

## 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 April 20, 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, April 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 Bane  
Dave Heldt  
Dave Thomas  
Tim Moore  
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: John Redmon, PVH resident  
Ken Maas, RP Resident

**Call to Order:** The meeting was called to order at 8:08 a.m. 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.

**Absences:** Director Dillon's absence was excused upon a motion by Director Moore, second by Director Heldt and unanimous vote.

**PUBLIC COMMENT:** No public comment

#### PLUM VALLEY HEIGHTS SUBDISTRICT:

**General Manager Report: NWDC Water Project:** Mr. Moore reported that the District is making progress obtaining easements, permits and licenses with only one residential easement left to be completed. We are still working on getting the Highlands Ranch/Back Country easement finished as well. The District is still waiting on the USFWS to review our submittal. The L & E was approved by the Douglas County Planning Commission and the concerns with The Highlands Ranch Community Association and the Chatfield Community Association that were submitted were discussed.

**Financial Statements:** Mr. Snailum presented the February 29, 2016 Financial Statements. Upon a motion by Director Moore, second by Director Heldt and unanimous vote the Board accepted the February, 2016 Financial Statement for Plum Valley Heights Subdistrict.

**Action Items:** None

**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 Moore the motion passed unanimously.**

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

- A. Approve Minutes of the March 16, 2016 Regular Meeting
- B. Ratify Payrolls March 31 and April 15, 2016
- C. Ratify Payment of Claims since March 16, 2016 – 56464-56466,56468-56471,56475-56476,56478,56487,56498\1,56505-56506,56508

- D. Approve Payment of Claims- checks #56463,56467,56472-56474,56477,56479-56486,56488-56490,56492-56504,56507,56509-56515
- E. Ratify Pay App #9 RWSD 8.0 MGD WTP- Garney Construction for \$20,201,722.28
- F. Approve Change Order #3 Items 1,2,3,4,5,6,7,8,9 and 10 for an additional \$15,113.21
- G. Ratify Pay App #9 Storage Building-Norkoli Construction for \$34,528.75.

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

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

- Emergency Interconnect: Mortenson is scheduled to begin construction in May, 2016. The District is waiting for CDPHE approval.
- Potable Water Connection to existing WTP: Mortenson is scheduled to begin construction in 2-3 weeks.
- Sewer Force Main: Mortenson has begun construction on the sewer force main which will connect to RWSD's "O" line on Waterton Road near Campfire.

**Storage Building at Roxborough Lift Station:** Mr. Moore reported that the storage building is complete and we have a C.O. from Douglas County.

**Conveyance of Gravity Interceptor to Littleton:** Mr. told the Board that the District is waiting on a letter from the CWRPDA consenting to the transfer of the gravity interceptor to the City of Littleton. The Littleton City Council is scheduled to meet on May 17, 2016 and will consider acceptance of the pipeline.

**Ravenna:** Mr. Moore met with Kevin Collins (Ravenna) and as a result of RWSD's willingness to allow an emergency interconnection between RMD and RWSD, RWSD will draft an IGA for RMD to consider at a future Board Meeting. Mr. Moore explained that Douglas County is funding a preliminary engineering study under their Water Alternative Program which would look at various options to eliminate non-renewable ground water. Additional possibilities for Ravenna involving RWSD being the water provider have emerged; such as

- Service through a Master Meter arrangement
- Inclusion of Ravenna for Water and Sewer Service into RWSD

**Turkmenistan:** Mr. Moore told the Board about a request made to RWSD by Douglas County. They asked the District to assist them in making a presentation and tour of RWSD's existing WTP and the new WTP. There was a group of emerging water leaders from the nation of Turkmenistan that have been touring the US. They began in Washington, DC and then to Colorado. The group of 5 plus an interpreter and several escorts with Open World and Friendship Force toured Aspen Water and Wastewater Facilities, Bureau of Reclamation, CWCBC, Denver Water, Douglas County and concluded with RWSD. Open World promotes first-hand experience with American community life, accountable governance and democratic values. We met at the WTP with the group where Commissioner Roger Partridge and Tim Murrell made a presentation for Douglas County discussing governance, water issues and the Northwest Douglas County Project. Mr. Moore presented the Roxborough Community, how water is provided and paid for as well as how decisions are made and partnerships are created between government and private entities. Mike Marcum took the group on a tour of the existing WTP and Mike Gerstner of TST showed the 3-D tour of the new WTP and toured the new WTP construction site. The group asked for a copy of the 3-D video which was provided and each was given a RWSD water bottle. The feedback of our involvement has been positive and appreciated.

**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 the February, 2016 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the February, 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 \$ 68,680.11.

**ROXBOROUGH WATER AND SANITATION DISTRICT:**

**ACTION ITEMS:**

**Ratify Easement to DWSD for 16" Waterline Installation:**

With a motion from Director Heldt, second by Director Thomas and unanimous vote, the Board ratified a change in the previously considered Easement (3-16-16) to DWSD for 16" Waterline Installation changing it from a temporary to a permanent Easement.

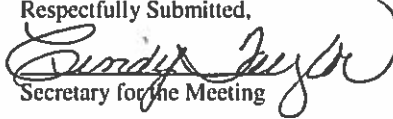
**Naming of the WTP:**

Director Thomas brought up discussion regarding naming the new WTP the "Larry D. Moore" Water Treatment Facility. With a motion from Director Heldt, second from Director Moore and unanimous vote, the Board decided not to name the WTP at this time.

**ADJOURN:**

Being no further business, a motion was made by Director Moore and seconded by Director Heldt to adjourn the meeting at 9:45 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting