

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 June 21 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, June 21, 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
John Dillon Secretary/Treasurer
Dave Heldt Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle Seaver Pogue

RWSD Employees: Larry Moore
Cindy Taylor
Joanne Cleveland
Mike Marcum
Lucie Taylor

Public: John Redmon, PVH Resident

Call to Order: The meeting was called to order at 8:02 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 Comment: John Redmon of Plum Valley Heights had questions that were answered by the Board and staff

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

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, second by Director Dillon 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 Maas, second by Director Dillon 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 May 24, 2017 Regular Meeting.
- B. Approve Pay App #10 for the NWDC Project to KR Swerdfeger in the amount of \$326,926.15
- C. Approve Change Order #4 KR Swerdfeger in the amount of \$67,633.49

General Manager Report: NWDC Water Project: Mr. Moore reported the residential subdivisions are complete and that only reseeded and some asphalt repairs remain. There are 43 connections to the system. Notices have been sent to all customers who have hooked up giving them 30 days to pay the \$15,000.00 EQR. Notices have been sent to all customers who have not yet hooked up to notify them that their 2 year hookup window has begun. The TRIP loop is close to completion. All TRIP customers were sent certified letters to notify them that they must connect and pay immediately as we cannot have two water systems operating simultaneously. They were invited to contact Mr. Moore if they need to make payment arrangements. Martin Marietta Concrete is planning on purchasing between 32 and 45 EQR's and including 2 existing lots plus an additional 30+ acres into the District.

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

Board Action Items: Director Thomas opened a public hearing to discuss the petition to include real property owned by Linda McMakin into the PVH Subdivision. Being none, the public hearing was closed. After the Board discussed the specifics of the previously executed inclusion agreement, President Thomas asked for a motion. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the Board approved the petition for inclusion of the McMakin property into the PVH Subdivision. Legal counsel will complete the process by filing the inclusion with the District Court in Douglas County.

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

- A. Approve Minutes of the May 24, 2017 Regular Meeting and May 31, 2017 Special Meeting
- B. Ratify Payrolls for May 31, 2017 and June 15, 2017
- C. Ratify Payment of Claims since May 24, 2017 checks #57496-57502,57504,57506-57507,57509,57511-57512,57517,57519,57521,57524,57526,57528-57535
- D. Approved Payment of Claims- checks #57503,57505,57508,57510,57513-57516,57518,57520,57522-57523,57525,57527,57536-57579
- E. Approved Pay App #23 RWSD 8.0 MGD WTP- Garney Construction for \$919,307.86.

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore reported we are starting to bill Dominion for water and sewer services on a monthly basis. We are doing a tremendous amount of locates and in the process of adding staff.
- **Conveyance of Gravity Interceptor to Littleton:** Mr. Moore reported that the project is finished.
- **Ravenna:** Mr. Moore told the Board that construction of the emergency interconnect is complete. We are still waiting on the bond closing to be completed before any water delivery is activated. We continue to work with Ravenna staff to understand the current operations and locations of infrastructure.
- **Inclusions:** The District has sent a draft Inclusion Agreement, Petition, Temporary and Permanent Easement Documents to Christine Jaksch and is waiting for her response. TST is working up estimated costs to extend the waterline north on Rampart Range Road for the inclusion of Joe Cronen's property.
- **Westside Pipeline replacement and Rampart Ct. Pipeline extension projects:** Construction was scheduled to begin on June 19, 2017, but should be underway soon. The contractor is experiencing delays in getting permits from Douglas County.

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

FINANCIAL: Mr. Moore presented the April 30, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote April 30, 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 \$73,530.11.

ACTION ITEMS:

Resolution 17-06-04: Upon a motion by Director Heldt, second by Director Maas and unanimous vote, the Board approved the resolution to establish a District Investment Policy.

Consider Landscaping Proposals from Autumn Leaf Designs and Barber Custom Landscaping: Upon a motion by Director Maas, second by Director Heldt and a 3-1 vote, with Director Thomas voting against, the Board approved up to \$25,000.00 for landscaping at the West Metro Fire House #15 and set up regular maintenance. Mr. Moore will get further input and assistance from West Metro Fire and Rescue.

Resolution 17-06-05: Director Thomas opened the public hearing regarding the petition to include real property owned by Linda McMakin into the PVH Subdivision. Being no comment from the public Director Thomas closed the public hearing. Upon a motion by Director Maas, second by Director Heldt and unanimous vote, the Board approved the petition and inclusion of the McMakin property into RWSD. Legal Counsel will file the inclusion with the District Court in Douglas County.

Executive Session: Upon a motion by Director Maas, second by Director Dillon and unanimous vote, the Board went into Executive Session at 9:48 am to discuss finalist candidates for the General Manager Position. The Executive Session ended at 10:10 am.

Continuation: At 10:11 am, Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the Board agreed to continue the meeting to Wednesday, June 28, 2017 at 8:00 am to make a decision between the 2 candidates for the General Manager Position who were selected as finalists.

Respectfully Submitted,


Secretary for the Meeting