

**ROXBOROUGH VILLAGE METROPOLITAN  
DISTRICT**

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
Fax: 303-987-2032

<https://www.roxboroughmetrodistrict.org/>

**NOTICE OF SPECIAL MEETING AND AGENDA**

***Meeting Minutes***

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Mark Rubic	President	2025/May 2025
Debra Prysby	Vice President	2027/May 2027
Ephram Glass	Treasurer	2027/May 2027
Travis Jensen	Secretary	2025/May 2025
Mat Hart	Assistant Secretary	2025/May 2025

DATE: April 9, 2024  
TIME: 6:00 p.m.  
LOCATION: Roxborough Library Meeting Room  
8357 North Rampart Range Road #200  
Littleton, CO 80125

Google Meet joining info

Video call link: <https://meet.google.com/cup-jzns-rne>

Or dial: (US) +1 636-373-8869 PIN: 502 310 105#

More phone numbers: <https://tel.meet/cup-jzns-rne?pin=5487243383032>

*\* Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*

*\* Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager ([pripko@sdmsi.com](mailto:pripko@sdmsi.com) or 303-987-0835) of their specific need(s) before the meeting.*

I. ADMINISTRATIVE MATTERS – Meeting called to order at 6:10pm. All Board members were present.

A. Disclosure of Potential Conflicts of Interest. None.

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B. Additions/Deletions/Approval of Agenda. No changes. Board approved 5-0 upon motion by Director Prysby, seconded by Director Glass.

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II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

- A. 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 Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>  
One member of the public was in attendance, Jennifer Swafford. She had no public comment.

III. BOARD DISCUSSION MATTERS

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- A. Review and Discuss the engineering ADA Accessibility survey for Community Park for playground placement, installation and walkways. (enclosure). The Board reviewed the ADA survey and noted that the Board only received the cover page of the survey. The Board decided to request more detail from the District engineer. The Board determined that it will need input from counsel about what scope of improvements triggers required compliance of ADA requirements. The Board also noted that there have not been any updates on the Spinner playground equipment replacement for Chatfield Farms. Dir. Rubic stated he would contact SDMS for an update and/or request one from the vendor.
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- B. Review revised HOA cost allocation for maintenance services letters. (enclosures). The Board noted it has draft letters still awaiting cost estimates for snow removal from CDI. Dir. Rubic stated he will provide Board members with the draft letters. Dir. Glass noted that CDI said it was too difficult for them to estimate snow removal percentages for each HOA. He recommended that the percentages be based on linear footage in the Snow Removal map. After some discussion, the Board directed Dir. Glass to calculate the snow removal percentages as recommended.
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- C. Review and discuss Greenhouse Naming Submissions and ribbon cutting ceremony on April 25th at 9AM. (enclosure). The Board discussed upcoming ribbon cutting ceremony and reviewed possible names for greenhouse. After discussion Board agreed on the name: "Rox Nature Lab".
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D. Review and Discuss invoice submitted by McBride Electrical. (Enclosure). Dir. Glass reviewed for the Board the issue with the invoice. After discussion, the Board agreed that if the vendor provides us the estimate for correcting/replacing the electric line under Rampart Range Road then the Board will no longer question the number of hours and approve payment of the invoice. Dir. Glass was directed to inform SDMS and have SDMS reach out to the vendor

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E. Review and discuss irrigation checks documentation supplied by CDI, if available. (enclosure). The Board did receive some updated information from CDI for the time period June 2 – June 30. Dir. Rubic stated that the updated material answered many of the questions for that time frame but was still lacking complete documentation for the entire time frame in question and that additional documentation for that time period will be to be requested and reviewed. Dir. Rubic was directed to inform SDMS and have them reach out to CDI.

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F. Discuss how we will undertake repairs of playground equipment throughout the District. Dir. Prysby stated she is still attempting to locate the vendor's name and once she has done so will pass it on to SDMS.

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G. Review and Discuss New District Website. Dir. Glass provided some input on areas still requiring fixes on the new website. The Board directed Dir. Glass to convey those fixes to SDMS.

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H. Update and Status of Chatfield Farms planter project. The Board discussed the price increase from PST for the Chatfield Farms Planter. The board decided to tell PST that due to the increase, we'll have to send out an RFP again. The Board will be looking into some options for additional estimates. Dir. Glass was directed to inform SDMS and have them reach out to PST.

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I. Update and Status of softball field renovation. No new information.

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J. Update and Status turf replacement (xeriscape) project. SDMS is working on the scope of work.

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K. Update and Status of Handyperson RFP, alternatives. The Board reviewed a proposal submitted by the vendor. The Board determined this was not the type of vendor it was seeking but will retain the information and possibly contact them for possible estimates in the future if projects arise.

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L. Signage Committee Update. No new information.

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M. Environmental Committee Update. No new information.

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N. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) No new information.

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IV. OTHER MATTERS – Dir. Glass mentioned he received Douglas County referral for Ravenna. The Board determined that no formal response was needed from the Board. Dir. Glass also noted he attended the Douglas County Planning meeting where he raised the issue about the continuing foul sewage odor and that the Commission provided favorable response to have this looked at. Dir. Glass also noted that in a recent meeting with a representative of CORE he identified multiple District accounts that may not be necessary or could be put on a cheaper rate. The Board approved his continuation of working with CORE and SDMS to rectify these accounts.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS – No Public Comments.

VI. ADJOURNMENT - Upon a motion Director Jensen, seconded by Director Prysby. The Board unanimously approved adjournment at 8:00pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 17, 2024.**

Respectfully submitted,  
By: Travis C Jensen  
Secretary for the Meeting