

RECORD OF PROCEEDINGS

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

HELD

Monday, November 4, 2019

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Monday, November 4, 2019 at 6:00 p.m., at St. Gregory Episcopal Church, 6653 W. Chatfield Avenue, Littleton, CO 80128. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Calvin Brown  
Steve Sherman  
Ron Bendall  
Edward Wagner  
Debra Prysby

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Scott Barnett; Mulhern MRE  
Todd Wenskoski, Livable Cities Studios  
Anna Jones, Jerel Sangster and Andrew Williams;  
CliftonLarsonAllen LLP

**CALL TO ORDER AND  
APPROVE  
AGENDA**

The meeting was called to order at 6:07 p.m. by Director Brown. Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the agenda as submitted.

**DECLARATION OF  
QUORUM**

A quorum was confirmed.

**PUBLIC  
COMMENT**

Bob Clinard reported that a lawn mower peeled back the steel edging at \_\_\_\_\_ . Ms. Jones will contact Metco regarding this issue. .

**CONSENT AGENDA**

- A. Consider Approval of the minutes of the September 17, 2019 Regular Meeting and October 9, 2019 Special Meeting

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- B. Review and Accept October 23, 2019 Cash Position and Property Tax Schedule

Director Sherman requested that the complaint from Ed Yeats be incorporated into the [REDACTED], 2019 minutes.

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Consent Agenda with the amendment to the [REDACTED], 2019 minutes.

### **DISCUSSION AGENDA**

#### **ACTION ITEMS**

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

Ms. Jones reviewed the claims with the Board, noting that the Roxborough Water and Sanitation District bill for the month of September is a historically higher month due to repair work, climate and other factors. The cost is consistent with previous years.

Director Sherman noted a water leak at the entrance of Chatfield Farms West.

Ms. Jones introduced Andrew Williams, and announced that Patrick Shannon will be relocating to Massachusetts.

- B. 2020 Budget Work Session

Ms. Soendker reviewed the General Fund with the Board, noting that in the first draft the Debt Service mill levy was set at 34.000. One hundred percent of specific ownership taxes are allocated to the General Fund.

Ms. Jones noted \$15,000 for communication and website for the purpose of continuing website maintenance and quarterly newsletters. She also recommended \$35,000 for communication events for a possible second Fall Festival. Ms. Jones also reported they are looking into field fees for 2019.

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Discussion ensued regarding money allocation for tree maintenance, herbicide spraying, etc. The Board questioned the doubling of snow removal costs in the 2020 budget estimate.

Director Sherman asked about a need for an operations/maintenance plan, to track when, what who and how often for District responsibilities (asset management).

Director Bendall asked why the skate park maintenance from Team Pain was not captured in the 2019 actual. He also asked why the pond maintenance numbers were not captured in the budget. He noted pond options of an aerator, monitor as well as incorporating a water quality master plan.

Ms. Jones noted that CLA will have a 5% monthly increase for technology, for a firm wide plan for increasing security. This will be a flat fee.

Director Brown asked whether the \$65,000 allocated for the election is enough money if an election is actually necessary. Ms. James noted that it is not likely that there will be an election in 2020. The number includes a potential board member election in 2020 and preparing for a TABOR election in 2021.

Discussion ensued regarding the Debt Service Fund, assuming 34.000 mills. The current debt will be paid off in 2021. The total debt service per year is about \$2 million and revenue was needed to cover that amount. The mill levy will need to be lowered.

Discussion ensued regarding the Capital Projects Fund, noting the excess revenues from the General Fund. Mr. Barnett reported the need of \$150,000 for the spillway and embankment upgrades.

The Board stressed the need to budget for a feasibility study for the Master Plans and the next steps. There is \$100,000 as a line item in the Capital Projects Fund.

- C. Review 2020 Budget Process
  - 1. November 19, 2019 Board Meeting – Public Hearing to Review and Approve 2020 Budget
  - 2. December 15, 2019 – Mill Levy Certified

Ms. Jones reviewed with the Board.

- D. Discuss Bill.com

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Deferred?

E. Other – None.

**MANAGER MATTERS**

A. Discuss and Consider Approval of Proposal from Turf Pro Solutions for Installati0n of Holiday Lights

This was deferred to the November 19<sup>th</sup> meeting.

B. Other

Todd Wenskoski discussed the 3<sup>rd</sup> Community Event, noting he will distribute a draft preferred concept and recommendations prior to the December meeting. Director Sherman requested incorporating a table of contents.

Mr. Wenskoski noted three major items:

1. Wrapping up the Master Plan
  - a. Overall recommendations
  - b. Community center/pool general recommendations – may need to do a more intensive study next year
2. Early Implementation
  - a. Community Center feasibility study
  - b. Reduction of Mill Levy
  - c. Continued implementation: upper and lower ponds, trails and connectivity, continued programing
3. Election and Bond Preparation
  - a. Need for living and working document for Board to use. Director Sherman asked whether there is a need for cost analysis and/or gap for projects.

**OTHER BUSINESS**

A. Confirm Quorum for November 19, Regular Meeting/Budget Hearing (West Metro fire Station 15)

A quorum was confirmed.

**ADJOURNMENT**

Upon a motion duly made by Director Brown, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 8:35 p.m.

Respectfully submitted,

By: \_\_\_\_\_

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Calvin Brown, President

Attest:

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By: Ronald Bendall, Secretary