

RECORD OF PROCEEDINGS

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 SUBDISTRICT OF ROXBOROUGH WATER AND SANITATION DISTRICT HELD July 15, 2015

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 Subdistrict of Roxborough Water and Sanitation District was held on Wednesday, July 15, 2015 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 Subdistrict, as required by State law.

Attendance: Directors: Dave Bane
Dave Thomas
Tim Moore
John Dillon

Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle, Seaver, Pogue,
Ted Snailum, TWS Financial, Inc.
Jason Adams, Poysti & Adams LLC
James Rae, Poysti & Adams LLC

RWSD Employees: Larry Moore
Mike Marcum
Vickie Nolen
Cindy Taylor
Joanne Cleveland

Public: None

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.

Absence: Absence: Dave Thomas made a motion to approve Dave Heldt's absence, with a second from Tim Moore the motion passed unanimously.

Public Comment:
There was no public comment.

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

1. Approve Minutes of the June 17, 2015 Regular Meeting
2. Ratify Payrolls for June 30 and July 15, 2015
3. Approve Payment of Claims- check #55871-55886
4. Ratify Payments since June 17, 2015 – checks #55837-55870
5. Pay App #6, Water Line Relocation
6. Change Order #3, Water Line Relocation

2014 Audit: Jason Adams and James Rae of Poysti and Adams LLC presented the Board with the 2014 Audit and Management Letter. Mr. Adams stated that the 2014 Audit was clean, there were no issues and the District is in good financial shape.

General Manager's Report:

Sterling Ranch/DWSD (D/SR): We are continuing to work on the various water and wastewater projects. Alan Pogue is pushing the preparation of documents to be able to close on the WWTP. D/SR are now scheduled to close with their builders on 7-24-15.

WTP: Garney Construction is in full mode. Bill Goetz will provide updates from this point forward.

NWDC Water Project: We received a draft IGA from Centennial on July 7, 2015. Mr. Larry Moore asked the Board to consider approval of the IGA subject to changes by him, Alan Pogue and Bill Goetz. Alan Pogue asked to amend the agenda with item ii under Plum Valley Heights Subdistrict to approve the IGA with Centennial and move that item to iv under the Board Action Items of Roxborough Water and Sanitation District. A motion was made and seconded to move Agenda ii under Plum Valley Heights Subdistrict to Agenda iv under Action Items of Roxborough Water and Sanitation District.

Outsourcing RWSD Customer Billing:

Mr. Moore discussed with the board that staff had requested proposals from four Management Companies to take over the Billing and Payment Processing for RWSD. One company was not interested in submitting a proposal; one company's proposal was not representative to the request for proposal and the other two companies submitted two very good and competitive proposals. Staff met with both companies and attended a site visit with each. The staff recommended that Community Resource Services of Colorado (CRS of CO) be considered as the service provider for RWSD. Outsourcing the billing would provide better customer service coverage as CRS of CO has seven employees that can handle billing and payment inquiries, they use the same billing system as RWSD, they have many years of experience and they already do this service for 18 other Districts. They also provide longer service hours and have greater buying power for mailing supplies and postage. The Board agreed that the outsourcing of RWSD Customer billing would be a management decision. The Board Directed the General Manager to move forward with the selection process and stated they would ratify the final contract when presented.

Legal Issues: None at this time. All legal matters would occur as part of the Action Items.

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

Engineering: Mr. Goetz gave the status report to the Board and discussed the rainfall/water treatment report.

Financial: Mr. Snailum presented the May 31, 2015 financial report to the Board. Dave Thomas made a motion to accept the May 31, 2015 Financial Report, John Dillon seconded and the Board approved the motion unanimously.

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 \$66,980.11.

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 Subdistrict. Upon a second by Director Moore the motion was unanimously approved.

Plum Valley Heights Subdistrict:**Action Items:**

2014 Audit: Upon a motion from Dave Thomas and a 2nd from John Dillon the Board unanimously accepted the 2014 Audit for Plum Valley Heights Subdistrict.

Financial: Mr. Snailum presented May 31, 2015 Financial Report for Plum Valley Heights Subdistrict. Upon a motion from Dave Thomas, a second from John Dillon and a unanimous vote from the Board, the May 31, 2015 Financial Report was approved for Plum Valley Heights Subdivision.

Director Thomas made a motion to adjourn as the Board of Directors of the Plum Valley Heights Subdistrict and reconvene as the Board of Directors of the Roxborough Water and Sanitation District with a second by Director Dillon the motion passed unanimously.

Roxborough Water and Sanitation District:

Action Items:

2014 Audit: With a motion from Dave Thomas and a second from John Dillon, the Board accepted the 2014 Audit and directed the Auditors to file the 2014 Audit with the State of Colorado.

Financial Services: The Board agreed that additional Financial Services for TWS Financial would be a management decision made by General Manager, Larry Moore. TWS Financial made a proposal to handle the Payables and Human Resources services for RWSD. The functions were handled by Vickie Nolen, who is planning to retire in October, 2015. The Board will approve the contract when presented.

Adjourn: Being no further business, a motion was made by Director Thomas and seconded by Director Dillon to adjourn the meeting at 10:25 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting