

RECORD OF PROCEEDINGS

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

HELD

Tuesday, September 19, 2017

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, September 19, 2017 at 6:30 p.m., West Metro File 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 (attended telephonically)
Linda Goodrich
Bob Clinard
Ronald Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Steve Smith and Brad Hill; BrightView Landscape
Cynthia Beyer and Janece Soendker; CliftonLarsonAllen LLP
Karla Maynard; Scott Maynard Productions, LLC
Debbie Prysby; Resident

CALL TO ORDER AND
APPROVE
AGENDA

The meeting was called to order at 6:32 p.m. by Director Holden.

Upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the agenda which was amended to move Legal Item 6.C and the approval of Check No. 5991 to the second item on the Agenda.

6.C. Motion for Board to Review and Consider Approval of Revised Services Agreement with Scott Maynard Productions, LLC for Softball Refurbishing Project

Upon a motion duly made by Director Clinard, seconded by Director Holden, and upon vote unanimously carried, the Board approved the Revised Services Agreement with Scott Maynard Productions, LLC for Softball Refurbishing Project in the amount of \$42,650.00.

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Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Check No. 5991 in the amount of \$5,000 for the initial deposit to Scott Maynard Productions, LLC, for the Outfield Refurbishing Project. There needs to be a description of the amendment to the contract that required an increase of \$5,000.

PUBLIC COMMENT and/or GUESTS

There were no public comments.

ADMINISTRATIVE MATTERS

A. Consider Approval of the August 15, 2017 Regular Meeting Minutes and the August 29, 2017 Special Meeting Minutes

Following discussion, upon a motion duly made by Director Clinard, seconded by Director Holden, and upon vote unanimously carried, the Board approved the August 15, 2017 meeting as amended as follows: Revise under Call to Order and Approve Agenda to read “discussion regarding the Open Space Hogback Area above Red Mesa (“The Hill”)”, and approved the August 29, 2017 minutes as amended as follows: Under the second set of bullet points, it should be “Board directed the District Manager” rather than “Board directed the consultants to” and under the Engineering items, C., District Manager to confirm with the District Engineer if this reference should have more than one mention of meters.

B. Other – None.

FINANCIAL MATTERS

A. Review and Accept the June 30, 2017 Financial Statements, Updated Current Cash Position and Property Taxes Reconciliation

Ms. Soendker explained the June 30, 2017 Financial Statements, Updated Current Cash Position and Property Taxes Reconciliation. Director Brown asked if the Gallagher Amendment would impact the District’s mill levies. Ms. Soendker explained she has prepared draft budget with various scenario regarding how the board may want to adopt various mill levies and what impact that will have on the District. Ms. Soendker agreed to note in the District files during the year the bonds are paid off to review the bond payment amount and the interest.

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After review and discussion, upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board accepted the June 30, 2017 Financial Statements, Updated Current Cash Position and Property Taxes Reconciliation.

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

After review, upon a motion duly made by Director Clinard, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the current claims represented by check numbers 5980 to 5990 and check number 5992, approved the transfer of funds and ratified payment of Autopay claims totaling \$60,795.64.

C. Other - None.

DIRECTOR ITEMS

Director Clinard reminded BrightView to be more careful around the area of Red Mesa and Blue Mesa as it appeared the mowers had obliterated the metal edging.

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 or if needed

Ms. James stated she wanted to keep this on as a standing item, but Mr. Barnett and Mr. Roush will be working on determining the costs and next steps. Ms. Beyer stated that she had spoken with Mr. Roush and that she and Mr. Barnett will connect when Mr. Barnett returns from vacation next week to further discuss.

B. Clarification of Chatfield Farms Meters

Ms. James stated that in her research, it appears the area needs to be metered and the HOA needs to be billed, but she will need to meet with Mr. Barnett to determine how to get this accomplished.

C. Motion for Board to Review and Consider Approval of Revised Services Agreement with Scott Maynard Productions, LLC for Softball Refurbishing Project

Moved to earlier in the meeting.

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D. Review and Consider Ratification of Resolution and Services Agreement for Browns Hill Engineering & Controls, LLC for Repair of the Pond Metering Station

After review, upon a motion duly made by Director Clinard, seconded by Director Bendall, and upon vote unanimously carried, the Board approved a Resolution to ratify Services Agreement for Browns Hill Engineering & Controls, LLC for repair of the pond metering station.

E. Discussion Regarding Update to CORA Policy

Ms. James explained the new CORA policy and the impact on the District. She will provide an updated policy for Board consideration at the October meeting.

F. Discuss Landscape Maintenance Contract

Ms. James explained her revisions to the Request for Proposals (RFP) and the Landscape Maintenance Contracts to be one consistent document. The Board provided suggestions. Ms. James will make the updates and provide the documents to Ms. Beyer. Ms. Beyer will put the landscape, snow removal and tree RFP's out for bids.

G. Other –

The Board requested that Ms. James provide the following information at the next Board meeting.

1. Review the District Service Plan with regard to General Obligation Fund and the potential impact of the Gallagher Amendment.
2. Research if there is a limit on what Debt Service funds can be used for.

LANDSCAPE
MAINTENANCE

A. BrightView Landscape Report for August

Mr. Smith presented the August Landscape Report to the Board. He requested clarification on the responsibility for the meter repairs.

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B. Proposed Work Orders:

1. Convert and Repurpose Rampart Playground - \$8,879.57

Tabled to next meeting.

2. Removal of Dead or Declining Trees - \$7,772.73

After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the amount of \$7,772.73 for removal of dead or declining trees.

3. Tree Replacement - \$3,777.81

Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the Tree Replacement for the revised amount of \$3,022.25.

4. Turf to Rock Conversion at Village Circle East - \$19,657.13

Tabled to next meeting.

5. Crystal Lake Cap Stones - \$87.60

Upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the Crystal Lake Cap Stones Replacement in the amount of \$87.60.

6. Blue Grass Sod Replacement Crystal Lake - \$371.23

Tabled to next meeting so that BrightView could obtain pricing for rock rather than sod replacement.

7. Detached Turf Conversation VCE - \$7,196

8. Added to Agenda Backfill Washout Next to Crystal Lake Pump Station - \$1,598.68

Upon a motion duly made by Director Bendall, seconded by Director Holden, and upon vote unanimously carried,

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the Board approved the added agenda item of the backfill washout next to Crystal Lake pump station in the amount of \$1,598.68.

C. Overseeding/Reseeding on Soccer Field

This will take place on September 27, 2017.

D. Discuss Crystal Lake and Arrowhead Shores Maintenance Issues

Mr. Smith asked if the Board had any concerns or questions about this area. The Board had no issues at this time.

ENGINEERING MATTERS

A. 7 Acre Pond Update

B. Irrigation Pump Station Update

C. Water Rights Brainstorming Session

D. Other

There was no discussion of these items as Mr. Barnett was not at the meeting.

MANAGER MATTERS

A. Playground Updates

Review and Consider Approval of Proposal from Children's Playstructures & Recreation - \$23,551

Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the proposal from Children's Playstructures & Recreation in the amount of \$23,551.

B. Christmas Lighting Proposal

Review and Consider Approval of Proposal from Turf Solution Pros - \$11,668

Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the Christmas lighting proposal from Turf Solutions Pros in the amount of \$11,668.

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C. Water Fountain Pricing

Ms. Beyer explained the increase for the water fountain pricing was due to the plumber finding additional items for repair during the inspection of the fountain. Since one side is working, Ms. Beyer recommended that the other side not be repaired at this time.

D. Safety Grant Funds

Ms. Beyer presented the availability of the safety funds. She will check if the safety funds can be used for playground repairs.

E. Plumber Proposals

Ms. Beyer presented the plumber proposal. The Board requested additional proposals.

F. Landscape Contractor Selection Process

Ms. Beyer and Ms. James explained that as soon as the final Agreement and Request for Proposal are completed, the landscape, snow removal and tree services contractor will be selected.

G. Discuss Maximum Fee for Landscape Third Party Work

Tabled until the next meeting.

H. Property Tour Dates

Ms. Beyer will check with BrightView to get dates to walk the property.

I. Other

Ms. Beyer and Ms. James are to check to see if the District has an Emergency Response Plan.

OTHER BUSINESS

None.

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ADJOURNMENT

Upon a motion duly made by Director Holden, seconded by Director Goodrich, and upon vote unanimously carried, the Board adjourned the meeting at 9:18 p.m.

Respectfully submitted,

By: R. E. Ulinard
_____, Assistant Secretary