

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
September 29, 2015

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, September 29, 2015 at 6:30 p.m., at the Roxborough Library, Roxborough Market Place (Safeway Shopping Plaza), Meeting Room, 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
Ronald Bendall

Also in Attendance were:

Mathew Mendisco; CliftonLarsonAllen LLP.
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Eric Keesen, Tom Baldasare and Reiny Melchior; Brickman Group
John; Summit Services
Scott Barnett; Mulhern MRE, Inc.
Scott Maynard; Resident

CALL TO ORDER

APPROVE

AGENDA

The meeting was called to order at 6:32 p.m. by Director Goodrich. Upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the agenda as presented.

PUBLIC

COMMENT

Scott Maynard, a resident in Roxborough, stated that he owns a business doing the maintenance on ball fields. He noted that he should come to the Board and speak with them about maybe doing the maintenance of the fields in 2016. Mr. Maynard stated that he was looking to expand and wanted to approach the Board to see if they would be accepting bids in 2016. The Board asked Mr. Mendisco to seek a proposal from Mr. Maynard and compare the pricing with Brickman.

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ADMINISTRATIVE MATTERS

A. Approval of Minutes of the August 18, 2015 Regular Meeting

Following review, upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the minutes of the August 18, 2015 Regular Meeting.

B. Update Moving Memorial Playground Equipment to Primary School

Mr. Mendisco updated the Board stating that Shannon Smith (who has been acting as liaison with the School District) contacted him via phone and stated that she was still waiting for the School District to get the final approval on the location for placement.

FINANCIAL ITEMS

A. Review and Consider Approval of Claims through August, 2015

Mr. Mendisco explained the irrigation lines invoices and Scott Barnett described the possible pressure issues with the main pump. Mr. Barnett stated that he was going to have someone out Friday to check the pump and then would report back to the Board. Mr. Barnett also stated that the District should plan on servicing the pump every four to five years. After discussion, upon a motion duly made by Director Sherman, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the August claims as submitted.

B. Review and Consider Approval of Schedule of Cash Position Updated as of September 29, 2015

Mr. Mendisco reviewed the Schedule of Cash Position with the Board. Upon a motion duly made by Director Holden, seconded by Director Sherman and, upon vote, unanimously carried, the Board accepted the Schedule of Cash Position updated as of September 29, 2015 as presented.

C. Review 2015 Preliminary Assessed Valuation

Mr. Mendisco reviewed with the Board, noting that the AV had gone up and would be incorporated into the 2016 draft budget.

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- D. Set Public Hearing for Adoption of 2016 Budget on November 17, 2015 at 6:30 p.m. at 8357 N. Rampart Range Road, Suite 200, Littleton, CO 80125

Upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote unanimously carried, the Board approved the date above.

DIRECTOR ITEMS

There were no Director items.

LEGAL MATTERS

- A. Consider Resolution for AutoPay of Utility Bills

Upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote unanimously carried, the Board approved the Resolution for AutoPay of Utility Bills including IREA, Xcel, and Roxborough Water.

ENGINEERING MATTERS

- A. Engineering Report

1. Discussion of Erosion Control Planting Project at 7 Acre Pond

This was tabled until the October 20th meeting.

MANAGER ITEMS

There were no Manager items.

LANDSCAPE MAINTENANCE

- A. Review of Landscape Maintenance RFP Responses and Interviews

Summit Services:

John with Summit Services stated that the most important thing about Summit was that it is customer driven. He stated that they like to be more personable with their clients and they manage the water usage properly. Usage does not mean maintaining like a golf course, but it means you are saving water and that the landscaping is still nice and presentable. Summit recognizes that the native mowing was a big part of the maintenance.

Director Sherman noted that the proposal states that Summit will have one full time irrigation tech on site 40 hours per week and asked for

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confirmation. John confirmed the 40 hour tech, stating that he felt he would need one full time irrigation tech onsite.

Director Prysby asked where the staging area is located. John stated it was at Hampton and Santa Fe.

Director Holden asked about how they would handle snow removal. John stated that each account manager visits his/her site at 9:30 p.m. If the thresholds are met, they communicate that to the client and then begin based on priority areas designated by the client.

Director Holden noted that there are very high winds in the area so it will make this difficult. She asked if a reassessment of the sites can be done for this reason. John stated that Summit would re-assess two days after the storm had cleared based on weather.

Director Goodrich stated that she saw Summit did not use mag chloride. John stated that Summit felt if they stayed ahead of the snow removal it would not be necessary.

Director Bendall asked about the afterhours calls. John stated that Summit tried to make a call back within 15 minutes.

Director Sherman asked how many people are on staff. John stated it was seasonal but at the peak it was about 55 people. Summit is a smaller company, but certainly feels they can handle Roxborough and are prepared to be staffed accordingly.

The Board thanked John for his presentation

The Brickman Group:

Mr. Keesen stated that while he was not expecting this project to be bid, he saw this as an opportunity to make sure Brickman was meeting the needs of the Board. He stated that Brickman has crafted a new team for Roxborough, one that is with their best account manager, Robin Price. Mr. Keesen also introduced Reiny who is the branch manager. Mr. Keesen stated that Brickman was making a leadership change to Robin Price as the account manager. He stated that he understands the financial part of management and how to help budget for those expenses. He noted that Brickman knows how to say "no" if something being presented is not a good idea and is not going to help improve the system. Brickman's key strengths are the irrigation site manager, and Mr. Fenner will stay on site. Mr. Phal will be operations manager. Brickman is going to have an irrigation audit next year, (at no charge), and they will have a few proposals, main line proposals for the main park.

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Director Prysby asked whether Mr. Fenner would be the only one scheduled as the irrigation tech for 20 hours a week. Reiny stated that Mr. Fenner was on site 25 to 30 hours per week with two other people, and noted that Roxborough is Mr. Fenner's primary job site.

Director Sherman asked whether the District will be charged for time spent over the 20 hours. Reiny stated that for main line leaks it was billed in a separate category, and that the 20 hours was for checks and normal repairs like sprinkler heads.

Director Holden noted that the issue was that the communication between Brickman and the Board has not been good, and that things have fallen through the cracks on several occasions.

B. Review Landscape Maintenance Monthly Report – September, 2015

Tom Baldasare noted that the beauty bands were completed, and weed control was scheduled on August 28th. He noted that the last fertilizer application will be in November. Shrub beds were done, dead removal was done, and spot spraying is being done every week.

Mr. Baldasare stated that from August 1st to August 30th, there were 17 main line breaks and 140 hours spent, mostly around Community Park and Village Circle West. Mr. Barnett stated that as discussed, the pump could be the cause and he was working with Brickman to address this issue.

Mr. Baldasare stated that they are at 325 gallons per minute with filling the pond and normally we are at 800 gallons per minute. Mr. Mendisco reiterated that Roxborough Water had said originally that this would not be an issue, but it appears that it has become an issue because of the draining of the pond.

Mr. Baldasare stated that there was a lateral line break at the ball field and the hole kept filling with ground water. There was ground water around 4 feet deep, and they could not pump it out fast enough at first. Mr. Barnett stated he will monitor next spring.

Mr. Baldasare stated that Brickman put in a channel this week at Kicking Horse Trail and the walkway.

Director Sherman reminded Brickman that the sod at the ball field had been paid for already. Mr. Baldasare stated that he was not aware of a payment. Mr. Mendisco is to check to see if it was paid.

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Director Prysby stated that we need to look at placement of the swing set, and what the cost of the new one would be. She stated that we should do the tree removals now, and then plant in the spring because there are two at the park that really need to come out.

Upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote unanimously carried, the Board approved the tree removal and spring planting.

B. Review and Consider Approval of Work Orders from The Brickman Group

There were no work orders.

OTHER
BUSINESS

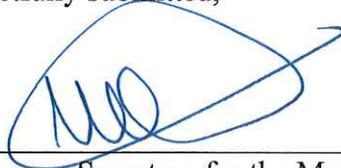
A. Quorum for Next Meeting – October 20, 2015 at 6:30 p.m. at the Roxborough Library

A quorum was confirmed.

ADJOURNMENT

There was no further business. Upon a motion duly made by Director Goodrich, seconded by director Prysby and, upon vote unanimously carried, the Board adjourned the meeting at 8:58 p.m.

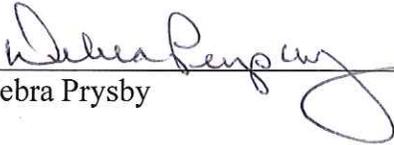
Respectfully submitted,

By: 

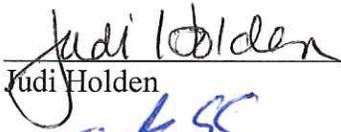
Secretary for the Meeting

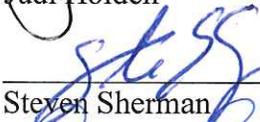
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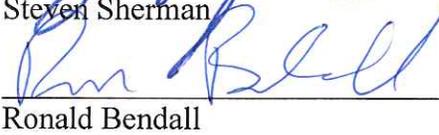
THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 29, 2015 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Debra Prysby

Linda Goodrich


Judi Holden


Steven Sherman


Ronald Bendall