

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD May 15, 2013

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, May 15, 2013 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, as required by State law.

**Attendance:** Directors: Dave Bane  
Tim Moore  
John Dillon  
Dave Thomas  
Dave Heldt  
Consultants: Ted Snailum, TWS Financial, Inc.  
Alan Pogue, Esq. Icenogle, Seaver, Pogue  
Bill Goetz, TST Infrastructure, LLC  
RWSD Employees: Larry Moore  
Vickie Nolen  
Mike Marcum  
Cindy Taylor  
Joanne Cleveland  
Guest: Esty Atlas, Hughes and Stuart

**Call to Order:** The meeting was called to order by Dave Bane, President of the Board. It was also established that a quorum was in attendance and there are no conflicts of interest disclosed.

### PUBLIC COMMENT:

There was no public comment.

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

1. Ratify Payroll for April 30, 2013 and May 15, 2013
2. Approve Payment of Claims- checks #54205-54216
3. Ratify Payments since April 17, 2013 – checks #54169-54204
4. Approve Minutes of the April 17, 2013 Meeting

### GENERAL MANAGER'S REPORT:

**Emergency Interconnect with Denver Water:** Mr. Moore informed the Board that all of the Easements and Consents have been obtained. TST is in the process of taking care of all of the paperwork with the contractor, T. Lowell.

**CWCB Loan:** The funding bill has been signed and Mr. Moore will continue to work with the CWCB to finalize the loan documents.

**Plum Valley Heights:** Pat Mulhern, Mulhern MRE, is working directly with Plum Valley Heights and have processed a loan application with the Colorado Water Resource and Power Development Authority.

**Chatfield Reallocation:** We received no response from the downstream users so now a letter will be sent to all participants stating that we have had no interest from either the upstream or downstream users; therefore we will offer opportunities to any potential outside parties that may have interest.

**Sterling Ranch/DWSD:** Mr. Moore continues to work with the Sterling Ranch/Dominion group regarding their possible participation in our Water Treatment Plant. The Sterling Ranch/Dominion group approached Mr. Moore with the idea of our new Water Treatment Plant becoming a "hub" for Northwest Douglas County. Douglas County could possibly become a partner in this project. Mr. Moore stated that the District would consider any project that would provide economic benefits to the District's customers.

**Water Presentation:** Mr. Moore shared with the Board that he did a presentation for the Chautauqua group here in Roxborough regarding "Water: It's Value, It's Future". The presentation was well received and a learning experience for all involved.

**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:** Mr. Goetz presented the engineering status report and discussed the rainfall/water treatment report.

**FINANCIAL:** Mr. Snailum presented the April 2013 Financial Statement to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the Board accepted the April 2013 Financial Statement.

#### **ADMINISTRATIVE:**

**Monthly Customer Summary:** Ms. Taylor reviewed the Monthly Customer Summary with the Board. Since we have started the rebate program, January 1, 2008, we have rebated \$58,780.11.

#### **ACTION ITEMS:**

**District Fact Sheet:** Director Bane had requested that staff prepare a fact sheet about the District that Directors, staff, etc. could use to answer questions presented to them by customers of the District. A first draft was reviewed and those changes will be made. It was also suggested that the Fact Sheet be put on the website for customer review.

**Rules and Regulations:** The Board upon a motion by Director Heldt, a second by Director Moore and a unanimous vote agreed to revise the District's Rules and Regulations to eliminate a separate connection or System Development Charge for any outbuildings that a homeowner chooses to put on their property. The Board did agree that a Special Use Permit is needed to protect the District's system and to ensure that the District is aware of changes to a homeowner's system. This Permit would require an inspection process and would cost the homeowner \$50.00 to cover the District's costs.

**Commercial Rates:** Mr. Goetz presented a detail analysis and history of commercial rates in Roxborough and it was agreed that the commercial rates are accurate where they are and no changes are needed at this time.

**Fire Safety Workshop:** Esty Atlas informed the Board that a Fire Safety Workshop is being held on June 29<sup>th</sup> from 10:00 a.m. to noon here in the fire house. The presentation is being made by Keith Worley and Roxborough Water and Sanitation District is co-sponsoring this event.

**ADJOURN:** Being no further business, a motion was made by John Dillon and seconded by Tim Moore to adjourn the meeting at 9:55 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting