

RECORD OF PROCEEDINGS

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 February 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.

Attendance:

Directors:	Dave Thomas	President
	Dave Heldt	Assistant Secretary
	Tim Moore	Assistant Secretary
	Ken Maas	Vice President

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 8:02 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: Christine Thomas introduced herself as potential candidate for the upcoming May 2018 election.

Absence: Upon a motion by Director Dave Thomas, second by Director Moore and unanimous vote, Director John Dillon's absence was excused.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Moore, 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 December 31, 2017 Financial Statements. Upon a motion by Director Heldt, a second by Director Maas and a unanimous vote, the Board accepted the December 31, 2017 Financial Statements for Plum Valley Heights Subdistrict.

Board Action Items:

- A. Director Dave Thomas opened the Public Hearing on the Petition to Include Real Property Owned by Martin Marietta in Resolution 18-02-03. After the Board discussed the Petition, Director Dave Thomas closed the Public Hearing.
- B. **Resolution 18-02-03:** Upon a motion by Director Moore, second by Director Heldt and unanimous vote, the Board approved Resolution 18-02-03 to accept the Martin Marietta Inclusion.
- C. **Establish meeting time to set Water and Wastewater Rates:** Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Board approved meeting for the regularly scheduled board meeting on March 21, 2018 at 8:00 AM.

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 Moore, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the January 17, 2018 Regular Meeting
- B. Ratify Payrolls for January 31, 2018 and February 15, 2018

- C. Ratify Payment of Claims since January 17, 2018 – checks #58126-58152,58154-58155,58160, 58161,58168,58171,58176-58178,58187,58189,58194,58197
- D. Approve Payment of Claims-checks#58153, 58156-58159, 58162-58167, 58169-58170, 58172-58175, 58179-58186, 58188, 58190-58193, 58195-58196, 58198-58205
- E. Approve Pay App 3# BT Construction Cougar Run Sewer Line in the amount of \$57,200.07
- F. Approve Pay App #31 Garney Construction 8MGD WTP in the amount of \$206,242.33
- G. Change Order #C.4 Garney Construction for additional \$32,448.04
- H. Change Order #E.2 Garney Construction for additional 25,550.31 and additional 47 days

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

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 December 31, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Moore and unanimous vote the December 31, 2017 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:

- A. Director Dave Thomas opened the Public Hearing on the Petition to Include Real Property Owned by Martin Marietta in Resolution 18-02-02. After the Board discussed the Petition, Director Dave Thomas closed the Public Hearing.
- B. **Resolution 18-02-02:** Upon a motion by Director Moore, second by Director Heldt and unanimous vote, the Board approved Resolution 18-02-02 to accept the Martin Marietta Inclusion.
- C. Director Dave Thomas opened the Public Hearing on the Petition to Include Real Property Owned by Mr. and Mrs. Cronen in Resolution 18-02-01. After the Board discussed the Petition, Director Dave Thomas closed the Public Hearing
- D. **Resolution 18-02-01:** Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Board approved Resolution 18-02-01 to accept the Cronen Inclusion.
- E. **Consideration and Approval of PVH Water System Capacity Agreement with DWSD:** This agenda item was tabled.
- F. **Consideration and Approval of Water and Wastewater Systems Operations Agreement with Dominion Water & Sanitation District (DWSD):** Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Board approved and ratified the Water and Wastewater Systems Operations Agreement with DWSD effective March 1, 2018.
- G. Director Dave Thomas opened the Public Hearing on the Assignment and Assumption of Water Service Agreement between RWSD and Ravenna Metro District in Resolution 18-02-04. After the Board discussed the Agreement, Director Dave Thomas closed the Public Hearing.
- H. **Resolution 18-02-04:** Upon a motion by Director Moore, second by Director Heldt and unanimous vote, the Board approved Resolution 18-02-04 to accept Assignment of the Water Service Agreement between Ravenna Metro District and the Town of Castle Rock, acting by and through the Town of Castle Rock Water Enterprise.
- I. **Establish Meeting Time to Set Water and Wastewater Rates:** Upon a motion by Director Moore, second by Director Heldt and unanimous vote, the Board approved meeting date and time at the regularly scheduled Board meeting on March 21, 2018 at 8:00 AM

AJOURN: Upon a motion by Director Heldt, second by Director Maas and unanimous vote, the meeting was adjourned at 10:13 am.

Respectfully Submitted,


Secretary for the Meeting