

## RECORD OF PROCEEDINGS

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### MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT AND THE BOARD OF DIRECTORS OF THE PLUM VALLEY HEIGHTS SUB-DISTRICT OF ROXBOROUGH WATER AND SANITATION DISTRICT HELD

April 18,, 2018

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District and the Board of Directors of the Plum Valley Heights Subdistrict was held on February 21, 2018 at 8:02 a.m. at the Roxborough Water and Sanitation District's offices located at, 6222 N. Roxborough Park Road, Littleton, Colorado 80125. Notice of the meeting was duly posted in at least three locations within the boundaries of the District and three locations within the boundaries of the sub-district, as required by State law.

**Attendance:**      **Directors:**      Dave Thomas      President  
                                 Dave Heldt      Assistant Secretary  
                                 Ken Maas      Vice President  
                                 John Dillon      Assistant Secretary  
                                 Tim Moore      Assistant Secretary

**Consultants:**      Bill Goetz, TST Infrastructure, LLC  
                                 Alan Pogue, Esq. Icenogle Seaver Pogue  
                                 Ted Snailum, TWS Financial

**RWSD Employees:**      Barbara Biggs  
                                 Cindy Taylor  
                                 Mike Marcum  
                                 Lucie Taylor  
                                 Ashlee Tuccy

**Call to Order:**      The meeting was called to order at 8:00 a.m. by Dave Thomas, President of the Board. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

**Public:**      The Following Residents  
                                 Were in attendance: Christine Thomas(Roxborough Park) and Keith with Honeywell

#### **PLUM VALLEY HEIGHTS SUBDISTRICT:**

Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board Convened as the Board of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District.

**CONSENT AGENDA:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approve Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the March 21, 2018 Regular Meeting.

**General Manager Report:** Ms. Biggs provided a report on recent activities in the Plum Valley Heights Sub-District. A copy of Ms. Biggs' report is attached to these minutes.

**Financial Statements - PVH:** Mr. Snailum presented the February 28, 2018 Financial Statements. Upon a motion by Director Heldt, a second by Director Dillon and a unanimous vote, the Board accepted the February 28, 2018 Financial Statements for Plum Valley Heights Subdistrict.

#### **Board Action Items:**

**Approval of Catapult Industries Inclusion:**Approval of Catapult Industries (Voyager Trailer) Inclusion Agreement: Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Catapult Industries Inclusion Agreement was approved.

**Resolution 2018-04-07:** Public Hearing and Resolution approving Inclusion of Real Property owned by Catapult Industries: Upon a motion by Director Dillon, second by Director Moore and unanimous vote, a Public Hearing was opened on the Resolution to Include Real Property owned by Catapult Industries into the PVH Subdistrict. Upon a motion by Director Dillon, second by Director Heldt, the Public Hearing was closed and the Resolution was approved.

**ROXBOROUGH WATER AND SANITATION DISTRICT:** Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Board Convened as the Board of the Roxborough Water and Sanitation District.

**CONSENT AGENDA:** Upon a motion by Director Heldt and second by Director Dillon, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the March 21, 2018 Regular Meeting
- B. Ratify Payrolls for March 31 and April 15, 2018
- C. Ratify Payment of Claims since January 17, 2018 – checks #58292-58311, 58315-58316, 58325, 58330, 58333, 58335, 58339, 58341, 58348, 58358, 58361-58362
- D. Approve Payment of Claims-checks #58312-58314, 58317-58324, 58326-58329, 58331-58332, 58334, 58336-58338, 58340, 58342-58347, 58349-58357, 58359-58360, 58363-58386
- E. Approve Pay App #33 Garney Construction 8MGD WTP in the amount of \$44,586.51
- F. Approve Garney Change Order #14- add \$4,978.03 and 15 additional days to final
- G. Approve Garney Change Order #E.3- Deduct \$11,037.66 and add 30 days
- H. Approve Garney Change Order #f.1- add \$30,168.13 and add 60 days to final
- I. Approve Pay App#4 BT Construction in the amount of \$14,032.49
- J. Approve Change Order #1 BT Construction – Deduct \$847.80 and add 23 days

**GENERAL MANAGER'S REPORT:** Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes.

**LEGAL:** Alan Pogue gave the legal status report.

**OPERATIONS:** Mike Marcum gave the Board the Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

**ENGINEERING:** Bill Goetz gave the engineering status report to the Board and discussed the rainfall/water treatment report.

**FINANCIAL:** Mr. Snailum presented the February 28, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the February 28, 2018 RWSD Financial Statements were accepted.

**ADMINISTRATIVE:**

**Monthly Customer Summary:** Ms. Cindy Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008, we have paid rebates totaling \$74,930.00.

**Board Action Items:**

**Approval of Catapult Industries Inclusion:**

Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Catapult Industries Inclusion Agreement was approved.

**Resolution 18-04-08:** Public Hearing and Resolution approving Inclusion of Real Property owned by Catapult Industries: Upon a motion by Director Dillon, second by Director Moore and unanimous vote, a Public Hearing was opened on the Resolution to Include Real Property owned by Catapult Industries into the Roxborough Water and Sanitation District. Upon a motion by Director Dillon, second by Director Heldt, the Public Hearing was closed and the Resolution was approved.

**Resolution 18-04-09:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board Approved and Updated the Revised Rules and Regulations.

**Resolution 18-04-10:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, a Public Hearing was opened to consider the Inclusion of Real Property owned by River Canyon Real Estate Investments. (Sales Office, Maintenance Facility, Fitness Club and Clubhouse) at Ravenna. Upon a motion by Director Moore second by Director Maas and unanimous vote, the Public Hearing was closed and Resolution 18-04-08 was approved.

**Approve Final Completion For BT Construction:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board Approved Final Completion for BT Construction on the Cougar Run Sewer Replacement Project

**AJOURN:** Upon a motion by Director Dillon, second by Director Maas and unanimous vote, the meeting was adjourned at 9:42 a.m..

Respectfully Submitted,

  
Secretary for the Meeting