

# 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 April 17, 2013

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, April 17, 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:              Lisa Hoover, GIS Consultant

**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.

**AMEND AGENDA:** Upon a motion, second and unanimous vote the Board voted to amend the agenda to add a Board Action Item regarding 7007 Puma Trail.

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

1. Ratify Payroll for March 31, 2013 and April 15, 2013
2. Approve Payment of Claims- checks #54161-54168
3. Ratify Payments since March 16, 2013 – checks #54113-54160
4. Approve Minutes of the March 17, 2013 Meeting

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

**Emergency Interconnect with Denver Water:** Mr. Goetz will present the bid results for the Emergency Interconnect and recommend approval of the Award of Contract during the Board Action Items.

**CWCB Loan:** Mr. Moore informed the Board that the loan request is now going through the legislative process and is through the third reading.

**Chatfield Reallocation:** Mr. Moore updated the Board regarding RWSD's share of the reallocation project. We have sent out letters to the downstream users and are awaiting for a response. If we do not get any response we will then send a third letter announcing that we have received no interest and we will make our offer to outside parties.

**Sterling Ranch/DWSD:** Mr. Moore informed the Board that we have provided a letter of intent to serve which was included in the Sterling Ranch amended submittal for their complete water supply.

**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 March 2013 Financial Statement to the Board. Upon a motion by Director Thomas, second by Director Heldt and unanimous vote the Board accepted the March 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 \$58,455.11.

**ACTION ITEMS:**

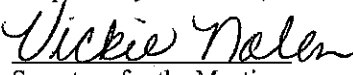
**Denver Water Emergency Interconnect:** The District received 4 public bids and T. Lowell Construction was the low bidder with a bid of \$360,000.00. TST Infrastructure, the District's engineer, performed due diligence on T. Lowell and recommended the District accept this bid. Upon a motion, second and unanimous vote the Board authorized Larry Moore to sign the Notice of Award to T. Lowell Construction in the contract amount of \$360,000.00. The Board also authorized Larry Moore to sign the Contracts and the Notice to Proceed after insurance certificates and proper bonds have been received and reviewed.

**7007 Puma Trail:** The District's operators discovered the home at 7007 Puma Trail had extended services to an outbuilding/barn in violation of the District's Rules and Regulations. After much discussion staff was directed to consider alternatives – one of which was to remove the requirement of additional connection/System Development Charge to outbuildings. Staff will make a formal recommendation at the May Board meeting.

**Personnel:** The Board discussed annual salary and benefit adjustments for office employees, field and plant personnel. A motion was made by Director Moore and seconded by Director Thomas and upon a unanimous vote agreed to approve adjustments to employees' salaries effective May 1, 2013.

**ADJOURN:** Being no further business, a motion was made by John Dillon and seconded by Tim Moore to adjourn the meeting at 10:53 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting