
MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
February 16, 2016

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, February 16, 2016 at 6:30 p.m., at the Roxborough Library (Roxborough Market Place), 8357 N. Rampart Range Road, Suite 200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Linda Goodrich
Judi Holden
Steven Sherman
Debra Prysby

Also in Attendance were:

Mathew Mendisco; CliftonLarsonAllen LLP.
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Robin Price; Brickman Group
Bob Clinard; Resident
Calvin Brown: Resident
Scott Barnett: Mulhern MRE

CALL TO ORDER AND
APPROVE AGENDA

The meeting was called to order at 6:34 p.m. by Director Goodrich. Upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board approved the agenda as presented and excused Director Bendall absence.

PUBLIC COMMENT

Residents presented to the Board the idea of building a dog park within Roxborough and asked the Board if that was something that had been reviewed in the past. The ideal spot presented was the native area by Roxborough Community Park. Director Goodrich noted that it had been reviewed in the past and it was decided at that time to let the area go native. Director Sherman stated that he was also interested in a dog park and requested that legal counsel check the zoning and title to see if this area could be transformed into a dog park. Staff is to follow up at the next regular meeting.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

A. Approval of Minutes of the January 19, 2016 Regular Meeting

Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the minutes of the January 19, 2016 Regular Meeting.

B. Update on Moving Memorial Playground Equipment to Primary School

Mr. Mendisco provided an update that Douglas County did approve placement of the playground equipment. The District is awaiting confirmation of the final destination.

FINANCIAL MATTERS

A. Review and Consider Approval of Claims through February 2016 and Review and Ratify Auto-Pay Claims through February 2016 and Authorize Transfer of Funds

Following review, upon a motion duly made by Director Sherman, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved claims as presented and the transfer of funds to pay the claims.

B. Review and Consider Approval of Schedule of Cash Position Updated as of February 16, 2016

Mr. Mendisco reviewed the cash position with the Board. Upon a motion duly made by Director Sherman, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the Cash Position Updated as of February 16, 2016.

C. Review and Consider Acceptance of the December 31, 2015 Financial Statements

Mr. Mendisco reviewed the December 31st, 2015 Financial Statements with the Board. Upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board accepted the December 31st, 2015 Financial Statements as presented.

DIRECTOR ITEMS

Director Prysby asked if staff could contact Douglas County to repair the grass areas that they had hit during the snow removal process. The Board asked that staff contact Rush soccer group to remove the soccer goals.

LEGAL MATTERS

RECORD OF PROCEEDINGS

A. Review and Consider Approval of Engagement Letter with CliftonLarsonAllen, LLP for 2016 Accounting Services

Mr. Mendisco presented the CliftonLarsonAllen LLP (CLA) engagement letter to the Board. Legal counsel stated that they had reviewed the letter and ensured that all legal requirements were met with regard to Colorado law. Ms. James noted that there was some confusion with whom the CLA engagement letter refers to as “management”. Mr. Mendisco clarified that “management” in the accounting services engagement letter was the Board of Directors as they are the ones that are ultimately approving/making decisions. After discussion the Board tabled the CLA engagement letter for accounting services to give time for the Board to review the letter, and the Board requested that management services also present an engagement letter at the March 2016 meeting.

B. A Resolution For Ratification Of Agreement For Landscape Maintenance Services, Snow Removal Services, And Services Performed Under Work Orders Between Roxborough Village Metropolitan District And The Brickman Group Ltd. LLC (2016) (enclosed)

Ms. James explained that because we had prior approval of the agreement and that the changes to this were minor in nature, the Board could sign the document and no action was needed.

LANDSCAPE MAINTENANCE

A. Review Landscape Maintenance Monthly Report – January 2016

Ms. Price reviewed the landscape report with the Board. She indicated that Brickman had replaced a water meter lid that was at the primary school due to a call from someone from the Roxborough water department. After discussion it was determined that the water district should have replaced the lid and Mr. Mendisco will contact them to let them know that in the future those replacements will be need to be handled by the water district.

Director Holden asked why Brickman was plowing during the last wind storm and Brickman stated that they were just cleaning up after the initial storm. The Board instructed Brickman that clean up should take place two days after the end of the storm unless weather is prohibitive. Director Holden also noted that there were large piles of rock on some of the sidewalks which Brickman said they would clean up.

RECORD OF PROCEEDINGS

Director Prysby asked if there was a way to look at the trash cans and determine the life span of each. Brickman stated they would do an inventory based on install dates that were available.

B. Review and consider Approval of Work Orders from the Brickman Group

Ms. Price presented the doggie station replacement work order for \$2,800 and the overseeding of the soccer field for \$4,779.00 to the Board. After review and discussion, upon a motion duly made by Director Sherman, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the work order to install new doggie station trash cans for \$2,800 and the soccer field overseeding of \$4,779.00.

RECORD OF PROCEEDINGS

ENGINEERING MATTERS

A. Engineer Report

Director Sherman asked if there was anything the Board could do about the privately owned retaining wall that was falling over near the intersection of Rampart Range Rd. and Village Circle East. Mr. Mendisco stated that it was private property and that the District did not have the authority to enter the property and fix the wall. Mr. Barnett suggested that engineering could contact Douglas County Right-of-Way department to see if they would contact the property owners to fix it because it may be in the Right-of-Way. Mr. Barnett will follow up at the next meeting.

MANAGER MATTERS

A. Discussion of Possible Foothills Parks and Recreation Partnership.

Mr. Mendisco stated that legal counsel and management had discussed the IGA with Foothills and Foothills had expressed a concern with the cap of 10,000 dollars because they could not anticipate the usage and they did not want to have to turn people away. Mr. Mendisco stated that he would discuss with the Board about raising the cap to \$15,000 and the possibility of putting in some language that if usage was approaching the cap that Foothills would notify RVMD so RVMD could review and consider approval of additional funds to cover usage or terminate the agreement.

After discussion, upon a motion duly made by Director Sherman, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved moving forward with the IGA, subject to agreement by all parties, to include a \$15,000 cap in costs to the District, unless there is further approval from the Board.

B. Discussion of Fees for Field Usage

Mr. Mendisco presented the field usage data to the Board. Discussion ensued as to the proper amount of dollars to charge per team. Director Holden stated that she felt there should be a team fee and a usage fee as well. Director Sherman stated that the fees should be raised but be universal across the Board for all teams for week and weekend usage.

After discussion, upon a motion duly made by Director Sherman, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the change to the Sports Field Usage Policy to include the increase on the weekend play to be universal for all teams and week play as well.

C. Election Update

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Mr. Mendisco noted that at the moment three self-nomination forms had been received, but only two seats are available. There was discussion about a possible resignation and how that would affect the election. No action was taken.

D. Other

None.

OTHER BUSINESS

A. Quorum for Next Meeting – March 15, 2016 at 6:30 p.m. at the
Roxborough Library

A quorum was confirmed.

ADJOURNMENT

The Board adjourned the meeting at 9:00 p.m.

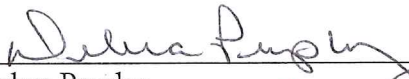
Respectfully submitted,

By: 

Secretary for the Meeting

RECORD OF PROCEEDINGS

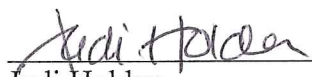
THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 16, 2016 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



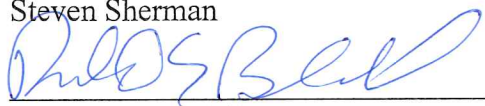
Debra Prysby



Linda Goodrich



Judi Holden

Steven Sherman


Ronald E. Bendall