

# 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 19, 2014

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 Sub-district of Roxborough Water and Sanitation District was held on Wednesday, March 19, 2014 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 and three locations within the boundaries of the sub-district, as required by State law. Because there was no Plum Valley Heights Subdistrict business to be conducted at this meeting notices of cancelling the meeting for Plum Valley Heights Subdistrict were posted in three locations within the boundaries of the Subdistrict as required by State law.

**Attendance:** Directors: Dave Bane  
John Dillon  
Dave Heldt  
Tim Moore

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

RWSD Employees: Larry Moore  
Mike Marcum  
Vickie Nolen  
Cindy Taylor  
Joanne Cleveland  
Steve Howell

Guests: Jack McCormick, PVH resident  
Esty Atlas, Hughes and Stuart  
John Ascani, Roxborough resident  
Phil Rock, Roxborough resident  
Tom Wright, Roxborough resident  
Terrie Miller, Roxborough resident  
David Pizio, Roxborough resident  
Brittany and Allan Molitoris, Roxborough residents  
Steve Ketcham, Roxborough lot owner  
Shiree Johnson, Roxborough resident

**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 were no conflicts of interest to disclose.

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

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

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

1. Ratify Payroll for February 28, 2014 and March 15, 2014
2. Approve Payment of Claims- checks #54881-54892
3. Ratify Payments since February 19, 2014 – checks #54823-54880
4. Approve Minutes of the February 19, 2014 Regular Meeting

**ANNUAL RATE REVIEW:**

Bill Goetz presented to the Board an overview of the Annual Review of Revenue and Expenditures which included existing Fees, Rates and Charges and made staff recommendations to be considered in making any revisions to our fee schedule. After the presentation Mr. Goetz opened the meeting to questions and comments from any attendees at the meeting. After much discussion the Board agreed to make any changes to the fee schedule during the Action Items scheduled later in the meeting.

**GENERAL MANAGER'S REPORT:**

**Sterling Ranch/DWSD (D/SR):** Mr. Moore informed the Board that we are moving forward on the South Platte River Water Analysis, the Preliminary Engineering Report of the WTP expansion of 1 MGD and the design of both the 4 MGD and 8 MGD plant. Roxborough staff and TST staff has also been assisting D/SR with drawings and easement locations near the WWTP. D/SR has also requested that we move forward with the IGA for providing water treatment for their development. D/SR needs the IGA with RWSD to get their plat approved with the County.

**Douglas County:** Mr. Moore informed the Board that Aurora Water has their outside attorney drafting the amendment to our contract for the additional 250 acre feet of water that Douglas County will purchase from Aurora Water for use in the Northeast Corridor of Douglas County. Once the Aurora Water is secured then there will become a real incentive on Douglas County's part to move forward on behalf of the existing well water subdivisions.

**Regional Wastewater Interceptor Pipeline:** Larry Moore and Alan Pogue have begun the process of giving the Interceptor portion of the Regional Wastewater Pipeline to Littleton. This is the gravity portion from the Transition Vault to the connection to Littleton's pipeline near Belleview and Santa Fe. This has been a goal since it was constructed and we now feel the timing is right.

**LEGAL ISSUES:** Alan Pogue gave the status report to the Board.

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

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

**FINANCIAL:** Mr. Snailum presented the February 2014 Financial Statements to the Board. Upon a motion by Director Moore, second by Director Dillon and unanimous vote the Board accepted the February 2014 Financial Statements.

**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 \$63,655.11.

**Colorado Special Districts Property & Liability Pool:** Steve Howell talked to the Board about an opportunity to save 5% on the total annual amount of our property and liability insurance payments. To realize this savings the District has to have 80% of all employees and Board of Directors participate in training that is provided by the Pool. Mr. Howell instructed the Board how to access the website and meet the requirements for this savings.

**ACTION ITEMS:**

**2014 Rates:** The Board upon a motion by Director Heldt, second by Director Dillon and unanimous vote agreed to increase the rates as follows:

- All water flat rates will remain the same at this time.
- The water rates will remain the same:
  - 0-20,000 gallons \$5.06
  - 20-40,000 gallons \$6.54
  - 40,000 + gallons \$11.85
- The sewer rates will increase by \$.50 which is less than half of the increases Roxborough has received from Littleton within the last three years.
- Availability Rates will increase \$.25, as set forth in the Rules and Regulations.
- The 2014 System Development Charge will increase from \$37,342 to \$37,555 or by \$213.00. This minor increase is a result of the calculation worksheet used to determine the System Development Charge.
- These increases become effective on March 25, 2014 which will be reflected on the April 2014 statements.

**Resolution No. 2014-03-01:** The Board upon a motion by Director Heldt, a second by Director Dillon and a unanimous vote approved Resolution No. 2014-03-01 imposing Availability of Service Charges for retirement of debt incurred to acquire a permanent water supply and to construct regional wastewater improvements. This Resolution provides a distribution change on how the collected charges are divided between the Debt Service Fund for water and sewer.

**Resolution No. 2014-03-02:** Mr. Pogue presented to the Board Resolution No. 2014-03-02 which will cancel the board of director's election and declare the following directors elected: John W. Dillon, Timothy M. Moore and David H. Thomas were all elected to a four year term ending in 2018. The Designated Election Official cancelled the election because there were not more candidates for director than offices to be filled. Upon a motion by Director Heldt, a second by Director Thomas and a unanimous vote Resolution No. 2014-03-02 was passed.

**4748 Ponderosa Trail:** A letter from Mike Ryan the owner of the lot at 4748 Ponderosa Trail was read and discussed. Mr. Ryan was requesting the Board reconsider the amount of his pre-paid tap fees that were paid in 1972. The Board upon a motion by Director Heldt, a second by Director Moore, and a unanimous vote agreed to maintain the current credits for pre-paid taps. The Board directed Mr. Moore to write a letter to Mr. Ryan explaining their position.

**ADJOURN:** Being no further business, a motion was made by Director Dillon and seconded by Director Heldt to adjourn the meeting at 10:35 a.m. The motion passed.

Respectfully Submitted,  
  
Secretary for the Meeting