

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD FEBRUARY 17, 2010

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, February 17, 2010 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	Ken Maas, Director
David Bane, Director	Stan Brown, Director
Larry Moore, RWSD	Linda Dillon, Director
Vickie Nolen, RWSD	Alan Pogue, Esq.
Joanne Cleveland, RWSD	Bill Goetz, TST Infrastructure
Mike Marcum, RWSD	Cindy Taylor, RWSD
Steve Howell, RWSD	Ted Snailum, TWS Financial

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

1. Approve Minutes of the January 20, 2010 Regular Meeting
2. Ratify Payroll for January 31, 2010 and February 15, 2010
3. Approve Payment of Claims- checks #51707-51740
4. Ratify Payments since January 20, 2010 – checks #51672-51706
5. Approve January 2010 Financial Statements

### **WATER:**

**Aurora:** Larry Moore informed the Board that he had been working with Aurora and the Douglas County Commissioners regarding Roxborough's long term water situation. Aurora Mayor, Ed Tauer, told the Douglas County Commissioners that if they would support the WISE Partnership the City would commit to provide Roxborough long term water, which they did by letter. The WISE Partnership membership (Denver Water, Aurora and the South Metro Water Supply Authority) hosted a breakfast for their boards and councils. Mayor Tauer spoke and during his speech stated that he had met with City Council and Aurora is committed to providing Roxborough water going forward. A letter from Aurora is to be forthcoming.

**SMWSA:** Mr. Moore informed the Board that the SMWSA members are still working toward commitment to the Wise Partnership. They have created a small group to begin negotiating and draft a template agreement to purchase future water.

**Chatfield Reallocation:** Mr. Moore reported to the Board that the EIS (Environmental Impact Statement) should be presented to the Corps by March 1st. The Participants are scheduling a work session to develop their proposal to the State which would be an agreement between the water providers to fund the storage, oversee the mitigation and operate the reservoir for storage and releases.

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

**Election:** Mr. Pogue informed the Board that the deadline for receiving Self-Nomination Forms for the Director positions is February 26<sup>th</sup>.

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

**Truck Purchase:** Mr. Marcum talked to the Board about the need to replace the 2000 Ford Diesel truck. After researching the options Mr. Marcum talked to the Board about trading the Diesel truck in for a 2009 Chevrolet Silverado Utility Truck. The Board advised Mr. Marcum to get the best offer for the trade-in and to purchase the new truck. A motion was unanimously made, seconded and approved to authorize expenditure not to exceed \$34,000.00.

**4757 Ponderosa Trail:** Mr. Moore presented to the Board a letter from the owners, Cheryl Monroe and Tom Dill, requesting their Systems Development Charge that expired on March 17, 2009 be put on hold and no penalties be imposed on an extension of this SDC. The owners purchased a permit on July 28, 2008 which clearly states the expiration and extension policy. The Board discussed this request and agreed they see no reason to allow this SDC to be put on hold until the owners are ready to build. The Board also instructed Mr. Moore to write a letter to the owners explaining the Board's decision and invite them to attend a board meeting to present their case if they so desire.

**9742 Fairwood Street:** Mr. Moore also talked to the Board about conversations he has had with the owner of this property, Mr. Mike Milizek. Mr. Moore researched this and wrote a letter to the lot owner explaining the provisions for expiration and extension in the permit which he signed. He also pointed out that Roxborough employee, Cindy Taylor, called and mailed a notice to the owner that the permit was going to expire within the next thirty days. There was no response from the owner until almost 12 months later. Mr. Moore's letter also invited the lot owner to write a letter to the Board and come to the February board meeting. Mr. Moore never received anything in writing from the lot owner. The Board instructed Mr. Moore to write another letter to the lot owner, explain the Board's decision and invite them to appear before the Board if they so desire.

**ENGINEERING:** Bill Goetz, TST Infrastructure, presented the engineering report.

**Transition Vault Improvements:** Mr. Goetz informed the Board that contract documents have been executed and we anticipate that notice to proceed will be issued before the end of the month.

**Lift Station Chemical Building:** Mr. Goetz informed the Board that the contract documents have been executed and notice to proceed has been issued effective February 15, 2010. The preconstruction conference was held on February 10, 2010.

**Zone 2/3 Water Line Loop:** Mr. Goetz informed the Board that construction is complete except for revegetation and the pipeline is in service.

**Zone 2/3 Water Line Loop Pay App #3:** The Board upon a motion, second and unanimous vote approved Pay App #3 to Belair Excavating for work done on the Zone 2/3 Waterline Loop in the amount of \$133,035.92.

**Old Ranch Trail Spur:** Mr. Goetz informed the Board that the water and sewer lines have been installed and individual water and sewer services and the fire hydrant are fully functional. The remainder of the roadway improvements work will be completed in the spring when the weather allows for paving.

**WTP Costs:** Mr. Goetz did not have any new information to report.

**Village Circle East:** Mr. Goetz informed the Board that soil borings have been completed and geotechnical evaluation is in progress. Preliminary design is expected to be completed by the end of February.

**2010 Rate Work Session:** Mr. Goetz talked to the Board about the rate session and the need to make changes in how we document our rates. This modification would improve the ability to communicate rates and rate policy and ensure our approach to the rates remains consistent. The Board instructed Mr. Goetz to proceed with the necessary work for the rate session that would accommodate these changes.

**FINANCIAL:** Mr. Snailum presented the January 2010 Financial Statements to the Board.

**ADMINISTRATIVE:**

**Rate Work Session:** Larry Moore reminded the Board about our annual work session to review rates and fees. The work session is scheduled for Wednesday, March 3, 2010 at 8:00 a.m. This meeting will be noticed.

**Monthly Customer Summary:** Mr. Moore reviewed the Monthly Customer Summary with the Board. Since we have started the rebate program, January 1, 2008, we have rebated \$27,875.00.

**ADJOURN:** Being no further business, a motion was made to adjourn the meeting at 10:05 a.m. Upon a second, the motion passed.

Respectfully Submitted,

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Secretary for the Meeting

