

# **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 February 19, 2014**

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 19, 2014 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  
John Dillon  
Dave Thomas  
Dave Heldt  
Tim Moore  
Consultants: Bill Goetz, TST Infrastructure, LLC  
Alan Pogue, Esq. Icenogle, Seaver, Pogue  
Ted Snailum, TWS Financial  
RWSD Employees: Larry Moore  
Mike Marcum  
Vickie Nolen  
Cindy Taylor  
Joanne Cleveland  
Guests: Jack McCormick, PVH resident  
Gary Brauer, PVH resident  
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 were no conflicts of interest to disclose.

### **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 January 31, 2014 and February 15, 2014
2. Approve Payment of Claims- checks #54785-54822
3. Ratify Payments since January 15, 2014 – checks #54748-54784
4. Approve Minutes of the January 15, 2014 Regular Meeting

**Director Thomas made a motion to adjourn as the Board of Directors of the Roxborough Water and Sanitation District and convene as the Board of Directors of the Plum Valley Heights Sub-District. Upon a second by Director Heldt the motion was unanimously approved.**

### **PLUM VALLEY HEIGHTS SUBDISTRICT:**

**Financing:** Larry Moore and Ted Snailum outlined for the Board the various options they have considered regarding financing the infrastructure to be built that would allow the Plum Valley Heights customers to be able to hook up for water service with RWSD. They presented these options to

finance the internal infrastructure to serve PVH.

- Option One would require the PVH Sub-District to apply for the funds through a loan application with the Colorado Water Resource and Power Development Authority. This would be a lengthy and costly process.
- Option Two would be to create a Special Improvement District to assess each homeowner. A loan would be obtained and this process would also take time and be costly.
- Option Three would have RWSD or Douglas County provide the up-front monies to build the internal infrastructure and the PVH Sub-District would impose a fee based on the cost of the project to each homeowner.

After discussion the Board agreed to adopt Option Three and front the cost for the internal infrastructure and establish a form of repayment for each homeowner.

**Director Heldt made a motion to adjourn as the Board of Directors of the Plum Valley Heights Sub-District and reconvene as the Board of Directors of the Roxborough Water and Sanitation District with a second by Director Moore the motion passed unanimously.**

## **ROXBOROUGH WATER AND SANITATION DISTRICT:**

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

**Sterling Ranch/DWSD (D/SR):** Mr. Moore informed the Board that after many discussions with the representatives of Dominion/Sterling Ranch (D/SR) they have committed to partner with RWSD in the design of a 8 MGD Water Treatment Plant. They have made a deposit in the amount of \$50,000.00 to the District to cover RWSD if D/SR fails to pay a submitted invoice for the design work. According to the signed Agreement D/SR will pay 50% of all invoices submitted to them in connection with the WTP design. If at any time D/SR does not pay the submitted invoices RWSD will draw on the \$50,000.00 to cover those invoices.

D/SR also instructed TST to perform water quality analysis on the South Platte River in the stretch near RWSD's wastewater discharge point and also gave the okay to do feasibility to have TST look at expanding the existing water treatment plant to provide additional treatment if the new plant is not ready to meet their platting number for Douglas County. Both of these jobs will be paid 100% by D/SR.

**Douglas County:** Mr. Moore informed the Board that the key players for Douglas County continue to wait for an official response from Aurora regarding the 250 acre feet of water they would like to purchase. Until this has been finalized Douglas County cannot commit to moving forward with any of the other scenarios that would allow Douglas County to partner with RWSD for service and/or treatment in the North Douglas County corridor.

**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 discussed the rainfall/water treatment report.

**FINANCIAL:** Mr. Snailum presented the January 2014 Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Dillon and unanimous vote the Board accepted the January 2014 Financial Statements.

### **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 \$63,330.11.

### **ACTION ITEMS:**

**Icenogle, Seaver, Pogue Engagement Letter:** Larry Moore presented a letter of engagement for legal services with Icenogle, Seaver, Pogue. After discussion a motion was made by Director Thomas, seconded by Director Moore and unanimously passed to approve Icenogle, Seaver, Pogue for legal services.

**Engineering Design Agreement:** Alan Pogue asked the Board to ratify the Engineering Design Agreement for the WTP with Dominion Water and Sanitation District. Upon a motion by Director Thomas, seconded by Director Heldt and unanimously passed the Board ratified the Engineering Design Agreement that had been previously approved.

**ADJOURN:** Being no further business, a motion was made by Director Thomas and seconded by Director Heldt to adjourn the meeting at 9:55 a.m. The motion passed.

Respectfully Submitted,

  
Secretary for the Meeting