

# RECORD OF PROCEEDINGS

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD AUGUST 17, 2011

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, August 17, 2011 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.

<b>Attendance:</b>	Phil Scott, Director	John Dillon, Director
	Dave Thomas, Director	Dave Bane, Director
	Tim Moore, Director	Ted Snailum, TWS Financial, Inc.
	Larry Moore, RWSD	Alan Pogue, Esq.
	Vickie Nolen, RWSD	Bill Goetz, TST Infrastructure
	Cindy Taylor, RWSD	Robbi Casey, Colo State Bank & Trust
	Greg Liptak, Resident	Kevin Shaw, Colo State Bank & Trust
	Joanne Cleveland, RWSD	Mike Marcum, RWSD

**Call to Order:** The meeting was called to order by Phil Scott, President of the Board. It was also established that a quorum was in attendance and there are no conflicts of interest disclosed.

**AMENDED AGENDA:** At this point Larry Moore asked the Board to amend the agenda to include a Nomination Form for the SDA Insurance Board of Directors for Mr. Moore. Upon a motion, second and unanimous vote the Board agreed to amend the agenda to reflect this nomination form.

### PUBLIC COMMENT:

There was no public comment.

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

1. Approve Minutes of the July 20, 2011 Regular Meeting
2. Ratify Payroll for July 31, 2011 and August 15, 2011
3. Approve Payment of Claims- checks #52967-53003
4. Ratify Payments since July 20, 2011 – checks #52945-52966
5. Pump Station Improvements
  - i. Approve Pay App #4 to Redline Pipeline

### REGULAR AGENDA:

#### GENERAL MANAGER'S REPORT:

**Aurora:** Mr. Moore informed the Board that he and Ted Snailum and Alan Pogue have met with each of the following entities; Lisa Darling and Steve Hellman of Aurora, Wells Fargo and Colorado State Bank and Trust to discuss various financing options. Aurora indicated they would consider our request but only for a period of five years. Wells Fargo and Colorado State Bank and Trust have submitted proposals that are very similar. Mr. Snailum prepared a term sheet for the Board to review that reflected the potential financing options.

**Denver Water:** Bill Goetz and Larry Moore met with David Little and Mary Hoddnott of Denver Water to discuss Denver Water's review and findings to treat raw water for RWSD. Denver Water indicated they were prepared to send our request for treatment to the Directors of Denver Water and they outlined the cost and connection requirements. The capital costs were in line with what Mr. Goetz and Mr.

Moore had expected but the treatment costs were significantly higher than expected. The Board discussed the costs associated with Denver Water treating our raw water and agreed the treatment costs were high for Roxborough. The Board directed Mr. Moore to write a letter to Denver Water informing them that the District appreciates their response and is reviewing the proposal and are in the process of comparing with an analysis of continuing our own treatment and should expect a decision by the end of September. The Board also directed Mr. Goetz to prepare a "side by side" analysis of costs associated with building our own plant and treating the raw water versus paying Denver Water capital costs and paying them to treat the raw water.

**Chatfield Reallocation:** Mr. Moore passed on an invitation to the Board for the 2011 Reception on the River that is hosted by the Greenway Foundation.

**Meadow Ditch Water:** Larry Moore shared with the Board the packet that has been mailed out to all interested buyers of the Meadow Ditch Water. We sent out 17 packets representing 15 entities/individuals. We set a deadline of Friday, October 14<sup>th</sup> for responses.

**Sterling Ranch/Dominion:** Mr. Moore informed the Board that he met with Dominion regarding the water situation in Louviers. Dominion explained that they have received approximately 270 acre feet of Aurora water, have met and received Aurora's okay and wanted to know if Roxborough would consider treating about 50 acre feet of their 270 acre feet for Louviers. The Board instructed Mr. Moore to continue gathering the necessary particulars regarding this situation.

**LEGAL ISSUES:** Alan Pogue gave the status report to the Board. Mr. Pogue also gave the Board a summary of certain bills enacted into law by the Colorado General Assembly that may impact, either directly or indirectly, special districts.

**OPERATIONS:** Mike Marcum gave the Board an overview of work done in the District, at the Plants, and in the Field.

**ENGINEERING:** Bill Goetz, TST Infrastructure, presented the engineering report.

**FINANCIAL:** Mr. Snailum presented the July 2011 Financial Statements to the Board. Upon a motion, second and unanimous vote the Board accepted the July 2011 Financial Statements.

#### **ADMINISTRATIVE:**

**Monthly Customer Summary:** Mrs. Taylor reviewed the Monthly Customer Summary with the Board. Since we have started the rebate program, January 1, 2008, we have rebated \$50,855.11.

**Hughes & Stuart:** Mr. Moore presented the Public Outreach Report for July, 2011 provided by Hughes & Stuart. The report provides information regarding press releases/correspondence, events, website, miscellaneous and specialty items, and a cost comparison of Hughes & Stuart's work hourly versus retainer. The report also gives the District an overview of traffic to our website.

#### **BOARD ACTION ITEMS/UPDATES:**

**Aurora Water Purchase Action Plan:** Per the Board's direction, Mr. Pogue presented to the Directors a ballot question that would be voted on by the residents of Roxborough in the November 2011 election. The Board discussed whether they wanted to have a mail-in ballot election and/or a polling place election. The Board upon a motion, second and 3-2 vote decided to hold a polling place election. Residents that have signed up for permanent mail-in ballots will be mailed their ballots but a polling place election will also be held at the Roxborough Fire Station. Upon a motion, second and unanimous decision the Board also approved Resolution No. 11-08-03 Calling An Election on November 1, 2011 authorizing the issuance of General Obligation Debt and the Levy of Property Taxes to pay such Debt; Setting the Ballot Title and Ballot Issue for the Election; and providing other Matters Relating Thereto. A copy of the Resolution is attached to these minutes.

**Nomination Form for SDA Director:** Upon a motion and second the Board unanimously resolved to approve submitting a nomination form for Mr. Moore to seek another term as a director of the SDA Insurance Board.

**ADJOURN:** Being no further business, a motion was made to adjourn the meeting at 11:05 a.m. Upon a second, the motion passed.

Respectfully Submitted,

  
Secretary for the Meeting