

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
July 16, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, July 16, 2019 at 6:30 p.m., at West Metro Fire Station 15, 6220 N. Rampart Range Road, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Edward Wagner
Steven Sherman
Ron Bendall was absent, excused

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile,
P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Anna Jones, Patrick Shannon and Janece Soendker; CliftonLarsonAllen
LLP
Todd Wenskoski and Yishuen Lo, Livable Cities Studio

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Director Brown.

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

Director Brown declared a quorum was present, all directors are qualified.

APPROVE AGENDA

Director Brown requested to rearrange the agenda with the presentation of the Audit first, followed by the Master Plan presentation and then Engineering Matters. Upon a motion duly made by Director Brown,

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seconded by Director Sherman, and upon vote unanimously carried, the Board approved the agenda as amended.

Review and Consider Approval of 2018 Audit

Ms. Soendker reviewed the 2018 Audit with the Board. After discussion, upon a motion duly made by Director Sherman, seconded by Director Brown, and upon vote unanimously carried, the Board approved the 2018 Audit and authorized Ms. Soendker to file with the State Auditor.

Master Plan Update

Mr. Wenskoski and Ms. Lo reviewed the Master Plan Survey results with the Board. Discussion ensued. Director Wagner asked if the possible amenities could be organized by the ease to implement.

After discussion, the Board determined to schedule a Work Session on August 15, 2019 from 6:30 p.m. to 8:30 p.m. A community event is also possibly being scheduled on September 5, 2019 from 6:00 to 8:00 p.m.

ENGINEERING MATTERS

A. Update Irrigation Coordination

Mr. Barnett reported he and Mr. Barr met with Applied Ingenuity on site to determine issues with the pump system. It was determined that the jockey pump is grounding out. Applied Ingenuity will pull the pump, evaluate the motor and try to repair it. The anticipated cost for the repairs is approximately \$7,000 to \$10,000.

Mr. Barnett noted that there is some sort of blockage in the intake. Mr. Shannon contacted Planet Scuba who believes that there may be a blockage in the intake pipe rather than the inlet. They will attempt to reverse the flow to blow out the pipes.

After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved a not to exceed amount of \$15,000 to repair the irrigation issues.

B. Update on Water Quality Analysis

This item was deferred.

C. Update on Team Pain Skatepark Maintenance

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Mr. Barnett reported that work started last Monday and expects to be complete by the end of this week.

D. 7 Acre Pond Update

Mr. Barnett noted that Ark Ecological is trying to schedule the next phase of the wetlands plantings in the next few weeks.

E. Discussion regarding Sidewalk Replacement, Trail Replacement and Spillway Concrete Replacement

Mr. Barnett noted that it would be prudent to arrange the work this year. Director Sherman noted that this could be discussed in the Master Plan process to see if the community would like any changes. Director Brown asked Mr. Barnett to work with Mr. Wenskoski to come up with concepts for the improved spillway.

Mr. Barnett noted he will call Urban Drainage to discuss a potential partner project.

Mr. Barnett reported that he was contacted by a representative of Roxborough 14B, noting that he is running into roadblocks with Douglas County. The representative asked if the District could clean up the debris in the outfall of the drainage structure. However, the District does not maintain the drainage.

F. Other

None.

**PUBLIC
COMMENT and/or
GUESTS**

Ms. Jones noted that she received an email from a resident requesting that pickle ball lines be painted on the tennis court. Management will look into the cost to stripe.

CONSENT AGENDA

A. Consider Approval of the June 18, 2019 Regular Meeting Minutes

B. Review and Accept July 10, 2019 Cash Position and Property Tax Schedule

C. Other

Director Prysby noted a typo in the minutes under the Update on Sterling Ranch item. Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Consent Agenda with the update to the minutes.

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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. After review, upon a motion duly made by Director Sherman, seconded by Director Brown, and upon a vote unanimously carried, the Board approved current claims, approved transfer of funds, ratified payment of autopay claims and ratified approval of previous claims.

- B. Review and Consider Approval of 2018 Audit

Discussed earlier.

- C. Review and Consider Approval of Resolution No. 2019-07-01, Resolution Approving Services Agreement with Team Pain for Skatepark Repairs

Ms. James reviewed the Resolution with the Board. Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-07-01, Resolution Approving Services Agreement with Team Pain for Skatepark Repairs.

- D. Review and Consider approval of Resolution No. 2019-07-02, Resolution Approving Services Agreement with HydroSystems KDI for Irrigation System Evaluation and Consulting Services

Ms. James reviewed the Resolution with the Board. Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2019-07-02, Resolution Approving Services Agreement with HydroSystems KDI for Irrigation System Evaluation and Consulting Services.

MANAGER MATTERS

- A. Master Plan Update

Discussed earlier.

- B. Update on Newsletter

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Mr. Wenskoski and Ms. Lo presented the newsletter options. Discussion ensued regarding possible content for the newsletter. The Board decided to start with a four-page newsletter.

C. Update on Basketball Court and Hoop

Mr. Shannon updated the Board, presenting an option to repair the broken basketball hoop and an option to replace the hoop. The Board asked management to see if the contractor could repaint the court as well. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved a not to exceed amount of \$3,000 for repair and for repainting the court.

D. Update on Community Park Restroom

Mr. Shannon provided an update, noting that port-a-potties were supplied for the first weekend of softball and that he anticipates repairs to the restrooms to be completed this week.

E. Review Fishing Permit

The Board reviewed the fishing permit. Discussion ensued. Mr. Shannon was directed to fix the language to allow parents to sign off for children, remove age, make the permit a family permit and list the names of the family members. The Board also asked that the permit be taken off the website until it is considered for approval at the next meeting.

F. Website Updates

Mr. Shannon provided an update, noting that changes were made based on feedback from the community and legal counsel.

G. Other

None.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report, noting that a terra-seed blanket was put down on the ball field. Perennials and shrubs will be installed next week. He noted that there are dead trees in the median and noted that the issue has been fixed in the baseball outfield.

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B. Review and Consider Approval of Proposals:

There were no proposals.

C. Update on Bailey Tree Planting

No update.

D. Landscape Walk Discussion

1. Divide Landscape Tour in Segments

Mr. Barr will take out Board members for landscape tours as desired. Mr. Barr and Director Prysby will coordinate a time to tour the District.

E. Other

None.

FINANCIAL MATTERS

A. Other

None.

DIRECTOR ITEMS

A. Update on Fireworks/Community Event – Director Brown
1. Fundraising/Sponsorship Update

The Board reviewed the update provided in the Packet on food trucks and the event. Director Sherman suggested reaching out to Wood Hill Small Batch BBQ. Director Brown asked that volunteers not partake in traffic control, as law enforcement will be handling that.

Director Brown confirmed that Arrowhead Shores HOA has committed to pay 25% of the costs of the event costs. CLA will provide an invoice to Arrowhead Shores HOA once the final costs are determined.

Director Brown reported that he spoke with Captain Passmore in fire prevention and confirmed that the plan for the fireworks is acceptable so far.

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 Purposes of Receiving Legal Advice on Specific Legal Questions, if requested

No discussion.

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- B. Update on Denver Water release into Little Willow Creek
a. Discuss Erosion Issues re Inflow and Outflow Points of the
“Triangle” or “Upper Irrigation” Pond

No update.

- C. Update on Sterling Ranch

Ms. James reported she did not attend the July 9th Douglas County meeting as she understood the meetings were not relevant to the new plat filing.

- D. 14B Parcel Ownership

No Update.

- E. Update on Chatfield Farms Meters and Billing

No Update.

- F. Update on GMR Contracting for Dugout Design

Ms. James noted she is still working on getting a response from GMR to confirm insurance and Services Agreement. The contact provided to her last year is not responding. Director Brown noted he would call Ms. Lorenz.

- G. Other

None.

OTHER BUSINESS

- A. Confirm Quorum for August 20, 2019 Regular Board Meeting (Library)

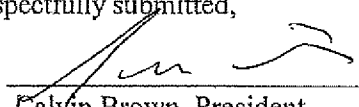
A quorum was confirmed for the August 20, 2019 Regular Board Meeting.

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ADJOURNMENT


Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 9:12 p.m.

Respectfully submitted,

By: 
Calvin Brown, President

Attest:

By:


Ronald Bendall, Secretary