

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

8390 E. Crescent Pkwy, Suite 300
Greenwood Village, CO 80111
303-779-5710
www.roxboroughmetrodistrict.org

NOTICE OF REGULAR BOARD MEETING AND AGENDA

DATE: July 19, 2022

TIME: 6:00 p.m.

LOCATION: Douglas County Library - Roxborough
8357 N. Rampart Range Rd. #200
Littleton, CO 80125

ACCESS: Join the meeting via Zoom:

URL:

https://us02web.zoom.us/j/82912297444?pwd=o620FcDd_8UruY3J8SIE_hmPw6tPgs.1

Call: 346-248-7799

Meeting ID: 829 1229 7444

Passcode: 837625

Board of Directors

Office

Term Expires

Mathew Hart

President

May, 2025

Ephram Glass

Vice President

May, 2023

Mark Rubic

Treasurer

May, 2025

Travis Jensen

Secretary

May, 2025

Calvin Brown

Assistant Secretary

May, 2023

I. ADMINISTRATIVE MATTERS

A. Call to Order

B. Declaration of Quorum / Director Qualifications / Disclosure Matters

C. Approve Agenda

D. Public Comment and/or Guests (15 minutes)

(Note: Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Code of Conduct for additional guidelines:

<https://www.roxboroughmetrodistrict.org/2022-meetings> and attached hereto.)

II. CONSENT AGENDA (5 minutes)

(Note: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member or a member of the audience so requests.)

- A. Review and Consider Approval of the July 11, 2022 Special Meeting Minutes (to be distributed).
- B. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosure).
- C. Metco Landscape Inc. Monthly Report (enclosure).
- D. Bailey Tree Monthly Report (enclosure).

III. FINANCIAL MATTERS (5 minutes)

- A. Review and Consider Approval of 2021 Audit (enclosure).
- B. Discuss Questions of Two Vendor Invoices and Whether Payment Should be Approved (Livable Cities Studio, Inc., and Folkestad Fazekas Barrick & Patoile, P.C).
- C. Update on Insurance Claim for Tree Damage Loss in Storm.
- D. Other.

DISCUSSION AGENDA

(Note: Some items are included in the packet for the Board's information and if not discussed at a Board meeting, may not be included in future packets.)

IV. ACTION ITEMS (30 minutes)

- A. Update on providing open playgrounds with required amount of surface material as discussed at July 11th Meeting.
 - i. Review and Consider Approval of Rocky Mountain Playground Services Proposal for EWF Installation in the amount of \$16,510.90 (enclosure).
 - ii. Review and Consider Approval of Metco Landscaping Proposal to Mulch Playgrounds in the amount of \$4,800.00 (enclosure).
- B. Discuss Amended Code of Conduct (enclosure).
- C. Discuss Amended Colorado Open Records Act Policy (enclosure).
- D. Discuss Miscellaneous District Procedures (enclosure).

E. Discuss Public Financial Disclosure for Directors (enclosure).

F. Other.

V. DIRECTOR MATTERS (10 minutes)

A. Environmental Committee Update (enclosure).

B. Consider Hiring Additional Help for the District, i.e. General Contractor.

C. Update on Tree Inventory & Discuss Next Steps for Comprehensive Tree Planning (enclosure).

D. Update on Playground Removal, Replacement, Repair and Maintenance Search

E. Update on Mosquito Control. Details of revised contract with vendor and any additional information on chemical use/restrictions (enclosure).

F. Graffiti and Vandalism Issues. Strategies to reduce or correct the problem (enclosure).

G. Discuss Formation of Additional Committees. Suggested Committees: Public Engagement, District Maintenance, Project Management, Wildfire Mitigation, etc. (to be distributed)

H. Discuss Communication Topics.

i. Resident Communications. Notifying and keeping Board informed of such communications.

ii. Agenda Item Explanations. Providing more detail of the topic to be discussed.

iii. Informing Board of events, issues, notices affecting District (as they occur and not waiting until next meeting).

iv. Information on District requests such as CORA, Permit Applications, etc. (Tracking Listing).

I. Discuss Repair/Replacement of Remaining Deteriorated Concrete Paths.

J. Discuss Community Park sidewalk/path stone/rock installation and safety corrections.

i. Discuss tire rut repair in Community Park (seeded area issues).

ii. Discuss completed mulch application (done incorrectly) and remedies.

- K. Update on Irrigation Issues.
 - i. Discuss the creation of a comprehensive plan (map of all irrigation controllers and the sprinkler heads associated with such controller with the schedule (days, times, and cycles) for each) and making it available to the Board.
- L. Other.

VI. MANAGER MATTERS (20 minutes)

- A. Update Regarding New Legal Counsel.
- B. Update Regarding Management Services.
- C. Discuss Process of Signage Replacement – Regulatory and Interpretive (EG).
- D. Update on Pickleball Striping.
- E. Status on contract with Game-Set-Match to clean tennis courts 4 times per year at \$1340.
- F. Other.

VII. LEGAL MATTERS (5 minutes)

- 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 (to be distributed).
- B. Discuss Possible Payment to Scott Snow (enclosure).
- C. Discuss Chatfield Farms Estates Irrigation Water Service Agreement (enclosure).
- D. Update regarding Site Improvement Plan Referral (enclosure).
- E. Discuss Acceptance of Tract from 16B HOA.
- F. Chatfield Farms Electricity Box (enclosure).
- G. Discuss Propriety of Sterling Ranch Signs on District Owned/Maintained Areas and Remedies.
- H. Discuss Roxborough Water Staging Area. Staging area use is beyond the area Roxborough Water depicted in its diagram when requesting such use.

- I. Other.

VIII. EXECUTIVE SESSION

- A. Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the specific legal question of ratifying election-related legal fees.

IX. ENGINEERING MATTERS (5 minutes)

- A. Update regarding Mainline Repair and draft letter to Sturgeon Electric (to be distributed).
- B. Update on Concrete Replacement at Roxborough 16B (enclosure).
- C. Chavez Phase 3.
- D. Discuss Irrigation Pump Intake.
- E. Review and Consider Approval of CDR Construction Proposal for Bridge Railing Replacement ranging from approximately \$15,750 to \$18,250 (enclosure).
- F. Other.

X. LANDSCAPING MATTERS (10 minutes)

- A. General landscape issues (Grass cutting, beauty bands, weeds, driving on grass areas) Reassess what is mowed and what is not.
- B. Discuss Landscape Maintenance and Snow Removal Map Changes.
- C. Other.

XI. OTHER BUSINESS (5 minutes)

- A. Confirm Quorum for August 16, 2022 Regular Meeting.

XII. ADJOURNMENT