwords, if applicable.

By signing below, you acknowledge that any person who willfully and knowingly obtains, resells, transfers, or uses information in violation of law may be liable to any injured party for damages, reasonable attorney's fees and costs. Other civil and criminal laws may also apply.

Roxborough Village Metropolitan District

*Entity Name

Mark Rubic

Board President

*Print Name

303-987-0835

*Title

*Phone Number (including extension, if applicable)

MarkRubic@roxboroughmetrodistrict.org

*Fax Number

*Email Address

141 Union Blvd, Ste 150

*Address

Lakewood, CO 80228

*City/ST/Zip

06 / 19 / 2023

*Customer Administrator Signature

*Date

For Internal Use Only

CI Account Number: _____ Date: _____

Service(s): _____ Test Production

Government Entity Security Policy Agreement

Colorado Interactive, LLC (CI) has adopted the following *Online Account Security Agreement*, which outlines your responsibilities for securing and using an official username and password for access to secure online applications. Use of a CI secure online application requires your acceptance of all the policy terms and conditions stated below:

- All persons requesting access to an application or service must complete necessary training.
- You must not share your account with other individuals for any reason. Your online account is to be used only by you for official business purposes. Sharing of passwords exposes the authorized user to responsibility for all actions taken with their login credentials. As an authorized user, you will not cause or permit any other person to access the application by use of your login credentials.
- **USERS FOUND SHARING THEIR ACCOUNT WITH ANOTHER INDIVIDUAL WILL HAVE THEIR ACCOUNT DEACTIVATED IMMEDIATELY.**
- If your login credentials are compromised, or if you believe a user other than yourself has accessed your account—you are responsible for immediately contacting your Entity Project Manager or Colorado Interactive, LLC at 303-534-3468.
- You are responsible for notifying your Entity Project Manager with requests for additional access, or if you no longer need access to the CI secure online application(s) and/or CMS site(s).
- Contact your Entity Project Manager with any questions regarding password changes.

| | |
|--------------------------------|---|
| Organization Name: | Roxborough Village Metropolitan District |
| Full Name: | Mark Rubic |
| Title: | Board President |
| Entity Project Manager: | Christel Gemski |
| Work Mailing Address: | 141 Union Blvd, Ste 150, Lakewood, CO 80228 |
| Work Telephone: | 303-987-0835 |
| Work Email: | MarkRubic@roxboroughmetrodistrict.org |

Access is requested to the following application(s) or CMS site(s):

| |
|-------------------------|
| Website on Colorado.gov |
|-------------------------|

I have read the above and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may cause suspension or revocation of online access and related privileges.

Mark Rubic

06 / 19 / 2023

Signature

Date

I certify that the user is authorized to access the applications or site administrative interfaces listed on this document. I understand that I am responsible for notifying CI of any future changes or termination of user permissions.

Mark Rubic

06 / 19 / 2023

Authorization Signature

Date

(Entity Project Manager must approve all users)



Board president signs both of these

Government Entity Security Policy Agreement

Colorado Interactive, LLC (CI) has adopted the following *Online Account Security Agreement*, which outlines your responsibilities for securing and using an official username and password for access to secure online applications. Use of a CI secure online application requires your acceptance of all the policy terms and conditions stated below:

- All persons requesting access to an application or service must complete necessary training.
- You must not share your account with other individuals for any reason. Your online account is to be used only by you for official business purposes. Sharing of passwords exposes the authorized user to responsibility for all actions taken with their login credentials. As an authorized user, you will not cause or permit any other person to access the application by use of your login credentials.
- **USERS FOUND SHARING THEIR ACCOUNT WITH ANOTHER INDIVIDUAL WILL HAVE THEIR ACCOUNT DEACTIVATED IMMEDIATELY.**
- If your login credentials are compromised, or if you believe a user other than yourself has accessed your account—you are responsible for immediately contacting your Entity Project Manager or Colorado Interactive, LLC at 303-534-3468.
- You are responsible for notifying your Entity Project Manager with requests for additional access, or if you no longer need access to the CI secure online application(s) and/or CMS site(s).
- Contact your Entity Project Manager with any questions regarding password changes.

| | |
|--------------------------------|---|
| Organization Name: | SDMS |
| Full Name: | Christel Gemski |
| Title: | Executive Vice-President |
| Entity Project Manager: | Mark Rubic |
| Work Mailing Address: | 141 Union Blvd, Ste 150, Lakewood, CO 80228 |
| Work Telephone: | 303-987-0835 |
| Work Email: | cgemski@sdmsi.com |

Access is requested to the following application(s) or CMS site(s):

| |
|-------------------------|
| Website on Colorado.gov |
|-------------------------|

I have read the above and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may cause suspension or revocation of online access and related privileges.

Christel Signs

Christel Gemski

06 / 11 / 2023

Signature

Date

I certify that the user is authorized to access the applications or site administrative interfaces listed on this document. I understand that I am responsible for notifying CI of any future changes or termination of user permissions.

Board pres signs

Mark Rubic

06 / 19 / 2023

Authorization Signature

Date

(Entity Project Manager must approve all users)

