

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
Tuesday, August 18, 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, August 18, 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
Ed Wagner

Also in Attendance were:

Anna Jones & Nic Carlson; CliftonLarsonAllen LLP
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Steve Bailey & George Beidenstein; Bailey Tree
Todd Wenskoski; Livable Cities Studio
Ben Kelly; Strategic Communications Consultant
Kimberly Armitage; Evolution Builders Feasibility Team
Abe Laydon; Douglas County Commissioner
Zeke Lynch; Douglas County Traffic Engineer
Manager
Matt Williams; Douglas County Assistant Director of
Public Works

CALL TO ORDER

The meeting was called to order at 6:05 p.m.

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

Director Brown declared a quorum was present. No new conflicts were disclosed.

APPROVE AGENDA

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

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PUBLIC COMMENT and/or GUESTS

County Commissioner Abe Laydon and Douglas County traffic and public works staff attended the Board Meeting to discuss enhancing the pedestrian crossings at Rampart Range. The discussion is outlined in greater detail below.

CONSENT AGENDA

- A. Consider Approval of the July 21, 2020 and August 6, 2020 Special Meeting Minutes
- B. Review and Accept the Draft Financial Statements for June
- C. Review and Accept the Cash Position and Property Tax Schedule for July
- D. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

Ms. Jones requested to remove the Financial Statements from the Consent Agenda in order to review the general fund balance.

Upon a motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Consent Agenda, as amended, and also approved the Draft Financial Statements as further discussed under Financial Items.

FINANCIAL ITEMS

- A. Other –

Ms. Jones reviewed the Draft Financial Statements for June with the Board. She pointed out that most consultants’ fees were over budget to date of June 30, 2020 and believes this is due to extensive work in carrying out Master Plan action items and in feasibility study of other Master Plan items. She wanted to note for the Board and entertain any questions they might have.

DISCUSSION AGENDA

ACTION ITEMS

- A. Bailey Tree Updates

Mr. Bailey and Mr. Beidenstein reviewed the status of the Ash Trees, indicating 24 are dead with an average diameter of 8 to 10 inches. All will be removed in September. Ms. James inquired regarding Bailey Tree Trimming’s scope of work for 2020 that included tree removal and whether that work had been fully completed. Mr. Bailey said he would review the matter and if the District had any more tree removal work left in the scope, it would still be performed. Director Glass requested a list of the dead trees. Metco will be replacing the trees. Director Prysby asked about the removal of a stump along Rampart Range Road, south of Safeway. Mr. Bailey indicated he will check on it. Mr. Bailey

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will get specifications on the dead trees so that the District may file a claim with insurance.

i. Review Fulfillment of Contract

No action was taken.

DIRECTOR ITEMS

A. Environmental Committee Update

Director Glass indicated he is working on identifying and installing bat boxes. He is working with Roxborough State Park to identify the appropriate design. He also indicated that he was interested in the possibility of planting some short, flowering trees to provide more shade for Crystal Lake as well as wildflower plantings in the same area. Director Cook indicated he will check with the Arrowhead Shores HOA to get their approval for any planting. Additionally, Director Glass reported on conversations with Patriot Pest regarding areas they are spraying Demand CS, indicating it is possible the chemical is being sprayed too close to the ponds and affecting the pond water. The Management Team will work with Director Glass to follow up with the contractor regarding the suggested changes for mosquito control.

B. Other - None

MANAGER MATTERS

A. Master Plan/Spillway Follow-up

i. Spillway Materiality and Follow-Up

Mr. Wenskoski and Mr. Barnett reviewed the materiality of the boulders, shade structure research and costs associated with the spillway design elements. The Board provided feedback and agreed with the stone materiality presented in the presentation. There was a request to follow up regarding the shade structure. The Board asked the team to continue moving the project forward, understanding the shade structure discussion/conclusion will follow at next month's meeting.

B. Feasibility Study Follow-Up

Ms. Armitage discussed the idea of visiting recreational centers to begin comparing potential options and the most appropriate comparison to Roxborough.

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The Board indicated it would like to do a physical tour as opposed to a virtual tour. Ms. Armitage indicated Thursday or Friday would be the best days to do so.

Mr. Kelly provided an overall communications / outreach summary, synthesizing the outreach he has done, input he has received and feedback from the Board.

C. Discuss Pedestrian Safety on Rampart Range Road

The following discussion took place during the Public Comment portion of the Board meeting.

Commissioner Laydon outlined the County's concerns regarding the pedestrian/vehicle accident that occurred in May along Rampart Range Road near the middle school. Mr. Williams and Mr. Lynch with Douglas County traffic operations discussed the County's plans to improve the traffic signal in the area. Mr. Lynch pulled up the Google map and showed where the RRFB (new signalization) is intended to be placed. He indicated consistency of traffic signaling for similar roadway/traffic areas throughout the County is a standard they are hoping to maintain. The RRFB will be installed at the pedestrian crossing adjacent to the Community Park.

Director Wagner expressed his appreciation to the County staff. Director Glass asked about the possibility of installing a full traffic intersection light. Mr. Lynch indicated there are several reasons a HAWK or fully signalized intersection would not be appropriate. He also indicated a median will be placed along Rampart adjacent to the middle school to provide a pedestrian refuge.

D. Update on Toilets and Fountains

Mr. Carlson reviewed three options as presented by Good Plumbing. Following discussion, the Board determined the best option was replacement of plumbing fixtures on all toilets and urinals in the bathrooms with a more durable, mechanical fixture.

Upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote unanimously carried, the Board approved Good Plumbing's proposal for new plumbing fixtures in the amount of \$2,891.00, as well as \$500.00 for winterization.

E. Discuss 2021 Budget Process

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- i. October 15, 2020 – Draft Budget Communicated to the Board
 - ii. October 27, 2020 – Budget Workshop
 - iii. November 17, 2020 Board Meeting – Public Hearing to Review and Approve 2020 Budget
 - iv. December 15, 2020 – Mill Levy Certified

Ms. Jones reviewed the 2021 Budget process and key dates.

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. Update on CAB Agreement and Project

Ms. James reviewed the fees for the consultants in the amount of approximately \$11,000, noting a \$5,000 deposit was made by the CAB earlier in the project.

C. 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.

D. Update on Jared Way Sunset Patio

Ms. James reported that a letter has been sent to the resident and no response has been received.

E. Update on District-Specific Board Member Emails

Following discussion, and upon a vote, carried by majority, the Board determined to establish email addresses specific to Roxborough Village Metro District. Director Cook made the motion, with a second by Director Glass. Directors Cook, Glass and Wagner were in favor, Director Prysby abstained, and Director Brown opposed. The Board directed CLA staff to establish district-specific email addresses.

F. Consider Approval of the Resolution to Increase Board President and Manager Emergency Spending Authority

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Ms. James reviewed the two Resolutions. Upon a motion, duly made by Director Wagner, seconded by Director Glass and, upon vote unanimously carried, the Board approved the Resolution to increase Board President's emergency spending authority to \$5,000.00 and non-emergency spending to \$3,000.00. The Resolution regarding the District Manager's spending was approved up to \$1,000.00 without prior approval from the Board.

G. Respond to Community Request for Playground

The Board considered traffic implications. The Board discussed the pros and cons of establishing another playground in the requested area. Ms. James will update the resident who requested the playground that it is still being discussed.

H. Other - None

ENGINEERING MATTERS

A. Update on CDR Contract for Dugout

Mr. Barnett reported that CDR is waiting for the fence contractor to provide a start date.

B. Update on Aerial Mapping and Irrigation Planning

Mr. Barnett reviewed the information with the Board and requested that the Board respond with individual comments.

