

**ROXBOROUGH VILLAGE METROPOLITAN  
DISTRICT**

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
Fax: 303-987-2032

<https://www.roxboroughmetrodistrict.org/>

**SPECIAL MEETING MINUTES**

Board of Directors Present:

Mark Rubic  
Ephram Glass  
Travis Jensen

Office:

President  
Treasurer  
Secretary

Term/Expires:

2025/May 2025  
2027/May 2027  
2025/May 2025

Also in Attendance Were:

J.C. Cundall; District Engineer  
Mat Hart; resident  
Barbara Buslawski; Board Member  
of Roxborough Park Foundation

DATE: August 13, 2024  
TIME: 6:00 p.m.  
LOCATION: Roxborough Intermediate School  
7370 Village Cir E,  
Littleton, CO 80125

I. ADMINISTRATIVE MATTERS

- A. Disclosure of Potential Conflicts of Interest. **None noted.**
- B. Additions/Deletions/Approval of Agenda. **Board approved motion by Director Glass, seconded by Director Jensen by vote 3-0 to amend the agenda to permit Barb Buslawski to address the Board concerning a proposal to create a new Metropolitan District covering Roxborough Village and Roxborough Park after III. B. in the agenda.**

## II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>  
Two members of the public were present: Mat Hart and Barb Buslawski. Neither made any public comments at this time.

## III. BOARD DISCUSSION MATTERS

- A. Discuss the Community Park playground placement area and access alternatives, considering ADA requirements, to the area from parking lot(s). (Farnsworth and Chavez enclosures). The Board reviewed and discussed the proposed main parking lot options for the proposed playground area. The Board expressed that it is currently favoring option 2 of the proposals. The Board also discussed the possible replacement of the current gazebo, but determined that a more in-depth discussion be held at a later date. The Board will discuss a follow-up on additional sidewalk work to be done in the area for ADA accessibility of facilities at a later meeting. The Board requested that Farnsworth provide verification that the south end of parking lot under option 2 will meet ADA requirements for access to the existing port-a-potties next week with the hope of having that for the August 21<sup>st</sup> meeting.
- B. Update on permits for the pedestrian bridge near Rampart Way. The Board discussed with the Farnsworth representative the need to get surveys for creek crossings for permitting & design specifications and the need to get proposals for structural engineering to review concrete abutments and survey for the Crystal Lake intakes.

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Amended Agenda Item: Barb Buslawski addressed the Board concerning the One Rox community meeting where there was a discussion about a developer plan to put in Nordic spa in the Roxborough Park area. It was also mentioned that the developer is attempting to create a new metro district to possibly get the necessary easements for that development. One Rox is looking at options to try and stop this. There was also some discussion about creating a new Metro District only for open space to prevent this type of development in the future. The Board decided to table pursuing creation of an open space preservation metro district until a survey was conducted to determine if residents were in favor of its creation. Ms. Buslawski stated she has not yet spoken with Rox Park about this. The Board determined that

it is in favor of making a comment at the Douglas County commissioner meetings that Roxborough Village is opposed to the formation of a new metro district covering the land where the Nordic Spa was proposed.

