

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 July 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, July 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
Ken Maas Vice President
John Dillon Secretary/Treasurer
Tim Moore 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

Call to Order: The meeting was called to order at 8:03 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.

Absence: 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 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 June 21, 2017 Regular Meeting.
- B. Approve Pay App #11 for the NWDC Project to KR Swerdfeger in the amount of \$407,299.96
- C. Approve Change Order #5 KR Swerdfeger in the amount of \$18,175.00 and add 23 days.

General Manager Report: NWDC Water Project: Mr. Moore reported that all customers have been notified that either their \$15,000 Tap Fee is now due if they have hooked up or if they have not hooked up they have a two year grace period beginning on 7-1-17, within which to hook-up to the District's system. The loop in TRIP is complete and construction of individual service lines is in the process. Martin Marietta Concrete is planning on purchasing between 32 and 45 EQR's and petitioning to include additional property adjacent to TRIP into the District. We are in process of setting up a meeting to discuss the inclusion process.

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

Board Action Items: None

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

which consisted of:

- A. Approve Minutes of the June 21, 2017 Regular Meeting and June 28, 2017 Continued Meeting
- B. Ratify Payrolls for June 30, 2017 and July 15, 2017
- C. Ratify Payment of Claims since May 24, 2017 checks #57580-57584,57586-57587,57590,57591-57593,57595-57597,57601,57606,57608,57612,57614,57620,57624,57632-57634
- D. Approved Payment of Claims- checks #57588,57590,57594,57598-57600,57602-57605,57607,57609-57611,57613,57615-57619,57621-57623,57625-57631,57635-57648
- E. Approved Pay App #24 RWSD 8.0 MGD WTP- Garney Construction for \$595,812.56.
- F. Approved Change Order #11 Garney Construction for an additional \$29,511.90 and add 17 days.

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore stated that we are finalizing the rates and charges for D/SR. We are doing many locates and are in the process of adding much needed staff.
- **Ravenna:** Mr. Moore reported that we have activated the Emergency Interconnect for water delivery due to multiple breaks in the Ravenna water supply line. We will not activate service permanently until the Ravenna bonds have closed and the inclusion is complete.
- **Inclusions:** The District is still waiting on a response from Christine Jaksch on the draft inclusion agreement. Joe Cronen is pushing hard for inclusion and TST is working on the costs to extend the water line to his property. Douglas County has conveyed a serious interest in obtaining an inclusion agreement. TST is developing costs and will assess an equitable arrangement considering the County will pay no taxes.
- **Westside Pipeline replacement and Rampart Ct. Pipeline extension projects:** Construction finally started on 7/12/17. The Contractor had some long lead materials and hopefully construction will progress from this point forward.
- **General Manager Replacement:** Barbara Biggs has executed her employment letter and will start on August 1, 2017.
- **WTP:** We began delivering water from the new WTP on Thursday, July 6 at 12:45 pm. We are in the process of working the "bugs" out.
- **2016 Audit:** Our Auditors at Poysti & Adams has requested that we file an extension for the Audit from the State Auditor. The plan is to have the draft to the Board by the end of the month and the Auditors will make their formal presentation at the August 2017 meeting.

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 May 31, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Moore, second by Director Dillon and unanimous vote May 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 \$73,655.11.

ACTION ITEMS: None

AJOURN: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the meeting was adjourned at 9:42 am.

Respectfully Submitted,


Secretary for the Meeting