

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
August 20, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, August 20, 2019 at 6:30 p.m., at the Roxborough Library, 8357 N. Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown (via telephone) for a portion of the meeting (put time in if possible)

Debra Prysby

Edward Wagner

Steven Sherman

Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.

Scott Barnett; Mulhern MRE Inc.

Bill Barr; Metco Landscaping

Anna Jones and Jerel Sangster; CliftonLarsonAllen LLP

Kris Plaven, Keller Williams

Hannah Snyder, resident

Katie Ciccio, Chase Bank

CALL TO ORDER

The meeting was called to order at 6:36 p.m. by Director Prysby. Director Brown attended via telephone.

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

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

APPROVE AGENDA

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

RECORD OF PROCEEDINGS

PUBLIC

**COMMENT and/or
GUESTS**

Kris Plaven requested permission from the Board to place realtor signage in the rights of way. Directors Bendall and Sherman noted their concern regarding allowing businesses to advertise in District right-of-way. It was determined that businesses that contribute to RVMD through sponsorships or other means could be recognized in that context.

CONSENT AGENDA

- A. Consider Approval of the minutes of the July 16, 2019 Regular Meeting
- B. Review and Accept the June 30, 2019 Financial Statements, August 15, 2019 Cash Position and Property Tax Schedule
- C. Other

Upon a motion duly made by Director Bendall, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Consent Agenda.

DISCUSSION AGENDA

ACTION ITEMS

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

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

- B. Consider Amendment to Rules and Regulation to Allow Fishing

Ms. James reviewed the proposed fishing permit and amending the Rules and Regulations to allow fishing. CLA will update the website to add a hyperlink to the Rules and Regulations on the fishing application.

After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved allowing residents to fish in the ponds with a valid permit. Ms. James will bring a resolution approving the amendment regarding fishing to the next meeting.

RECORD OF PROCEEDINGS

MANAGER MATTERS

A. Master Plan Update

The Board requested Mr. Sangster get notice to the Roxborough schools regarding the September 5th Community Event and the September 14th Fall Festival.

Director Sherman noted that Livable Cities Studios will be making resident input to the Master Plan a top priority.

B. Update on Newsletter

The Board asked for several changes to the draft newsletter as presented. Ms. Jones agreed to convey revisions to Livable Cities Studios for updates.

C. Update on Basketball Court and Hoop

Mr. Sangster updated the Board, noting that the repair work has been completed.

D. Update on Pickle Ball Court

Mr. Sangster updated the Board. Discussion ensued. The Board asked for additional information on the striping and pricing for court construction.

E. Update on Community Park Restrooms

Mr. Sangster provided an update, noting the water fountain replacement options. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the installation of one water fountain with a water bottle filler and repairing the existing fountain.

F. Review and Consider Approval of T-shirt Design and Pricing

After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the purchase of T-shirts for the Board and volunteers for the Fall Festival.

G. Review and Discuss Playground Inspection Report

Mr. Sangster reviewed the report with the Board. The Board instructed CLA to research pricing for items recommended and coded per the inspection criteria as "repair" (3) and "immediate action" (4). CLA will

RECORD OF PROCEEDINGS

follow up and bring the information back to the Board at the September meeting.

H. Review and Discuss Hail Damage Deductible

After discussion, The Board asked several clarifying questions. No action was needed.

- I. Review 2020 Budget Process
 - 1. August 25 – Preliminary AV Received
 - 2. October 15 – Draft Budget Communicated to the Board
 - 3. November 19, 2019 Board Meeting – Public Hearing to Review and Approve 2020 Budget
 - 4. December 15, 2019 – Mill Levy Certified

Ms. Jones reviewed the 2020 budget process.

J. Discuss Bike Regulations

Ms. Jones discussed bike regulations, noting resident comments regarding safety and bike traffic. The Board noted those concerns. No action was taken.

K. Other

None.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report.

B. Review and Consider Approval of Proposals:

- 1. Proposal for Plant Replacement on the South Median on Rampart Range Road and Gate Repair at Mule Deer Park - \$4,950.
- 2. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal for plant replacement on the south median on Rampart Range Road and gate repair at Mule Deer Park - \$4,950.

C. Update on Bailey Tree Planting

Director Prysby noted that another tree stump still needs to be grinded down on the west side of Village Circle West, between Stacy Place and

RECORD OF PROCEEDINGS

Canvasback Circle. Ms. Jones indicated she would reach out to Bailey Tree to have the stump ground.

- D. Review and Consider Approval of Bailey Tree Proposal for Removal and Stump Grinding of Broken Tree across from 7823 Canvasback Circle - \$500

After review, upon a motion duly made by Director Bendall, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal for removal and stump grinding of broken tree across from 7823 Canvasback Circle in the amount of \$500.

- A. Other

None.

FINANCIAL MATTERS

- A. Other

None.

DIRECTOR ITEMS

- A. Update on Fireworks/Community Event – Director Brown
 - 1. Fundraising/Sponsorship Update
 - 2. Event Schedule/Volunteer Roles/Board Participation

Mr. Sangster updated the Board on the Fall Festival status and the need for Board participation at the event.

- B. Discuss SDA Annual Conference on September 18th to 20th in Keystone.

LEGAL MATTERS

Director Brown indicated he would be attending.

- A. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant To C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested

No discussion.

- B. Update on Denver Water release into Little Willow Creek
 - a. Discuss Erosion Issues re Inflow and Outflow Points of the “Triangle” or “Upper Irrigation” Pond

No update.

- C. 14B Parcel Ownership

RECORD OF PROCEEDINGS

No Update.

D. Update on Chatfield Farms Meters and Billing

No Update.

E. Review Fishing Permit

Previously discussed.

F. Update on GMR Contract for Dugout Design

No update.

G. Discuss Online Notice of Public Meetings

Ms. James noted that new legislation allows special districts to post public meeting notices online 24 hours prior to meeting, instead of the 72 hour physical postings. The Board discussed and will consider again in September.

H. Other

**ENGINEERING
MATTERS**

None.

A. Update on Irrigation Coordination

Mr. Barnett reported that the jockey pump has been replaced. He also noted that he has met with HydroSystems regarding the irrigation strategy and follow up analysis.

B. Update on Water Quality Analysis

Mr. Barnett noted that he contacted Aqua Sierra regarding potential algae in the ponds. The next scheduled sampling is in the fall. Mr. Barnett noted that it would cost \$360 for an additional visit.

After discussion upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Aqua Sierra to conduct an additional visit to test the water in the amount of \$360.

RECORD OF PROCEEDINGS

C. Update on Team Pain Skatepark Maintenance

Mr. Barnett reviewed the work and the process. He indicated he was pleased with the repairs.

D. 7 Acre Pond Update

No updates.

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

No updates.

F. Other

OTHER BUSINESS

None.

A. Confirm Quorum for September 17, 2019 Regular Board Meeting (West Metro Fire Station)

ADJOURNMENT

A quorum was confirmed for the September 17, 2019 Regular Board Meeting.

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 8:45 p.m.

Respectfully submitted,

By: 
Calvin Brown, President

Attest

By: 

Ronald Bendall, Secretary