

RECORD OF PROCEEDINGS

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

HELD

January 15, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, January 15, 2019 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
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
Kendra Holmes; Aqua Sierra

CALL TO ORDER

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

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

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

APPROVE AGENDA

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

**PUBLIC
COMMENT and/or
GUESTS**

There were no public comments.

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CONSENT AGENDA

- A. Consider Approval of the December 18, 2018 Regular Meeting Minutes
- B. Resolution Designating Location for Posting of 24 Hour Notice for Year 2019
- C. Other

Director Prysby asked that the wording be clarified on page 4 under Landscape Maintenance, Item B to read, “waterway open space trails from tennis court to Waterton Canyon Road” rather than “spillway”. Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Consent Agenda as amended with the changes made the December 18th minutes.

DISCUSSION AGENDA

Discuss Preliminary Report re Water Quality Analysis from Aqua Sierra – Kendra Holmes

Ms. Holmes reviewed her Dec. 6, 2018 water report and related conclusions. She offered suggestions regarding how to stabilize and improve the water quality throughout the community. Options she reviewed included increased native plantings adjacent to waterways, goose mitigation, and other strategies. She will develop a scope and proposal to advance those strategies in time for the February board meeting.

DIRECTOR ITEMS

- A. Discuss Handyman

The Board discussed the possibility of contracting a community member as an onsite handyman. The board decided to table the discussion and reconsider when appropriate.

- B. Discuss Fireworks

Director Brown introduced the idea of the District leading a fireworks show this year. The Board discussed whether to pursue a fireworks event and potentially expanding to include additional community events such as a picnic, musical concert, or other event to expand the reach of the event. The Board asked for more information to discuss further at the next Board Meeting.

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C. Other

Director Prysby suggested having a tour to look at the District's fire hazards/mitigation and a wildlife representative to examine how the district is regarding wildlife health in the open space. She proposed 3 total tours (including landscape), with one dedicated to fire mitigation. Director Prysby suggested a fire mitigation tour in March. The Board will schedule times at the next meeting.

MANAGER MATTERS

A. Website Update

Ms. Jones reported that the website is live. Efforts to promote the new website to the community were discussed.

B. Logo Design

Deferred to next meeting.

C. Master Plan Update

Ms. Jones provided an update on the RFP dates, with proposals due February 4. Ms. Jones and Mr. Shannon will review submittals and bring a short list of recommended firms to the February meeting.

D. Consider Dates for Landscape Tours in Summer

This item was tabled for a future meeting.

E. Discuss Email and Reservation Requests from El Yeats

Ms. Jones reported that Mr. Yeats did not want to submit an application and deposit for use of the fields to host a community event. The Board directed management to waive the deposit for Mr. Yeats.

F. Other

Mr. Jones reported that CLA asked Lightning Mobile for a quote to remove the graffiti. Lightning Mobile went ahead and performed the work and submitted an invoice without obtaining approval. Lightning Mobile noted that there was an area that was unreachable due to its height. Mr. Sangster will research options to have that taken care of.

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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 Wagner, 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 Wagner, and upon a vote unanimously carried, the Board approved the current claims including ACH payments in the total amount of \$56,692.19 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. Remove and Reinstall Controller Box - \$450

Mr. Barr presented the proposal to the Board. Upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the proposal to remove and reinstall the controller box in the amount of \$450.

2. Waste Receptacle Lids - \$1,158

Mr. Barr presented the proposal to the Board. Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for waste receptacle lids in the amount of \$1,158.

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C. Other

None.

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

None.

- B. Review and Consider Approval of Resolution 2019-01-02, Resolution Approving Services Agreement with Moore Preferred Cleaning Services Inc.

Upon a motion duly made by Director Wagner, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2019-01-02 Approving the Services Agreement with Moore Preferred Cleaning Services Inc.

- C. Review and Consider Approval of Resolution 2019-01-03, Resolution Approving Services Agreement with Planet Scuba, LLC

Upon a motion duly made by Director Wagner, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2019-01-03 Approving the Services Agreement with Planet Scuba, LLC.

- D. Review and Consider Approval of Resolution 2019-01-04, Resolution Approving Services Agreement with Patriot Pest Control, LLC

Upon a motion duly made by Director Wagner, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2019-01-04 Approving the Services Agreement with Patriot Pest Control, LLC

- E. Review and Consider Approval of Resolution 2019-01-05, Resolution Approving Services Agreement with Game-Set-Match, Inc.

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Upon a motion duly made by Director Wagner, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2019-01-05 Approving the Services Agreement with Game-Set-Match, Inc.

F. Update on 14B Parcel Ownership

None.

G. Update on Chatfield Farms Meters and Billing

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

H. Update on Sterling Ranch Referral

Ms. James will continue to monitor and present information as appropriate.

I. Other

None.

ENGINEERING MATTERS

A. Update on Denver Water Release into Little Willow Creek

Mr. Barnett provided an update, noting a resident had reached out regarding a safety concern of kids building a fort near Little Willow creek. Mr. Barr related Metco checked and could not find anything. Mr. Barnett indicated no other concerns or issues to report.

B. Discuss Irrigation Coordination

Mr. Barnett noted he met with Mr. Barr to continue their coordinated efforts to update irrigation maps. More information will be forthcoming at future meetings.

C. Discuss Team Payne Skatepark Maintenance

Mr. Barnett noted he has had intermittent contact with Team Payne and hopes to schedule work this summer.

D. 7 Acres Pond Update

Mr. Barnett noted there was no update.

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E. Discuss Status of Striping

Mr. Barnett noted that Action Striping has not yet started due to the weather conditions.

F. Other

None.

OTHER BUSINESS

A. Confirm Quorum for February 19, 2019 Regular Board Meeting

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 9:13 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary