

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD OCTOBER 19, 2011

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, October 19, 2011 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, as required by State law.

Attendance:	Phil Scott, Director	John Dillon, Director
	Dave Thomas, Director	Tim Moore, Director
	Dave Bane, Director	Ted Snailum, TWS Financial, Inc.
	Larry Moore, RWSD	Alan Pogue, Esq.
	Vickie Nolen, RWSD	Don Yowell, RPF
	Cindy Taylor, RWSD	Mike Marcum, RWSD
	Joanne Cleveland, RWSD	Bill Goetz, RWSD
	John Cavey	Pat Thompson

Call to Order: The meeting was called to order by Phil Scott, President of the Board. It was also established that a quorum was in attendance and there are no conflicts of interest disclosed.

PUBLIC COMMENT:
There was no public comment.

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

1. Approve Minutes of the September 20, 2011 Regular Meeting
2. Ratify Payroll for September 30, 2011 and October 15, 2011
3. Approve Payment of Claims- checks #53117-53134
4. Ratify Payments since September 20, 2011 – checks #53073-53116
5. Pump Station Improvements
 - i. Approve Pay App #6 to Redline Pipeline

REGULAR AGENDA:

GENERAL MANAGER'S REPORT:

Aurora: Mr. Moore informed the Board that all of the preliminary work has been done to establish a line of credit with Wells Fargo. All that remains is for our loan to be formally approved by the loan committee. The line of credit would have to be approved annually by both the Roxborough Board of Directors as well as Wells Fargo.

Denver Water: Mr. Moore presented to the Board the letter he sent to Denver Water outlining why having Denver Water treat our water would not be a sound financial decision.

Chatfield Reallocation: Mr. Moore informed the Board that there is nothing new to report.

Meadow Ditch Water: Larry Moore presented to the Board an offer from Castle Pines Metropolitan District in the amount of \$1,926,080.25. This offer will be discussed in Executive Session.

Sterling Ranch/Dominion: Mr. Moore and Mr. Goetz discussed with the Board the meeting they had with Dominion's engineering staff and consultant regarding the District's plans for a new water plant.

This group determined the need to start meeting on a regular basis to keep each other informed and to determine if there could be some joint cooperation in the building of the new plant.

Election: Mr. Moore reminded the Board that the election is November 1st and that the mail-in ballots have been mailed and people are dropping their ballots off here at the office and also mailing them in.

LEGAL ISSUES: Alan Pogue gave the status report to the Board.

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

ENGINEERING: Mr. Goetz presented the engineering status report.

FINANCIAL: Mr. Snailum presented the September 2011 Financial Statements to the Board. Upon a motion, second and unanimous vote the Board accepted the September 2011 Financial Statements.

ADMINISTRATIVE:

Monthly Customer Summary: Mrs. Taylor reviewed the Monthly Customer Summary with the Board. Since we have started the rebate program, January 1, 2008, we have rebated \$51,405.00.

Hughes & Stuart: Mr. Moore presented the Public Outreach Report for September, 2011 provided by Hughes & Stuart. The report provides information regarding press releases/correspondence, events, website, miscellaneous and specialty items, and a cost comparison of Hughes & Stuart's work hourly versus retainer. The report also gives the District an overview of traffic to our website.

Cavey Inclusion: Phil Scott opened the public hearing for the Cavey Inclusion. As there was no public comment the hearing was closed. After discussion the board upon a motion, second and unanimous vote agreed to Resolution No. 11-10-05 approving the Inclusion of Real Property Into the District. Mr. Pogue will finalize the inclusion and record the documents at which time this property will become a part of the District.

BOARD ACTION ITEMS/UPDATES:

2012 Budget: The Board acknowledged receiving on October 14, 2011 a draft of the 2012 Proposed Budget. The Board upon a motion, second and unanimous vote set the 2012 Budget Hearing for November 16, 2011 at the regular board meeting. Alan Pogue's office will handle the required publication for the hearings.

Budget Workshop: The Board agreed to schedule a Budget workshop for Monday, November 14, 2011 at 8:00 a.m. This meeting will be noticed as required by statute.

Bill Burgess: Mr. Moore presented to the Board a letter request he received from Bill Burgess who lives at 9250 North Rampart Range Road. Mr. Burgess is requesting that we sell him water for his residence that he will transport via a 1,000 gallon water tanker truck. Mr. Burgess has a 6,000 gallon underground storage tank at his home. Mr. Burgess would pay the same amount anyone else would for a hydrant meter and hydrant water. The Board upon a motion, second and unanimous vote agreed to sell water to Mr. Burgess assuming Mr. Pogue approves this after his review of the Rules and Regulations of the District and the current IGA with the City of Aurora.

Fire Station Signage: Vickie Nolen presented to the Board renditions and estimates for signage to be placed on/and around the fire station that would notify our customers where the District's office is located. The board upon a motion, second and unanimous vote approved having the signage installed.

Safety Policy and Violence in the Workplace Policy: Mr. Moore presented to the Board both a Safety Policy and a Violence in the Workplace Policy that have been drafted at the suggestion of our Insurance Company. After some discussion a motion, second and unanimous vote was made to adopt both of these policies.

EXECUTIVE SESSION: The board was advised that due to the need to discuss personnel matters and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal or other property interest, it was appropriate, upon compliance with the requisite statutory procedures, to convene an Executive Session. 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)(f), C.R.S., for the purposes of discussing personnel matters and Section 24-6-402(4)(a) to discuss the purchase, acquisition, lease, transfer, or sale of real, personal or other property interest.

Director Scott reported, "It is October 19, 2011 and the time is 10:40 a.m. For the record, I am the presiding officer, Phil Scott. As required by the Open Meetings Law, the Executive Session is being recorded.

Also present at this Executive Session are the following persons:

Phil Scott, President
Dave Bane, Vice-President
Dave Thomas, Assistant Secretary
John Dillon, Assistant Secretary
Tim Moore, Assistant Secretary
Larry Moore, RWSD
Alan Pogue, Esq.

This is an executive session for the following purposes:

For the purpose of discussing personnel matters pursuant to 24-6-402(4)(f) C.R.S and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal or other property interest pursuant to 24-6-402(4)(a).

Director Scott cautioned each participant to confine all discussions to the stated purpose of the executive session.

If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the session and make an objection. The purpose of the Executive Session was to discuss personnel issues. The time is now 11:25 a.m. and the executive session has been concluded. The participants in the executive session were:

Phil Scott, President
Dave Bane, Vice-President
Dave Thomas, Assistant Secretary
John Dillon, Assistant Secretary
Tim Moore, Assistant Secretary
Larry Moore, RWSD
Alan Pogue, Esq.

Director Scott 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 the 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.

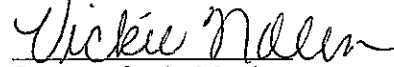
Meadow Ditch: The Board upon a motion, second and unanimous vote agreed to accept the proposal dated October 13, 2011 from Castle Pines Metropolitan District for the purchase and sale of the Meadow Ditch Water Rights currently owned by Roxborough Water and Sanitation District. The Board instructed Mr. Moore to write a letter reflecting this decision and proceed working with Castle Pines Metropolitan District to create a purchase and sale agreement.

Personnel: The Board tabled making any personnel decisions until the workshop scheduled for Monday, November 14, 2011.

December Meeting: The December 21st meeting will be cancelled and a Special Meeting will be held on December 7, 2011 at 8:00 a.m. The cancelled meeting and special meeting will be noticed as required by statute.

ADJOURN: Being no further business, a motion was made to adjourn the meeting at 11:35 a.m. Upon a second, the motion passed.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Vickie Nolen".

Secretary for the Meeting