

## 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 March 21, 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.

**Attendances:** Directors: Dave Thomas President  
Dave Heldt Assistant Secretary  
Ken Maas Vice President

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

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), Glen Nicoletti(Roxborough Park), Phil Scott(Roxborough Park), Keith Lehman(Chatfield East) and Ann Shefflin(PVH)

**Absence:** Upon a motion by Director Dave Heldt, second by Director Maas and unanimous vote, Director Tim Moore's absence was excused

**Public Hearing on 2018 Rates:**  
Upon a motion by Director Maas, second by Director Dillon and unanimous voted, the Public Hearing for the 2018 Rates was opened.

**Rates Presentation:** Bill Goetz and Christy Kline of TST Infrastructure gave a Power Point Presentation on Water and Sewer Rates as well as Systems Development Charge Rates. There was discussion as well as questions and answers between the Board, Staff, Consultants and Public.

**Public Hearing:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Public Hearing for 2018 Rates was closed.

**Resolution 18-03-05:** Upon a motion by Director Maas, second by Director Dillon and unanimous vote the Board approved Resolution 18-03-15 to adopt the recommended rates for 2018 to be effective as of March 25, 2018.

#### PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, second by Director Maas 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 Maas 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 January 17, 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 January 31, 2018 Financial Statements. Upon a motion by Director Heldt, a second by Director Dillon and a unanimous vote, the Board accepted the January 31, 2018 Financial Statements for Plum Valley Heights Subdistrict.

**ROXBOROUGH WATER AND SANITATION DISTRICT:** Upon a motion by Director Heldt, second by Director Dillon 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 February 21, 2018 Regular Meeting
- B. Ratify Payrolls for February 28 and March 15, 2018
- C. Ratify Payment of Claims since January 17, 2018 – checks #58206-58228,58230-58231,58237-58238,58242-58446,58249,58251-58254,58261-58262,58273,58275,58278
- D. Approve Payment of Claims-checks#58229,58232-58236,58239-58241,58247-58248,58250,58255-58260,58263-58272,58274,58276-58277,58279-58290
- E. Approve Pay App #32 Garney Construction 8MGD WTP in the amount of \$106,371.18

**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 January 31, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Maas and unanimous vote the January 31, 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 \$74,880.00.

**ACTION ITEMS:**

**Resolution 18-03-05:** Upon a motion by Director Maas, second by Director Dillon and unanimous vote the Board approved Resolution 18-03-15 to adopt the recommended rates for 2018 to be effective as of March 25, 2018.

**Award of contract to Redline Pipeline, LLC:** Upon a motion by Director Maas, second by Director Heldt and unanimous vote, the Board approved the Award of Contract to Redline Pipeline, LLC for the 2018 Village Circle West Waterline Replacement Project and approved staff to sign all contracts and notifications regarding this project on behalf of the District.

**AJOURN:** Upon a motion by Director Heldt, second by Director Maas and unanimous vote, the meeting was adjourned at 11:39am.

Respectfully Submitted,

  
Secretary for the Meeting