

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
Tuesday, April 20, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, April 20, 2021 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
Ephram Glass
Garry Cook

Also in Attendance were:

Anna Jones, Nic Carlson & Joyce Stiles; CliftonLarsonAllen LLP
(CLA)
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Bill Barr; Metco Landscaping
Scott Barnett; Mulhern MRE, Inc.
Ben Kelly; Strategic Communications Consultant
Kimberly Armitage; Evolution builders
Jason Simmons & Mattie Prodanovic; Hilltop
Financial Advisors
Mark Rubic; Resident at 7735 Verandah Court
Alan Anderson; Resident
Jeff Pitman; Resident at 1826 Foxfield Dr
Jacob Lofgren; Resident at 7918 Jared Way

CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Director Brown.

DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS

A quorum was declared present. No new conflicts were disclosed.

APPROVE AGENDA

Following review, upon a motion duly made by Director Cook, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the Agenda as presented.

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PUBLIC COMMENT and/or GUESTS

Mark Rubic, resident, made comments with regard to the recreation center process.

CONSENT AGENDA

March 16, 2021 and April 6, 2021 Special Meeting Minutes:

Cash Position and Property Tax Schedule for February:

Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:

Following review, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the Consent Agenda, as presented.

CORRECTION AND AMENDMENT OF PAST MINUTES IN REGARD TO CONSULTANT CAPACITY

Ms. James addressed the Board, indicating that Ms. Armitage has been incorrectly identified as a YMCA employee when in fact, she should be identified as a member of the Evolution Builder Feasibility Team as her work has been contracted through Evolution Builders and not as a YMCA representative. Following discussion, 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.

FINANCIAL MATTERS

Other: None.

DIRECTOR MATTERS

Environmental Committee: Director Glass reviewed the Environmental Committee report with the Board, noting the progress that has been made with Crystal Lake and upkeep of the birdhouses.

Ark Ecological Services Proposal to Mitigate Smooth Brome: Metco Landscaping and Ark Ecological Services have provided estimates to help mitigate Smooth Brome. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the engagement of Ark Ecological Services and Metco Landscaping in an amount not to exceed \$1600, with \$500 for Ark Ecological Services and \$350 per mow to Metco Landscaping and the remainder for fencing material, if necessary.

Aqua Sierra Update: Director Glass noted he is hoping to connect with Aqua Sierra soon. He will provide an update at the May meeting.

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Greenhouse Process and Next Steps: Director Glass provided an update to the Board regarding the status of the project, noting that he is working with the middle school to identify a contractor to build the greenhouse and obtain permits. Ms. James is in contact with the school district's contracts specialist to create an Intergovernmental Agreement for the project.

Community Celebrations:

Partnership with Roxborough Music Festival: Ms. Jones noted Mr. Carlson is working with the Roxborough Music Festival to determine if and how the District can participate.

Other: Director Prysby asked about the streetlight out at Rampart Range Road and Village Circle West. Director Wagner asked about the overflowing dog waste stations. Mr. Barr will address these issues.

MANAGER MATTERS

Master Plan Feasibility Study Follow-Up: This is addressed below.

Master Plan Communications Follow-Up by Ben Kelly: Mr. Kelly reviewed the information provided in the packet and previewed the meeting outline for the upcoming Task Force Meeting.

Discuss Frequently Asked Questions: This item was discussed under Legal Matters

Master Plan Spillway Design Updates, Douglas County Follow-Up/Next Steps and Final Budget: Mr. Barnett provided an update to the Board indicating that the designs have been submitted to Douglas County and he is still waiting for their feedback. He will move forward as soon as he has the approval.

New Playground Design: No update was provided.

Waiving Fee and Deposit for Gazebo Reservation Request by Douglas County Library: Mr. Carlson reviewed the Douglas County Library reservation request to waive the associated fee. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote, unanimously carried, the Board waived the fee for Douglas County Library's gazebo reservation request, asking they make the refundable deposit.

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Mr. Carlson and Ms. James discussed the updated COVID-19 regulations in place with regard to the Douglas County Library's request for additional participants. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the request as it complies with Douglas County regulations.

Other: Ms. Jones discussed the request of the Douglas County Library to preliminarily explore a potential partnership with the District in regard to shared building facilities. Following discussion, upon a motion duly made by Director Glass, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the request.

LEGAL MATTERS

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.

Emergency Disaster Declaration: Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board ratified the Continuation of the Emergency Disaster Declaration.

Encroachments Update: Ms. James provided an update to the Board, noting that the homeowner at 7573 Jared Way is working to remediate the encroachment per the District's request.

Discuss Meeting Protocol: Ms. James reviewed the proposed meeting protocols per the information included in the packet. The Board had questions regarding timing and whether staff will be addressing any misinformation that's been circulating with regard to the potential rec center. Ms. James described the use of Frequently Asked Questions (FAQ's), prepared by the feasibility team, to be used to collect all questions and update weekly so that all community members are uniformly and regularly informed of questions that other residents raise.

Ms. James reviewed proposed meeting protocols, intended to further create an efficient and consistent flow of information between the Board and the community. (A copy of the protocols that were approved is attached to these minutes.)

The Board discussed strategies to reach out to the broader community to provide recreation center information and updates.

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In regard to meeting protocols and FAQ use, upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the meeting protocols as described in the attached slide, and the Board approved the use of FAQs to address community questions about the feasibility study, such FAQs to be posted on the website and updated weekly.

