

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
February 19, 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, February 19, 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 and Justin Ball; Metco Landscaping
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP

CALL TO ORDER

The meeting was called to order at 6:30 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 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.

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CONSENT AGENDA

- A. Consider Approval of the January 15, 2019 Regular Meeting Minutes
- B. Review and Accept Cash Position and Property Tax Schedule
- C. Update on Foothills Park and Recreation Use Numbers Break Out
- D. Other

Upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the Consent Agenda as amended with the changes made to the January 15, 2019 minutes.

DISCUSSION AGENDA

DIRECTOR ITEMS

- A. Discuss Fireworks/Community Event

Director Brown reviewed the fireworks/community event action plan. He discussed the best time to have a community event. After discussion, the Board decided to tentatively move forward with a weekend in September, to be confirmed if additional funding for the event is obtained. The Board did not approve the event, pending additional funding. The Board requested Director Brown contact the HOA's and other potential sponsors to determine the amount of funding available for this event so they could evaluate whether to confirm it. The discussion was tabled to the next meeting when a funding report was available.

- B. Discuss Tennis Academy of Colorado Proposal for "Plug and Play" Program

Discussion ensued regarding the request. Director Sherman asked how much time would be used and for what hours, and whether there would be a rental fee. The Board asked the management team to gather more information and report back at the March board meeting.

MANAGER MATTERS

- A. Master Plan Update
 - 1. Review Process
 - 2. Discuss Submittals
 - 3. Discuss Interview Schedule – Date, Time and

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Venue (internet access)

Ms. Jones reviewed the proposals with the Board. The Board directed CLA to schedule a special meeting to interview all three firms with a 20 minute presentation and a 20 minute Q&A. The Board directed CLA to schedule the meeting at the library from 5:00 p.m. to 8:00 p.m. on March 4, 2019. An alternate location would be the intermediate school if the library is not available.

B. Logo Design

The Board reviewed the logo options. Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board directed CLA to work with a graphic designer to update the original logo.

C. Other

None.

FINANCIAL MATTERS

A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, 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 Prysby, seconded by Director Sherman, and upon a vote unanimously carried, the Board approved the current claims, minus the payment to GeoLens in the amount of \$256.00, including ACH payments in the total amount of \$72,896.83 and payment of Director fees.

C. Other

None.

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Mr. Barr reviewed the monthly Landscape Report with the Board, noting that there has been a lot of snow removal. He has been working with Scott on mapping updates. Metco has been cleaning up and re-securing the trash cans and will replace the doggie station tumblers.

B. Review and Consider Approval of Proposals:

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1. Fix, Clean and Secure Trash Cans and Doggie Bag Dispensers - \$1,200

Mr. Barr presented the proposal to the Board. Upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the proposal to fix, clean and secure trashcans and Doggie bag dispensers in the amount of \$1,200.

2. Pipe Outfall Clean Up and Build Channel - \$5,700

Mr. Barr reviewed the proposal, presenting options to hand clean for \$2,500 or build the channel with a mini excavator for \$3,200. After discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approves a not to exceed amount of \$2,500 to clean debris and deadwood from the outfall.

3. Install Breeze Around Baseball Field Benches - \$5,000

Mr. Barr presented the proposal to the Board. The Board deferred this until the dugout project is complete.

C. Other

Director Sherman noted that there is a stump on the hill above the baseball field. Metco suggested that Bailey Tree remove the stump. CLA will work with Bailey Tree to grind the stump down.

Mr. Barr noted that Metco would over seed the field for \$500. Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the over seed of the field in the amount of \$500.

Mr. Ball asked the Board if they would like to do annual flowers this year. Director Prysby noted that she would like to have annuals in the north island. The Board directed Metco to plant annuals in the two medians. Metco will order flowers for the medians and Mr. Barr will put together a proposal for Board approval at the March meeting.

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Director Prysby asked that Metco put together a proposal to transplant Jupiter's Beard currently in front of the park sign to behind the sign.

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. Update on 14B Parcel Ownership

None.

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

Ms. James reviewed the Sterling Ranch proposal, noting that a response is due next Tuesday. She will address a response to the referral regarding details of the recreation facilities and will send the draft response to the Board for review and additional input prior to submitting.

E. Other

None.

ENGINEERING MATTERS

A. Update on Denver Water Release into Little Willow Creek

Mr. Barnett provided an update, noting that water is continuing to be released into Little Willow Creek. Mr. Barnett discovered additional scouring that he will point out to Denver Water.

B. Update Irrigation Coordination

Mr. Barnett provided an update, suggesting incorporating into the Master Plan.

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C. Discuss Team Payne Skatepark Maintenance

No update.

D. 7 Acres Pond Update

No update.

E. Discuss Status of Striping

Mr. Barnett noted that Action Striping will move forward when weather improves.

F. Other

None.

OTHER BUSINESS

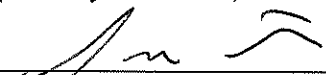
A. Confirm Quorum for March 19, 2019 Regular Board Meeting

A quorum was confirmed.

ADJOURNMENT


Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 8:41 p.m.

Respectfully submitted,

By: 

Calvin Brown, President

Attest:

By: 

Ronald Bendall, Secretary