

RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, January 19, 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, January 19, 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; 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; YMCA

**CALL TO ORDER**

The meeting was called to order at 6:04 p.m.

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

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

**APPROVE AGENDA**

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

**PUBLIC COMMENT and/or  
GUESTS**

There was no public comment.

**CONSENT AGENDA**

- A. Consider Approval of the December 15, 2020 Special Meeting Minutes
- B. Review and Accept the Cash Position and Property Tax Schedule for November

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

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

**FINANCIAL MATTERS**

- A. Other – None.

**DISCUSSION AGENDA**

**DIRECTOR MATTERS**

- A. Environmental Committee Update

Director Glass reviewed the Environmental Committee report with the Board.

- B. Other

Director Prysby indicated the pedestrian crossing lights have been installed on Waterton Canyon Road.

**MANAGER MATTERS**

Master Plan

- A. Feasibility Follow-Up

- i. Feasibility Study Follow-Up

Ms. Armitage provided an update on the feasibility roll-out plan.

- ii. Communications Follow-Up by Ben Kelly

Mr. Kelly provided an update on the Rec Center Task Force, referencing the memo he prepared for the packet.

- B. Spillway Follow-Up

- i. Spillway Schedule, Douglas County Follow-Up and Budget

Mr. Barnett provided an update to the Board regarding the spillway, noting the drawings have been submitted to Douglas County.

Mr. Barnett reviewed the Chavez proposal for concrete installation in the amount of \$55,967.00. Mr. Barnett

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reviewed the 53 Corporation LLC proposal for spillway repairs and related services in the amount of \$39,249.00. Mr. Barnett also noted erosion control measures would have to be added to one of the contracts for approximately \$10,000.00.

Following discussion, upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote unanimously carried, the Board approved the Chavez proposal in the amount of \$55,967.00, the 53 Corporation proposal in the amount of \$39,249.00.

C. Update on New Playground Design

No update was provided. No action was taken.

D. Other

Ms. Jones discussed the issue of Imperial Park and the use of remote-control race cars and dirt bikes. The Board discussed whether offering a different location for the activity would help curb improper use of Imperial Park. Ms. Jones will follow up with Mr. Wenskoski to determine if there is a possible way to include a track for remote control race cars in the new park design. Director Glass will forward information to Ms. Jones to share with Mr. Wenskoski.

### LEGAL MATTERS

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 Purpose of Receiving Legal Advice on Special Legal Questions, if requested

No action taken.

B. Update on Emergency Disaster Declaration

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

C. Drone Use and Rules and Regulations

Ms. James reviewed the email she sent to the Board prior to the Board meeting with proposed language to address drone use in the rules and regulations. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and,

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upon vote unanimously carried, the Board approved option 1 as outlined in Ms. James' memo.

D. Update on Water Line Project for Roxborough Water and Sanitation District

Ms. James provided an update to the Board.

E. Update on Other Encroachment Issues

- i. Staircase
- ii. Pebble Path
- iii. Other

Ms. James provided an update on the encroachment issues listed previously. Ms. James will send another letter to the "pebble path" residence requesting its removal. Ms. James will also send letters addressing the hardscape/staircase and several encroachments identified in a recent Environmental Committee Report.

F. Update on Arrowhead Shores HOA Dispute with Developer over Access Easement to Crystal Lake Park Area

Ms. James reviewed the Arrowhead Shores HOA dispute with the Developer over the access easement to Crystal Lake Park with the Board to keep the Board informed. No action was taken.

G. Open Space Request from Chatfield Farms 1A HOA

Ms. James reviewed the open space request from Chatfield Farms 1A HOA. The HOA requested the District take over maintenance of between 1 and 4 Tracts owned by the HOA, one of which is impacted by upcoming roadwork by the CAB at Rampart Range Road and Waterton Canyon Road. Following discussion with the Board, the Board declined to take action or accept any maintenance responsibility of the Tracts.

