

RECORD OF PROCEEDINGS

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

HELD

Tuesday, June 16, 2020

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, June 16, 2020 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Ed Wagner
Garry Cook
Ephram Glass

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Steven Bailey and George Beidenstein; Bailey Tree
Kimberly Armitage; Evolution Builders Feasibility Team
Matt Williams and Kathie Haire; Douglas County
Todd Wenskoski; Livable Cities Studio
Anna Jones, Janece Soendker and Andrew Williams;
CliftonLarsonAllen LLP
Ben Kelly
Deb Foltz; resident

CALL TO ORDER

The meeting was called to order at 6:12 p.m. by Director Brown.

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

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

APPROVE AGENDA

Upon a motion duly made by Director Brown, seconded by Director Glass, and upon vote unanimously carried, the Board

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approved the agenda as amended to move the discussion regarding the pedestrian issues to public comments.

PUBLIC COMMENT and/or GUESTS

Deb Foltz, Roxborough resident, addressed the Board and indicated she would like to reinstate/rebuild the playground on the east side of Rampart Range Road where there used to be a playground that has since been dismantled. Ms. Jones indicated there is a new policy for resident-led projects and a brief application. Ms. Jones indicated her office will forward the application and policy for her to review and complete and bring forward at the July Board meeting. Ms. Foltz indicated she would do so.

Kathie Haire and Matt Williams from Douglas County Traffic attended the meeting. Ms. Haire discussed the traffic-pedestrian conflict that recently occurred on Rampart Range Road and indicated the Federal Highway Administration (FHWA) has provided interim guidance that provides for a flashing beacon that is more rapid and is called a Rectangular Rapid Flashing Beacon RRFB. The Board discussed the possibility of considering a HAWK signal as an alternative, and perhaps some striping or other road treatments to slow traffic. Ms. Haire indicated she was amenable to those considerations. Ms. Jones will follow up with her and bring back more information to the July meeting.

CONSENT AGENDA

- A. Consider Approval of the May 19, 2020 Special Meeting Minutes
- B. Review and Accept the Cash Position and Property Tax Schedule
- C. Ratify Approval of SDA Membership Renewal

After review, upon a motion duly made by Director Prysby, seconded by Director Cook, and upon vote unanimously carried, the Board approved the Consent Agenda.

FINANCIAL ITEMS

- A. Review and Consider Approval of 2019 Draft Audit

Ms. Soendker reviewed the 2019 Audit with the Board. After discussion, upon a motion duly made by Director Brown, seconded by Director Glass, and upon vote unanimously carried the Board approved the 2019 Draft Audit.

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

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Ms. Soendker reviewed the autopay and bill.com. Due to the new bill.com system, and the inability of the Board to renew prior to the June meeting, the check list will be brought back to the July meeting and the Board will ratify May and June bills at that time.

DISCUSSION AGENDA

- A. Discuss Pedestrian Safety on Rampart Range Road

ACTION ITEMS

Discussed earlier under public comments.

- B. Bailey Tree Updates

George Beidenstein of Bailey Tree reviewed the status of the trees in the District that were damaged in the late April freeze. Bailey has inventoried those trees as well as trees recently damaged in last week's wind storm. Bailey will work with Metco to develop a re-planting strategy to bring back at the July Board meeting. Mr. Beidenstein also indicated that the 20 new trees that were recently planted are doing well.

DIRECTOR ITEMS

- A. Fall Festival Updates – Spring Fling vs. Fall Festival

Director Brown reviewed the challenges of producing a fall festival and recommended a “spring fling”. The Board concurred, recommending that the end of May or early June (avoiding Memorial Day) might be better timing than Fall of 2020.

- B. Other

None.

MANAGER MATTERS

- A. Master Plan/Spillway Follow-up

Mr. Wenskoski and Mr. Barnett provided an update on the design and engineering concepts for the spillway. The Board had comments regarding some modifications to the design. Director Brown asked about the phasing of the design shown. Mr. Wenskoski indicated the drawing as shown can be implemented this year and is intended to be built upon for future phases. Mr. Barnett and Mr. Wenskoski indicated they would bring back some order-of-magnitude costs and a plan outline for the spillway design at the July meeting. Director Brown asked about the timing of building this out. Mr. Barnett and Mr. Wenskoski indicated the initial work can be constructed in late fall.

