

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
April 16, 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, April 16, 2019 at 6:30 p.m., at the Roxborough Library, 8357 N. Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Calvin Brown  
Debra Prysby  
Edward Wagner  
Steven Sherman  
Ron Bendall

Also in Attendance were:

Todd Wenskoski and Yishuen Lo; Livable Cities Studios  
Katie James, Esq. and Tina Vilidibill; Folkestad Fazekas  
Barrick & Patoile, P.C.  
Scott Barnett; Mulhern MRE Inc.  
Bill Barr; Metco Landscaping  
Josh Nelson and George Biedenstein; Bailey Tree  
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 Wagner, seconded by Director Brown, and upon vote unanimously carried, the Board approved the agenda as presented.

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### PUBLIC COMMENT and/or GUESTS

There were no public comments.

### CONSENT AGENDA

- A. Consider Approval of the March 4, 2019 Special Meeting, March 19, 2019 Regular Meeting and March 27, 2019 Special Meeting Minutes
- B. Review and Accept Cash Position and Property Tax Schedule
- C. Other

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

### DISCUSSION AGENDA

#### MANAGER MATTERS

- A. Master Plan Update
  - 1. LCS Update

Mr. Wenskoski reviewed the comments from the March 4, 2019 Special Meeting and additional feedback from the Board submitted since. Discussion ensued regarding the community engagement plan, with the first event being "Walk the Rox" scheduled for May 18, 2019. Mr. Wenskoski will draft and distribute an event flyer. He suggested holding a special meeting on May 14<sup>th</sup> to review the event plan. Directors Sherman and Wagner volunteered to represent the Board as a Master Plan Subcommittee to assist in information distribution. Mr. Wenskoski suggested sending a "save the date" announcement prior to the community meeting. LSC and CLA will work with the subcommittee to distribute the event announcement and informational flyer.

- B. Discuss Bailey Tree Planting of 10 Trees

Mr. Nelson told the Board he will be leaving Bailey Tree and introduced Mr. Biedenstein, who will be our new point of contact beginning in September. Mr. Nelson reviewed the map and plan to plant 10 trees per the 2019 scope of work. Director Sherman also noted that there is a stump that needs to be ground on the sledding hill. Bailey Tree will grind the stump.

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C. Update on Logo Design

Ms. Jones noted that the logo has been revised as was approved by the Board at the March 19 meeting. Director Sherman noted he does not agree with the logo design the Board approved at the March meeting. Director Wagner asked that we fix a missing shade spot on the logo. Ms. Jones indicated CLA staff will follow-up with the graphic designer to make the suggested change.

D. Discuss \$200 Contribution to Annual Roxborough Easter Egg Hunt

After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the \$200 contribution to the Annual Roxborough Easter Egg Hunt.

E. Determine whether Landscape Tour Dates are Needed, and if so, how to integrate with Livable Cities Studio's Work

The Board determined they would like to do landscape tours. Mr. Sangster will work with Director Prysby to identify dates in June and August and poll the Board to set a date and time preference for the tour.

F. Other

None.

**LANDSCAPE  
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report, noting that there will be a challenge with the ballfield. He will over-seed and aerate as approved at the last meeting. Director Wagner noted that there is trash near the creek, and asked that Metco pick it up as they see it.

B. Review and Consider Approval of Proposals:

1. Proposal for Refreshing Playground Chips - \$7,450

Mr. Barr presented a proposal to refresh playground chips at park playgrounds, power wash concrete at all parks as needed and clean out the drainage channel south of the soccer field. The Board noted that it is the responsibility of the Chatfield Farms HOA to clean out the channel south of the soccer field.

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After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon a vote unanimously carried, the Board approved the proposal for refreshing playground chips and power washing the concrete in the amount of \$6,450. The Board directed CLA to contact Chatfield Farms East to let them know that they need to clean out the sediment from the drainage channel.

C. 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

Director Prysby asked for better clarification on the Metco bills. After discussion, upon a motion duly made by Director Bendall, seconded by Director Prysby, 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/Sponsorship Update

Director Brown reported the he received a contract for the fireworks, but needs to revise some of the contract language. Director Brown noted he sent out a draft of the Initial Action Plan, and met with Mr. Sangster and Ms. Cipperly of CLA to discuss the plan for the event. Director Wagner noted that the Roxborough Music Festival is September 7<sup>th</sup> – 8<sup>th</sup>. Director Brown noted that the softball tournament will most likely be September 14<sup>th</sup>. Director Brown asked that the address of the event location be clarified on the flyer.

Upon a motion duly made by Director Bendall, seconded by Director Wagner, with Director Sherman abstaining, the Board approved the fireworks contact subject to legal revisions, as the draft contract is not in the standard form approved by the District. Ms. James will review.

B. Update on Newsletter

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Discussion ensued regarding how to launch the newsletter, fill the void of the now-defunct Village Voice and possibly use the Roxborough Water and Sanitation District for help with the mailing. Ms. Jones suggested using the Master Plan as a platform within which to develop the newsletter and agreed to follow-up with LCS to inquire as to whether they would develop a work order for same.

### LEGAL MATTERS

A. Update on Sterling Ranch Referral

Ms. James noted that she has emailed and called Randy Pye, but has not received a response. She will continue to reach out to him.

B. 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.

C. Review and Consider Approval of Resolution 2019-04-01, Resolution Approving Change of Location for Regular Meetings

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon a vote unanimously carried, the Board approved Resolution 2019-04-01, Resolution Approving Change of Location for Regular Meetings.

D. Update on Denver Water release into Little Willow Creek  
a. Discuss Erosion Issues re Inflow and Outflow Points of the "Triangle" or "Upper Irrigation" Pond

Ms. James contacted Denver Water's legal counsel and learned that an onsite meeting is being scheduled to look at the damage. Mr. Barnett noted that Denver Water staff is insisting that the damage was there before, but did not document the prior condition. Urban Drainage and Douglas County will be involved in the meeting.

E. Update on 14B Parcel Ownership

No Update

F. Update on Chatfield Farms Meters and Billing

No Update

G. Discuss Xcel Easement

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Ms. James noted she is working on the easement documents with Xcel.

H. Discuss Douglas County Referral Regarding 2040 Comprehensive Master Plan

Ms. James presented the referral, noting a proposed change to include 80 additional acres to the Roxborough planning area. She will follow-up with an email description of the proposed change with greater detail to the Board.

I. Other

None.

A. Update Irrigation Coordination

Mr. Barnett noted that he is coordinating with Mr. Barr on irrigation mapping. He has spoken with HydroSystems-KDI and Avocet Irrigation to submit evaluation/recommendations for phasing programs.

B. Update on Water Quality Analysis

Mr. Barnett noted Ms. Holmes with Aqua Sierra will do water sampling in the first week of May. Fish are to be stocked in 3 ponds in mid to late May.

C. Team Payne Skatepark Maintenance

No update.

D. 7 Acre Pond Update

Mr. Barnett noted he is working on getting the pump/irrigation systems started.

E. Update Status of Striping

No update.

F. Discussion Regarding Sidewalk Replacement, Trial Replacement and Spillway Concrete Replacement

No update.

**ENGINEERING  
MATTERS**

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G. Discussion Regarding Produce for Irrigation Ponds

No update.

H. Other

None.

**OTHER BUSINESS**

A. Discuss Change of Location for December Meeting as South Metro and Library are Unavailable

No action taken.

B. Confirm Quorum for May 21, 2019 Regular Board Meeting

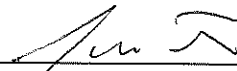
Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board set a Special Meeting for May 14, 2019 at 6:00 p.m. at the Roxborough Library in order to work with Livable Cities Studios on the first public event scheduled for May 18<sup>th</sup>.

A quorum was confirmed for the May 21, 2019 Regular Board Meeting.

**ADJOURNMENT**

Upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board adjourned the meeting at 8:34 p.m.

Respectfully submitted,

By:   
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Calvin Brown, President

Attest:

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

Ronald Bendall, Secretary