

# RECORD OF PROCEEDINGS

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## 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 January 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, January 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  
   Dave Heldt  
   John Dillon  
   **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 Shefflin PVH resident  
   John Redmon, PVH resident

**Call to Order:**      The meeting was called to order at 8:00 a.m. by Dave Thomas, Vice President of the Board. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

**Absent:**              Directors Dave Bane and Tim Moore  
   Upon a motion by Director Dillon, a second by Director Heldt and a unanimous vote, Director Bane and Moore's absences were excused.

**PUBLIC COMMENT:**  
   There was no public comment.

### PLUM VALLEY HEIGHTS SUBDISTRICT:

**General Manager Report:** Mr. Moore reported that the District is working on obtaining all easements, licenses and permits and that design will be completed by Jan. 22, 2016. Mr. Moore explained that there could be delays from the U.S. Parks and Wildlife Service due to the requirement of a Section 7 Consultation regarding downstream habitat that must be completed because of the Federal Funding involved in the project. The process could hold up the project until April or May. Staff is scheduled to meet with CDPHE to determine if this review can be expedited.

**Financial Statements:** Mr. Snailum presented the October and November, 2015 Financial Statements. Upon a motion by Director Dillon, second by Director Heldt and unanimous vote the Board accepted the October and November, 2015 Financial Statement for Plum Valley Heights Subdistrict.

### Action Items:

**Resolution #16-01-01:** Upon a motion by Director Heldt, a 2<sup>nd</sup> by Director Dillon and unanimous vote, the Board approved Resolution 16-01-01 determining the need to acquire certain properties for water system improvements.

**Inclusion of 40 Acres:** The Board discussed the inclusion of a 40 acre parcel owned by Linda McMakin. Ms. McMakin requesting up to 16 water connections. The Agreement would provide that the District hold the 16 connections for a one year period in order for Ms. McMakin to determine if she can obtain development rights from Douglas County. At any time during the one year period she can declare the number of connections and must submit an inclusion petition to the Plum Valley Heights Sub Division and to Roxborough Water and Sanitation District and pay all required fees. Ms McMakin will provide needed easements to the PVH Subdivision at no cost. Upon a motion by Director Heldt and 2<sup>nd</sup> by Director Dillon, the motion passed unanimously to approve an Inclusion Agreement on behalf of the Plum Valley Heights Subdistrict with Linda McMakin for the 40 acre parcel.

**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 Heldt the motion passed unanimously.**

**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 November 18, 2015 Regular Meeting
- B. Ratify Payrolls for November 30, December 15 and December 31, 2015; and January 15, 2016.
- C. Ratify Payment of Claims since November 18, 2015 – checks #56172-56255, 56258,56262,56264-56268,56270-56275,56280-56281,56287,56295-56297,56305,56310-56312 and 56316
- D. Approve Payment of Claims- checks #56256-56257,56259,56261-56263,56269,56290-56279,56285-56286,56288-56294,56298-56304,56306-56308,56313-56315,56317-56320-56321
- E. Ratify Pay App #5 RWSD 8.0 MGD WTP- Garney Construction
- F. Approve Pay App #6 RWSD 8.0 MGD WTP- Garney Construction
- G. Approve Change Order #2 Garney Construction
- H. Ratify Pay App #5 Storage Building-Norkoli Construction
- I. Approve Pay App #6 Storage Building- Norkoli Construction
- J. Approve Change Order #1, Norkoli Construction

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

**Sterling Ranch/DWSD (D/SR):** Mr. Moore informed the Board that Dominion Water & Sanitation District (DWSD) and RWSD have closed on the WWTP. Mr. Moore also reported that the Emergency Interconnect IGA and the O Line IGA have been executed by both parties. Mr. Moore confirmed that the PVH easements from DWSD are complete. The District has received the \$1M payment and interest to December 1, 2015 for the WTP as required by the agreement.

**Rampart Road Water Service Extension:** Mr. Moore informed the Board that there is nothing new happening at this time.

**Storage Building at Roxborough Lift Station:** Larry Moore reported that the District has the building permit for the storage building and that construction will be moving along quickly now.

**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.

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

**FINANCIAL:** Mr. Snailum presented the October and November, 2015 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the October 31 and November 30, 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 \$ 68,030.11.

**ROXBOROUGH WATER AND SANITATION DISTRICT:**

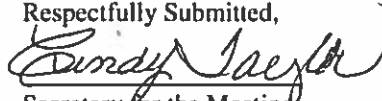
**ACTION ITEMS:**

**Inclusion of 40 Acres:** Upon a motion by Director Heldt and second by Director Dillon, the Board unanimously approved on behalf of the Roxborough Water and Sanitation District, an Inclusion Agreement with Linda McMakin for her 40 acre parcel.

**Annual Rate Review:** Director Heldt made a motion to set the Annual Rate Review for March 16, 2016 during the regularly scheduled March meeting for the Roxborough Water and Sanitation District. Upon a 2<sup>nd</sup> by Director Dillon the motion passed unanimously.

**ADJOURN:** Being no further business, a motion was made by Director Thomas and seconded by Director Heldt to adjourn the meeting at 10:06 a.m. The motion passed.

Respectfully Submitted,



Cindy Taylor

Secretary for the Meeting