- B. Feasibility Study Follow-Up

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Kimberly Armitage with the YMCA reviewed progress on the feasibility study for the recreation center. Currently underway are soil assessments and 3-D modeling. A general contractor will do some pro-bono costing estimates. She also indicated the community survey is underway and the response rate is good. Ms. Armitage will work with the management team to pursue additional communications to follow-up with residents regarding the survey completion. Ms. Armitage indicated that the proposed Spring Fling would be an opportunity to reach out to residents about the recreation center.

C. Community Outreach/Strategic Communications

Ben Kelly introduced himself, discussed his background, and reviewed his proposal for strategic communications with the board. He described the kind of strategies that can be successful in an education campaign and community development projects.

After discussion, upon a motion duly made by Director Wagner, seconded by Director Cook and upon vote unanimously carried, the Board approved Mr. Kelly's proposal for communication services.

D. Special Meeting early August-Spillway and Recreation Center Update

A Special Meeting will be scheduled to review updated progress on the spillway project and recreation center feasibility study. Ms. Jones noted that management will follow-up with the Board and consultants to get the meeting scheduled.

E. Update on Toilets and Fountains

Mr. Williams met on site with Roto Rooter on June 11th to have the water fountain installed. He also provided an update on the toilets, noting the installation has been delayed until June 24th as shipping times are longer due to COVID-19.

Director Brown asked that the management team wait to turn on the water to the bathrooms until all fixtures have been installed.

F. Discuss Fish in Tadpole Pond

Director Glass discussed ideas for Koi removal from the ponds. The management team will put something on the website

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regarding Koi fishing and encourage residents who have permits to fish the Koi out of the pond.

G. Other

None.

LEGAL MATTERS

A. Update on Jared Way Encroachments

Ms. James reviewed her correspondence to the residents with the Board.

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 Purpose of Receiving Legal Advice on Special Legal Questions, if requested

No action taken.

C. Review and Consider Approval of Services Agreement with Chavez Services LLC for Repairs at Halley Drive and Dusk Street; Adopt Resolution Approving Services Agreement with Chavez

Ms. James reviewed the agreement with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Cook, and on vote unanimously carried, the Board approved the Services Agreement with Chavez Services LLC., and adopted the Resolution Approving Services Agreement with Chavez.

D. Update on CAB Agreement and Project

Ms. James reviewed the agreement with the Board, and updated the status. The Agreement has been finalized.

E. Update on Emergency Disaster Declaration

Ms. James discussed with the Board, noting the Declaration must be renewed every 30 days. Upon a motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the continuance of the Emergency Disaster Declaration.

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F. Update of 14B Parcel

Ms. James updated the Board, noting that the HOA attorney has not updated her yet. Ms. James will reach out to the HOA manager for clarification. The District will move forward with the work on the 14B parcel. Chavez has this on their schedule. Work may be finished by July 4th.

ENGINEERING MATTERS

A. Discussion re Request from RWSD for Possible Easements

Mr. Barnett reviewed with the Board, noting that the new easement is for a potable water distribution main line. The area considered is underneath power lines along Village Circle East. RWSD has provided rough alignments.

Mr. Barnett reported that what RWSD is proposing is acceptable in concept and suggested it be approved once details are worked out. He recommended asking for a permanent easement and a temporary construction easement.

Discussions regarding a possible community garden in the easement ensued. Mr. Barnett will work on a design.

B. Update on CDR for Dugout

Mr. Barnett updated the Board, noting that CDR has been trying to get fence contractors and has been unsuccessful, noting that the current contract is a \$10,000 not to exceed. The actual cost will be between \$7,000 and \$8,000 for each dugout.

Upon a motion duly made by Director Wagner, seconded by Director Glass, and upon vote unanimously carried, the Board approved an increase to a not to exceed of \$20,000 for the dugouts.

C. Discussion re Western States Reclamation Work Proposal

1. Review and Consider Approval of Resolution Approving Services Agreement with Western States Reclamation, Inc. for 2020

Mr. Barnett discussed the need for this work to be done. Director Glass and Director Prysby requested to be included in conversations regarding plantings.

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After discussion, upon a motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Western States Reclamation Proposal in the amount of \$75,070.65 and adopted the Resolution Approving the Services Agreement with Western States Reclamation, Inc. for 2020.

D. Update on Aerial Mapping and Irrigation Planning

Mr. Barnett reviewed the HydroSystems proposal to prepare a 4.5 acre aerial mapping addition of the Community Park. After discussion, upon a motion duly made by Director Cook seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal from Hydrosystems and requested that they prepare aerials of all open space and park areas.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr reviewed the status of landscaping work in the District, noting that the turf looks good. Metco is performing a weed and feed at the end of the week. Mr. Barr noted that some areas will need a hard prune in order to see if the vegetation is dead or will regrow. Mr. Barr noted there are some breaks in irrigation around Crystal Lake, as well as additional breaks in the native areas in the Roxborough Village Park. Mr. Barr also noted that there is double the amount of dogs and doggie bag usage from last year. He noted Metco has been doing a lot of policing of doggie bag stations. Mr. Barr has followed up with Bailey to ensure trees have been cut down and stumps have been ground.

B. Review and consider Approval of Proposals

1. Rampart Range Road and Village Circle West - \$16,330

Mr. Barr reviewed the extra work proposal with the Board. The extra work proposal included mulching for all trees in the District, refreshing of playground chips in Crystal and Imperial parks, hard prune on shrubs throughout the District, the installation of additional perennials and shrubs in landscaped islands along Rampart Road, and root fertilization. Upon a motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the proposal in the amount of \$16,330.

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2. Spillway Area Cleanup

Mr. Barr noted that this work will be on a time and maintenance basis. Metco will clean out the drainage pan in the spillway along Rampart Range Rd. but suggested a further investigation into the dredging of the bottom basin where cattails are accumulating.

C. Other

Director Glass reported that residents in Chatfield Farms have been complaining about the increased traffic from the Sterling Ranch expansion. Residents would like to see trees along Waterton Road to reduce noise and exposure. The Board discussed the possibility of looking into a cost sharing agreement to get trees planted along Waterton Road in the future.

He also noted that residents brought up installing a nature play playground under the power lines.

OTHER BUSINESS

A. Confirm Quorum for July 21, 2020 Regular Meeting via ZOOM

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Wagner, the Board adjourned the meeting at 9:13 p.m.

Respectfully submitted,

By: Calvin Brown
Calvin Brown, President

Attest:

By: Ed Wagner
Ed Wagner, Secretary

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At the April 20, 2021 Special Board Meeting, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the correction and amendment of past minutes regarding Ms. Armitage's consultant capacity to be identified as a member of the Evolution Builder Feasibility Team. Amended minutes are from March 2020 to April 2021.

Respectfully submitted,

DocuSigned by:
By: Calvin Brown
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Calvin Brown, President

Date Signed: 4/29/2021

Attest:

DocuSigned by:
By: Ed Wagner
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Ed Wagner, Secretary

Date Signed: 4/29/2021

Certificate Of Completion

Envelope Id: 3462AC2C8A3D42F092350E6546A12E1E	Status: Completed
Subject: Please DocuSign: RVMD 6-16-20 Minutes.pdf	
Client Name: Roxborough Village Metro District	
Client Number: 011-070155	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Natalie Herschberg
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Natalie.Herschberg@claconnect.com
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Signer Events

Calvin Brown
cbrown8556@hotmail.com
Security Level: Email, Account Authentication (None)

Signature

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Signature Adoption: Pre-selected Style
Using IP Address: 71.211.156.197

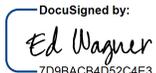
Timestamp

Sent: 7/24/2020 4:00:01 PM
Viewed: 7/26/2020 8:43:10 PM
Signed: 7/26/2020 8:47:38 PM

Electronic Record and Signature Disclosure:

Accepted: 7/26/2020 8:43:10 PM
ID: 275037c5-eff7-4791-9af4-f19ed1597480

Ed Wagner
edward.wagner99@gmail.com
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 174.245.197.181
Signed using mobile

Sent: 7/26/2020 8:47:39 PM
Resent: 8/5/2020 4:50:16 PM
Viewed: 8/5/2020 5:30:37 PM
Signed: 8/5/2020 5:30:47 PM

Electronic Record and Signature Disclosure:

Accepted: 8/5/2020 5:30:37 PM
ID: fd5a0707-9114-44d4-a688-9c9fce59286a

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	8/5/2020 5:30:47 PM
Completed	Security Checked	8/5/2020 5:30:47 PM

Payment Events	Status	Timestamps
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Respectfully submitted,

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Calvin Brown, President

Date Signed: 4/29/2021

Attest:

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By: Ed Wagner
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Ed Wagner, Secretary

Date Signed: 4/29/2021