

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
MAY 3, 2023**

Directors in attendance:

Mathew Hart
Mark Rubic
Ephram Glass

No members of the public were present.

Meeting convened at 7:02 p.m. at the West Metro Fire Protection District fire station located at 6220 N Roxborough Drive, Littleton, CO 80125.

Board Discussion Matters:

A. Discuss how the Board wants to proceed regarding the playground replacement in Community Park

The Board discussed how to accelerate replacing the Community Park playground while also applying for a grant. After some discussion, the consensus of the Board was for SDMS to initiate a search for qualified playground designers and contractors and to also initiate the grant process. The Board also discussed putting out a survey to residents that would have them provide feedback on whether the playground should be at the top or the bottom of the hill in Community Park and on the style of playground equipment, including with the survey two to three styles of playground equipment to choose from. Mark Rubic was directed to put together a catalog of various playground equipment options for the Board to review. The Board also discussed the Airplane Park playground and will consider its replacement once the District Engineer is on-board to review any plans.

B. Discuss what repairs SDMS Field Services should pursue/prioritize.

The Board reviewed the list of items suggested for SDMS Facility Services to fix or replace and by unanimous vote approved moving forward with the list. Director Rubic suggested replacing the basketball nets with more durable nets; the other Board members agreed to this addition. The Board also discussed colors for benches, tables, and shade structures. The consensus of the Board was to keep all benches green, all tables brown, and all shade structures entirely green.

C. Discuss when to have the agenda posted for meeting – preliminary or not.

The Board discussed posting the draft agenda prior to legal review. The consensus of the Board was to post the draft agenda and send it to all Board members as soon as the Operations Committee or designated Board members provide their revisions to the original draft created by SDMS. The posted draft agenda shall be clearly marked as a draft.

D. Discuss getting questions sent out prior to the meeting to save time.

The Board discussed sending questions to the contractors and consultants prior to the meetings. It was discussed that there hadn't consistently been enough time to review the packets prior to the meetings. The consensus of the Board was that the packet shall be sent to Board members on the Thursday prior

to the meeting, which will provide enough time to send questions via email. Consultants shall be directed to share their responses to all questions sent by the Board.

E. Discuss future Board members-only meeting dates.

The Board discussed the best dates for Board member-only meetings going forward and decided that anything in the first two weeks of each month would work. Director Glass was directed to poll the Board for the best dates and get meetings for the rest of the year scheduled. It was also discussed and agreed that, going forward, Board member-only meetings should have a zoom link.

F. Discuss adding a plaque or sign on banner posts saying to get permission to use them and require bungee cords for banner attachment.

The consensus of the Board was that a small sign be placed on banner posts requiring prior permission to use the posts. It was decided to include this sign in the effort to replace and add signs needed around the District. The Board also discussed creating a sign committee to do much of the legwork for sign design and placement.

G. Discuss issues with Utility Billing

Director Glass noted that the electric accounts for the District do not have a clear indication of what circuits are powered under each account and that the only pumps at Preble’s Pond are connected to a likely unused three-phase circuit that the District continues to pay for. The consensus of the Board was to wait until an electrician has been hired for other items and ask them to investigate these circuits and consider disconnecting service for unused ones.

H. Other Matters

The Board discussed the proposed Code of Conduct and agreed to leave the language in place and add a public comment section at the end of each meeting. Director Hart requested that the language be shortened on the agenda for the public comment agenda item.

Meeting adjourned at 9:11 p.m.

By: Travis C Jensen 06 / 21 / 2023
Director Name Date