

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD September 18, 2012

A special meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Tuesday, September 18, 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 Bane
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
Joanne Cleveland

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 Tim Moore and a second by John Dillon and 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 Dillon, the Board approved the Consent Agenda, which consisted of:

1. Ratify Payroll for August 31, 2012 and September 15, 2012
2. Approve Payment of Claims- checks #53733-53739
3. Ratify Payments since August 15, 2012 – checks #53675-53732
4. Approve Minutes of the August 15, 2012 Regular Meeting and September 5, 2012 Special Meeting

GENERAL MANAGER'S REPORT:

Sterling Ranch/Dominion: Mr. Moore reported that TST is tightening up the revised System Development Charges for the District. Based on the indepth revision Mr. Moore recommended that the Board consider adopting the new SDC at the October Board Meeting. By doing so, it would provide the needed numbers to present to Dominion/SR as to what the District would charge in the way of an SDC. It was agreed that Mr. Moore would meet with Dominion/SR based on the revised SDC proposed by TST.

Emergency Interconnect with Denver Water: Mr. Moore informed the Board that TST has met with Denver Water to discuss contract details and TST is working on the final easements that we will need, including easements for the facilities, access and construction. Mr. Moore would then work with the property owners to obtain the easements.

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 presented the engineering status report and discussed the rainfall/water treatment report.

FINANCIAL: Mr. Snailum presented the August 2012 Financial Statement to the Board. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the Board accepted the August 2012 Financial Statement.

ADMINISTRATIVE:

Monthly Customer Summary: Mr. Moore reviewed the Monthly Customer Summary with the Board. Since we have started the rebate program, January 1, 2008, we have rebated \$55,380.11.

ACTION ITEMS:

Resolution of Intent to Certify Delinquent Accounts: Alan Pogue discussed with the Board certifying delinquent accounts with Douglas County to be able to legally put in a claim for monies owed on delinquent accounts and be collected by the County through delinquent tax lien collection. The Board upon a motion by Director Heldt and a second by Director Dillon and a unanimous vote instructed Mr. Pogue to pursue the certifying of accounts and to prepare a Resolution reflecting this action that will be approved at the October board meeting.

Director's Skyping or Telephoning in for Meetings: Director Bane discussed his concern with the other Directors the practice of absent Directors skyping and/or phoning in for meetings. After some conversation regarding this topic it was decided that all Directors participate in person except in emergency circumstances where a quorum needs to be met or a situation arises that the Board President deems this necessary. Upon a motion by Director Dillon, a second by Director Moore and a unanimous vote they agreed upon this decision.


West Metro Office Lease: Mr. Moore presented to the Board a letter from West Metro that outlines an Amendment to the West Metro Lease in regards to rent monies paid to West Metro. The proposal from West Metro contains all of the provisions that the Board agreed to earlier in the year. Upon a motion by Director Dillon, a second by Director Heldt, and a unanimous vote the Board agreed to the terms of the amended office lease with West Metro.

Request for Extension to contract with Dominion Water and Sanitation District: Mr. Moore discussed with the Board a letter he received from Dominion Water and Sanitation District requesting an extension to the contract between Dominion Water and Sanitation District and Roxborough Water and Sanitation District regarding the sale of RWSD's Wastewater Treatment Plant to DWSD. Upon a motion by Director Moore, a second by Director Heldt and a unanimous vote the Board agreed to the request for extension. Mr. Pogue will draft the Amendment to the Contract for execution by the parties.

2012 Master Plan Update: The Board upon a motion by Director Dillon, a second by Director Heldt and a unanimous vote approved the 2012 Master Plan Update. Each board member was given a copy of the Master Plan and it will also be available on the District's website.

ADJOURN: Being no further business, a motion was made by John Dillon and seconded by Tim Moore to adjourn the meeting at 9:20 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting