

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
TUESDAY, MAY 17, 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, May 17, 2022 at 6:00 p.m. at Roxborough Intermediate School, 7370 Village Circle E, Littleton, Colorado, 80125 and by Zoom. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Mat Hart, President
Ephram Glass, Vice President
Mark Rubic, Treasurer
Travis Jensen, Secretary
Calvin Brown, Assistant Secretary (via video teleconference)

Also in Attendance were:

Anna Jones, Nic Carlson and Gina Karapetyan; CliftonLarsonAllen LLP (“CLA”)
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE, Inc.
Bill Barr; Metco Landscape Inc.
Todd Wenskoski; Livable Cities Studio
Steven Bailey; Bailey Tree LLC
Debra and Kassandra Prysby; Residents at 7722 Kyle Way
Amy LaShell; Resident at 7714 Kyle Way
Cheryl Lorenz; Resident at 7025 Pine Hills Way
Tara Ham; Resident at 7565 Brown Bear Way
Amy and Jeff Boyce; Residents at 7412 Eagle Rock
Jamie Malone; Resident at 10029 Silvercliff Lane
Rila Belrone; Resident at 7606 Dusk Street
Robert Schmid; Resident at 7625 Dusk Street
Matthew Felix; Resident at 7977 Elmwood Street

CALL TO ORDER

The meeting was called to order at 6:15 p.m.

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

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

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APPROVE AGENDA

Ms. Jones reviewed the Agenda with the Board. Following discussion, the Board requested the Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims, Completion of Metco Work to Move Boulders in Community Park, and 2022 Priority Projects List be removed from the Consent Agenda and added for discussion. Upon a motion duly made by Director Glass, seconded by Director Jensen and, upon vote, majority carried, the Board approved the Agenda, as amended. Director Hart abstained.

INTRODUCTIONS

The Board, consultants, and public introduced themselves.

APPOINTMENT OF OFFICERS

The Board discussed the officers. Upon a motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, unanimously carried, the Board appointed Director Mat Hart to be President.

Upon a motion duly made by Director Jensen, seconded by Director Rubic and, upon vote, unanimously carried, the Board appointed Director Ephram Glass to be Vice President.

Upon a motion duly made by Director Glass, seconded by Director Hart and, upon vote, unanimously carried, the Board appointed Director Mark Rubic to be Treasurer.

Upon a motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board appointed Director Travis Jensen to be Secretary.

Upon a motion duly made by Director Rubic, seconded by Director Hart and, upon vote, unanimously carried, the Board appointed Director Calvin Brown to be Assistant Secretary.

PUBLIC COMMENT and/or GUESTS

Amy Boyce, resident, expressed concern regarding the sidewalk in the open space. She commented she would rather see more money spent on sidewalk repairs than a frisbee golf course.

Jeff Boyce, resident, expressed concerns regarding the open space and potential disc golf course, reiterating Ms. Boyce's comments.

Jamie Malone, resident, expressed concern regarding the culvert near her home. She complimented CLA and Mr. Barnett for their responsiveness to her concerns.

Cheryl Lorenz, resident, expressed concerns about the transparency of the Board and the District's future business plan.

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Debra Prysby, resident, requested the Board act with the interest of the entire community in mind.

CONSENT AGENDA

April 19, 2022 Special Meeting Minutes:
Metco Landscape Inc. Monthly Report:

Ms. Jones reviewed the amended Consent Agenda with the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Jensen and, upon vote, majority carried, the Board approved the Consent Agenda as presented. Director Hart abstained.

FINANCIAL MATTERS

March 31, 2022 Unaudited Financial Statements: Ms. Karapetyan reviewed the Financial Statements with the Board. Following discussion, upon a motion duly made by Director Jensen, seconded by Director Glass and, upon vote, unanimously carried, the Board accepted the March 31, 2022 Unaudited Financial Statements, as presented.

Other: None.

ACTION ITEMS

Current Claims, Transfer of Funds, Payment of Autopay Claims and Previous Claims: Following review and discussion, upon a motion duly made by Director Glass, seconded by Director Rubic and, upon vote, unanimously carried, the Board approved current claims, approved the transfer of funds, ratified payment of autopay claims, and ratified approval of previous claims, as presented.

2022 Priority Project List: Director Rubic requested a more detailed report and status of items moving forward. Director Rubic also requested the list be added to the website.

Completion of Metco Work to Move Boulders in Community Park: Director Glass and Mr. Barr discussed the boulder project. The Board directed Mr. Barr to remove immediate concerns and return with a proposal for re-placement at the June Board meeting.

Metco Proposal for Chatfield Farms Park Swale Enhancement: The Board discussed the proposal for the swale enhancement with Mr. Barr. The Board directed staff to solicit bids from alternate vendors and to include Keesen in the bidding.

Metco Proposal to Clear Drainage Channel in the amount of \$10,000.00: Following discussion, upon a motion duly made by Director Rubic, seconded by Director Hart and, upon vote, unanimously carried, the Board opened public comment for this item. Director Jensen asked about annual maintenance to keep the issue in

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check. Mr. Barr said after initial cleanout, Metco could recommend an annual maintenance plan.

Following discussion, upon a motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved the Metco proposal to clear the drainage channel in an amount not to exceed \$10,000.00 and, should additional engineering or design work be required, work shall cease. Metco will inform the District when it has uncovered the drainage channel.

Additional Snow Removal Areas: This item was not discussed. The Board discussed the possibility of having a Special Meeting to focus on snow removal and landscape maintenance in various tracts.

Updated Community Park Playground Plan, Cost Estimates and Phasing: Following discussion, upon a motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, majority carried, the Board tabled the Community Park playground project indefinitely. Director Brown was opposed.

DIRECTOR MATTERS

Environmental Committee: Director Glass reviewed the Environmental Committee update. Following discussion, upon a motion duly made by Director Rubic, seconded by Director Hart and, upon vote, unanimously carried, the Board approved the purchase of a greenhouse.

Chatfield Farms Electricity Box: Director Glass discussed the Chatfield Farms Electricity Box with the Board. It was noted that more information will be presented at the June meeting. No action was taken.

Tree Replacement Planting: Following discussion, Directors Glass and Rubic and Ms. Prysby will meet Bailey Tree LLC on site the following day. No action was taken.

Other: Director Glass discussed the Chatfield Farms 1A detention pond draining with the Board. He explained that the license agreement between the HOA and the District requires the District to approve the work, but no requirement for the District to pay costs for such work. Following discussion, upon a motion duly made by Director Glass, seconded by Director Rubic and, upon vote, unanimously carried, the Board approved the request from Chatfield Farms 1A, to do work on the detention pond within their tract, subject to final review by legal counsel of the relevant agreement.

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MANAGER MATTERS

Discuss Signage Replacement:

Interpretive Signs:

Regulatory Signs:

These items were not discussed.

Director Orientation: Following discussion, the Board directed CLA to schedule a special meeting for Director Orientation.

Other: Following discussion, upon a motion duly made by Director Brown, seconded by Director Rubic and, upon vote, unanimously carried, the Board approved the District covering the expenses and registration for the Special Districts Association conference in September.

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 was taken.

Greenhouse Intergovernmental Agreement: This item was not discussed.

Other: None.

ENGINEERING MATTERS

Irrigation Main Repair on Rampart Range Road Due to Excel Project Damage: Mr. Barnett provided an update to the Board regarding the damage and upcoming repairs to Rampart Range Road. Following discussion, upon a motion duly made by Director Jensen, seconded by Director Glass and, upon vote, majority carried, the Board ratified approval of the expenses to repair the irrigation main on Rampart Range Road and directed CLA to update the District's website with this information.

Phase One of Asphalt Trail Replacement Beginning May 20, 2022: Mr. Barnett provided an update to the Board regarding the asphalt trail replacement, noting that work is set to begin May 20, 2022 and is estimated to last approximately two weeks.

Following discussion, upon a motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved Phase Two in an amount not to exceed \$69,000.00 in whichever manner is most cost effective.

Other: None.

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**LANDSCAPING
MATTERS**

Other: None.

OTHER BUSINESS

Quorum for June 21, 2022 Regular Meeting: A quorum was confirmed for the June 21, 2022 Regular Meeting. The Board requested future meetings be held in person.

Following discussion, upon a motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, unanimously carried, the Board tabled the disc golf course planning proposal indefinitely.

The Board directed Metco to replace the orange Little Willow Creek fencing with orange cones and directed CLA to provide a proposal at the June meeting from CDR Construction for a safer alternative.

The Board directed Metco to repair a hole in the softball field.

Following discussion, upon a motion duly made by Director Glass, seconded by Director Rubic and, upon vote, majority carried, the Board cancelled the contract with EcoResource Solutions, Inc. for pond maintenance and aeration. Director Brown was opposed. The Board instructed management and engineering to solicit additional proposals for pond management services.

Following discussion, upon a motion duly made by Director Glass, seconded by Director Rubic and, upon vote, majority carried, the Board cancelled the Crystal Lake shoreline revegetation project with Western State Reclamation. Director Brown was opposed.

The Board discussed generally their priorities. They intend to focus on deferred maintenance and safety issues around the District above any new projects.

EXECUTIVE SESSION

Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the specific legal question of formation, use, and authority of Committees in the Special District context: No Executive Session was taken.

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ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Hart, seconded by Director Jensen and, upon vote, unanimously carried, the Board adjourned the meeting at 8:32 p.m.

Respectfully submitted,

DocuSigned by:
Matthew Hart
By: _____
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Mat Hart, President

Attest:

DocuSigned by:
Travis C Jensen
By: _____
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Travis Jensen, Secretary

Certificate Of Completion

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Client Number: 011-070155	
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Document Pages: 7	Signatures: 2
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Travis C Jensen
 travisjensen@roxboroughmetrodistrict.org
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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

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/13/2022 11:49:39 AM
Signing Complete	Security Checked	7/13/2022 11:49:57 AM
Completed	Security Checked	7/13/2022 11:49:57 AM

Payment Events	Status	Timestamps
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