

# RECORD OF PROCEEDINGS

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD

August 21, 2013

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, August 21, 2013 at 8:00 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, as required by State law.

**Attendance:**

Directors:	Dave Bane John Dillon Dave Thomas Dave Heldt
Consultants:	Ted Snailum, TWS Financial, Inc. Alan Pogue, Esq. Icenogle, Seaver, Pogue Bill Goetz, TST Infrastructure, LLC
RWSD Employees:	Larry Moore Mike Marcum Vickie Nolen Cindy Taylor Joanne Cleveland
Guests:	Jack McCormick, PVH resident Gary Bauer, PVH resident Esty Atlas, Hughes & Stuart

**Call to Order:** The meeting was called to order by Dave Bane, President of the Board. It was also established that a quorum was in attendance and there are no conflicts of interest disclosed.

**Absent:** There was a motion by Dave Thomas and a second by John Dillon and unanimous vote to approve the excused absence of Tim Moore.

**PUBLIC COMMENT:**  
There was no public comment.

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

1. Ratify Payroll for July 31, 2013 and August 15, 2013
2. Approve Payment of Claims- checks #54416-54430
3. Ratify Payments since July 17, 2013 – checks #54358-54415
4. Approve Minutes of the July 17, 2013 Regular Meeting
5. Approve Pay App #3 in the amount of \$101,037.20 to T. Lowell Construction, Inc. for the Denver Water Interconnect Project
6. Approve Change Order #1 for the Denver Water Interconnect Project
7. Approve Change Order #2 for the Denver Water Interconnect Project

**Amend Agenda:** The Board upon a motion by Director Dillon, second by Director Thomas, and a unanimous vote agreed to amend the agenda to allow Plum Valley Heights' representatives to discuss the formation of a sub-district for 28 homeowners in Plum Valley Heights.

**Plum Valley Heights:** Upon a motion by Director Thomas, second by Director Heldt and a unanimous vote the Board approved Resolution No. 13-08-03 Approving the Formation of the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District. A copy of the Resolution will be attached to these Minutes. The subdistrict will allow the 28 homeowners to utilize General Obligation tax financing to build the needed infrastructure to connect them to the system. It also puts the tax burden on only the 28 homeowners and not on any of the other District residents.

#### **GENERAL MANAGER'S REPORT:**

**CWCB Loan:** Mr. Moore informed the Board that all of our requirements have been completed for the CWCB loan. Mr. Snailum, Mr. Pogue and Mr. Moore met with Peg Mason and Anna Moss from the CWCB to clarify some of the aspects of the loan. It was determined that we can close on the loan but do not have to take the money for three years. The interest meter will not start until we receive the funds. Mr. Pogue presented the loan documents to the Directors for signature and he will distribute all of the documents to the CWCB.

**Sterling Ranch/DWSD:** Mr. Moore continues to work with the Sterling Ranch/Dominion group regarding their possible participation in our Water Treatment Plant. Mr. Moore presented to the Board Water Treatment Plant Scenarios and also a Project/Decision Schedule that has also been presented to the Sterling Ranch/Dominion decision makers.

**Plum Valley Heights:** Mr. Moore gave the Board an update regarding the financial aspects of the Plum Valley Heights infrastructure that has to be constructed for the project. A decision was made to delay the election until May 2014 to allow for more discussion regarding the best way for the Plum Valley Heights homeowners to pay for the project.

**SDA District of the Year Award:** Larry Moore has been contacted by the SDA with the news that Roxborough Water and Sanitation District has been named the District of the Year for the State of Colorado. This award will be presented at the annual SDA Conference in September.

**LEGAL ISSUES:** Alan Pogue gave the status report to the Board. Mr. Pogue has been negotiating with the attorneys for Land Securities Investors regarding the Availability of Service Charges owed to the District. Land Securities Investors has a buyer for some of their properties and they have agreed to pay all Availability of Service Charges and Mr. Pogue was able to get that put in the bankruptcy agreement.

**OPERATIONS:** Mike Marcum gave the Board an overview of work done in the District, at the Plants, and in the Field.

**ENGINEERING:** Mr. Goetz presented the engineering status report and discussed the rainfall/water treatment report.

**FINANCIAL:** Mr. Snailum presented the July 2013 Financial Statement to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the Board accepted the July 2013 Financial Statement.

#### **ADMINISTRATIVE:**

**Monthly Customer Summary:** Ms. Taylor reviewed the Monthly Customer Summary with the Board. Since we have started the rebate program, January 1, 2008, we have rebated \$60,430.11.


#### **ACTION ITEMS:**

**SDA Director Nomination:** Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the Board nominated Larry Moore to serve on the Board of Directors of the Colorado Special Districts Property and Liability Pool.

**Rules and Regulations:** The Board reviewed housekeeping changes to the Rules and Regulations. The changes pertained to modifying or tampering with water meters, hydrants and any other parts of the District's system. Upon a motion by Director Thomas, second by Director Dillon and a unanimous vote the Board approved these changes to the Rules and Regulations.

**ADJOURN:** Being no further business, a motion was made by John Dillon and seconded by Dave Heldt to adjourn the meeting at 9:55 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting