

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL 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

August 16, 2017

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District and the Board of Directors of August 16, 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
Ken Maas Vice President
John Dillon Secretary/Treasurer
Tim Moore Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq., Icenogle Seaver Pogue

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

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.

Absence: Upon a motion by Director Moore, second by Director Dillon and unanimous vote Director Dave Heldt's absence was excused.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Dillon, second by Director Moore 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 Moore, 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 July 19, 2017 Regular Meeting.
- B. Approve Pay App #12 for the NWDC Project to KR Swerdfeger in the amount of \$219,287.42
- C. Approve Change Order #6 KR Swerdfeger reducing the amount by (\$470,275.48) and add 4 days.

General Manager Report: NWDC Water Project: Mr. Moore reported that in order to re-connect each existing customer in TRIP we had to do about \$200k worth of additional work to bring each customer into compliance with the current plumbing code. Because this work is considered on the private side of the system, we cannot include it under the current contract approved by CDPHE. We will be required to add this additional work under a separate contract with the contractor. We are obtaining a couple of additional bids to compare against the quote we received from K.R. Swerdfeger. We will not be able to use CWRPDA loan proceeds to pay for this work, so we will use Douglas County monies. Substantial Completion for Centennial Water & Sanitation District purposes was set at August 1, 2017. Final completion is scheduled for end of August or early September.

Financial Statements- PVH: Mr. Snailum presented the June 30, 2017 Financial Statements. Upon a motion by Director Dillon, a second by Director Moore and a unanimous vote, the Board accepted the June 30, 2017 Financial Statements for Plum Valley Heights Subdivision.

Board Action Items: None

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Moore, 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 Dillon and second by Director Moore, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the July 19, 2017 Regular Meeting
- B. Ratify Payrolls for July 31, 2017 and August 15, 2017
- C. Ratify Payment of Claims since July 19, 2017 checks #57650-57652,57655-57666,57668,57673,57677-57678,57684,57689-57690,57707-57708
- D. Approved Payment of Claims- checks #57653-57654,57667,57669-57672,57674-57676,57679-57683,57685-57688,57691-57706
- E. Approved Pay App #25 RWSD 8.0 MGD WTP- Garney Construction for \$519,411.32
- F. Approved Pay App# 1 PEI- Waterline Replacement Project in the amount of \$167,807.03

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore stated that we are finalizing the rates and charges for D/SR. We are in process of completing the Operations Agreement.
- **Ravenna:** Mr. Moore reported that the Emergency Interconnect for water delivery is still in operation, because Ravenna was not able to start up their WTP. We are charging \$7.77 per 1,000 gallons for water use during this period.
- **Inclusions:** Christine Jaksch- Alan Pogue has completed discussions with Ms. Jaksch and her attorney and will present the Inclusion Agreement under Action Items for the Board's consideration and approval. Joe Cronen- TST completed cost estimates to extend the waterline north on Rampart Range Rd. The cost estimates came in very high and based on the numbers Mr. Cronen will not proceed. We are evaluating the numbers to make sure they are reasonable estimates. Douglas County- TST completed cost estimates and we will meet again with the Douglas County Facilities Staff to discuss the results and next steps. Martin Marietta Concrete- Alan Pogue is in the process of drafting an Inclusion Agreement for their properties.
- **Westside Pipeline replacement and Rampart Ct. Pipeline extension projects:** Construction of the Rampart Ct. waterline extension/loop is complete. Construction of the Westside Cir waterline replacement is in process.
- **WTP:** We are still in the process of working the "bugs" out. We are getting excellent filter runs before requiring backwash of each filter. The TOC removal is almost 60% compared to the 25-30% we were previously getting, which is outstanding.
- **2016 Audit:** Poysti & Adams, our auditors, will present the 2016 Audit for your consideration and acceptance.

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 to include the new WTP is running smoothly. Over 64 million gallons of water was treated in July, with almost 3 million gallons going to Sterling Ranch and about 1.5 million gallons to Ravenna. The WWTP is still running and we are putting together some mock DMR's for compliance and then will request to end the functionality test and moth ball the WWTP once again. The Westside/Rampart loop continues to move along. The Cougar Run sewer line replacement project will go to bid soon. Lead and Copper testing requirements have begun for the 90 samples required between July and December, 2017. We are researching Software that will assist in managing the results.

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

FINANCIAL: Mr. Snailum presented the June 30, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Moore, second by Director Dillon and unanimous vote June 30, 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 \$73,755.11.

ACTION ITEMS:

2016 Audit: Jason Adams presented the 2016 Audit and reported no issues were identified. Upon a motion by Director Dillon, second by Director Moore and unanimous vote, the Board approved and directed the 2016 Audit to be filed with the State Auditor by Poysti & Adams.

Inclusion Agreement Christine Jaksch: Upon a motion by Director Dillon, a second by Director Moore and unanimous vote, The Board approved the Inclusion Agreement for 2 EQR's and the amount of \$137,000.00 with Christine Jaksch.

Nomination of Larry D. Moore to represent RWSD on the SDA Insurance Pool Board of Directors: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board approved the nomination of Larry D. Moore to represent RWSD on the SDA Insurance Pool Board of Directors.

Amendment of Ravenna IGA for Water and Wastewater Service: Upon a motion by Director Maas, second by Director Dillon and unanimous vote, the Board agreed to the 2nd amendment of the Ravenna IGA for Water and Wastewater Service.

AJOURN: Upon a motion by Director Dillon, second by Director Moore and unanimous vote, the meeting was adjourned at 10:38 am.

Respectfully Submitted,


Secretary for the Meeting