

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 April 16, 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, April 16, 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
Tim Moore
Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle, Seaver, Pogue
Ted Snailum, TWS Financial
RWSD Employees: Larry Moore
Steve Howell
Vickie Nolen
Cindy Taylor
Joanne Cleveland
Guests: Jack McCormick, PVH resident
Mike Gertsner, TST Infrastructure, LLC

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..

PUBLIC COMMENT:
There was no public comment.

CONSENT AGENDA: Larry Moore requested that the Minutes be pulled from the 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 March 31, 2014 and April 15, 2014
2. Approve Payment of Claims- checks #54938-54955
3. Ratify Payments since March 19, 2014 – checks #54893-54937

Minutes from March 19, 2014: Mr. Moore informed the Board that there was a minor change to be made to the March 19, 2014 Minutes. Under the 2014 Rates the effective date was March 25, 2014 rather than February 25, 2014. Upon a motion by Director Thomas, second by Director Heldt and a unanimous vote the Board approved the March 19, 2014 Minutes with the approved change.

GENERAL MANAGER'S REPORT:

Sterling Ranch/DWSD (D/SR): Mr. Moore informed the Board that we he has contacted the agents for D/SR and they apologized for not having paid the outstanding invoices but assured Mr. Moore that he should receive payment within the week.

Douglas County: Mr. Moore informed the Board that we continue to wait for Aurora Water to draft 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.

Regional Wastewater Interceptor Pipeline: Larry Moore and Alan Pogue have begun the process of transferring ownership of the Interceptor portion of the Regional Wastewater Pipeline to Littleton. Mr. Moore and Mr. Pogue met with representatives from the CWCB to get their approval for this transfer. The CWCB did not have any problems with this transfer process. This transfer will relieve the District of all maintenance and liability responsibilities for this portion of the pipeline.

IT Services: Mr. Moore talked to the Board about the status of our current IT Services and relationship with Pinpoint Services and also the recent failure of our Exchange Server. The Board discussed the various options we have regarding ongoing IT Services and instructed Mr. Moore to pursue talking to some of the local IT companies to get a sense of cost vs. service and directed Mr. Moore to pursue the option that he feels is best for the District.

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

OPERATIONS: Steve Howell 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 also gave a presentation to the Board of the 4 MGD WTP design as completed at this point which is approximately 30%.

FINANCIAL: Mr. Snailum presented the March 2014 Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Dillon and unanimous vote the Board accepted the February March 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 \$63,830.11.

ACTION ITEMS:

Personnel: Mr. Moore discussed annual salary and benefit adjustments for office employees, field and plant personnel. The Board instructed Mr. Moore to make any and all of these salary and benefit adjustments to become effective May 1, 2014.

ADJOURN: Being no further business, a motion was made by Director Heldt and seconded by Director Moore to adjourn the meeting at 10:47 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting