

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 September 20, 2017

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District and the Board of Directors of September 20, 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
Dave Heldt Assistant Secretary
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
Mike Marcum
Lucie Taylor

Public: Christine Jaksch: Resident (arrived at 9:42 am)

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 Ken Maas' absence was excused.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Moore, 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 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 August 16, 2017 Regular Meeting.

General Manager Report: NWDC Water Project: Mr. Moore reported the District is working on the final draw request and the close out of the project with Colorado Water Resource Power Development Authority. The District cannot close out the project with Douglas County until the individual connections are completed by Cronen Plumbing.

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

Board Action Items:

A. Upon a motion by Director Dillon, second by Director Heldt and unanimous vote the Board agreed to set a Public Hearing for the PVH Subdistrict SDC rates at the October 18, 2017 regular meeting.

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 Heldt and second by Director Dillon, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the August 16, 2017 Regular Meeting
- B. Ratify Payrolls for August 31, 2017 and September 15, 2017
- C. Ratify Payment of Claims since August 16, 2017 checks #57709-57726,57728-57738,57741,57743-57750,57755,57761-57763,57765,57767,57772,57777,57784,57791,57799-57800,57802-57803
- D. Approved Payment of Claims- checks #57727,57739-57740,57742,57751-57754,57756-57760,57764,57766,57768-57771,57773-57776,57778-57783,57785-57790,57792-57798,57801,57804-57820
- E. Approved Pay App #26 RWSD 8.0 MGD WTP- Garney Construction for \$2,001,509.04
- F. Approved Change Order #C3 Garney Construction 8.0 MGD WTP for an additional \$9,770.77
- G. Approved Change Order # 12 Garney Construction 8.0 MGD WTP for an additional \$28,704.97
- H. Approved Pay App# 2 PEI- Waterline Replacement Project in the amount of \$145,324.35

GENERAL MANAGER'S REPORT:

- **Sterling Ranch/DWSD (D/SR):** Mr. Moore reported that the District has finalized the rate forms for D/SR and they have been billed. We still have outstanding agreements to complete such as the IGA for service to Plum Valley Heights and the Operations agreement.

- **Ravenna:** Mr. Moore reported we are still waiting on the bonds to close, but anticipating it to occur soon.
- **Inclusions:**
- **Christine Jaksch-** Ready for Public Hearing and Board Action under Action Items.
- **Joe Cronen-** On hold.
- **Douglas County-** In negotiations and expected Public Hearing and Board Action at the October Board Meeting.
- **Martin Marietta Concrete-** Negotiations in process. Looking at the October Board Meeting for Public Hearing and Board Action

LEGAL ISSUES: Alan Pogue gave the Board an update on legal issues and Legislative Summary

OPERATIONS: Mike Marcum gave the Board an overview of work done in the District, at the Plants and in the Field. The new WTP is running smoothly. Over 46 million gallons of water was treated in August, with almost 2.3 million gallons going to Sterling Ranch and about 1.5 million gallons to Ravenna. We will be shutting down the WWTP per the direction of D/SR. The Lift Stations are running smoothly with 18.9 million gallons of sewage to LEWWTP in August. The field remains busy; there are now over 760 new Beacon meters installed which includes over 60 in NWDC, 7 in PVH and 14 in TRIP. The Westside/Rampart waterline loop is continuing at a very slow pace. Lead & Copper testing requirements are nearly satisfied. KR Swerdfeger has almost completed the NWDC project, and Cronen Plumbing is making all connections on the private property side for the customers in TRIP.

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

FINANCIAL: Mr. Snailum presented the July 31, 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. Cindy Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008 we have paid rebates totaling \$73,805.00.

ACTION ITEMS:

SDC Refund Request Policy: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board agreed to adopt the SDC Refund Request Policy as presented by Barbara Biggs.

Resolution 17-09-07: Director Thomas opened the public hearing on the Ravenna System Development Charges. Mr. Pogue presented a resolution setting System Development Charges for the to be included Ravenna Inclusion property. Mr. Pogue advised that the notice of the hearing was placed on the RWSD website at least 30 days prior to the hearing. Director Thomas closed to public hearing. Upon motion by Director Dillon, second by Director Heldt and unanimous vote the Board approved Resolution 17-09-03 establishing SDCs for the Ravenna Property.

Public Hearing on Inclusion of Christine Jaksch Property: Upon a motion by Director Moore, a second by Director Dillon and unanimous vote the Public Hearing was opened for consideration of the inclusion of the Christine Jaksch property. Ms. Jaksch explained to the Board her need for a reliable water supply and has agreed to all the terms in the Inclusion Agreement. With a motion by Director Dillon, second by Director Heldt and unanimous vote the Public Hearing was closed.

Resolution 17-09-08: Upon a motion by Director Dillon, second by Director Heldt and unanimous vote, Resolution 17-09-04 to approve the Inclusion of the Jaksch property into the Roxborough Water and Sanitation District was adopted.


Set Rate Hearing for Subdistrict SDCs: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Public Hearing for setting Subdistrict SDCs was set for the October 18th Board Meeting.

Approval of Bank Signature transfer: Upon a motion by Director Moore, second by Director Dillon and unanimous vote the Board approved the transfer of Bank Signature to Barbara Biggs as General Manager.

Bid Award for Cougar Run Sewer Line Replacement: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board approved the Bid Award to BT Construction (the lowest responsive bid) and authorized Barbara Biggs, Larry Moore or Mike Marcum to sign appropriate documents for the Cougar Run Sewer Line Replacement project.

AJOURN: Upon a motion by Director Dillon, second by Director Heldt and unanimous vote, the meeting was adjourned at 10:32 am.

Respectfully Submitted,


Secretary for the Meeting