

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
Tuesday, April 17, 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, April 17, 2018 at 6:30 p.m., 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  
Bob Clinard  
Ronald E. Bendall  
Debra Prysby

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Justin Ball and Bill Barr; Metco Landscaping  
Scott Barnett; Mulhern Engineering  
Anna Jones, Patrick Shannon and Jerel Sangster;  
CliftonLarsonAllen LLP  
Steve Sherman; 10585 Cross Country Lane  
Scott Venn; 7874 Canvasback  
Dave Carpinello; 7223 Dome Rock Road  
Kristen Scott, Owen Scott and Christian Scott; 8555 Liverpool Circle

**CALL TO ORDER AND  
APPROVE  
AGENDA**

The meeting was called to order at 6:31 p.m. by Director Brown. The absence of Director Goodrich was noted and excused.

Upon a motion duly made by Director Prysby, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the agenda, as presented.

**PUBLIC  
COMMENT and/or  
GUESTS**

Dave Carpinello asked to have field fees waived for the Hit, Pitch & Run program, noting that kids are not being charged. He requested the field be reserved for Saturday and Sunday, April 28

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and 29. They will have practice from 11:00 a.m. to approximately 1:30 p.m., with the hope of being done by 4:30 p.m. Mr. Carpinello asked to have a banner put up. The Board recommended hanging the banner at the existing sign posts. Director Prysby will check with Ed Yates to see about the sign that is currently up. Director Clinard suggested making a refundable damage deposit in lieu of fees. Upon a motion duly made by Director Bendall, seconded by Director Brown, and upon vote unanimously carried, the Board approved the Hit, Pitch & Run Program for a refundable damage deposit and to hang up the sign.

Mr. Sherman provided a dugout update, noting the design has moved forward with a general contractor and the contractor is working with Douglas County on the permits. Mr. Sherman asked for the names of two Roxborough Village residents that have passed away be placed on the dugouts. Design elements discussion followed, and a request for permission to proceed. Ms. James noted that there will need to be a services agreement entered into with GMR Contracting. Upon a motion duly made by Director Brown, seconded by Director Clinard, and upon vote unanimously carried, the Board approved entering into a services agreement with GMR Contractors for the installation of two dugouts as a donation from a community group pending approval of the final design by Mr. Barnett.

Ms. Scott and her sons advocated for the approval of the dugouts.

Mr. Venn has placed 5 out of the 8 no fishing signs and they seem to be working so far.

### ADMINISTRATIVE MATTERS

A. Consider Approval of the March 20, 2018 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the March 20, 2018 regular meeting minutes, as amended to revise the February meeting minutes date.

### FINANCIAL MATTERS

B. Other - None

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

Ms. Jones reviewed the updated Cash Position and Property Tax

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Schedule with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board accepted the updated Cash Position and Property Tax Schedule.

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

Ms. Jones reviewed the claims with the Board, noting the CLA management bill was not included in this month's checks. Director Clinard asked about the ADP payroll/taxes amount. Staff will follow up with the accountant. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon a vote unanimously carried, the Board approved the current claims in the total amount of \$60,452.41, the transfer of fund, ratified payment of autopay claims and ratified approval of previous claims and Director fees.

Director Prysby requested that the Foothills Park and Recreation fees be reviewed to see how many residents are using the Foothills Park and Recreation and directed Ms. Jones to look into how the information was presented to the Board in the past.

### DIRECTOR ITEMS

C. Other - None.

A. Fireworks Update

1. Walk Through – Postings
2. Clarification of Budget
3. SDA Safety Grant and Insurance

Director Brown noted that if Stage 1 fire restrictions are in place on June 9<sup>th</sup>, the fireworks display will not be able to go forward. If that is the case, he will look into a September date. The show should run from 9:00 to 9:30 p.m. Ms. James is working with the HOA attorney to finish up the license agreement.

### 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 this item was not needed.

B. Review and Consider Approval of Resolution No. 2018-04-01, Resolution Approving Agreement with Bell Survey

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### Company for Topographical Survey of Ponds

Ms. James provided a review with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the Resolution No. 2018-04-01, Resolution Approving Agreement with Bell Survey Company for Topographical Survey of Ponds.

#### C. Update on Ownership of Chatfield Farms Tract A, 14B Easement

Ms. James noted that this is an update on Filing 14B, Tracts A through D. Ms. James has advised the attorney for the HOA that the District will accept ownership, with Douglas County taking responsibility for drainage maintenance. The HOA attorney is coordinating a walk through with the County and Ms. James requested that Mr. Barnett be included in that meeting.

#### D. Discuss Election of Officers

Ms. James noted that the slate of officers has not been updated since Judi Holden resigned. The Board advised they will wait until the May election results to elect officers.

