

RECORD OF PROCEEDINGS

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

HELD

Tuesday, February 18, 2020

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, February 18, 2020 at 6:00 p.m., at the West Metro Fire Station, 6220 N. Roxborough Park Road, Littleton, Colorado 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby (arrived at 6:11 p.m.)
Steve Sherman
Ron Bendall (arrived at 6:22 p.m.)

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
George Biedenstein, Steven Bailey and Robert Bailey: Bailey Tree
Anna Jones and Andrew Williams; CliftonLarsonAllen LLP
Tara Ham; 7565 Brown Bear Way
LaJean Getto; Halleys Drive
Phoebe Nason; Willow Broom Trail

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. The absence of Director Wager was excused.

APPROVE AGENDA

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

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PUBLIC COMMENT and/or GUESTS

LaJean Getto and Phoebe Nason of Remax presented their idea of hosting Food Truck Fridays each month from May through September from 5:30 p.m. to 6:30 p.m. Proceeds would go to a local charity.

Ms. James will research past vendor food truck agreements and amend any necessary use permits for this proposed activity..

CONSENT AGENDA

A. Consider Approval of the January 21, 2020 Regular Meeting Minutes

B. Review and Accept the December 31, 2019 Financial Statements, February 13, 2020 Cash Position and Property Tax Schedule

After review, upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the consent agenda was approved.

DISCUSSION AGENDA ACTION ITEMS

A. Hydrosource Discussion re Community Park Distribution Systems Report and Feasibility – John Keesen

Mr. Barnett introduced Mr. Keesen. Mr. Keesen discussed the inconsistencies in the District's equipment and the need for uniform equipment that works together seamlessly. He measured the water pressure at varying locations throughout the District's parks and noted wide ranging psi readings at different locations. The Board noted the importance of the master plan timing and coordination with the improvements in the irrigation system.

Mr. Keesen will continue to work with Mr. Barnett on phasing, scope of work and coordination with the master planning process. Mr. Keesen will prepare a report for the next Board meeting outlining next steps, including: existing conditions, proposed phasing, drone footage, pricing and recommendations to move the process forward.

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

Ms. Jones reviewed the claims with the Board. Discussion ensued regarding the Ark Ecological invoice. The Board requested that more details be brought to the next meeting on the Ark Ecological

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work specifically details about when and how many Russian Olive Trees were removed.

After discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved current claims (excluding the Ark Ecological invoice until more information is provided), approved the transfer of funds, ratified payment of autopay claims, and ratified approval of previous claims.

C. Approve Metco Proposal for Sod Replacement for 7448 Pintail Dr.

Mr. Barr presented options to replace the sod, and the Board elected to seed the barren area. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Proposal of a not to exceed amount of \$500.

D. Approval of Proposals for Tree Fertilizer, Maintenance and Installation of 10 Trees Metco - \$56,840; Bailey Tree - \$83,165

Bailey Tree and Metco discussed their proposals and answered the Board's questions regarding the different approaches. After discussion, it was determined Bailey would address mitigating damaged trees, map the condition, size and location, begin planting 20 trees (10 trees to replace those that were planted and died in 2019 and 10 approved for planting in 2020), not treat the currently healthy ash trees, and coordinate with Bill Barr on the planting locations. By removing the proposed ash treatment and adding an inventory of all the ash trees at no cost, the proposal total was reduced to \$48,310.00 Upon a motion duly made by Director Bendall, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Bailey Tree proposal.

DIRECTOR ITEMS

A. Fall Festival

Director Brown provided an update about the Fall Festival. The event is currently on schedule for September 12th.

B. Update on Town Hall

Director Sherman will follow up with the governmental entities on the status of their attendance at the meeting and provide

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updated information and confirmation to the Management Team. The Management team will then update the flyer and distribute to HOAs. Director Sherman will share the updated information via social media. One of the Board Members will moderate the event.

C. Other

None.

MANAGER MATTERS

A. Discuss Master Plan Next Steps

Ms. Jones discussed the planned timing and next steps with the Board.

B. Review Timeline for Spillway Design and Rec Center Site Feasibility

Ms. Jones reviewed the timeline with the Board.

