

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 18, 2022

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 18, 2022 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

**In Attendance were Directors:**

Calvin Brown, President  
Debra Prysby, Vice President  
Ephram Glass, Treasurer  
Ed Wagner, Secretary  
Garry Cook, Assistant Secretary

**Also in Attendance were:**

Anna Jones, Nic Carlson and Shauna D’Amato;  
CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Scott Barnett; Mulhern MRE, Inc.  
Bill Barr; Metco Landscape Inc.  
Steven Bailey; Bailey Tree  
Mark Rubic; Resident at 7735 Verandah Court  
Travis Jensen; Resident at 7434 Eagle Rock Drive

CALL TO ORDER

Director Brown called the meeting to order at 6:05 p.m.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

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

APPROVE AGENDA

Ms. Jones reviewed the changes to agenda noting that the Final Code of Conduct and the Resolution for 24 Hour Posting to the Website will be on the Consent Agenda as well as the Game Set Match resolution. She also noted that some Manager Items are not ready for Board discussion and will be brought back in February. Ms. Jones also noted that the Bailey Tree Proposals and the Election Services agreement will be added to Action Items. Following review, upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote unanimously carried,

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the Board approved the Agenda, as amended to include all post packet items.

PUBLIC COMMENT and/or GUESTS

Mark Rubic, resident, addressed the Board commenting on the meeting minutes, community park maintenance, vendors driving on the park grass, and reiterated his disagreement with a new playground. He indicated he was happy with the look and design of the newly renovated spillway and commented that he was in favor of a pavilion.

CONSENT AGENDA

**December 7, 2021 Special Meeting Minutes:**

**Cash Position and Property Tax Schedule for December:**

**Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:**

**Resolution No. 2021-11-01, Approving 2022 Metco Service Agreement:**

**Metco Landscaping Update:**

**24 Hour Posting Resolution:**

**Game Set Match Resolution and Services Agreement in the Amount of \$1,340:**

**Code of Conduct and Resolution:**

Ms. Jones reviewed the Consent Agenda with the Board. Director Glass had questions regarding the Metco landscape contract, noting that the Metco contract should include verbiage that states “upon District Manager approval”. Director Glass indicated the dollar amount of the Metco contract did not change even though the scope of work did. Attorney James and Mr. Barr provided some context. Following discussion, upon a motion duly made by Director Brown, seconded by Director Wagner and, upon vote, majority carried, the Board approved the Consent Agenda. Director Glass opposed.

FINANCIAL MATTERS

**Other:** None.

ACTION ITEMS

**Bailey Tree, LLC Proposals:**

**Bailey Tree Proposal to Remove Two Willow Trees in the Amount of \$3,500:** Mr. Bailey outlined the proposal. Following review, upon a motion duly made by Director Glass,

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seconded by Director Prysby and, upon vote, unanimously carried, the Board approved of the Bailey Tree Proposal for Removal of Two Willow Trees in the Amount of \$3,500.

**Bailey Tree Proposal for Greenway Clearance in the Amount of \$10,500:** No action was taken.

**CRS Proposal for Election Services in the Estimated Amount of \$25,160:** Attorney James reviewed the proposal to manage the upcoming Board Election. Following review, upon a motion duly made by Director Wagner, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved of the CRS proposal for Election Services in the estimated amount of \$25,160 plus hourly rates.

**Playground Next Steps:** Ms. Jones reviewed Xcel's denial of the playground easement application. Ms. Jones indicated that she would reach out to Todd Wenskoski of Livable Cities Studio to utilize the existing plans to determine if the design can be overlaid in Community Park. The Board also asked Ms. James to prepare a 2022 Service Agreement with Livable Cities Studios. Following discussion, upon a motion duly made by Director Brown, seconded by Director Wagner and, upon vote, unanimously carried, the Board authorized Ms. Jones to coordinate with Mr. Wenskoski on continued playground design work and authorized Ms. James to draft a 2022 agreement with Livable Cities Studios.

**Placement of Boulders:** Mr. Barnett reviewed the placement of the boulders with the Board. Discussion regarding the replacement of the Community Park bollard ensued in which the Board discussed the most effective options. The Board agreed to place the boulders on the downslope areas of the Community Park path.

### DIRECTOR MATTERS

**Fire Mitigation Strategies and Update:** Director Brown reviewed with the Board. Director Wagner requested information be added to the District's website. Director Brown noted he will bring more information to the Board in future meetings. Ms. Jones noted she would add the information to the website.

**Environmental Committee:** Director Glass provided an update regarding the Greenhouse noting the payment for permit is in process. Attorney James reminded the Board there is no contract yet from the school district.

Director Glass requested Crystal Lake water level data. Mr. Barnett noted he will try and bring this to the February meeting.

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Director Glass asked for public comment to be allowed regarding the Environmental Committee report.

Mark Rubic, resident, inquired whether the trees discussed earlier were determined to be planted at Crystal Lake. Director Glass explained they are intended to provide shade to Crystal Lake.

**Other:** None.

MANAGER MATTERS

**Exploration of Frisbee Golf Course:** No action was taken.

**Tree Inventory Information:** No action was taken.

**Other:** None.

LEGAL MATTERS

**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:** Attorney James explained the reason for having this item on the agenda. No action taken.

**16B Easement:** Mr. Barnett noted that this will be brought back to the February meeting.

**Other:** None.

ENGINEERING MATTERS

**Phase 2 of Northside Spillway:** Mr. Barnett provided an update to the Board.

**Proposed Landscape Map Updates:** Mr. Barnett and Attorney James reported that they will review the tract maintenance legal documents and make appropriate adjustments to the map, if needed.

**Other:** None.

LANDSCAPING MATTERS

**Other:** None.

OTHER BUSINESS

**Quorum for February 15, 2022 Regular Meeting:** A quorum was confirmed.

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EXECUTIVE SESSION

**Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) for the Purposes of Receiving Legal Advice on the Specific Legal Question of CORA Requests and Responses by District Custodian**

An Executive Session was not needed.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote, unanimously carried, the Board adjourned the meeting at 8:27 p.m.

Respectfully submitted,

DocuSigned by:  
By: Calvin Brown  
Calvin Brown, President

Attest:

DocuSigned by:  
By: Ed Wagner  
Ed Wagner, Secretary