

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 April 19, 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
	John Dillon	Secretary/Treasurer
	Dave Heldt	Assistant Secretary

Consultants:

Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle Seaver Pogue
Anna Wool, Esq. Icenogle, Seaver Pogue
Ted Snailum, TWS Financial, Inc.

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

PVH Resident: John Redmon

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: None.

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 Heldt, 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 March 15, 2017 Regular Meeting
- B. Approve Pay App #8 for the NWDC Project to KR Swerdfeger in the amount of \$326,376.25.
- C. Approve Change Order #3 KR Swerdfeger to add \$919,786.63 and add 144 days to the project.
- D. Approve Change Order #4 KR Swerdfeger to add \$77,227.53 to the project.

General Manager Report: NWDC Water Project: Mr. Moore reported Chatfield Acres/Estates and Chatfield East portion is close to complete with approximately 30 service lines remaining to be installed. We are still looking at the middle to end of June for substantial completion. The Titan Industrial Park loop has begun. We have almost 20 customers connected as of today. We have submitted for 100% of the CWCB Grant and it appears that everything is in order to receive all of the remaining funds.

Financial Statements- PVH: Mr. Snailum presented February 28, 2017 Financial Statements. Upon a motion by Director Moore, a second by Director Dillon and a unanimous vote, the Board accepted the February 28, 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 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 March 15, 2017 Regular Meeting
- B. Ratify Payrolls for March 31, 2017 and April 15, 2017
- C. Ratify Payment of Claims since March 15, 2017 checks #57323-57324,57326-57335,57338,57340-57341,57343-57344,57346-57347,57351,57353-57354,57359,57364-57369,57374-57375,57389-57393
- D. Approved Payment of Claims- checks #57325,57336-57337,57339,57342,57345,57348-57350,57352,57355-57358,57360-57363,57370-57373,57376-57388,57394-57397
- E. Approved Pay App #21 RWSD 8.0 MGD WTP- Garney Construction for \$939,517.74
- F. Approve Change Order #9 Garney Construction to add \$6,673.07 to the project.

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore reported that the District is continuing to work on the 5 year operating contracts between RWSD and D/SR. D/SR has committed to and paid for the 2MGD expansion of the WTP and they have made an additional deposit of \$1.1M to the previous deposit of \$2.2M.
- **Conveyance of Gravity Interceptor to Littleton:** The Council approved the transfer and the only remaining item is to obtain signatures on all needed documents.
- **Ravenna:** : Mr. Moore told the Board that he attended and spoke in favor of the Amended and Restated IGA at the Aurora City Council meeting on March 20th. The Council voted 9-1 in favor of approval of the IGA. Mr. Moore obtained executed and signed copies with appropriate signatures for RWSD. The District has completed a wire transfer to the City of Aurora in the amount of \$3,514,080.00. T Lowell Construction will begin the Emergency Interconnect project the first of May, 2017.
- **Inclusions:** The District is working with Joe Cronin to include his home and separate 9 acre parcel for a total of two inclusions. The District is also working with Christine Jaisch for an inclusion of 3 parcels along S Sante Fe Drive, just West of Highlands Ranch.
- **Customer Bloggers:** Mr. Moore reported that he met with Chris Longo on April 12th and provided him with answers to a number of questions. There was only one question regarding Board Members consenting to an audit of their personal finances that Mr. Moore discussed with Legal Council and the Board Members.

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. Snailum presented the February 28, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Maas, second by Director Moore and unanimous vote February 28, 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 \$72,805.11.

ACTION ITEMS:

Ravenna Inclusion Agreement: Upon a motion by Director Heldt, second by Director Moore and unanimous vote the Board approved the Ravenna Inclusion Agreement as recommended by Alan Pogue

Acceptance of Assignment of Golf Course Water Service Agreement (Ravenna Golf Club) from Ravenna Metro District
Acceptance of Assignment of Water Service Agreement (Ravenna MD and Town of Castle Rock) from Ravenna Metro District: Upon a motion by Director Moore, second by Director Dillon and unanimous vote the Board agreed to accept assignment of the Ravenna Golf Club Water Service Agreement and the Ravenna – Castle Rock Water Service Agreement per Alan Pogue.

ADJOURN: Upon a motion by Director Thomas, second by Director Dillon and unanimous vote, the meeting was adjourned at 10:37 am.

Respectfully Submitted,


Secretary for the Meeting