

# 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 MARCH 17, 2010

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, March 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.

<b>Attendance:</b>	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
	Christy Kline, TST Infrastructure	Linda Goodrich, Resident
	Dave Thomas, Resident	Robert Schmid, Resident
	John Dillon, Resident	Tim Moore, Resident

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

1. Approve Minutes of the February 17, 2010 Regular Meeting and March 3, 2010 Special Work Session
2. Ratify Payroll for February 28, 2010 and March 15, 2010
3. Approve Payment of Claims- checks #51790-51812
4. Ratify Payments since February 17, 2010 – checks #51741-51789
5. Approve February 2010 Financial Statements

### **WATER:**

**Aurora:** Larry Moore informed the Board that he has received a letter from Aurora, signed by Mayor Tauer. This letter is attached to these minutes and becomes a part of these minutes. Mr. Moore met with Mayor Tauer when he picked up the letter and told the Board that Mayor Tauer was emphatic that the commitment from Aurora is to get an Agreement between Aurora and Roxborough done within the next six months. A meeting has already been scheduled between Roxborough and Aurora to develop the framework/scope for a contract. Also, Aurora staff will be attending our April 21<sup>st</sup> board meeting. Mr. Moore also informed the Board that he has provided the Aurora letter to the County Commissioners, the South Metro Water Supply Authority and members of One Roxborough. We have also mailed a copy of the letter to all of the realtors that we know work in the Roxborough Community. We will also release a press release in the near future.

**SMWSA:** Mr. Moore informed the Board that the SMWSA members are still working toward commitment to the Wise Partnership. South Metro is working on the agreements with Denver Water and Aurora on how they will partner on water purchases and infrastructure.

**Chatfield Reallocation:** Mr. Moore reported to the Board that the spring Washington DC trip was very successful. The group that traveled to DC met with the second in command of the Corp of Engineers and got a commitment for the release of the draft EIS for late June, early July. The negotiations between water providers are back on track and are scheduled to meet with the CWCB in the next few weeks.

#### **RATE SETTING POLICY:**

**Resolution No. 10-03-01:** Resolution No. 10-03-01 adopting and approving a policy for the setting of rates for water and wastewater services and for establishing adequate reserves within the water and wastewater enterprise fund was presented to the board by Alan Pogue. Upon a motion, second and unanimous vote the Board approved Resolution No. 10-03-01. A copy of the Resolution is attached and will be a part of these minutes. This Resolution sets out the District's goals in the setting of water and wastewater rates, procedure-implementation of rate setting goals, establishment of water and wastewater operating reserves, establishment of water and wastewater capital replacement reserves and severability of any clause or provision of this Resolution.

**Resolution No. 10-03-02:** As follow up to the Water and Sewer Rate Work Session held previously on March 3, 2010 and upon further discussion, a motion, second and unanimous vote, the Board approved Resolution No. 10-03-02 fixing and imposing rates for water and wastewater services provided by the Roxborough Water and Sanitation District effective May 1, 2010 and will remain in effect until the Board modifies rates at a future board meeting. A copy of the Resolution is attached and will be a part of these minutes. A summary of the rate adjustments are as follows:

For water rates the Board agreed to keep all of the water flat rates the same as the previous year except to pass on the increase from the City of Aurora for water usage. That increase is \$.23/1000 gallons which will adjust the water tier usage to \$4.77 per 1000 gallons, 0-20,000 gallons; \$6.17 per 1000 gallons, 20,001-40,000 gallons, and \$11.18 per 1000 gallons, 40,001 + gallons. This is a 2.7% increase. These rates will become effective on May 1, 2010.

For sewer rates the Board agreed to raise the sewer flat rates by \$1.50 to cover the Littleton increase for this year. The Board noted that they did not pass on the 6% Littleton increase for 2009. The 2010 Sewer Flat Rate will be \$36.00 per EQR/month which represents a 4.3%. These rates will also become effective on May 1, 2010.

**Board President Excused from Meeting:** Board President Linda Dillon had to leave the meeting so at this point on Phil Scott presided.

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

**Election:** Mr. Pogue informed the Board that we have five candidates running for the three Board of Director positions. The mail-in ballots will be mailed out to the residents by April 4<sup>th</sup> and the election is May 4<sup>th</sup>. We will have two ballot drop-off places, the Roxborough Water and Sanitation offices and the law offices of Alan Pogue, 1331 17<sup>th</sup> Street, Suite 500, Denver, Colorado. Because of scheduling conflicts with the 5 candidates we cancelled a "Meet the Candidate" night. The candidates' pictures and bios have been posted on the RWSD website.

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

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

**Transition Vault Improvements:** Mr. Goetz informed the Board that contract documents were executed on February 22<sup>nd</sup> and the contractor anticipates mobilizing to the site the week of March 22<sup>nd</sup>. Mr. Goetz also informed the Board that TST completed a final review of Velocity Constructor's bid error and based on the information provided by Velocity, the error appeared legitimate and justified removal of their bid from consideration.

**Transition Vault Water Service Line Pay App #1:** The Board upon a motion, second and unanimous vote approved Pay App #1 to C & L Water Solutions for work done on the Transition Vault Water Service Line in the amount of \$32,885.67.

**Transition Vault Water Service Line Change Order #1:** The Board upon a motion, second and unanimous vote approved Change Order #1 to C & L Water Solutions which will add 65 days due to the weather and \$2,200.00 for costs associated with adding trace line along the entire length of the pipe.

**Lift Station Chemical Building:** Mr. Goetz informed the Board that construction commenced on February 15<sup>th</sup>. The contractor is currently preparing to pour concrete for the chemical handling building slab.

**Lift Station Chemical Building Pay App #1:** The Board upon a motion, second and unanimous vote approved Pay App #1 to Alliance Construction Solutions, LLC for work done on the Lift Station Chemical Building in the amount of \$49,114.23.

**Zone 2/3 Water Line Loop:** Mr. Goetz informed the Board that construction is complete and the contractor is in the process of doing the revegetation.

**Zone 2/3 Water Line Loop Pay App #4:** The Board upon a motion, second and unanimous vote approved Pay App #4 to Belair Excavating for work done on the Zone 2/3 Waterline Loop in the amount of \$410.40.

**Village Circle East:** Mr. Goetz informed the Board that the geotechnical evaluation and potholing of existing utilities were completed at the end of February. The design is currently in progress and expected to be completed this month. A meeting was held between Douglas County, Roxborough and the geotech engineer to come up with a plan for working together on the construction of this project.

**Zone 3 Tank Height:** Mr. Goetz presented to the Board an exhibit that shows recent measurements of the Zone 3 tank at various areas around the tank. It was noted that there has been some slight settling and after the various vegetation has come up this Spring we will address this. It was noted that the height of the tank above ground level is supposed to be 8' 6" and the highest from the top of the tank to ground level was 9' 4".

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

**ADMINISTRATIVE:**

**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 \$29,125.00.

**ADJOURN:** Being no further business, a motion was made to adjourn the meeting at 10:15 a.m. Upon a second, the motion passed.

Respectfully Submitted,

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Secretary for the Meeting

