

# 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 June 18, 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, June 18, 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  
Dave Thomas  
John Dillon  
Dave Heldt  
Consultants: Bill Goetz, TST Infrastructure, LLC  
Mike Gertsner, 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  
Guests: Jack McCormick, PVH resident  
Esty Atlas, Hughes and 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 were no conflicts of interest to disclose.

**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 Moore and second by Director Dillon, the Board approved the Consent Agenda, which consisted of:

1. Approve Minutes of the May 21, 2014 Regular Meeting
2. Ratify Payroll for May 31, 2014 and June 15, 2014
3. Approve Payment of Claims- checks #55030-55079
4. Ratify Payments since May 21, 2014 – checks #55025-55029

### GENERAL MANAGER'S REPORT:

**Sterling Ranch/DWSD (D/SR):** Mr. Moore informed the Board that we continue to work with D/SR to have an IGA ready to be signed by the July Board Meeting. D/SR's sketch plan goes before Board of County Commissioners on Tuesday, June 24<sup>th</sup>.

**Douglas County:** Mr. Moore informed the Board that we continue to move slowly along working with Douglas County and Aurora Water. Douglas County has hired TWS Financial to do financial analysis to provide infrastructure to the four existing communities. A financing plan was discussed in detail which would require all of RWSD's fees to be paid prior to connection. The water supply and all infrastructure would be financed by the CWCB, CWRPDA and Douglas County.

**Regional Wastewater Interceptor Pipeline:** Larry Moore and Alan Pogue continue to work transferring ownership of the Interceptor portion of the Regional Wastewater Pipeline to Littleton. We are working on the details in preparing the easements/licenses for transfer to Littleton.

**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. Mr. Goetz and Mr. Gertsner gave a 3-D slide show of the design progress of the WTP both for the 4 MGD and the 8 MDG.

**FINANCIAL:** Mr. Snailum presented the May 2014 Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the Board accepted the May 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 \$64,105.11.

**ACTION ITEMS:**

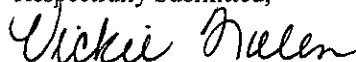
**2013 Audit:** The Board was presented a draft 2013 Audit. Jason Adams of Poysti Adams discussed and presented a clean audit for final approval. Dave Thomas made a motion to accept the 2013 Audit and Dave Heldt seconded. The motion passed unanimously. Poysti Adams will file the 2013 Audit with the Division of Local Government on behalf of the District. Staff will distribute copies to other entities that require an annual audit update.

**WTP Equipment Procurement:** Upon a motion by Director Thomas, a second by Director Heldt and a unanimous vote the Board directed staff to advertise for procurement of a sand ballasted clarification system. And, if an acceptable proposed is received, Larry Moore was authorized to execute the appropriate procurement document with the purchase price not to exceed 1.1 million dollars with an initial down payment not to exceed \$200,000.

**Platte River Networks IT Agreement:** Mr. Moore presented to the Board his findings regarding hiring a new outside IT firm. After interviewing three different companies staff felt that Platte River Networks would be the best fit for the District and offered the best value. Upon a motion by Director Thomas, a second by Director Heldt and a unanimous vote the Board ratified the Agreement with Platte River Networks subject to two minor revisions from legal counsel.

**ADJOURN:** Being no further business, a motion was made by Director Thomas and seconded by Director Moore to adjourn the meeting at 10:50 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting