

RECORD OF PROCEEDINGS

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

HELD

Tuesday, October 16, 2018

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, October 16, 2018 at 6:30 p.m., at West Metro Fire Station 15, 6220 N. Roxborough Park Road, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner
Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP
Bob Clinard; Resident
Kamala Vandervolk; resident

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Director Brown.

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

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

APPROVE AGENDA

Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved the agenda, as amended, to include the Foothills IGA under Legal Items.

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PUBLIC COMMENT and/or GUESTS

Director Prysby asked Mr. Clinard if he noticed any dead branches on Village Circle West. Mr. Clinard stated that he had. Mr. Clinard noted that the tree across from Imperial Park has not yet been removed.

CONSENT AGENDA

- A. Consider Approval of the September 18, 2018 Regular Meeting Minutes
- B. Update on Foothills Park and Recreation use Numbers Break Out

Upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Consent Agenda and requested that the Foothills Park and Rec Center attendance numbers be provided quarterly in the future, rather than monthly as they are now.

DISCUSSION AGENDA

DIRECTOR ITEMS

- A. Other

Director Brown noted that the fireworks display occurred on September 22, 2018. He also noted that there was an issue with the security company not showing up. Director Brown noted that the golf carts would have been useful to move equipment and help put out spot fires faster. Director Prysby noted that she has received mixed comments. Some residents wanted more advertising as they didn't know that they were going to happen and the fireworks display woke them up.

FINANCIAL MATTERS

- A. Review and Accept Cash Position and Property Tax Schedule

Ms. Jones presented the cash position and property tax schedule to the Board. After review, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board accepted the Cash Position and Property Tax Schedule.

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

Ms. Jones reviewed the claims with the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon a vote unanimously carried, the Board approved the current claims including ACH

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payments in the total amount of \$13,972.90, which included the removal of the check to Director Brown in the amount of \$409.60, (Director Brown's check will be reissued.) the transfer of funds and approved Director fees.

C. Discuss Community Action Plan RFP

Ms. Jones presented the Community Action Plan. The Board asked if there are any grant implications with not naming the document a "Master Plan." Ms. Jones will research and report back. Director Sherman suggested specifying the incorporation of detailed graphics in the action plan. Director Sherman suggested specifying that the Board will work with the consultant to solidify the scope.

Ms. Jones discussed the timeline for issuing the RFP and hiring the consultant. Management will review the proposals and create a short list to bring back to the Board to determine which ones they would like to interview. Ms. Jones noted they would like to have the interviews in December and begin the contract in January 2019. There was discussion regarding timing related to potential restrictions of bond and bankruptcy documents. Director Prysby suggested finding a place in the community to hold a meeting for the interviews, perhaps the primary or intermediate school. Prior to sending out the RFP, the timing of potential financing options will need to be determined and the Board asked Ms. James to review the condition of the Bankruptcy Plan in regard to the same. CLA will revise the RFP as suggested by the Board and revisit this at the next meeting. Discussion ensued regarding potential firms to send the RFP to.

D. Discuss 2019 Budget Process

1. November 13th Meeting – Pubic Hearing to Approve 2019 Budget
2. December 15th – Certify Mill Levy

Ms. Jones reviewed the draft budget with the Board, noting that funds for the action plan are budgeted in the Capital Fund.

Discussion ensued regarding the \$200,000 budgeted for irrigation repairs in the Capital Fund. Director Sherman asked that a master map be produced showing where breaks have occurred to determine where the biggest issues are. There was discussion to determine a plan to fix the irrigation system. Mr.

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Barnett will look into the data/maps that are currently available and provide recommendations moving forward.

Director Wagner asked about tree maintenance and tree spraying line items. Management will work with accounting to combine those two line items.

Director Prysby suggested that funds be added to the softball field maintenance in the amount of \$10,000.

Director Prysby suggested adding funds to create better emergency access to the parks and trails, clean up the open space drainage to remove potential fire hazards in the amount of \$25,000.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr reviewed the monthly Landscape Report with the Board.

B. Review and Consider Approval of Proposals:

1. Proposal for Doggie Stations - \$1,850

Mr. Barr presented the proposal to order and install new doggie stations. Director Wagner noted that the dog station lid on Stable Lane in Chatfield West won't close. Director Wagner also reported that the stations by the bridge are overflowing. Mr. Barr will address this with his crew. Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for doggie stations in the amount of \$1,850.

The Board discussed the need to fix the broken station on Stable Lane. Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board authorized Metco to fix the broken doggie station for an amount not to exceed \$1,000.

C. Discuss Adding Area Near the East Side of Verandah Court for Snow Removal

Mr. Barr stated that this would not be much of an expense to plow this area.

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D. Discuss Bailey Tree Trimming at 7681 Halleys Drive

Ms. Jones reported that Douglas County is trimming the tree at 7681 Halleys Drive.

E. Other

Mr. Barr noted that there was a monthly bill that hadn't been received for June and therefore didn't get to CLA. This was another bill for perennials planting. Mr. Barr with work with CLA to sort this out.

LEGAL MATTERS

A. Review Draft Board Member Attendance Policy

Ms. James provided an overview of the draft policy. The Board will review the draft and discuss in more detail at the November board meeting.

B. Update on Sterling Ranch Referral

Ms. James noted she has still not heard from Randy Pye, community liaison for Sterling Ranch.

C. Review and Consider Approval of Resolution 2018-09-01 Approving Services Agreement with Turf Pros Solution LLC for 2018 Christmas Lights Placement and Removal

Ms. James presented the Resolution to the Board. After discussion, upon a motion duly made by Director Sherman, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2018-09-01 Approving Services Agreement with Turf Pros Solution LLC for 2018 Christmas lights placement and removal.

D. Review and Consider Approval of Resolution 2018-09-02 Approving Services Agreement with Baird Solutions, Inc. for Wall Demolition

Ms. James presented the Resolution to the Board. After discussion, upon a motion duly made by Director Sherman, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2018-09-02 Approving Services Agreement with Baird Solutions, Inc., for wall demolition.

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E. Review and Consider Approval of Resolution 2018-09-03 Approving Services Agreement with Bailey Tree for 2019 Tree Maintenance

Ms. James presented the Resolution to the Board. After discussion, upon a motion duly made by Director Sherman, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2018-09-03 Approving Services Agreement with Bailey Tree for 2019 Tree Maintenance.

F. 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 or if needed

There was no update needed.

G. Update on 14B parcel Ownership

Ms. James has not received an update from the HOA.

H. Update on Chatfield Farms Meters and Billing

Ms. James will work with Mr. Barnett and report at a future meeting.

I. Discuss New Posting Location

Ms. James reported that one of the posting locations for meetings is no longer available. Management will contact the Shell station and intermediate school to see if they will let the District post there, the first choice being the intermediate school. Upon a motion duly made by Director Brown, seconded by Director Sherman, and upon vote unanimously carried, the Board approved posting at the intermediate school if possible.

J. Other

Ms. James noted that legal was contacted by Foothills to find out if the District will renew the agreement with Foothills. The Board provided comments. After discussion, Ms. James is to bring a revised IGA to the November meeting for approval.

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ENGINEERING MATTERS

A. Water Rights Discussion/Discuss Water Accounting Inventory

Mr. Barnett had no update.

B. 7 Acres Pond Update

Mr. Barnett reported there was an update provided by Ray Sperger.

C. Discuss 2019 Budget for 7 Acres Pond Wall Restoration

After discussion, the Board decided to keep the budget the same as 2018.

D. Discussion of Water Plant Discharge into Little Willow Creek

Mr. Barnett reported that Denver Water is draining the water plant conduit into Little Willow Creek. He reviewed the notification provided by Denver Water, noting this will begin on October 29, 2018. Mr. Barnett and Ms. James will talk to Denver Water to discuss potential damage from the influx of water.

E. Discuss Pond Management

Mr. Barnett presented a proposal from Aqua for an initial consultation to look at how the ponds are currently managed. After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal from Aqua.

F. Bridge Discussion

Mr. Barnett reported that there are still some issues finding a contractor to do the work on the bridge. Mr. Barnett will work with management to see if Metco or a handyman can perform the repairs.

G. Review and Consider Approval of Proposal for 6 Inch Main Line Repair

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Mr. Barnett presented the proposal from C&L Water Solutions. After review, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal from C&L Water Solutions for the 6 inch main line repair in the amount of \$3,320.

H. Other

Mr. Barnett reported he is still waiting on revised shop drawing for the dugouts.

Mr. Barnett noted he sent the approved proposals over for striping and signs and is working on petting an agreement together.

Mr. Barnett noted that the wall removal contractor will be gong onsite tomorrow.

MANAGER MATTERS

A. Update on Website Redesign

Ms. Jones provided an update on the status of the website redesign, noting that the design is underway.

B. Discuss Repairs Needed to Bathroom Repairs and Water Fountain

Mr. Shannon reviewed with the Board, noting he will contact Roxborough Water & Sanitation District to have the water turned off.

C. Discuss Playground Inspection and Proposal from Star Playground

Ms. Jones presented the inspection to the Board. The Board asked for mulch to be filled in and the missing bolts to be replaced.

D. Discuss District Logo

Ms. Jones reported that management has identified a consultant to design a new logo in the amount of \$200 to \$300. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the contract for the new logo.

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E. Other

None.

OTHER BUSINESS

None.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board adjourned the meeting at 9:14 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary