

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, January 21, 2020

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, January 21, 2020 at 6:30 p.m., at the Roxborough Library, 8375 N. Rampart Range Road #200, Littleton, Colorado 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner (arrived at 6:56 pm)
Ron Bendall (arrived at 6:40 pm)

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Todd Wenskoski; Livable Cities Studios
Anna Jones and Andrew Williams; CliftonLarsonAllen LLP
Bob Clinard; 7218 Red Mesa Court
Tara Ham; 7565 Brown Bear Way
Ephram Glass; 10196 Cavaletti Drive
Gale Cramer; 7733 Rampart Way
John Wanninger; 7733 Rampart Way
Shelly Stephens; 9824 Falcon Lane

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Director Brown.

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

Director Brown declared a quorum was present, all directors are qualified.

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APPROVE AGENDA

Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the agenda with moving Engineering Matters to follow Manager Matters.

PUBLIC COMMENT and/or GUESTS

Roxborough residents Bob Clinard, Ephram Glass, and Tara Ham all provided public comment.

Mr. Clinard indicated his preference that the trees in Roxborough should be handled by a qualified arborist, indicating this is consistent with previous Boards' direction.

Mr. Glass asked for details regarding the number of Ash trees in the district and if it would be more reasonable to let the trees die and replace them as necessary. He stated that it may be more financially reasonable to let the Ash trees die and then be replaced by new trees.

Ms. Ham inquired about Metco's proposal regarding the replacement of doggy stations and asked about the brand of the replacement stations. Ms. Ham also asked about the status of the Easter Egg Hunt proposal.

CONSENT AGENDA

- A. Consider Approval of the Amended Minutes of the November 19, 2019 Regular Meeting and Minutes of the December 17, 2019 Special Meeting.
- B. Review and Accept the January 15, 2020 Cash Position and Property Tax Schedule
- C. Ratify Approval of the Proposal from Quest Environmental for Soil Sampling - \$1,595

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the consent agenda was approved.

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the agenda was approved as amended.

DISCUSSION AGENDA ACTION ITEMS

- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and ratify Approval of Previous Claims

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After review, upon a motion duly made by Director Prysby, seconded by Director Bendall, 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.

MANAGER MATTERS

A. Discuss Master Plan Next Steps

Mr. Wenskoski reviewed the Master Plan schedule and next steps. He asked for clarification on the asset inventory and its role in the master planning process. After discussion with the Board, it was decided to form a committee to address this issue. Mr. Wenskoski addressed the logistics and timing of incorporating the Board and consultant comments in the first draft of the plan.

B. Discuss Newsletter

Ms. Jones reviewed plans for the newsletter, and after some discussion the Board provided direction and comments on the newsletter graphics and content. CLA and Katie James will address these comments and bring the revised document to the February board meeting.

C. Plumbing updates

Ms. Jones reviewed the status of the plumbing items with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board directed the management team to order equipment not to exceed \$3,000 for upgrades/repairs to the men's bathroom.

D. Consider Changing Meeting Start Time to 6:00 pm

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the change of the meeting start time to 6:00pm contingent on the availability at both the Library and Fire Station for that time.

E. Other

After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the creation of a committee to

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address the asset inventory for the purposes of tracking and monitoring the District's expenses over time. The inventory will include maintenance for irrigation, landscaping and trees.

ENGINEERING MATTERS

A. Discuss Enhancement, Spillway and Trail Design

Mr. Barnett and Mr. Wenskoski discussed the spillway and asked for direction from the Board to continue with conceptual level design for the spillway. After review, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board instructed Mr. Barnett and Mr. Wenskoski to begin working on the spillway design project and to develop a more detailed scope to bring back for the February meeting.

B. Feasibility Study Discussion

Mr. Barnett discussed the feasibility study and indicated he will work with Mr. Wenskoski to develop a more detailed scope, and list of potential contractors that will be needed to bring back to the Board at the February meeting.

C. Embankment Stabilization/Wetlands Planting

Mr. Barnett discussed and reviewed.. The Board discussed ideas regarding educational signage and awareness to improve water quality in the district.

D. Aqua Sierra Updates

Mr. Barnett discussed and the Board asked questions regarding the fish that were stocked last year and the health of those fish. The Board asked Mr. Barnett to research the need for stocking fish in the District's ponds Mr. Barnett will follow up with Aqua Sierra to get more information.

E. Discuss Asset Tracking and Mapping Assets – Best Approach

Tabled until the asset tracking efforts are finished.

A. Metco Landscape Report

Mr. Barr reviewed current status of landscaping work.

LANDSCAPE MAINTENANCE

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B. Review and Consider Approval of Proposals:

1. Proposals for Tree Fertilizer, Maintenance and Installation of 10 Trees Metco- \$56,840; Bailey Tree - \$83,165

After review and discussion the Board instructed CLA to research total number of ash trees in the District before approving either proposal.

2. Proposal to install drain at Marmot Ridge Park - \$8,255

After review and discussion the Board asked Mr. Barr to bring back greater detail about the proposal before approving it.

3. Proposals to cut down Cottonwood touching fence at Elmwood Street - \$2,150

After review, upon a motion duly made by Director Wagner, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Metco's proposal to cut down the Cottonwood for \$2,150.

4. Proposal to Replace Doggy Station Trash Cans

After review, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Metco's proposal to replace the doggy station trash cans for \$2,290.

- D. Other – None.

DIRECTOR ITEMS

A. Fall Festival

Director Brown reviewed and provided updates regarding planning for the event.

B. Town Hall

Director Sherman provided an overview of his ideas for a community town hall event. After discussion and review, the Board instructed CLA to begin planning and preparing to host a town hall set for March 10th.

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C. Other

None

LEGAL MATTERS

A. Discuss request for Funding Annual Easter Egg Hunt

Ms. James stated that she has yet to hear a response from Mr. Yeats regarding funding for the Easter Egg Hunt.

B. Update on Possible Encroachments

Ms. James stated that she has also not received a response from the residents, and outlined possible next steps and escalation of her response.

C. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested.

No discussion.

D. Update on 7448 Pintail Drainage

Ms. James has a voicemail from this afternoon from the owner and will follow up with them. .

E. Follow up re: Lumber Delivery and GMR Status

No discussion, tabled till next meeting.

F. Election Related Items

Ms. James reviewed with the Board. She requested the management team add Ms. James' contact information to the District's website for election inquiries, with information on the 2020 election and how to Self- Nominate for the open Board seats. Ms. James has received two applications so far.

G. Review and Consider Approval or 2020 Services Agreement with Livable Cities Studios; Adopt Resolution Approving the 2020 Service Agreement with Livable Cities Studios

Tabled till next meeting.

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H. Review and Consider Approval of Resolution Amending Renewal of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2020

After review, upon a motion duly made by Director Prsyby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the renewal of the Foothills IGA for 2020.

I. Executive Session Pursuant to C.R.S. Section 24-6-402(4)(b) for Purposes of Receiving Legal Advice on a Specific Legal Question

Not needed.

J. Other

Ms. James reviewed two Resolutions with the Board – one to approve locations and new times of regular meetings in 2020 and one to designate the location for posting 24-hour notice under C.R.S. §29-6-402(2)(c). After review, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Resolutions.

OTHER BUSINESS

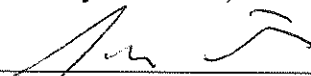
A. Confirm Quorum for January 21, 2019 Regular Meeting

A quorum was confirmed.

ADJOURNMENT


Upon a motion duly made by Director Brown, the Board adjourned the meeting at 8:35 p.m.

Respectfully submitted,

By: 

Calvin Brown, President

Attest:

By: 

Ronald Bendall, Secretary