In addition to adopting meeting protocols and the use of FAQs, the Board directed the consulting staff to proactively reach out to HOAs and other community groups in order to either schedule meetings hosted by such HOAs and groups or to invite them to District meetings. The Board seeks to inform as many residents as possible about the ongoing feasibility study.

Other: None.

ENGINEERING MATTERS

RWSD Sanitary Sewer Repair Within RVMD Property: Mr. Barnett reported these repairs are done. Director Glass took care of seeding the area.

Aqua Sierra Regarding Stocking Carp: This item was previously discussed under the Environmental Committee Update.

Imperial Park Use and New Fence Installation: Mr. Barnett will organize an on-site meeting with Directors Glass and Prysby to determine where the fence should be installed.

The Board also discussed the use of remote-control cars and motorcycle use at Imperial Park. Following discussion, the Board outlined an approach to re-seed and enclose the area being used with construction fencing as well as to update the irrigation and signage near the mailboxes and on the turf. Mr. Barr will bring a proposal for this work at the May Board meeting.

Discuss Rampart Range Median Repairs: Director Prysby provided some ideas regarding the design of the median repairs. Mr. Barnett will convey these to the Sterling Ranch construction team.

Other: None.

LANDSCAPING MATTERS

Bailey Tree Update: The Board reviewed the update provided by Bailey Tree.

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Metco Landscape Report: Mr. Barr reviewed the update provided by Metco Landscape with the Board.

Review and Consider Approval of Proposals:

Reparations to Resident Landscaping in District Right of Way: Mr. Barr reviewed the proposal with the Board. The Board requested Mr. Barr and Mr. Barnett to develop some renderings and approach for their review at the May meeting.

Mowing to Mitigate Smooth Brome and Replace Tree: The Board previously addressed the part of the proposal to mitigate Smooth Brome in the Environmental Committee Update.

Following discussion, upon a motion duly made by Director Glass, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the proposal to replace a tree at 7635 Crystal Lake Court in an amount not to exceed \$1575.

Other: Director Glass discussed future tree plantings along Waterton Road. Mr. Barnett indicated there were potential right-of-way concerns. Mr. Barnett will investigate this further and report back to the Board at the May meeting.

OTHER BUSINESS

Quorum for May 18, 2021 Special Meeting via Zoom: A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote, unanimously carried, the Board adjourned the meeting at 8:44 p.m.

Respectfully submitted,

DocuSigned by:
By: Calvin Brown
Calvin Brown, President

Attest:

DocuSigned by:
By: Ed Wagner
Ed Wagner, Secretary

Proposed Protocols for Rec Center Community Meetings & Presentations

Information Meetings Hosted by RVMD

- Posted and publicly noticed
- Request that written questions be provided in advance to help us make sure we cover those in the meeting
- Format:
 1. Present overview of rec center conceptual proposal & process
 2. Time for Q&A and public comment
 - Q&A questions submitted in advance and submitted in chat
 - Time allowances and Q&A duration are determined by the Board Chair
- Questions we don't get to in Q&A and public comment will be answered in writing in the FAQ
- FAQ posted on RVMD website and updated every Tuesday

Meetings Hosted by HOAs/Community Groups

- Requests for presentation must be made by e-mail to info@RoxboroughMetroDistrict.org (posted on Rec Center page on RVMD website).
- Weekly summary of meeting requests will be shared with project team and RVMD board.
- Agenda time allocated to Rec Center topic is determined by the host HOA/Group
- Project team will request that written questions be provided in advance to help us make sure we cover those in the meeting
- Key consultants will attend
- Board members may attend (up to 2)
- Key project team members will provide a standard presentation on Rec Center conceptual proposal and the process
- Questions we don't get to in Q&A and public comment will be answered in writing in the FAQ
- FAQ posted on RVMD website and updated every Tuesday

Certificate Of Completion

Envelope Id: 78B46F6DC9534746BD43CF8918EB5FC1	Status: Completed
Subject: Please DocuSign: RVMD - Minutes 04-20-2021.pdf	
Client Name: Roxborough Village Metro District	
Client Number: 011-070155	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped 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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6/2/2021 9:22:04 AM	Natalie.Herschberg@claconnect.com	

Signer Events

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

Signature

DocuSigned by:

 581B98172FCC405...
 Signature Adoption: Pre-selected Style
 Using IP Address: 173.160.43.50

Timestamp

Sent: 6/2/2021 9:22:54 AM
 Viewed: 6/2/2021 4:42:07 PM
 Signed: 6/2/2021 4:45:05 PM

Electronic Record and Signature Disclosure:
 Accepted: 6/2/2021 4:42:07 PM
 ID: 2b5c538f-c77c-4a60-a1c2-098896798b25

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

DocuSigned by:

 7D9BACB4D52C4E3...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.153.231.234

Sent: 6/2/2021 4:45:05 PM
 Viewed: 6/2/2021 8:09:47 PM
 Signed: 6/2/2021 8:09:56 PM

Electronic Record and Signature Disclosure:
 Accepted: 6/2/2021 8:09:47 PM
 ID: 0b904e23-2189-4cb0-8a4e-38d3ae822a7e

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
Envelope Sent	Hashed/Encrypted	6/2/2021 9:22:54 AM
Certified Delivered	Security Checked	6/2/2021 8:09:47 PM
Signing Complete	Security Checked	6/2/2021 8:09:56 PM
Completed	Security Checked	6/2/2021 8:09:56 PM

Payment Events	Status	Timestamps
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