

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
March 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, March 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  
Edward Wagner  
Ron Bendall

Also in Attendance were:

Todd Wenskoski; Livable Cities Studios  
Katie James, Esq.; Folkestad Fazekas Barrick &  
Patoile, P.C. (via phone)  
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 6:34 p.m. by Director Brown.

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

Director Brown declared a quorum was present, all directors are qualified. Director Sherman’s absence was noted and excused.

**APPROVE AGENDA**

Upon a motion duly made by Director Prysby, seconded by Director Wagner, 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 February 19, 2019 Regular Meeting Minutes
- B. Review and Accept December 31, 2018 Financial Statements, Cash Position and Property Tax Schedule
- C. Other

Upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Consent Agenda as amended with the changes made to the February 19, 2019 minutes.

**DISCUSSION AGENDA**

**MANAGER MATTERS**

- A. Master Plan Update
  - 1. LCS Discussion re Scope, Schedule and Public Outreach

Mr. Wenskoski provided an overview of the Master Plan project scope and schedule. Mr. Wenskoski discussed holding a project kick off meeting with Livable Cities Studios, the Board and staff. The Board directed management to schedule a special meeting the the Roxborough Library on March 27<sup>th</sup> for the project kick off.

- B. Update on Logo Design (enclosed)

The Board reviewed and discussed the logo options presented in the packet. After discussion, upon a motion duly made by Director Brown, seconded by Director Wagner, and upon vote unanimously carried, the Board approved logo design A1 updated to include a third boulder.

- C. Update on Tennis Academy of Colorado Proposal for “Plug and Play” Program

No update

- D. Venue Discussion

Ms. Jones noted that if future meetings are held at the library, the Board would need to change the meeting time to accommodate the library schedule. The Board directed management to contact the library to schedule future regular meetings from 6 p.m. to 8 p.m., subject to meeting room availability. Ms. James will confirm posting requirements.

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E. Other

None.

**FINANCIAL MATTERS**

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

After review, upon a motion duly made by Director Bendall, seconded by Director Brown, and upon a vote unanimously carried, the Board approved current claims, approved transfer of funds, ratified payment of autopay claims and ratified approval of previous claims.

B. Other

None.

**DIRECTOR ITEMS**

A. Update on Fireworks/Community Event  
1. Fundraising assistance

Director Brown presented a proposal to rent inflatable equipment for the community event. Director Brown suggested an event date of September 14, 2019 with a fall back date of September 21, 2019. Director Brown noted that he is working on getting fire trucks and SWAT vehicles for the event as well. Director Brown reported that he anticipates the total cost of the event to be in the range of \$12,500 to \$13,000.

Upon a motion duly made by Director Wagner, seconded by Director Prysby, and upon a vote unanimously carried, the Board approved sponsoring a community event using District property in September 2019 with a budget not to exceed \$14,000.

After additional discussion, upon a motion duly made by Director Wagner, seconded by Director Prysby, and upon a vote unanimously carried, the Board amended the motion to increase the events budget to an amount not to exceed \$15,000. The Board and consultants will look into potential sponsors for the event to help defray costs and provide opportunities for businesses to enhance their exposure in the community.

B. Update on Newsletter and how to proceed

Director Prysby reported that the Roxborough Voice is ending circulation. The Board discussed starting a newsletter for the community on the District's website. Directors Prysby and Director Brown volunteered to be on a committee to work with management to create the District newsletter.

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**LANDSCAPE  
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report, noting that shrub beds throughout the District have been treated with pre-emergent and that Metco has audited all doggie stations. Mr. Barr also reported that irrigation will begin in April.

B. Review and Consider Approval of Proposals:

1. Proposal for Annual Flower Installation - \$5,407

Mr. Barr presented a proposal to install annual flowers. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon a vote unanimously carried, the Board approved the proposal for annual flower installation.

2. Proposal for Jupiter's Beard Transplant - \$0 (enclosed)

Mr. Barr reported that Metco will transplant the Jupiter's Beard plants at the park's monument sign at no cost.

C. Other

Mr. Barr reported that there is an area near Haley's Way that is draining into the open space. Mr. Barr recommended installing a rock drop structure to prevent erosion. Mr. Barr will bring a proposal for drainage work in this area to next month for the Board's consideration.

**LEGAL MATTERS**

A. Review and Approve Resolution No. 2019-03-01, Resolution Approving Services Agreement with Livable Cities Studios

After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon a vote unanimously carried, the Board approved Resolution No. 2019-03-01, Resolution Approving Services Agreement with Livable Cities Studios.

B. Review and Consider Approval of Resolution 2019-03-02, Resolution Approving Services Agreement with Ark Ecological Services, LLC

After review, upon a motion duly made by Director Bendall, seconded by Director Brown, and upon a vote unanimously carried, the Board approved Resolution 2019-03-02, Resolution Approving Services Agreement with Ark Ecological Services, LLC.

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- C. Consider Approval of Resolution No. 2019-03-03, Resolution Approving Proposal for Additional Work with Aqua Sierra - \$500 for a total approval of \$7,470

Mr. Barnett noted that Aqua Sierra determined that costs to complete the work previously approved by the Board would need to be increased by \$500 to cover travel and expense costs. After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon a vote unanimously carried, the Board approved Resolution No. 2019-03-03, Resolution Approving Proposal for Additional Work with Aqua Sierra of \$500 for a total approval of \$7,470.

- D. Update on Sterling Ranch Referral

Ms. James noted that letter to Sterling Ranch was sent at the end of last week.

- E. 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

Deferred.

- F. Update on 14B Parcel Ownership

No Update

- G. Update on Chatfield Farms Meters and Billing

No Update

- H. Refresher Regarding Rules of Public Meetings

Ms. James reminded the Board that, electronic discussions (meaning an email and a reply to the email when a quorum is copied) of District business is not allowed with a quorum present on an email thread as that act constitutes a public meeting without following proper legal procedures and compliance. If an email with "FYI" is sent, that is OK. The Board was reminded not to discuss such information via email however, only receive it.

- I. Other

None.

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ENGINEERING  
MATTERS

A. Update Irrigation Coordination

Mr. Barnett noted that he is coordinating with Mr. Barr on irrigation mapping.

B. Update on Water Quality Analysis

Mr. Barnett provided update, noting that the agreement with Aqua Sierra was approved tonight.

C. Update Team Payne Skatepark Maintenance

Mr. Barnett reported that he heard back from Team Payne. Team Payne said that they are not currently doing work in Colorado, but would be willing to take on a maintenance project when they are back in this part of the country in a couple of months. Mr. Barnett will coordinate.

D. Update on Denver Water Release into Little Willow Creek

Mr. Barnett provided an overview of his communication with Denver Water regarding damage to the bank at Little Willow Creek, believed to be caused by Denver Water's release into the creek. Ms. James will discuss this matter with Denver Water's attorney.

E. 7 Acre Pond Update

No update.

F. Update Status of Striping

Mr. Barnett reported that he anticipates striping to begin within the next week or two.

G. Discussion regarding Sidewalk Replacement, Trail Replacement and Spillway Concrete Replacement

Mr. Barnett reported that, on the last landscape walk, the Board discussed repairing the sidewalk along the spillway. Mr. Barnett estimated that maintenance and repairs would cost about \$50,000.

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H. Discussion regarding Xcel Energy New Gas Main Installation

Mr. Barnett reported that Xcel is installing new gas main at Village Circle East and Rampart Range Road to increase service to the community and provide service to Sterling Ranch. Xcel is requesting a temporary construction easement as well as a permanent pipeline easement from the District. Mr. Barnett noted that all infrastructure will be buried. Mr. Barnett and Ms. James will work with Xcel on this matter.

I. Other

None.

**OTHER BUSINESS**

A. Confirm Quorum for April 16, 2019 Regular Board Meeting

A quorum was confirmed.

**ADJOURNMENT**

Upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board adjourned the meeting at 8:43 p.m.

Respectfully submitted,

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

Attest:

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