

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD MARCH 29, 2023

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 29th day of March, 2023 at 6:00 p.m. via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mathew Hart
Ephram Glass
Travis Jensen
Mark Rubic

Following discussion, upon motion to excuse the absence of Director Brown duly made by Director Jensen and seconded by Director Hart, the motion carried, with Directors Jensen and Hart voting aye and Directors Glass and Rubic abstaining.

Also In Attendance Were:

Larry Loften; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

J.C. Cundall and Ted Barela; Farnsworth Group

Wade Wheatlake and Luke Lovato; Merrick & Company

CALL TO ORDER

At 6:02 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Loften noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

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ADMINISTRATIVE MATTERS

Agenda: Mr. Loften reviewed with the Board the proposed Agenda for this Special Meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and, upon vote, unanimously carried, the Board approved the agenda, as amended.

PUBLIC COMMENTS / HOMEOWNER REQUESTS

There were no public comments.

ENGINEERING MATTERS

Interviews of District Engineering Firms: The Board discussed the process for the interviews and potential questions they would like to address. Attorney Ross indicated the Board should let candidates know that utility locates are no longer a part of the Request for Proposals and should be removed from the scope of service.

Farnsworth Group Inc.: Mr. Barela and Mr. Cundall gave the Board an overview of the Farnsworth Group and their qualifications for the District Engineer role. Mr. Barela and Mr. Cundall also reviewed their services and potential fit for the needs of the District. Mr. Cundall highlighted Farnsworth's experience working with Special Districts and the public.

The Board shared specific projects that the District is pursuing and asked questions regarding options for GIS mapping, adding flow sensors, addressing concerns/clogs with the intake pipes, Farnsworth's experience with various types of permitting, access, and contacts with contractors, and experience working with playgrounds and ADA accessibility.

Merrick: Mr. Wheatlake and Mr. Lovato gave the Board an overview of Merrick and their qualifications for the District Engineer role. Mr. Wheatlake and Mr. Lovato also reviewed their services and potential fit for the needs of the District. The Board shared specific projects that the District is pursuing and asked questions regarding options for GIS mapping, adding flow sensors, addressing concerns/clogs with the intake pipes, Merrick's experience with various types of permitting, access and contacts with contractors, and experience working with playgrounds and ADA accessibility.

Mr. Wheatland also had questions for the Board about specific priorities, experience with previous engineers, and overall dynamics of the Board.

Engagement of District Engineering Firm: The Board discussed the proposals and presentations from Farnsworth Group and Merrick & Company.

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Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass, and unanimously carried, the Board approved the proposal from Farnsworth Group for District Engineer Services, subject to the removal of utility locates from the scope of service and contingent upon the District and Farnsworth Group executing a mutually acceptable contract.

OTHER MATTERS

Landscape Maintenance Agreement: The Board discussed the Landscape Management Agreement with Attorney Ross to clarify section numbering and other items. No action was taken by the Board

United Site Services: Mr. Loften provided an update to the Board on United Site Services and the status of the port-a-potties. The Board directed Mr. Loften to provide a notice to individuals with reservations and post a notice on the District's website if the port-a-potties will be further delayed.

Potential Water Main Break: The Board discussed the potential water main break at Rampart Range Road caused by construction and potential next steps. The Board directed Attorney Ross to continue to contact Xcel Energy Inc. and other contractors to address reimbursement concerns related to charging and re-winterizing the system. The Board also directed Mr. Loften to contact Diversified Underground Inc. to obtain detailed records and documentation related to utility locates and to provide Attorney Ross with additional contact information for the project. SDMS will contact CDI Environmental Contractor to request any additional information or images from the location of the damage. The Board took no action regarding approving the pressurization of the system at this time.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Glass, seconded by Director Jensen, and upon vote, unanimously carried, the Special Meeting was adjourned at 8:13 p.m.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting