

RECORD OF PROCEEDINGS

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

HELD

Tuesday July 21, 2020

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, July 21, 2020 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Garry Cook
Ephram Glass

Also in Attendance were:

Anna Jones; CliftonLarsonAllen LLP
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Steven Bailey and George Beidenstein; Bailey Tree
Todd Wenskoski; Livable Cities Studio

CALL TO ORDER

The meeting was called to order at 6:07 p.m.

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

Director Brown declared a quorum was present. Director Wagner's absence was excused. No new conflicts were disclosed.

APPROVE AGENDA

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

**PUBLIC COMMENT and/or
GUESTS**

No public comment.

CONSENT AGENDA

- A. Consider Approval of the June 16, 2020 Special Meeting Minutes
- B. Review and Accept the Cash Position and Property Tax Schedule

RECORD OF PROCEEDINGS

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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

After review, it was noted that the Cash Position and Property Tax Schedule were not included and need to be included in next month's packet. Upon a motion duly made by Director Cook, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Consent Agenda excluding the Cash Position and Property Tax Schedule.

FINANCIAL ITEMS

- A. Other

None.

DISCUSSION AGENDA

ACTION ITEMS

- A. Bailey Tree Updates

Mr. Beidenstein of Bailey Tree provided an update. Ms. Jones noted there is potential for a \$25,000 insurance claim for trees that died in a spring freeze and discussed what the District may do to take advantage of that insurance benefit.

DIRECTOR ITEMS

- A. Mosquito Management / Habitat and Environmental Issues (Discuss a Potential Committee)

Director Glass discussed issues regarding chemicals used in mosquito spraying and other habitat issues. He suggested forming a committee of two Board members to review environmental issues and bring those issues forward to the Board as needed. The committee will research and investigate items of interest and bring a written recommendation back to the August and/or subsequent meetings. Upon a motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board formed the Environmental Committee and appointed Director Glass and Director Prysby to the committee.

- B. Discuss Board President Approval Authority Increase

Upon a motion duly made by Director Cook, seconded by Director Prysby, and upon vote unanimously carried, the Board increased the President's emergency spending authority from \$3,000.00 to \$5,000.00 and increased non-emergency spending authority from \$1,000.00 to \$3,000.00. In addition, the Board

RECORD OF PROCEEDINGS

approved the District Manager's spending authority up to \$1,000.00 without prior approval of the Board.

Mr. Barnett reviewed additional concrete work performed by Chavez Services, LLC. Director Brown indicated he had approved the expenditure without polling the Board in the amount of \$3,500.00 as the expenditure was time-sensitive in nature. The Board discussed the need for the interim approval of payment. After discussion and upon a motion duly made by Director Prysby, seconded by Director Cook, the Board ratified the \$3,500.00 payment to Chavez Services, LLC for concrete work that was in addition to the previously approved amount.

C. Other

Director Prysby discussed the accident at the median on Rampart Range Road and Village Circle East. Mr. Barr addressed her concerns. Ms. Jones indicated she will coordinate with Douglas County to get further information regarding the accident and work with Mr. Barr to get a proposal for the repairs.

Director Brown discussed brush fire protocols should fires be in the area. If fires are active in the area, Director Brown will let the Manager know to inform all Board members and post on the District website.

Director Cook asked if it is possible to assign Roxborough Village Metropolitan District-specific email addresses to Directors. Ms. Jones will investigate and report back at the August Board Meeting.

MANAGER MATTERS

A. Master Plan/Spillway Follow-up – Anticipated Costs and Timeline

Mr. Wenskoski and Mr. Barnett reviewed the designs included in the packet. The Board discussed the designs and directed Mr. Wenskoski and Mr. Barnett to go with Option A as provided in the packet and to also provide additional ideas regarding rock and boulder materials, shade structure and overlook designs. The Board requested such additional information be brought to the August 6, 2020 Special Meeting.

B. Feasibility Study Follow-Up (Special Meeting to Discuss Spillway and Feasibility Study on August 6, 2020)

RECORD OF PROCEEDINGS

Ms. Jones provided an update and reminded everyone of the upcoming meeting.

C. Update on Meeting with Douglas County Regarding Pedestrian Safety on Rampart Range Road

Ms. Jones and Ms. James reported the outcome regarding their conversations with Douglas County Traffic staff, in which staff recommended a pedestrian-activated crossing feature and potentially some additional street striping or other traffic calming measures. The Board considered further action and would like to invite a Douglas County Commissioner to the next meeting for further discussion. Ms. Jones will follow up with an invitation and inform Douglas County staff of same.

D. Update on Toilets and Fountains

Ms. Jones provided a report, indicating repairs are almost finalized and the restrooms should be open for public use in the coming weeks.

E. Update on Communication Strategy

Ms. Jones provided a report informing Board members that Mr. Kelly will reach out to each of them individually to begin his outreach efforts.

F. Other

None.

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. Consider a Resolution Approving Services Agreement with Ben Kelly for Community Outreach / Strategic Communications Services

Upon a motion duly made by Director Prysby, seconded by Director Cook and, upon a vote unanimously carried, the Board approved the Resolution Approving Services Agreement with

RECORD OF PROCEEDINGS

Ben Kelly for Community Outreach / Strategic Communications Services.

C. Update on CAB Agreement and Project

Ms. James and Mr. Barnett provided an update. The project has begun and appears to be going well. The District received the \$5,000.00 deposit from CAB towards fees incurred as a result of the project.

D. Update on Emergency Disaster Declaration

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

E. Discussion on Jared Way Sunset Patio

Ms. James provided an update and indicated she will draft a letter to the homeowner to instruct him to remove the encroachment.

F. Other

There was a community request to investigate building a new playground on the east side of Rampart Way. Directors Prysby and Cook were supportive of the request. Ms. James or Ms. Jones will respond to the community member that the Board is open to consider the request and will discuss it further after evaluating general playground design concepts pursuant to the Master Plan.

ENGINEERING MATTERS

A. Update on CDR Contract for Dugout

Mr. Barnett updated the Board, noting that work has begun.

B. Update on Aerial Mapping and Irrigation Planning

Mr. Barnett updated the Board, noting that planning is underway and is about 60% completed. He will follow up with Hydrosystems KDI for final planning documentation with the goal to have those ready for the Board at the August Board meeting.

C. Consider Proposal for Hydrosystems KDI Design

The proposal for Hydrosystems KDI Design was considered and approved at the previous Board meeting. No action was taken.

RECORD OF PROCEEDINGS

D. Update on Trail Repair and Concrete Work

Mr. Barnett provided an update, noting that the concrete work is done. He reported that there is a request for timber edging by some community members. He will continue to explore options.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the status of landscaping activities that have occurred in the District during the last month.

B. Review and consider Approval of Proposals

- 1. Proposal to Clean Debris and Silt Concrete Drain Pan - \$3,500

Upon a motion duly made by Director Prysby, seconded by Director Cook, and upon vote unanimously carried, the Board approved the proposal to clean debris and silt concrete drain pan in the amount of \$3,500.

C. Other

Mr. Barr reported the lights have not been turned back on at Crystal Lake Park. Directors Brown and Glass suggested keeping that responsibility with the HOA. Mr. Barr will follow up with Arrowhead Shores HOA.

OTHER BUSINESS

A. Confirm Quorum for August 6, 2020 and August 18, 2020 Special Meetings via ZOOM

A quorum was confirmed.

ADJOURNMENT

The Board adjourned the meeting at 8:55 p.m.

Respectfully submitted,

By: Calvin Brown
Calvin Brown, President

Attest:

By: Ed Wagner
Ed Wagner, Secretary

Certificate Of Completion

Envelope Id: 186CDD881F454E00BB052A705319C34B
 Subject: Please DocuSign: RVMD 7-21-2020 Minutes.pdf
 Client Name: Roxborough Village MD
 Client Number: 011-070155
 Source Envelope:
 Document Pages: 6
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

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 220 South 6th Street
 Suite 300
 Minneapolis, MN 55402
 Natalie.Herschberg@claconnect.com
 IP Address: 71.229.180.51

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 8/31/2020 2:58:09 PM

Holder: Natalie Herschberg
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Location: DocuSign

Signer Events

Calvin Brown
 cbrown8556@hotmail.com
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
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 Viewed: 9/9/2020 11:49:36 AM
 Signed: 9/9/2020 11:57:27 AM

Electronic Record and Signature Disclosure:
 Accepted: 9/9/2020 11:49:36 AM
 ID: 22765a4e-1535-40fb-bd87-68049f430e82

Ed Wagner
 edward.wagner99@gmail.com
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
 Using IP Address: 174.198.172.186
 Signed using mobile

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 Signed: 9/9/2020 12:32:18 PM

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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

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	9/9/2020 12:32:18 PM
Completed	Security Checked	9/9/2020 12:32:18 PM

Payment Events	Status	Timestamps
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