- C. Update and discussion on the status of filling the vacant Director position. The Board discussed the process to consider candidates for selection for the vacant seat. The Board decided to have SDMS contact the candidates and invite them to address that Board, if they desire to, at the August 21<sup>st</sup> meeting. To avoid a lengthy selection process, the Board agreed to make a candidate selection using a ranked choice method of voting at that meeting.
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- D. Review and discuss the 2023 Audit. (enclosure). The Board noted that there have been some minor changes/edits to the documents and will be ready for review and approval at the August 21<sup>st</sup> meeting.
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- E. Review and discuss a request for a contractor to access district land behind 7917 Elmwood St. to perform retaining wall work. (enclosure). The board discussed the request and approved the work and access to the area provided there is no heavy machinery or vehicles on the District sidewalks.
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- F. Update on the HOA cost allocation for maintenance services letters sent to the affected HOA's. The Board has received no formal responses from the HOAs.
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- G. Update and discussion on the Website dealing with the updated information received from SIPA concerning reservations, payments, emails, as well as other questions/requests. (enclosure). The Board received information that the SIPA website doesn't have a pre-built reservation system. There may be an option of developing an add-on platform, but the Board would like to know the costs and whether it fully covers all of our requirements before pursuing that option. The Board approved having SDMS to seek out the cost estimates. It appears that the website will be able to support an initial simple community survey. A more detailed survey will likely require a different medium.
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- H. Update on the replacement of the soccer field goals. **The Board received information that August 26th is the target date for delivery and installation for soccer goals. The Board reiterated the need for the vendor to coordinate with CDI for installation/irrigation check. The Board also discussed the need for CDI to correct the watering schedule of both the soccer and softball fields to avoid watering during daylight hours. SDMS to communicate the messages.**
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- I. Update on the Chatfield Farms planter project. (enclosure) **Director Glass stated that he has samples of the stone and will coordinate the selection.**
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- J. Discuss and review any updated information or proposal(s) for repairs/maintenance of playground equipment throughout the District. (enclosures, if any). **No new information.**
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- K. Update on the proposed maintenance agreement with Douglas County for medians and roadsides. **No new information.**
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- L. Update and discussion on any additional information received from Legal and SDMS dealing with estimates of the costs to set up the administrative framework in order to have District employees. **No new information.**
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- M. Update and Status of various projects: Airplane Park playground timetable; turf replacement (xeriscape) project; Chatfield Farms Playground Spinner Equipment. **The demolition was completed at Airplane Park. The delivery and installation of the equipment should be going soon. The Board will have all the proposals for consideration of the turf/xeriscape project at the August 21<sup>st</sup> meeting. The Board was informed that for the Chatfield Farms playground spinner – the vendor for the Airplane Park playground is hesitant to do anything that involves equipment from any other vendor.**
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- N. Assignment of a new lead for the development of a "brochure" of picnic tables and benches so the board can discuss a design aesthetic for future replacements. **No new information.**
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- O. Updates on the correspondence sent to Sherman-Williams and McDonald's concerning use of tracts. (enclosures, if any). **The Board received a response requesting we maintain planned improvements and the Board rejected that request.**
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P. Discuss and review any proposals to add or adjust swales near the soccer field. (enclosures). **The Board reviewed a proposal to correct the area for approximately \$2,100.00. The Board will have the proposal on the consent agenda for approval at its August 21<sup>st</sup> meeting.**

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Q. Update on any new information for repairing the broken electric line under N Rampart Range Road (enclosure). **The Board reviewed the proposal for NTE \$14,261. The Board agreed to have the proposal placed on the consent agenda for approval at the August 21<sup>st</sup> meeting. Board will request legal counsel to begin preparing the contract terms.**

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R. Update on a survey to gather suggestions from the community on what they'd like to see the District do or improve. **Discussed under item III. G. above.**

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S. Update on newsletter topics to be sent out to the community regarding items that are completed, in progress, or soon to be initiated. **Director Glass noted he provided language for the topics assigned to him. Directors Rubic and Jensen to review notes and follow up.**

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T. Signage Committee Update. **Board discussed the need to make progress on this item.**

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U. Environmental Committee Update. **Director Glass provided an update on the noxious weed training scheduled for August 14<sup>th</sup> and 30<sup>th</sup>.**

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V. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) and/or any new resident inquiries or correspondence. **The Board noted that the request for use of the soccer field for the movie night will be on its alternative date due to rain.**

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#### IV. OTHER MATTERS

- A. Review applications for vacant Board positions (to be distributed) **Discussed in item III. C. above.**
- B. **The Board discussed the fish kill at Prebles Pond and the need to have it cleaned up. Director Glass discussed a need for greenhouse fans and repairs. The Board agreed to place a proposal NTE \$2,500 for the fans and repairs from JPL Cares on the consent agenda for the August 21<sup>st</sup> meeting. Director Glass informed the Board that some ponderosa pine trees are available for \$10 each. The Board agreed to place a proposal to acquire 20 trees on the consent agenda for August 21<sup>st</sup> meeting. The Board discussed the cleanliness of the Community Park Restrooms and some recent damage. Director Rubic to get more details and the Board will request**

**SDMS to seek a quote for repairs from PST.**

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

**Mat Hart, a member of the public, asked a question about the status of the volleyball court, Director Rubic responded that the Board previously determined to table that matter to a later date pending more information on accessibility requirements.**

VI. ADJOURNMENT

Upon motion by Director Jensen, seconded by Director Rubic and approved 3-0, the meeting adjourned at 8:16 p.m.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST 21, 2024.**