

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

February 17, 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, February 17, 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 Thomas
Dave Heldt
John Dillon
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

Call to Order: The meeting was called to order at 8:04 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.

PUBLIC COMMENT:

There was no public comment.

PLUM VALLEY HEIGHTS SUBDISTRICT:

General Manager Report: NWDC Water Project: Mr. Moore reported that the District is continuing to work on easement, permits and licenses. There will be four left to complete in March, 2016. He explained that he, Bill Goetz and Alan Pogue met with CDPHE regarding the delay with USFWS. CDPHE confirmed that there is little to be done to expedite the process with USFWS and that any pressure brought to bear could create further delays. Mr. Moore also discussed the possibility of getting Comcast to provide conduit to be installed in the pipeline trench which could provide SCADA service to the WTP and Master Meter.

Financial Statements: Mr. Snailum presented the December, 2015 Financial Statements. Upon a motion by Director Thomas, second by Director Moore and unanimous vote the Board accepted the December, 2015 Financial Statement for Plum Valley Heights Subdistrict.

Action Items: None

Director Thomas 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 Heldt the motion passed unanimously.

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

- A. Approve Minutes of the January 20, 2016 Regular Meeting
- B. Ratify Payrolls January 31, 2016 and February 15, 2016
- C. Ratify Payment of Claims since January 17, 2016 – checks #56321-56336,56338-56339,56346,56360,56362,56366,56373
- D. Approve Payment of Claims- checks #56368-56337,56340-56345,56347-56359,56361,56363-56365,56367,56371-56372,56374-56389
- E. Ratify Pay App #7 RWSD 8.0 MGD WTP- Garney Construction for \$733,587.63
- F. Ratify Pay App #7 Storage Building-Norkoli Construction for \$45,816.00.

GENERAL MANAGER'S REPORT:

Sterling Ranch/DWSD (D/SR): Mr. Moore explained that D/SR now officially owns the WWTP as well as the Discharge Permit. The Emergency Interconnect and "O"Line Interceptor/Lift Station IGA's have been executed by both parties. The Board was informed that the District has received the \$1M payment for the WTP. The Letter of Credit (LOC) is in the process of being revised and is scheduled to be reissued on February 22, 2016.

Storage Building at Roxborough Lift Station: Mr. Moore reported that by then end of next week the Storage Building should be completed with a Certificate of Occupancy.

Conveyance of Gravity Interceptor to Littleton: Mr. Moore explained that the District is waiting for the City of Littleton's attorney to review the transfer documents and letter from the CWRPDA to confirm the transfer to Littleton.

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

OPERATIONS: Mike Marcum gave the Board an overview of work done in the District, at the Plants, and in the Field. Mike also presented the Board with Beacon Meter Reading Technology. He explained the need, the benefits and costs of moving in a new direction for our meters. The Board advised Mike to go forward with upgrading to the Beacon Meter Reading Technology.

ENGINEERING: Bill Goetz gave the status report to the Board and discussed the rainfall/water treatment report.

FINANCIAL: Mr. Snailum presented the December, 2015 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the December 31, 2015 RWSD Financial Statements were approved.

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 \$ 68,530.11.

ROXBOROUGH WATER AND SANITATION DISTRICT:

ACTION ITEMS: None

ADJOURN: Being no further business, a motion was made by Director Moore and seconded by Director Heldt to adjourn the meeting at 9:48 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting