
MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
December 6, 2016

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, December 6, 2016 at 6:30 p.m., at the 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:

Judi Holden
Calvin Brown
Bob Clinard
Ron Bendall

Also in Attendance were:

Debbie Prysby; Resident, 7722 Kyle Way
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Robin Price & Steve Smith; BrightView
Scott Barnett; Mulhern; MRE
Mathew Mendisco & Chuck Reid; CliftonLarsonAllen, LLP.

**CALL TO ORDER
AND APPROVE
AGENDA**

The meeting was called to order at 6:30 p.m. by Director Holden. Upon a motion duly made by Director Clinard, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the agenda as presented.

The Board excused the absence of Director Goodrich.

**PUBLIC
COMMENT**

None.

**ADMINISTRATIVE
MATTERS**

- A. Consider Approval of Minutes of the November 15, 2016
Regular Meeting

Mr. Mendisco noted that a revised set of minutes had been provided, which

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included edits made by Director Clinard. Upon a motion duly made by Director Clinard, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the revised minutes of the November 15, 2016 Regular Meeting.

The Board requested that future minutes (if amended) include information about the amendments and that any amendments be provided to the Board prior to the Board meeting.

B. Other

None.

FINANCIAL MATTERS

A. Review and Consider Approval of Claims through December, 2016, Approve Transfer of Funds, and Ratify payment of Autopay Claims

Mr. Mendisco presented the claims.

The claims were reviewed, with Director Clinard requesting information about the \$25.15 IRS penalty payment: Mr. Reid will bring information about this to next month's meeting. Following review, upon a motion duly made by Director Clinard, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the current claims, transfer of funds and ratified payment of autopay claims.

B. Review and Accept Cash Position Updated December 6, 2016

The Board reviewed the updated December 6, 2016 Cash Position Statement and upon a motion duly made by Director Clinard, seconded by Director Brown and, upon vote, unanimously carried, the Board accepted Cash Position Statement updated as of December 6, 2016.

C. Other

None.

DIRECTOR ITEMS

A. Other

The Board discussed potential topics for discussion in the Village Voice, including:

- The District's reduction in the Debt Service Mill Levy;
- BrightView is the District's snow removal contractor: call them with

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questions;

- The Reserve Study is completed and the Board is using this as a planning document for future budgeting;
- The Board will be requesting bids to re-landscaping the baseball field's outfield during 2017; and
- The intergovernmental agreement with Foothills Park & Recreation District which allows Roxborough District residents to access Foothills programs at Foothills' resident rates, with Roxborough paying Foothills the difference between resident and non-resident rates.

LEGAL MATTERS

- A. 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 executive session was needed.

- B. Review and Consider Approval of BrightView Landscape Services Agreement and Snow Removal

Ms. James presented the 2017 Landscaping Agreement with BrightView, noting changes discussed with and agreed to by the Roxborough Village Metro District Board of Directors and BrightView are incorporated into the Agreement. Upon a motion duly made by Director Clinard, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the 2017 Landscape Services and Snow Removal Agreement with BrightView.

- C. Review and Consider Approval of Resolution and Services Agreement with Game- Set-Match

This item was postponed for action until the spring of 2017.

- D. Review and Consider Approval of Resolution and Services Agreement with Ark Ecological

The Board delayed action on this matter and requested that Ark Ecological attend the January meeting.

- E. Other

None.

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LANDSCAPE MAINTENANCE

A. BrightView Landscape Organizational Changes

Ms. Price and Mr. Smith introduced themselves to the Board. Mr. Smith will be Roxborough Village's primary point-of-contact and day-to-day personnel will be the same in 2017.

Director Clinard requested, discussed and noted:

- that additional details and/or itemization are provided in Work Orders;
- questioned what created the path in the open space between the Gazebo and the play area adjacent to the bathrooms; and
- that leaves have not yet been removed and it is late in the season.

ENGINEERING MATTERS

A. Other

Mr. Barnett reported that the Pump Station Coating was scheduled to occur in the next week, subject to weather conditions. He will work with the contractor to ensure that the work is done based on weather specifications.

MANAGER MATTERS

A. Review Draft Reserve Study

Mr. Mendisco presented the draft reserve study that was included in the Board packet. The Board took no action on this presentation.

B. Other

Mr. Mendisco reported that this is his last meeting as he has taken a job with the Town of Hayden. Cynthia Beyer will be replacing Mat as Roxborough's next District Manager.

OTHER BUSINESS

A. Confirm Quorum for Next Meeting – January 17, 2017 at 6:30 p.m. at the Roxborough Library

ADJOURNMENT

Upon a motion duly made by Director Clinard, seconded by Director Holden and, upon vote, unanimously carried, the Board adjourned the meeting at 7:58 p.m.


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Respectfully submitted,

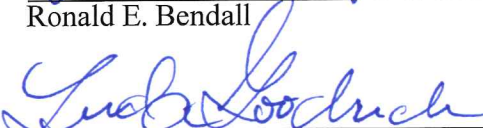
By: 
Secretary for the Meeting


THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 6, 2016 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Judi Holden


Calvin Brown


Ronald E. Bendall


Linda Goodrich


Bob Clinard