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

HELD

Tuesday, December 18, 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, December 18, 2018 at 6:30 p.m., at 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 (by phone)  
Debra Prysby  
Steve Sherman  
Edward Wagner  
Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick &  
Patoile, P.C.  
Scott Barnett; Mulhern MRE Inc.  
Bill Barr; Metco Landscaping  
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP

**CALL TO ORDER**

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

**DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS**

Director Prysby declared a quorum was present, all directors are qualified.

**APPROVE AGENDA**

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

**PUBLIC  
COMMENT and/or  
GUESTS**

There were no public comments.

## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

- A. Consider Approval of the November 13, 2018 Special Meeting Minutes

Upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Consent Agenda.

### DISCUSSION AGENDA

#### DIRECTOR ITEMS

Director Sherman noted that Ed Yates reported that other residents were upset with the article in The Voice regarding Sterling Ranch. He will meet with Mr. Yates to discuss.

#### MANAGER MATTERS

- A. Discuss and Consider Approval of Master Plan RFP

Ms. Jones reported that she received comments on the RFP from Directors Brown and Sherman. Director Sherman reviewed his comments with the Board. Ms. James had additional minor revisions that she will forward to CLA. The Board decided to release the RFP in January with responses due in February. A special meeting will be called for interviews after CLA has created a short list of contractors.

- B. Website Logo

Ms. Jones reported that the website has been completed. Director Bendall asked about upgrading news on the main page. She noted that to update the website plan to allow for more features would cost \$17.67 per month.

After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved to increase the monthly fee.

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the purchase of .com, .org, .net and .gov domains.

A decision on the logo was tabled. Director Prysby indicated she would like to go in a different direction, and consider a re-working of the original logo and the Board agreed.

RECORD OF PROCEEDINGS

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C. Update on Geolens

This item was tabled.

D. Other

None.

**FINANCIAL MATTERS**

A. Review and Financial Statements, Cash Position and Property Tax Schedule

Ms. Jones presented the Financial Statements, Cash Position and Property Tax Schedule to the Board. After review, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board accepted the Financial Statements, Cash Position and Property Tax Schedule.

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

Ms. Jones reviewed the claims with the Board. After review and discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon a vote unanimously carried, the Board approved the current claims including ACH payments in the total amount of \$76,910.54 and payment of Director fees.

C. Other

None.

**LANDSCAPE  
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the monthly Landscape Report with the Board.

B. Review and Consider Approval of Proposals:

1. Proposal for Cut Back of Willows Along Spillway Concrete Path - \$7,975

Mr. Barr presented the proposal with the Board. Upon a motion duly made by Director Sherman, seconded by Director Wagner,

## RECORD OF PROCEEDINGS

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and upon vote unanimously carried, the Board approved the proposal for cut back of willows along the spillway concrete path in the amount of \$7,975.

C. Other

Directory Prysby noted that the Christmas lights are still out in the median. Mr. Barr will follow up.

### 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

Not needed.

B. Update on 14B Parcel Ownership

No update.

C. Update on Chatfield Farms Meters and Billing

Ms. James will work with Mr. Barnett and report at a future meeting.

D. Update on Sterling Ranch Referral

No update.

E. Other

Ms. James reported that TABOR states that the operating mill levy cannot increase from the previous year without a vote of the public.

Ms. James asked for clarification on who will be running the fireworks show for 2019 and whether it will be the District for Arrowhead Shores HOA. The Board will discuss further at the January future meeting.

### ENGINEERING MATTERS

A. Update on Denver Water Release into Little Willow Creek

Mr. Barnett reported that Denver Water confirmed that they are still working on this until April.

## RECORD OF PROCEEDINGS

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B. 7 Acres Pond Update

Mr. Barnett noted there was no update.

C. Discuss Aquatic Management at the Pond

Mr. Barnett noted that the packet contains a report from Aqua Sierra showing the water quality of the District ponds.

D. Discuss 6" Main Line Repair

Mr. Barnett reported that the 6" main line repair is completed.

E. Discuss Status of Handicap Striping

Mr. Barnett noted that Action Striping is waiting on the weather to schedule and will start when the weather is right.

F. Other

Mr. Barnett noted that the monument light was fixed. He will have the installation of a handrail at Willow Creek once Denver Water finishes flushing. Director Wagner noted that Scott Venn, a resident, offered handyman services with a retainer to cover insurance. This will be discussed at the next meeting.

Mr. Barnett will meet with Mr. Barr to finish mapping irrigation. He presented irrigation maps as of December 2018.

### OTHER BUSINESS

A. Confirm Quorum for January 15, 2019 Regular Board Meeting

A quorum was confirmed.

### ADJOURNMENT

Upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board adjourned the meeting at 8:16 p.m.

RECORD OF PROCEEDINGS

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Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

Attest:

By: \_\_\_\_\_  
Ronald Bendall, Secretary

DRAFT