

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL 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 May 24, 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 Sub-district of Roxborough Water and Sanitation District was held on Wednesday, April 19, 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
	Tim Moore	Vice-President
	Ken Maas	Assistant Secretary
	Dave Heldt	Assistant Secretary

Consultants:

Michael Gerstner, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle Seaver Pogue
Ted Snailum, TWS Financial, Inc.

RWSD Employees:

Larry Moore
Cindy Taylor
Joanne Cleveland
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.

Election of Officers: The Board elected officers as follows:

President- Dave Thomas
Vice President- Ken Maas
Secretary/Treasurer- John Dillon
Assistant Secretary- Dave Heldt
Assistant Secretary- Tim Moore

Public Comment: None.

Absence: Upon a motion by Director Heldt, second by Director Maas and unanimous vote John Dillon's absence was excused.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, 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 Heldt, second by Director Maas the Board approved the Consent Agenda which consisted of:

- A.** Approve Minutes of the Plum Valley Heights Subdivision of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the April 19, 2017 Regular Meeting
- B.** Approve Pay App #9 for the NWDC Project to KR Swerdfeger in the amount of \$298,820.25.

General Manager Report: NWDC Water Project: Mr. Moore reported that there are less than 30 meter pits remaining to be installed in NWDC. We are still looking at early to middle of July for substantial completion. The Titan Industrial Park loop has begun with about 25% of the line installed. We have 25 residential customers connected as of today. We have received 100% of the CWCBC Grant. We will make a 2nd draw from the CWRPDA loan which will be submitted 5/26/17 and a final draw will be made after project completion.

Financial Statements- PVH: Mr. Snailum presented March 31, 2017 Financial Statements. Upon a motion by Director Heldt, a second by Director Maas and a unanimous vote, the Board accepted the March 31, 2017 Financial Statements for Plum Valley Heights Subdivision.

Board Action Items: None

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Heldt, second by Director Maas 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 Heldt, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the April 19, 2017 Regular Meeting
- B. Ratify Payrolls for April 30, 2017 and May 15, 2017
- C. Ratify Payment of Claims since March 15, 2017 checks #57398-57433,57436,57438-57439,57445-57446,57448,57452,57454-57459,57462,57464-57466,57468-57469,57480
- D. Approved Payment of Claims- checks #57434-57435,57437,57440-57444,57447,57449-57451,57453,57460-57461,57463,57467,57470-57479,57481-57493
- E. Approved Pay App #22 RWSD 8.0 MGD WTP- Garney Construction for \$1,416,782.67.
- F. Approve Change Order #C.2 Garney Construction to add \$26,603.59 to the project.
- G. Approve Change Order #10 Garney Construction to add \$67,485.00 and add 10 days to the project.

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore reported that the Dominion expansion project at the WTP has begun. Dominion will not be pursuing office space at the WTP at this time. Operations staff has begun monitoring activities of the Dominion system.
- **Conveyance of Gravity Interceptor to Littleton:** We received the Public Service signature on 5/19/17. Now the recording process will begin. This item should be complete prior to the next Board Meeting.
- **Ravenna:** Mr. Moore told the Board that construction of the emergency interconnect is well underway. We are still waiting on the bond closing to be completed.
- **Inclusions:** The District is in process of including one customer located along Sante Fe Drive who wants two ¾" connections. This project will cost the customer around \$175,000. Mr. Moore met with Jo Cronen to discuss the inclusion of 2 contiguous parcels.
- **Westside Pipeline replacement and Rampart Ct. Pipeline extension projects:** The District is very close to obtaining all of the required easements needed for these two projects. Through a public bid process we received one bidder for the projects with a good bid number of \$822,822.19. TST discussed the credentials of the single contractor with the Board and stated their references check out good.

LEGAL ISSUES: Alan Pogue gave the Board an update on legal issues.

OPERATIONS: Mike Marcum gave the Board an overview of work done in the District, at the Plants and in the Field.

ENGINEERING: Mike Gerstner gave the status report to the Board and discussed the rainfall/water treatment report.

FINANCIAL: Mr. Snailum presented the March 31, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Maas and unanimous vote March 31, 2017 RWSD Financial Statements were accepted.

ADMINISTRATIVE:

Monthly Customer Summary: Ms. Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008 we have rebated \$73,305.11.

ACTION ITEMS:

Resolution 17-05-02: Upon a motion by Director Moore, second by Director Heldt and unanimous vote, a search committee consisting of two Directors was appointed to lead in conducting a search for a new General Manager for RWSD. The first committee meeting was scheduled for May 31, 2017 at 8:00 am at RWSD. The committee will discuss job description, selection criteria and schedule. Meeting notice will be posted.

Notice of Award for the Rampart and Westside project: Upon a motion by Director Moore, second by Director Heldt and unanimous vote, the Board approved to ratify the notice of award to Premier Earthworks and Infrastructure for the Rampart and Westside project. The motion and successful vote gave approval for Larry Moore to sign the notice to proceed and all construction documents and agreements on behalf of the District.

Consider Approval of Inclusion Agreement with Ravenna Metropolitan District: Upon a motion by Director Heldt, second by Director Moore and unanimous vote, the Board approved the revised final Inclusion Agreement with Ravenna Metropolitan District. All existing and planned EQR's will pay a monthly fee of \$100 based on 15 years with 3 ½% interest to pay for each Systems Development Charge.

Resolution 17-05-03: Upon a motion by Director Maas, second by Director Heldt and unanimous vote, the Board approved the nomination of Larry D. Moore for SDA Manager of the Year for 2017, which will be submitted to the SDA.

Consider Approval of Nomination of RWSD for the SDA Collaboration Award for 2017: Upon a motion by Director Maas, second by Director Heldt and unanimous vote, the Board approved the nomination of RWSD for the 2017 SDA Collaboration Award, which will be submitted to the SDA.

ADJOURN: Upon a motion by Director Thomas, second by Director Dillon and unanimous vote, the meeting was adjourned at 10:19 am.

Respectfully Submitted,


Secretary for the Meeting