C. Update on Trail Repair and Concrete Work

Mr. Barnett provided an update, noting that four out of the five trails are fully restored with rock. Timbers are being considered in some areas. The 7-Acre Pond restoration is almost complete. Mr. Barnett will conduct a walk-through to review the work. He also provided an update on Arrowhead Shores construction regarding developer work, impacted sidewalks and revegetation.

**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

i. Proposal to Install Timbers in the amount of \$1,200

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Upon a motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the proposal to install timbers in the amount of \$1,200.

- ii. Proposal to Repair Rock Monuments in the amount of \$3,700

An insurance claim was submitted and accepted. No action was taken regarding the proposal.

- iii. Proposal to Plant Trees and Winter Watering in the amount of \$18,250

Mr. Barr will work with Directors Prysby and Glass to identify preferable tree varieties.

Upon a motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the proposal to plant trees and winter watering in the amount of \$18,250.

C. Other

Mr. Barr indicated he feels a controller system that communicated better would be a worthwhile investment.

OTHER BUSINESS

- A. Confirm Quorum for September 15, 2020 Special Meeting via ZOOM

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote unanimously carried, the Board adjourned the meeting at 9:29 p.m.

Respectfully submitted,

DocuSigned by:
By: Calvin Brown
Calvin Brown, President

Attest:

DocuSigned by:
By: Ed Wagner
Ed Wagner, Secretary

RECORD OF PROCEEDINGS

At the April 20, 2021 Special Board Meeting, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the correction and amendment of past minutes regarding Ms. Armitage's consultant capacity to be identified as a member of the Evolution Builder Feasibility Team. Amended minutes are from March 2020 to April 2021.

Respectfully submitted,

DocuSigned by:
By: Calvin Brown
581B98172FCC405...
Calvin Brown, President

Date Signed: 4/29/2021

Attest:

DocuSigned by:
By: Ed Wagner
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Ed Wagner, Secretary

Date Signed: 4/29/2021

Certificate Of Completion

Envelope Id: 04AC809D77B3443E881D58986B3B7AA2	Status: Completed
Subject: Please DocuSign: RVMD 8-18-2020 Minutes	
Client Name: Roxborough Village MD	
Client Number: 011-070155	
Source Envelope:	
Document Pages: 7	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: 65.59.88.254

Record Tracking

Status: Original	Holder: Natalie Herschberg	Location: DocuSign
9/16/2020 10:46:53 AM	Natalie.Herschberg@claconnect.com	

Signer Events

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

Signature

DocuSigned by:

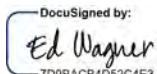
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Signature Adoption: Pre-selected Style
Using IP Address: 173.160.43.50

Timestamp

Sent: 9/16/2020 10:48:22 AM
Viewed: 9/16/2020 1:38:38 PM
Signed: 9/16/2020 1:39:33 PM

Electronic Record and Signature Disclosure:
Accepted: 9/16/2020 1:38:38 PM
ID: 3b864bd2-5b15-4f50-9b6a-c21efc364695

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

DocuSigned by:

7D9BACB4D52C4E3...
Signature Adoption: Pre-selected Style
Using IP Address: 174.198.134.255
Signed using mobile

Sent: 9/16/2020 1:39:34 PM
Viewed: 9/20/2020 9:13:40 AM
Signed: 9/20/2020 9:13:45 AM

Electronic Record and Signature Disclosure:
Accepted: 9/20/2020 9:13:40 AM
ID: 0dd4b944-2620-401f-95e8-a312d660428d

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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Certified Delivered	Security Checked	9/20/2020 9:13:40 AM
Signing Complete	Security Checked	9/20/2020 9:13:45 AM
Completed	Security Checked	9/20/2020 9:13:45 AM

Payment Events	Status	Timestamps
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Respectfully submitted,

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Calvin Brown, President

Date Signed: 4/29/2021

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Ed Wagner, Secretary

Date Signed: 4/29/2021