H. Ratify Approval of Roxborough Water and Sanitation District Request to Access Easement for Sewer Repairs

Ms. James reviewed the Roxborough Water and Sanitation District request to access an easement for sewer repairs with the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board ratified approval of the Roxborough Water and Sanitation District request to access an

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easement for sewer repairs which Director Brown had approved on an emergency basis. The Board asked Ms. James to ensure restoration work occurred and in the manner of seeding for native grass as applicable.

I. Review and Consider Approval of Ark Ecological Services Proposal for 2021 Open Space Management

Following review, upon a motion duly made by Director Prysby, seconded by Director Glass and upon vote unanimously carried, the Board approved the Ark Ecological Services Proposal for 2021 Open Space Management. The Board requested Ms. Jones obtain an update on the overall goal of getting native grass to the maintenance stage.

J. Review and Consider Approval of Resolution 2021-01-01 Designating Location for Posting of 24-Hour Notice for Year 2021

Following review, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board approved Resolution 2020-01-01 Designating Location for Posting of 24-Hour Notice for Year 2021.

K. Other – None.

### ENGINEERING MATTERS

A. Update on Little Willow Creek Handrail

Mr. Barnett reviewed the recommendation provided to the Board regarding Little Willow Creek Handrail. Following discussion, the Board agreed to delay efforts per Mr. Barnett's recommendation.

B. Update on Imperial Park Use and New Fence Installation

This item was discussed earlier in the meeting and is noted under the Manager Matters update.

C. Other – None.

### LANDSCAPING MATTERS

A. Bailey Tree Update via Written Enclosure

The Board reviewed the update provided by Bailey Tree.

B. Metco Landscape Report

Mr. Barr reviewed the Metco Landscape Report.

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i. Review and Consider Approval of Proposals – None.

C. Other

The Board discussed the roadway work by the Sterling Ranch CAB/Douglas County in the median to the south of Waterton Canyon Road requested that Mr. Barnett let the County know that the Board preferred that stamped concrete be used to provide a buffer.

**OTHER BUSINESS**

A. Confirm Quorum for February 16, 2021 Special Meeting via ZOOM

A quorum was confirmed.

**ADJOURNMENT**

Upon a motion duly made by Director Wagner, seconded by Director Prysby, the Board adjourned the meeting at 8:12 p.m.

Respectfully submitted,

By: Calvin Brown  
581B98172ECC405...  
Calvin Brown, President

Attest:

By: Ed Wagner  
7D9BACB4D52C4E3...  
Ed Wagner, Secretary

## Certificate Of Completion

Envelope Id: 5D88168894EC45B8B59E4A2F762DB6E7	Status: Completed
Subject: Please DocuSign: RVMD - 1-19-2021 Draft Minutes.pdf	
Client Name: Roxborough Village Metro District	
Client Number: 011-070155	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld 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
	IP Address: 73.153.120.72


## Record Tracking

Status: Original 2/19/2021 3:52:19 PM	Holder: Natalie Herschberg Natalie.Herschberg@claconnect.com	Location: DocuSign
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## 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: 2/19/2021 3:53:16 PM  
Viewed: 2/19/2021 4:08:30 PM  
Signed: 2/19/2021 4:09:49 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/19/2021 4:08:30 PM  
ID: 77c1155c-8692-4ead-9887-5bdf33d3156b

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: 2/19/2021 4:09:50 PM  
Viewed: 2/19/2021 7:26:50 PM  
Signed: 2/19/2021 7:26:55 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/19/2021 7:26:50 PM  
ID: 13df215c-9b46-44f7-a1ca-36d128b0b655

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

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	2/19/2021 3:53:16 PM
Certified Delivered	Security Checked	2/19/2021 7:26:50 PM
Signing Complete	Security Checked	2/19/2021 7:26:55 PM
Completed	Security Checked	2/19/2021 7:26:55 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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