

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD October 17, 2012

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, October 17, 2012 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 Thomas  
Tim Moore  
John Dillon  
Dave Heldt  
Consultants: Ted Snailum, TWS Financial, Inc.  
Alan Pogue, Esq. Icenogle, Seaver, Pogue  
Bill Goetz, TST Infrastructure, LLC  
RWSD Employees: Larry Moore  
Vickie Nolen  
Mike Marcum  
Cindy Taylor  
Joanne Cleveland  
Guest: Esty Atlas, Hughes and Stuart

**Call to Order:** The meeting was called to order by Dave Thomas, 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 Tim Moore and a second by John Dillon and vote to approve the excused absence of Dave Bane.

**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. Ratify Payroll for September 30, 2012 and October 15, 2012
2. Approve Payment of Claims- checks #53784-53796
3. Ratify Payments since September 18, 2012 – checks #53740-53783
4. Approve Minutes of the September 18, 2012 Special Meeting and October 3, 2012 Special Meeting

### GENERAL MANAGER'S REPORT:

**Sterling Ranch/Dominion:** Mr. Moore reported that he has met with Mary Kay Provasnick and Jim Yates with Dominion/Sterling Ranch and made our revised presentation on System Development Charges and rates, which included a revised proposal regarding how we would amend the purchase of the old Wastewater Treatment Plant. We also discussed with them developing an Intergovernmental Agreement between Sterling Ranch/Dominion and Roxborough Water and Sanitation District to determine some more of the particulars regarding sharing the Water Treatment Plant. They will get back in touch with Mr. Moore after they have had time to discuss all of this with the rest of their team.

**Emergency Interconnect with Denver Water:** Mr. Moore informed the Board that they have begun contacting the property owners that are affected by this pipeline to obtain easements.

**Plum Valley Heights:** Mr. Moore updated the Board on his conversations and meetings with Jack McCormick, the Plum Valley Heights Homeowners Association Board and the homeowners that attended the Homeowners Association community meeting. Mr. Moore will continue to work with the residents of Plum Valley Heights as they work toward a mutual decision regarding their water supply and inclusion into RWSD.

**City of Littleton Sewer Rates:** Mr. Moore also presented to the Board a memo he received from the City of Littleton regarding a proposed 2.5% 2013 sewer rate increase with a 3% sewer rate increase 2014-2017.

**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. Mr. Marcum also presented to the Board a demonstration of how the GPS/GIS system will work to help us inventory and catalog all of the District's infrastructure, facilities and equipment. The GIS computer program will be a work in progress as we continue to update any repairs, additions or deletions to our system.

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

**FINANCIAL:** Mr. Snailum presented the September 2012 Financial Statement to the Board. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the Board accepted the September 2012 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 \$55,655.11.

#### **ACTION ITEMS:**

**Resolution of Intent to Certify Delinquent Accounts:** Alan Pogue presented to the Board Resolution 12-10-06 to Certify Delinquent Water and Sewer Charges that will be filed with the County Assessor and recorded with the Clerk and Recorder. Upon a motion by Director Heldt, Second by Director Moore and unanimous vote the Resolution was approved and the Board directed Mr. Pogue to have the Resolution recorded and the liens placed on the properties in Exhibit A of the Resolution.

**2013 Budget:** The Board acknowledged receiving on October 14, 2012 a draft of the 2013 Proposed Budget. The Board upon a motion, second and unanimous vote set the 2013 Budget Hearing for November 14, 2012 at the special board meeting. Alan Pogue's office will handle the required publication for the hearings.

**Proposed Financial Analysis for WTP:** As a follow up to the October 3, 2012 Special Meeting Mr. Snailum presented the Board with the three scenarios for each of 2014 and 2015. The three scenarios were to compare rate increases by analyzing a one-time increase for each year, an increase over two years for each year and a quarterly increase for each of the years, 2014 and 2015. The analysis shows that the range of overall cost to each customer was from a low \$18.36 to a high of \$21.06 per month. The general consensus was to defer a decision until after the first of the year. The direction of the board was to begin outreach to our customers. Staff was directed to have Hughes and Stuart prepare a picture presentation with voice over for the District's website and on CD's that can be handed out. Also, the newsletters would be used to disseminate information about the need of a replacement water treatment plant. A letter would be mailed to all customers explaining the need, how they could obtain more information and inviting them to attend a public meeting which two meetings would be scheduled in the first quarter of 2013. A FAQ would be developed to handle anticipated questions. The rate decision would be made at a Board meeting after completion of the public meetings.

**2012 Rules and Regulations Part I of II:** The Board upon a motion by Director Dillon, a second by Director Heldt and a unanimous vote approved the 2012 Rules and Regulations, Part I of II update.

**ADJOURN:** Being no further business, a motion was made by John Dillon and seconded by Tim Moore to adjourn the meeting at 11:00 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting