

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 SUBDISTRICT OF ROXBOROUGH WATER AND SANITATION DISTRICT HELD August 19, 2015

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 Subdistrict of Roxborough Water and Sanitation District was held on Wednesday, August 19, 2015 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 Subdistrict, as required by State law.

Attendance: **Directors:** Dave Bane
 Dave Thomas
 Tim Moore
 Dave Heldt

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

RWSD Employees: Larry Moore
 Mike Marcum
 Vickie Nolen
 Cindy Taylor
 Joanne Cleveland

Public: Jack McCormick
 Ann Sheflin, PVH Resident
 John Redman, PVH Resident

Call to Order: The meeting was called to order by Dave Bane, President of the Board. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Absence: Absence: Director Heldt made a motion to approve John Dillon's absence, with a second from Director Moore the motion passed unanimously.

Public Comment:
 There was no public comment.

Request to Amend Agenda:
 General Manager Larry Moore asked the Board to amend the Agenda by adding two items:
 a. Ratify Community Resource Services of Colorado (CRS of CO) agreement for billing services.
 b. Consider letter from Steven Spear to eliminate Availability of Service Charges.
 A motion was made, seconded and passed unanimously to add the two items to the agenda under Board Action Items.

Consent Agenda: Upon a motion by Director Thomas and second by Director Moore, the Board approved the Consent Agenda, which consisted of:

1. Approve Minutes of the July 15, 2015 Regular Meeting
2. Ratify Payrolls for July 31 and August 15, 2015
3. Ratify Payment of Claims- check #55887-55943
4. Approve Payments since July 15, 2015 – checks #55944-55968
5. Pay App #7, Water Line Relocation
6. Pay App #1, 8 MGD WTP to Garney Construction in the amount of \$1,138,724.66
7. Pay App #1, Lift Station Storage Bldg to Norkoli Construction in the amount of \$32,744
8. General Manager Larry Moore asked the Board to amend the Agenda by adding two items:
 - a. Ratify Community Resource Services of Colorado (CRS of CO) Agreement
 - b. Consider letter from Steven Spear

A motion was made and seconded to add the two items to the agenda under Board Action Items.

General Manager's Report:

Sterling Ranch/DWSD (D/SR): Mr. Moore reported that progress with D/SR is slower than expected. The Operations Agreements have been finalized. We have the easement documents for the Transmission Pipeline and we need signatures. Requirements for closing on the WWTP are underway. Alan Pogue is drafting closing documents. RWSD is working on temporary connection to the Existing WTP. RWSD is finalizing the Interconnect at the WWTP.

NWDC Water Project: RWSD met with Centennial and worked on the IGA. Mr. Moore discussed with the board that we are waiting on Aurora to provide a letter approving delivery of 136 acre feet of the 150 acre feet by release at Strontia Springs Reservoir instead of delivery to the RWSD WTP. He explained that RWSD has gone to a temporary pipeline alignment for the WTP across D/SR property to PVH, where we will make a permanent connection at a later date, allowing us to share the temporary connection at this time.

Storage Building @ Roxborough Lift Station:

The first Pay App for the General Contractor, down payment on the building (including the concrete pad) was approved in the Consent Agenda. Final costs for the dirt work, electrical, mechanical and plumbing are still to be determined.

Rampart Road Water Service Extension:

Plans have been approved for the 10" water line extension to be constructed along Rampart Range Rd by Seven Stones. Mr. Moore is determining fire/rescue issues before discussions with individual property owners will commence.

Legal Issues: None at this time. All legal matters would occur as part of the Action Items.

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

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

Financial: Mr. Snailum presented the June 30, 2015 financial report to the Board. Dave Heldt made a motion to accept the June 30, 2015 Financial Report, Tim Moore seconded and the Board approved the motion unanimously.

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 \$67,180.11.

Director Thomas made a motion to adjourn as the Board of Directors of the Roxborough Water and Sanitation District and convene as the Board of Directors of the Plum Valley Heights Subdistrict. Upon a second by Director Heldt the motion was unanimously approved.

Plum Valley Heights Subdistrict:

Action Items:

Financial: Mr. Snailum presented June 30, 2015 Financial Report for Plum Valley Heights Subdistrict. Upon a motion from Dave Heldt, a second from Tim Moore and a unanimous vote from the Board, the June 30, 2015 Financial Report was approved for Plum Valley Heights Subdivision.

Action Items:

Resolution No. 15-08-11: Upon a motion by Director Heldt and a second by Director Moore, the Board unanimously approved Resolution No. 15-08-11 authorizing loan contract and promissory note with CWCW for acquisition of Water Supply. This resolution repeals and replaces Resolution No. 15-06-06 which was approved at the June 17, 2015 Board Meeting.

Resolution No. 15-08-12: Upon a motion by Director Thomas and a second by Director Heldt, the Board unanimously approved Joint Resolution No. 15-08-12 of RWSD and PVHSD concerning inclusion fee and surcharges.

Director Thomas made a motion to adjourn as the Board of Directors of the Plum Valley Heights Subdistrict and reconvene as the Board of Directors of the Roxborough Water and Sanitation District with a second by Director Heldt the motion passed unanimously.

Roxborough Water and Sanitation District:

Action Items:

Resolution No. 15-08-12: Upon a motion by Director Thomas and a second by Director Heldt, the Board unanimously approved Joint Resolution No. 15-08-12 of RWSD and PVHSD concerning inclusion fee and surcharges.

IGA with Centennial Water and Sanitation District: Upon a motion by Director Heldt and a second by Director Thomas, the Board unanimously approved the IGA with Centennial Water and Sanitation District contingent upon Centennial Water and Sanitation District's Board approval, Aurora approval of the change of delivery point and Legal's minor change to the IGA.

60 Day Shut Off Policy: Upon a motion by Director Thomas and a second by Director Heldt, the Board unanimously approved adoption of a 60 Day Shut Off Policy for unpaid invoices. The change to a 60 day shut off policy from the previous 90 day shut off policy will allow the District to begin working with the customer sooner and will prevent the outstanding amount from being so high. The 60 day policy will provide 4 notifications prior to disconnection.

Larry D. Moore/Nomination of Director for SDA Insurance Pool: Upon a motion by Director Thomas and a second by Director Heldt, the Board unanimously approved the nomination of Larry D. Moore to the SDA Insurance Pool Board of Directors.

Adjourn: Being no further business, a motion was made by Director Thomas and seconded by Director Dillon to adjourn the meeting at 10:25 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting