

## 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 March 15, 2017

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, March 15, 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 President  
Tim Moore Vice-President  
Ken Maas Assistant Secretary  
John Dillon Secretary/Treasurer  
Dave Heldt Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Christy Kline, TST Infrastructure, LLC  
Alan Pogue, Esq. Icenogle Seaver Pogue  
Ted Snailum, TWS Financial, Inc.

RWSD Employees: Larry Moore  
Cindy Taylor  
Joanne Cleveland  
Mike Marcum  
Lucie Taylor

Roxborough Community Residents: Glen Nicoletti, Colleen Itzen, John Itzen, Shawna Lammers, Tammy Cowgill, Kyle Barrowcliff, Kim Prewitt, Randy Keener, Cassen Zebreski, Ward Anderson, Stacie Pacheco, Carl Wilson, Phil Montano, Chris Longo, Keith Segura, Michele Olds, Ed Yeats, Kim DeGrande, Ephram Glass, David Davenport, Janet Ferguson, Loretta Grodzicki, John Ascani and the resident at 8114 Westside St.

**Call to Order:** The meeting was called to order at 8:02 a.m. by Dave Thomas, 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:** Upon a motion by Director Moore, second by Director Dillon and unanimous vote the Board opened the meeting for questions or comments on items not on the agenda. There were several questions directed to and answered by the Board.

**Public Hearing on 2017 Rates:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board opened the Public Hearing on 2017 Rates. The Board asked for comments from the Public. There were several questions directed to the Board. Some questions were answered, some would be answered and placed on the website and some would be answered following the Presentation on the 2017 Rates by TST Infrastructure, LLC. Upon a motion by Director Moore, second by Director Maas and unanimous vote the Public Hearing was closed.

**2017 Rate Presentation:** The 2017 Rate Presentation was made by Bill Goetz and Christy Kline of TST Infrastructure. Many questions were asked and answered throughout the presentation. Following the presentation, the public was asked if there were any additional questions, there were none.

**Resolution 17-03-01:** Upon a motion by Director Maas, second by Director Moore and unanimous vote, the Board approved Resolution 17-03-01 to keep the Water and Sewer Service Charges and Consumption Rates as they currently are with no changes. The Systems Development Charge will increase by \$1490.00 for a total of \$41,339.00 effective 3/25/17.

#### PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board Convened as the Board of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the Plum Valley Heights Subdivision of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the February 15, 2017 Regular Meeting
- B. Approve Pay App #7 for the NWDC Project to KR Swerdfeger in the amount of \$533,599.28.

**General Manager Report: NWDC Water Project:** Mr. Moore reported the NWDC project is nearing completion and gave an update on the Centennial Water & Sanitation District's allowing customers to connect. Mr. Moore also reported that the District is waiting for the Colorado Dept of Health and Environment to approve plans for the Titan Industrial Park pipeline loop. This will push back our substantial completion date by 60 to 90 days or mid-May to mid June.

**Financial Statements- PVH:** Mr. Snailum presented January 31, 2017 Financial Statements. Upon a motion by Director Heldt, a second by Director Dillon and a unanimous vote, the Board accepted the January 31, 2017 Financial Statements for Plum Valley Heights Subdivision.

**Board Action Items: None**

**ROXBOROUGH WATER AND SANITATION DISTRICT:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board Convened as the Board of the Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the February 15, 2017 Regular Meeting
- B. Ratify Payrolls for February 28, 2017 and March 15, 2017
- C. Ratify Payment of Claims since February 15, 2017 checks #57242,57244,57247,57249-57255,57258,57261-57262,57267,57270-57271,57299
- D. Approved Payment of Claims- checks #57243,57245-57246,57248,57256-57257,57259-57260,57263-57266,57268-57269,57272-57298,57300-57322
- E. Approved Pay App #20 RWSD 8.0 MGD WTP- Garney Construction for \$889,438.75

**GENERAL MANAGER'S REPORT:**

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore reported that the District is continuing to work on the 5 year operating contracts between RWSD and D/SR. D/SR will need to deposit approximately \$1.3M in addition to the previous deposited amount of \$2.2M. We have reduced the letter of credit (LOC) to \$1.9M which would adequately cover D/SR's cost of the remaining construction of the Water Treatment Plant. We are close to having an IGA with D/SR which would cover water and fire flow delivery to the PVH Subdivision in the same manner we have with Centennial W&S District for the Chatfields and Titan Industrial Park. We are negotiating office space for D/SR in the new WTP. The estimated cost to finish out the space is \$89k. Staff will present a lease agreement to the Board at the April meeting.
- **Conveyance of Gravity Interceptor to Littleton:** Mr. Moore reported that he attended the Littleton City Council meeting on February 21, 2017 and that the Council approved the transfer and providing the easement needed by unanimous vote. The remaining item is to obtain appropriate signatures on all needed documents.
- **Ravenna:** Mr. Moore told the Board that he had a follow up meeting with Marshall Brown regarding reduced payment and he explained it would be difficult to get council to reduce the amount as it is based on an adopted rate plan and would most certainly delay the approval of the Amended and Restated IGA. Mr Moore told him it was more important to keep the IGA approval process moving forward. Mr. Moore agreed to the \$600k if Aurora would allow us to connect to the Aurora pipeline closer to the Rampart Reservoir which he agreed with the provisions that the District has two years to find a replacement supply and a 3<sup>rd</sup> year to build the connection if the replacement water is not found. They agreed and Mr Moore will attend the Aurora council meeting on the evening of March 20, 2017 to speak in support of the Amended & Restated IGA.

**LEGAL ISSUES:** Alan Pogue gave the Board an update on legal issues.

**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 January 31, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Maas, second by Director Moore and unanimous vote January 31, 2017 RWSD Financial Statements were accepted.

**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 \$72,405.11.

**ACTION ITEMS:**

- A. **Reschedule May 17, 2017 Meeting:** Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Regular Meeting scheduled for May 17, 2017 was changed to May 24, 2017.

**ADJOURN:** Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the meeting was adjourned at 12.25 pm.

Respectfully Submitted,

  
Secretary for the Meeting