

RECORD OF PROCEEDINGS

**MINUTES OF THE SPECIAL 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
September 20, 2016**

A special 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 Tuesday, September 20, 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
Dave Heldt Assistant Secretary
Ken Maas Assistant Secretary

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

Public: Ann Sheflin- PVH Resident
John Redmon- PVH Resident

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.

PUBLIC COMMENT: John Redmon addressed the Board regarding location of the recently installed fire hydrant in front of his house, which is part of the NWDC Pipeline Project. Mr. Redmon claimed the fire hydrant was an eye sore and would reduce his property value. He requested that it be relocated. Ann Sheflin had questions for the Board about locations of other fire hydrants in Plum Valley Heights as well as other questions pertaining to the NWDC Project. The Board and Staff answered the questions that they could and asked Mr. Redmon to provide pictures and his concerns about location in writing so the Board can look further into costs of potentially relocating the fire hydrant. TST will review the possibility of re-evaluating the proposed locations not yet constructed and will have to have South Metro Fire review them if needed.

Absence: There were no absences

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board Convened as the Board of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the Plum Valley Heights Subdivision of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the August 17, 2016 regular Minutes.
- B. Approve Pay App #1 NWDC Project KR Swerdfeger in the amount of \$201,298.06.

General Manager Report: NWDC Water Project: Mr. Moore reported that he has been talking with several Titan Industrial Park property owners about their costs and taxes and discovered that there were some who did not want the project. After meeting with Bernie Baron, President of the Titan Water Company and their attorney, Tim Good, Mr. Moore and Alan Pogue believe that it is in the best interest of the District to build a pipeline instead of trying to use the existing pipeline, which, according to Mr. Baron, has existing leaks and believes the District will have difficulty obtaining a Bill of Sale for the existing pipeline. The District has \$700,000.00

of loan room and can get the new line for approximately \$200,000.00 and that would increase the tap fee by approximately \$1,000.00 to \$1,500.00 each.

Financial Statements- PVH: Mr. Snailum presented the July 31, 2016 Financial Statements. Upon a motion by Director Maas, a second by Director Dillon and a unanimous vote, the Board accepted the July 31, 2016 Financial Statements for Plum Valley Heights Subdivision.

Director Heldt 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 Dillon the motion passed unanimously.

ROXBOROUGH WATER AND SANITATION DISTRICT:

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

- A. Approve Minutes of the August 17, 2016 Regular Meeting
- B. Ratify Payrolls August 31, 2016 and September 15, 2016
- C. Ratify Payment of Claims since August 17, 2016: checks #56805-56806,56809,56813-56814
- D. Approve Payment of Claims- checks #56782-56804,56807-56808,56810-56812,56815-56857
- E. Approve Pay App #14 RWSD 8.0 MGD WTP- Garney Construction for \$2,760,289.77
- F. Change Order # 5 Garney Construction for additional \$115,268.37
- G. Change Order #B.1 Transmission Line for additional \$367,169.48

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore reported that RWSD is delivering water to D/SR which they are using for pipeline testing. The first lots are scheduled for the end of October. Mortenson has not started the WW Interconnect as of now. D/SR are about 80-85% complete on the WW Force Main, which should be completed by early October. Operation activities are increasing significantly and Mike Marcum is working on process procedures with D/SR.
- **Conveyance of Gravity Interceptor to Littleton:** RWSD has decided that by keeping the portion of the pipeline on the Corps of Engineers property and making the pipeline transfer to Littleton beginning at the first manhole that sits on Littleton's property, this will remove the indemnification issue Littleton has with the Corps. We have to re-work the legal description with is in process now and will hopefully be resolved soon.
- **Ravenna:** RWSD is working through a list of issues and items that have to be resolved and the collection of data/backup information in order to move forward to accepting Ravenna's infrastructure. There are still several entities that must sign off on the work-out plan before we have a deal.

LEGAL ISSUES: Alan Pogue gave the Board an update on legal issues.

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 July 31, 2016 RWSD Financial Statements to the Board. Upon a motion by Director Moore, second by Director Dillon and unanimous vote the July 31, 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 \$70,055.11.

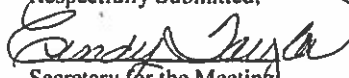
ACTION ITEMS:

Ratify Sterling Ranch Filing 1 SIA/IGA First Amendment: Upon a motion by Director Heldt and second by Director Moore, the Board ratified the Sterling Ranch Filing 1 SIA/IGA First Amendment.

EXECUTIVE SESSION: The Board convened an Executive Session pursuant to Section 246-402 (4) (b) to discuss personnel issues. Following Executive Session Director Thomas asked all Board Members if an action was taken in the Executive Session or if any discussion was had in the Executive Session to please state such objection for the record. There were no objections stated.

ADJOURN: Being no further business, a motion was made by Director Thomas and seconded by Director Dillon to adjourn the meeting at 10.26 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting