

## 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 SUB-DISTRICT OF ROXBOROUGH WATER AND SANITATION DISTRICT HELD June 15, 2016

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, June 15, 2016 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  
Tim Moore Vice President  
John Dillon Secretary/Treasurer

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

RWSD Employees: Larry Moore  
Mike Marcum  
Cindy Taylor  
Joanne Cleveland

**Call to Order:** The meeting was called to order at 8:00 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.

**Absences:** The Board voted unanimously to excuse the absences of Director Heldt and Director Maas.

**PUBLIC COMMENT:** No public comment

#### PLUM VALLEY HEIGHTS SUBDISTRICT:

**General Manager Report: NWDC Water Project:** Mr. Moore reported to the Board that Staff has completed all easements, licenses and permits to build the project. The CDPHE has noticed the project for a 30 day comment period with the deadline set for June 27, 2016. At that time, if there are no significant comments the FONSI (Finding of No Significance) will be issued by CDPHE. If there are comments, the Health Department deem creditable then there is an additional 30 day period to respond. To save time, the District has advertised the Project for Bid and bids are due to be opened on Thursday, June 30, 2016. There are over a dozen contractors who have picked up bid sets as of this date. There will be a special meeting of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District set for July 8, 2016 at 8:00 am to award the bid.

**Financial Statements:** Mr. Snailum presented the April 30, 2016 Financial Statements. Upon a motion by Director Thomas, second by Director Moore and unanimous vote the Board accepted the April, 2016 Financial Statement for Plum Valley Heights Subdistrict.

**Director Dillon 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 Moore the motion passed unanimously.**

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

- A. Approve Minutes of the May 18, 2016 Regular Meeting
- B. Ratify Payrolls May 31, 2016 and June 15, 2016
- C. Ratify Payment of Claims since May 18, 2016: checks #56585-56586,56589,56592,56594-56597,56599,56601,56628
- D. Approve Payment of Claims- checks #56584,56587-56588,56590-56591,56593,56598,56600,56602-56627,56629-56647
- E. Approve Pay App #11 RWSD 8.0 MGD WTP- Garney Construction for \$1,925,675.83.

## **GENERAL MANAGER'S REPORT:**

**Sterling Ranch/DWSD (D/SR):** Mr. Moore updated the Board on

- Emergency Interconnect: Project is ready to go. Waiting for a firm start date.
- WTP Expansion: Dominion has approved the purchase of the additional Actiflow unit and the purchase for all the expansion piping required for the tunnel which are the two major cost saving items and with time constraints. They have escrowed \$2.2 million with the District for that purpose and all costs for the expansion will come from the escrowed amount. Any remaining parts and pieces will not be done until after the WTP is substantially complete so that there is no further affect to the completion schedule.
- Operations: Mike Marcum has started working on an Operations Master Plan for Dominion. We met with Dominion to discuss how things; such as testing, inspections, monitoring, approvals, rules and regs, etc would be handled.
- Potable water connection to the existing WTP: Under construction and expected to be complete in 3 weeks.

**Conveyance of Gravity Interceptor to Littleton:** We are currently "hung up" with Littleton's City Attorney over the Indemnification clause required by the Corp of Engineers, which states that if there is an issue or spill on their property the City will indemnify the COE from liability. Alan Pogue is working to resolve the issue with the City Attorney. Once resolved it will be presented to Littleton's City Council for approval.

**Ravenna:** Mr. Moore reported that he and Alan Pogue met with Ravenna representatives to discuss various options to provide Ravenna with water & sewer service. They also discussed the timing/schedule as it relates to Ravenna's workout with its Bondholder. There are many moving part to this situation but the timing is most critical for Ravenna. The Board will discuss setting a Public Hearing for Inclusion of Ravenna at its July Board Meeting under Action Items of the Agenda.

**LEGAL ISSUES:** Alan Pogue had nothing to report at this time. All legal issues would be handled under the Action Items portion of the Agenda.

**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 April 30, 2016 RWSD Financial Statements to the Board. Upon a motion by Director Moore, second by Director Dillon and unanimous vote the April, 2016 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 \$ 68,805.11.

## **ROXBOROUGH WATER AND SANITATION DISTRICT:**

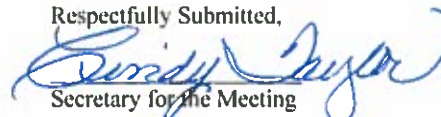
### **ACTION ITEMS:**

**Consider approval of Garney Construction's proposal to construct the transmission pipeline as a change order:** With a motion from Director Moore, a second by Director Dillon and unanimous vote, the Board approved the proposal by Garney Construction to construct the transmission pipeline as a change order to the Water Treatment Plant Project subject to providing additional information as requested by TST.

**Set Public Hearing on Resolution to Call Election Proposing Inclusion of Ravenna Property to RWSD:** With a motion from Director Moore and second by Director Dillon, the Board approved setting a Public Hearing to consider a Resolution to Call an Election proposing the Inclusion of Ravenna Property to RWSD at the July 20<sup>th</sup>, 2016 Regular Board Meeting.

**ADJOURN:** Being no further business, a motion was made by Director Dillon and seconded by Director Moore to adjourn the meeting at 10:08 a.m. The motion passed.

Respectfully Submitted,



Secretary for the Meeting