#### E. Discuss 6880 Blue Mesa Way Tree Plantings in Roxborough Water Easement

Ms. James reported that the trees planted are on District land in the Roxborough Water & Sanitation District ("RWSD") easement. Ms. James noted that RWSD is willing to take care of removing the trees. Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved RWSD taking the lead on the removal of the trees. Ms. James indicated the District will be supportive of RWSD either through a co-signature or separate letter to the property owner.

#### F. Update on Request for Food Truck Night

Ms. James noted that there should be a simple agreement to ensure the rules and regulations are followed and to ensure they have a Tri-County Health license and a Douglas County sales tax license. After discussion, upon a motion duly made by Director Prysby, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the food truck night for one night subject to a one page agreement.

**ENGINEERING  
MATTERS**

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G. Other – None.

A. 7 Acres Pond Updated

Mr. Barnett noted that Mr. Sperger will be doing plantings in May.

B. Pump Station Irrigation Controls Systems Update

Mr. Barnett gave an update on the pump station irrigation controls system, noting that the work has been done. He met Monday and Tuesday to bring the pump station on line, fill lines and repair leaks.

C. Water Rights Discussion

Mr. Barnett reported that he met with Leonard Rice Engineers for walkthroughs, and he is putting forms together to create a documentation process. Mr. Barnett gave an update on the work, led by Leonard Rice Engineering.

E. Other – None

A. Metco Landscape Report

Bill Barr noted that the aeration is completed, pre-fertilizer is complete in all landscaped beds and they are spot spraying weeds. He is working to identify controllers through ET water now that the pump station is turned on.

1. Review and Consider Approval of Metco Proposal for Roxborough Park Edging - \$13,875

Mr. Barr noted that this would be for removing 1,400 feet of existing edging and redefining the bed. Director Clinard asked for more detail. The Board requested Metco bring back a more detailed description of the work with pictures as well as alternate solutions.

B. Discuss Spring/Fall Plantings

Mr. Barr asked the Board for recommendations on where and what to plant. Director Prysby suggested planting in the island. The Board requested Metco to bring back suggestions to the Board at the next meeting.

### LANDSCAPE MAINTENANCE

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### C. Discuss Proposal for Metco Trailer Monthly Garage Storage

Mr. Barr presented the request to rent garage storage on site. The Board declined to pay for the garage storage.

## MANAGER MATTERS

### D. Other

Bill Barr introduced Justin Ball as the new Metco Branch Manager for the RVMD account. Mr. Ball gave a brief background and introduced himself to the board.

### A. Election Update

Ms. Jones provided an update, noting that the postcards have been mailed out and the ballots will be mailed out this week.

### B. Playground Equipment Update

Mr. Shannon presented the options to the Board. After review, upon a motion duly made by Director Brown, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the purchase of the Challenger High Rise. Mr. Shannon will follow up with the order.

### C. Discuss Graffiti Removal Responsibility

The Board confirmed that Lightning Mobile will be the contactor for graffiti removal.

### D. Baseball Field Proposals:

1. Status of Proposals to Refurbish the Baseball Infield  
Ensuring that the Base Sleeves are Identifiable and Secure and Home Plate has a Sleeve Allowing the Removal of Home Plate.
2. Status of Proposals for Weekly Maintenance of the Baseball Infield Including Weekly Dragging and Baseline Striping (July 1<sup>st</sup> through Labor Day).

The Board discussed this with Metco. Metco was willing to do the work as long as it was acceptable to be done on Thursday since they are not in Roxborough on Friday and have no weekend crews. Metco will bring back a proposal for infield maintenance for once per week during the season.

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Mr. Shannon indicated there was another individual that expressed interest and would follow up with him to see if he would want to do the work.

E. Scott Maynard and Payment

Mr. Maynard has been paid his remaining fee, which was sent to him along with a final letter from Ms. James concluding the engagement.

F. Other

Ms. Jones noted that Bailey Tree provided a proposal for removal of a broken branch in the median. Director Clinard asked that Bailey Tree conduct a drive around the community to flag trees that need to be removed and make recommendations. Ms. Jones indicated she will follow-up with that request.

Ms. Jones presented an email regarding children's theater in the park. The Board requested more information. Ms. Jones indicated she would follow-up to obtain more information.

**OTHER BUSINESS**

Director Prysby suggested doing a Board landscape tour with Metco. The board agreed it would be a worthwhile endeavor to pursue.

**ADJOURNMENT**

Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board adjourned the meeting at 9:11 p.m.

Respectfully submitted,

By:   
Calvin Brown, Vice President

Attest:



By: Ronald Bendall, Secretary