C. Review and Approve Rec Center Scope

Ms. Jones distributed the proposal provided by Evolution Builders and the YMCA for the Rec Center Feasibility study. After discussion, upon motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Rec Center Feasibility scope of services/Phase I as proposed by Evolution Builders..

D. Discuss Newsletter

Mr. Williams distributed the updated Newsletter and discussed with the Board. Directors Sherman and Prysby had questions and requested their edits be incorporated into the text, indicating they would submit the changes via email.

E. Plumbing Update

Ms. Jones discussed the park restroom plumbing issues and the ongoing maintenance issues they have posed over the last few summers. She presented a proposal for equipment replacement and installation in the men's bathroom. Also outlined was a revised proposal for a new water fountain. The price of the repairs for the men's bathroom and water fountain replacement was quoted at \$18,100. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Option A for the water

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fountain and the replacement of the men's bathroom toilets for \$18,100.

F. Farmer's Market Update

Mr. Williams updated the Board noting that there has been trouble finding vendors that are able to serve the Roxborough Area. Mr. Williams will continue to look for vendors and continue to research alternatives if vendors are not available.

G. Review and Consider Proposal from Patriot Pest Control for Mosquito Control Services in the Amount of \$2,000 per Month for Six Months

Ms. Jones reviewed the proposal with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal from Patriot Pest Control for mosquito control services for \$2,000 per month for six months.

H. Other

None.

LEGAL MATTERS

A. Update on Funding for Annual Easter Egg Hunt

Ms. James reviewed the funding request with the Board. After discussion, the Board determined to table the decision until the information requested regarding the budget for the event is provided. Upon a motion duly made by Director Brown, seconded by Director such decision to table was made.

B. Update on Possible Encroachments

Ms. James provided an update on the fence encroachment at 7573 Jared Way, Littleton, Colorado 80125 and suggested that the District get an official engineer's survey in order to have a clearer picture of the boundaries of the residents and Districts boundaries. Ms. James and Mr. Barnett will work together on a cost estimate for the survey. Ms. James will send a follow up letter.

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- C. 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 was taken.

- D. Election-related Items

Ms. James provided an overview of the status of the District election. Two self-nomination forms have been submitted and a third has been requested. The deadline to accept self-nomination forms is February 28.

Ms. James also asked the Board to reconsider the election type and a polling place location as such elections are less expensive than a mail ballot election. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the election to be a polling place election to be held at the primary school, pending its availability.

- E. Review and Consider Approval of 2020 Livable Cities Studio Services Agreement

Ms. James reviewed the previously discussed agreement with the Board. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the 2020 Livable Cities Studio Services Agreement.

- F. Status of GMR Contract

Ms. James reviewed the status of the GMR contract with the Board. Ms. James will communicate with Ms. Lorenz to see if GMR will commit as planned to finish the project. If Ms. James does not receive a response by the March Board meeting, the District will take over the project and bring it to completion.

- G. Other

None.

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ENGINEERING MATTERS

A. Embankment Stabilization/Wetlands Planting

Mr. Barnett reviewed the project and discussed the project strategies that came out of a meeting with Western States Reclamation. Mr. Barnett will explore the topic more and return to the Board with an update at the March Board meeting.

B. Aqua Sierra – Fish Stocking/Other Follow-up Items

Mr. Barnett reviewed with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved \$4,130 for water quality treatment and monitoring, foregoing the bio treatments. It is expected that the spillway design and engineering will affect the District's ponds and therefore should be evaluated after the project is completed.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr reviewed the current status of landscaping work in the District.

B. Review and Consider Approval of Proposals:

1. Updated proposal to install drain at Marmot Ridge Park - \$8,255

Mr. Barr presented the schematic for the channel drain. After review and discussion, upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the proposal to install the drain at Marmot Ridge Park in the amount of \$8,255.

C. Other

None.

OTHER BUSINESS

A. Confirm Quorum for March 17, 2020 Regular Meeting at the Library

After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board cancelled the March 17, 2020 Regular meeting

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and scheduled a Special meeting on March 24, 2020. The location will need to be determined based on availability.

ADJOURNMENT

Upon a motion duly made by Director Prysby, the Board adjourned the meeting at 9:00 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary