

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

November 15, 2017

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 Subdistrict was held on October 18, 2017 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.

Attendance: Directors: Dave Thomas President
Ken Maas Vice President
Tim Moore Assistant Secretary
John Dillon Secretary/Treasurer

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

RWSD Employees: Larry Moore
Barbara Biggs
Cindy Taylor
Mike Marcum
Lucie Taylor

Call to Order: The meeting was called to order at 8:01 a.m. by Dave Thomas, President of the Board. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Public: There was no public comment

Absences: Upon a motion by Director Moore, second by Director Dillon and unanimous vote Director Dave Heldt's absence was excused.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Moore, second by Director Maas and unanimous vote, the Board Convened as the Board of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the October 18, 2017 Regular Meeting.
- B. Approval of Pay App# 14 NWDC KR Swerdfeger in the amount of \$54,779.44
- C. Approval of Pay App#2 Cronen Plumbing (TRIP) in the amount of \$17,551.25
- D. Approval of Change Order #1 Cronen Plumbing (TRIP) for additional \$18,475.00

General Manager Report: Ms. Biggs provided a report on recent activities in the Plum Valley Heights Sub-District. A copy of her report is attached to these minutes.

Financial Statements - PVH: Mr. Snailum presented the September 30, 2017 Financial Statements. Upon a motion by Director Dillon, a second by Director Moore and a unanimous vote, the Board accepted the September 30, 2017 Financial Statements for Plum Valley Heights Subdistrict.

Board Action Items:

A. Director Dave Thomas opened the Public Hearing on an Amendment of the 2017 Budget for the Plum Valley Heights Sub-District. The 2017 Budget was amended to include additional expenditures related to the Northwest Douglas County project as detailed in Resolution 2017-11-11. After the Board discussed the amendment, Director Dave Thomas closed the Public Hearing.

Resolution 2017-11-11: B. Upon a motion by Director Dillon, second by Director Moore and unanimous vote, the Board approved Resolution 2017-11-11 to accept the Amended 2017 Budget.

C. Director Dave Thomas opened the Public Hearing on the 2018 Proposed Budget. After discussion by the Board, Director Dave Thomas closed the Public Hearing.

Resolution 2017-11-12: D. Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board adopted the 2018 Proposed Budget, Appropriate Sums of Money, and Certify Mil Levies in the amount of 28.560 mils.

E. Director Dave Thomas opened the Public Hearing authorizing Inclusion of Real Property owned by Douglas County. After discussion with the Board, Director Thomas closed the Public Hearing.

Resolution 2017-11-13: F. With a motion by Director Maas, second by Director Dillon and unanimous vote, the Board approved the Inclusion of Real Property owned by Douglas County into the Plum Valley Heights Subdivision. Director Moore abstained from voting.

Resolution 2017-11-14: G. With a motion by Director Maas, second by Director Dillon and unanimous vote, the Board approved the 2018 Annual Administrative Matters Resolution.

Resolution 2017-11-15: H. With a motion by Director Moore, second by Director Maas and unanimous vote, the Board approved the Investment Policy Resolution.

I. With a motion by Director Maas, second by Director Dillon and unanimous vote, the Board approved final payment to KR Swerdfeger for the NWDC Project in the amount of \$54,779.44.

J. With a motion by Director Moore, second by Director Dillon and unanimous vote, the Board approved final payment to Cronen Plumbing for the TRIP Project when all conditions are met.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Maas, second by Director Dillon and unanimous vote, the Board Convened as the Board of the Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the October 18 2017 Regular Meeting.
- B. Ratify Payrolls for October 31, 2017 and November 15, 2017.
- C. Ratify Payment of Claims since October 18, 2017 checks #57893-57903,57905-57908,57910-57913,57915-57916,57918,57928,57938-57939,57941-57942
- D. Approved Payment of Claims- checks #57904,57909,57914,57917,57919-57927,57929-57937,57940,57943-57963
- E. Approve Pay App #28 RWSD 8.0 MGD WTP- Garney Construction for \$520,962.23
- F. Approve Change Order #13 Garney Construction in the amount of \$274,656.66 and 159 days to Final Completion
- G. Approve Pay App #1 BT Construction in the amount of \$94,478.64
- H. Approve PEI Pay App #4 in the amount of \$157,475.29
- I. Approve PEI Change Order #2 for additional \$13,427.92
- J. Approve PEI Change Order #3 for additional \$487.22

GENERAL MANAGER'S REPORT: Ms. Biggs provided the General Manager's Report. A copy of her report is attached to these minutes.

OPERATIONS: Mike Marcum gave the Board the Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

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

FINANCIAL: Mr. Snailum presented the September 30, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Moore, second by Director Maas and unanimous vote the September 30, 2017 RWSD Financial Statements were accepted.

ADMINISTRATIVE:

Monthly Customer Summary: Ms. Cindy Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008, we have paid rebates totaling \$74,580.00.

ACTION ITEMS: A. Director Thomas opened a Public Hearing on the Amendment the 2017 Budget. After Board discussion, Director Dave Thomas closed the Public Hearing.

Resolution 17-11-16: B. Upon a motion by Director Moore, second by Director Maas and unanimous vote, the Board approved the Amended 2017 Budget.

C. Director Thomas opened a Public Hearing on the the 2018 Budget. After Board discussion, Director Thomas closed the Public Hearing.

Resolution 17-11-17: D. Upon a motion by Director Moore, second by Director Maas and unanimous vote, the Board approved the Resolution to Adopt the 2018 Budget, Appropriate Sums of Money and Certify Mil Levies in the amount of 11.208 mils.

E. Director Thomas opened a Public Hearing on the Inclusion of Real Property owned by Douglas County. After Board discussion, Director Thomas closed the Public Hearing.

Resolution 17-11-18: F. Upon a motion by Director Maas, second by Director Dillon and unanimous vote, the Board approved the Inclusion of Real Property owned by Douglas County into the District. Director Moore abstained from voting.

Resolution 17-11-19: G. Upon a motion by Director Dillon, second by Director Maas and unanimous vote, the Board approved the 2018 Annual Administrative Matters Resolution.

Resolution 17-11-20: H. Upon a motion by Director Maas, second by Director Dillon and unanimous vote, the Board approved the 2018 Election Resolution.

I. With a motion by Director Moore, second by Director Maas and unanimous vote, the Board approved final payment to PEI for the TRIP Project when all conditions are met.

K. Upon motion by Director Moore second by Director Maas and unanimous vote, the Board agreed to cancel the regular meeting of the Board of Directors for December 2017, and schedule a special meeting of the Board of Directors on December 7, 2017, at 5:30 p.m. at 8000 East Belleview Avenue, Greenwood Village, Colorado.

L. Executive Session: The Board was advised that due to the need to discuss the General Manager's Goals for 2018, it was appropriate, upon compliance with the requisite statutory procedures, to convene an Executive Session at 9:47 am., pursuant to Section 24-06-402(4)(1)(1), C.R.S. to discuss personnel matters. The Directors, by motion duly made and seconded, and approved by greater than two-thirds of the Directors present.

RESOLVED by a unanimous vote to convene an Executive Session, pursuant to Section 24-6-402(4)(1)(1), C.R.S., for the purpose of discussing the General Manager's Goals for 2018.

Director Thomas reported. "It is November 15, 2017 and the time is 9:50 am. For the record I am the presiding officer, Dave Thomas. As required by the Open Meetings Law, the Executive Session is being recorded. Present at this Executive Session were the following persons:

Dave Thomas, President

Ken Maas, Vice President

John Dillon, Secretary/Treasurer

Tim Moore, Assistant Secretary

Barbara Biggs, General Manager, RWSD

Upon a motion by Director Maas, second by Director Dillon and unanimous vote, the Executive Session was adjourned at 10:23 am and the Board returned to Open Session.

Director Thomas stated "For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the Executive Session or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, I would ask that you state your concerns for the record."

None were stated

AJOURN: Upon a motion by Director Moore, second by Director Maas and unanimous vote, the meeting was adjourned at 10:27 am.

Respectfully Submitted,


Secretary for the Meeting