

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD SEPTEMBER 8, 2022

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Tuesday, the 8th day of September, 2022 at 6:00 p.m. via Zoom. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mathew Hart  
Ephram Glass  
Mark Rubic  
Travis Jensen  
Calvin Brown

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Debra Prysby; Resident

### CALL TO ORDER

At 6:00 p.m. the meeting was called to order.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Ms. Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

### ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko reviewed with the Board the proposed Agenda for this Special Meeting.

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Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Confirm Location of Meeting/Posting of Meeting Notices:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Board's meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and, upon vote, unanimously carried, the Board determined this Board meeting will be held via Zoom. The Board further noted that notice of this meeting format was duly posted and that it has not received any objections to the meeting format or any requests that the meeting format be changed by taxpaying electors within the District's boundaries.

**Excusal of Absence:** There were no absences.

### **PUBLIC COMMENTS**

There were no public comments.

### **OPERATION AND MAINTENANCE MATTERS**

**Water Sampling Training:** The Board entered into discussion regarding water sampling training for Chris Prodis, who is a local teacher, for a year as part of the River Watch Program.

Following discussion, upon motion duly made by Director Glass, seconded by Director Brown and, upon vote, unanimously carried, the Board approved water sampling training for Chris Prodis for a year as part of the River Watch Program, in an amount not to exceed \$300, subject to a signed Agreement drafted by legal counsel.

**Proposal from Acme Fix-It to Assemble a Greenhouse:** The Board reviewed a proposal from Acme Fix-It to assemble a greenhouse.

Following discussion, Director Glass made a motion to hire Acme Fix-It. Following further discussion, Director Glass withdrew his motion. The consensus of the Board was to table this item to the September 20, 2022 meeting.

**Tasks to be Assigned to Ireland Stapleton:** It was noted that legal counsel will be researching wildfire mitigation in Wildlife Riparian Conservation Zone and research regarding rules for replacing southern creek crossing.

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**Proposal from Bailey Tree LLC to Remove Trees or Branches on the Hogback:**

The Board reviewed a proposal from Bailey Tree LLC to remove trees or branches on the hogback.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the proposal of Bailey Tree LLC to remove branches from a dead pine tree on the hogback.

**Response from Roxborough Water & Sanitation District Regarding**

**Construction:** Director Ephram reported the restoration work for the staging area on the District's property will occur towards the end of October or early November once all the connections are completed. A walk through will be scheduled to determine the facilities (curb, gutter, concrete trail) damaged by the construction. The damage to the trail through the staging area prior to construction to facilitate the evaluation of construction damage was documented. Roxborough Water & Sanitation District discussed with John Juranek previously that the curb and gutter where trucks and equipment have entered the staging area will be replaced once American West no longer needs to access the staging area.

As part of the repaving of the northbound lanes, Roxborough Water & Sanitation District will be reviewing the curb and gutter with John Juranek to determine other areas that will be repaired in conjunction with the paving.

Director Rubic requested a remediation plan be provided.

**District Maintenance Responsibility:** The Board entered into discussion regarding the criteria for District maintenance responsibility, to include all areas that the District could be responsible for in the Request for Proposals ("RFP") for 2023 landscape and 2022-2023 snow removal services.

**Proposal from BrightView Landscape Services to Refresh Playground Mulch to Varying Depths at Chatfield Farms, Pocket Park, Mule Deer Park, Airplane**

**Park, Marmot Ridge Park, Crystal Lakes Park, and Imperial Park:** The Board reviewed a proposal from BrightView Landscape Services to refresh Playground Mulch to varying depths at Chatfield Farms, Pocket Park, Mule Deer Park, Airplane Park, Marmot Ridge Park, Crystal Lakes Park, and Imperial Park.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved the proposal from BrightView Landscape Services to refresh Playground Mulch to varying depths at Chatfield Farms, Pocket Park, Mule Deer Park, Airplane Park, Marmot Ridge Park, Crystal Lakes Park, and Imperial Park.

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**Draft Snow Removal RFP and Map:** The Board reviewed a snow removal map. Director Glass will update the map and distribute for final review. The final map and RFP will be submitted to legal for review. It was noted the RFP must clarify that they must be willing to contract with and bill any interested Homeowner Associations separately.

**Draft Landscape Maintenance RFP and Map:** The Board reviewed a maintenance map and RFP for landscape maintenance services. It was noted Director Glass will share with the Board the final map and Director Rubic will distribute RFP to review with comments are due back on September 14, 2022 to submit to legal for review.

**Proposal for Fixing the Rocks in Community Park:** The Board entered into discussion regarding a proposal for fixing the rocks in Community Park. The Board directed Director Glass to request an updated proposal from BrightView Landscape Services to add rocks in the northwest, southeast, and southwest corners of the parking lot and to move the rocks outside the four-foot beauty band.

**Tasks to be Assigned to SDMS:** The District Manager provided an update. Ms. Ripko noted that she already initiated or were about to initiate all tasks to be assigned to SDMS.

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### **OTHER BUSINESS**

**Quorum for September 20, 2022 Regular Meeting:** A quorum was confirmed for the September 20, 2022 Regular Board Meeting.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Rubic and, upon vote, unanimously carried, the Special Meeting was adjourned.

Respectfully submitted,

By: Travis C Jensen  
Secretary for the Meeting