

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
Tuesday, May 15, 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, May 15, 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
Ronald E. Bendall
Debra Prysby
Steve Sherman
Edward Wagner

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
Joshua Nelson, Bailey Tree

**CALL TO ORDER AND
APPROVE
AGENDA**

The meeting was called to order at 6:39 p.m. by Director Prysby.

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

**OATHS OF OFFICE AND
ELECTION OF OFFICERS**

Ms. James administered the Oaths of Office to Debra Prysby, Steve Sherman and Edward Wagner.

After discussion, the slate of officers was elected as follows:

Calvin Brown, President
Debra Prysby, Vice President
Ron Bendall, Secretary/Treasurer
Steve Sherman, Assistant Secretary
Edward Wagner, Assistant Secretary

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**PUBLIC
COMMENT and/or
GUESTS**

There were no public comments.

**ADMINISTRATIVE
MATTERS**

A. Consider Approval of the April 17, 2018 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the April 17, 2018 regular meeting minutes.

B. Review and Consider Approval of Bailey Tree Proposals

1. Removal of Cottonwood on Halleys Drive - \$1,200

Mr. Nelson reviewed the proposal with the Board, recommending removal of the tree. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal for removal of the Cottonwood on Halleys Drive in the amount of \$1,200.

2. High Priority Removal, Stump Grinding Tree Planting and Watering - \$19,560

Mr. Nelson reviewed the proposal with the Board. No action was taken.

3. Medium Priority Tree Planting - \$25,000

Mr. Nelson reviewed the proposal with the Board. No action was taken.

4. Low Priority Tree Maintenance - \$31,595

Mr. Nelson reviewed the proposal with the Board. No action was taken.

**FINANCIAL
MATTERS**

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

Ms. Jones reviewed the updated Cash Position and Property Tax Schedule with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon

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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. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon a vote unanimously carried, the Board approved the current claims in the total amount of \$96,350.71, the transfer of funds, ratified payment of autopay claims in the amount of \$2,270.16 and ratified approval of previous claims that were partially presented at the April meeting and Director fees.

C. Review and Consider Approval of 2017 Draft Audit

Ms. Jones reviewed the draft audit with the Board. Discussion ensued regarding how Foothills checks for residency. After review, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the draft 2018 audit.

D. Other – None.

DIRECTOR ITEMS

A. Fireworks Update

Director Brown reported the fireworks are on track, and they have permission to use the tract for the shoot. He walked the shoot area with Metco. After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Fireworks License agreement with Arrowhead Shores HOA.

B. Discuss SDA Annual Conference on September 12 – 14, 2018 in Keystone

The Board discussed attending the annual conference.

C. Other

Director Sherman gave an update on the dugout, noting that Chad Lorenz is working on getting information on the general contractor, GMR, for a Services Agreement. They are waiting for a response from Douglas County on the permit.

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Director Sherman suggested updating the Master Plan.

Director Sherman commented on an article in the last edition of the Village Voice.

Director Prysby noted close calls with children in traffic at the playground on Village Circle West, suggesting the possibility of putting up a fence.

Director Prysby noted the Village Circle East/Rampart Range Road stucco panel appears to be in the District property and suggested it be removed.

Director Prysby requested a site review schedule for the landscape tours.

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. Update on RWSD Letter to Homeowners re Tree Removal on Easement and Filing Status of Easement

Ms. James noted she is working with RWSD on a draft letter to the homeowner.

C. Review and Consider Approval of Fireworks Agreement with HOA; Approval of Resolution No. 2018-05-01, Resolution Regarding Fireworks

Previously discussed.

D. Review and Consider Approval of Food Truck Night Use Agreement; Approval of Resolution No. 2018-05-02, Resolution Approving Food Truck Night Use Agreement

Ms. James reviewed with the Board, noting this the policy is for limited use. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Food Truck Night Use Agreement and approved Resolution No. 2018-05-01, Resolution Approving Food Truck Night Use Agreement.

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- E. Review and Consider Approval of Service Agreement with GMR regarding Dugout Design; Approval of Resolution No. 2018-05-03, Resolution Approving GMR Dugout Design

Previously discussed.

**ENGINEERING
MATTERS**

- F. Other – None.

- A. 7 Acre Pond Update

Mr. Barnett reported that Mr. Sperger is expecting delivery of vegetation on May 24th.

- B. Pump Station Irrigation Controls Systems Update

Mr. Barnett noted that the pump station is functioning well.

- C. Water Rights Discussion/Discuss Water Accounting Inventory

Mr. Barnett reviewed this with the Board. He is working with Greg Raush.

- D. Discuss Review of Dugout Drawings

Mr. Barnett will send to Director Sherman when received.

- E. Update on Walk Through with 14-B HOA and Douglas County

No update.

**LANDSCAPE
MAINTENANCE**

- F. Other – None.

- A. Metco Landscape Report

Bill Barr noted that the irrigation is doing well, noting that some of the valves are stuck. He recommended Revive treatment of the ballfield. Mr. Barr noted that the Dogwoods are starting to grow.

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

Mr. Barr reviewed. This was deferred until after the walk through.

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2. Discuss Annual Spring Planting Proposal for Medians in Rampart Range Road - \$3,250

Mr. Barr reviewed the proposal. After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for the south median at Village Circle and Rampart Range Road.

3. Discuss Proposal for Weekly Maintenance of the Baseball Infield Including Weekly Dragging and Baseline Striping - \$200 per week

Mr. Barr reviewed with the Board. After discussion, upon a motion duly made by Director Brown, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal for weekly maintenance of the baseball infield including weekly dragging and baseline striping in the amount of \$200 per week.

- B. Consider Approval of Time and Materials Costs Regarding Mowing for Fireworks Display

The Board directed Metco to mow for the fireworks display on a time and materials basis. The invoice will be paid by Arrowhead Shores HOA.

MANAGER MATTERS

- C. Other - None

- A. Update on Foothills Park and Recreation Use Numbers Break Out

Mr. Sangster reviewed with the Board.

- B. Update Pitch, Hit & Run Checklist and Process Moving Forward

Mr. Sangster reviewed with the Board, noting that procedures have been developed for future events.

- C. Update on Theatre in the Park (no action taken)

Mr. Sangster noted that this item has been tabled.

- D. Study Session Discussion

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Ms. Jones discussed scheduling a study session. CLA will coordinate and provide dates.

E. Update on Graffiti Removal

Mr. Sangster updated the Board.

F. Update on Telephone Calls from the public regarding fishing in the pond.

Mr. Shannon updated the Board.

G. Playground Update

Mr. Shannon reviewed with the Board, noting the additional price of \$5,900 for installation that was not brought to the Board previously. The Board directed to move forward with the installation including the additional cost.

H. Bathroom Update

Mr. Shannon reported that the restrooms have been opened for the season.

I. Other – None.

OTHER BUSINESS

None.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board adjourned the meeting at 9:24 p.m.

Respectfully submitted,

By: 
 Calvin Brown, President

Attest:



By: Ronald Bendall, Secretary