

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD MAY 19, 2010

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, May 19, 2010 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	Dave Bane, Director
	Dave Thomas, Director	Linda Goodrich, Resident
	Larry Moore, RWSD	Ted Snailum, TWS Financial
	Vickie Nolen, RWSD	Alan Pogue, Esq.
	Joanne Cleveland, RWSD	Bill Goetz, TST Infrastructure
	Mike Marcum, RWSD	Cindy Taylor, RWSD
	Steve Howell, RWSD	

**Election:** Prior to this May 19, 2010 Regular Meeting both Kelly Boyle and Tim Moore were sworn in as Directors for Roxborough Water and Sanitation District.

**Oath of Office:** The Oath of Office was administered to Dave Thomas, newly elected Director of the District.

**ELECTION OF OFFICERS:** Upon a motion, second and unanimous vote the following board of directors was elected:

- Phil Scott – President
- David Bane – Vice-President
- Dave Thomas – Secretary/Treasurer
- Tim Moore – Assistant Secretary
- Kelly Boyle – Assistant Secretary

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

1. Approve Minutes of the April 21, 2010 Regular Meeting
2. Ratify Payroll for April 30, 2010 and May 15, 2010
3. Approve Payment of Claims- checks #51934-51965
4. Ratify Payments since April 21, 2010 – checks #51900-51933
5. Approve April 2010 Financial Statements

**Absent:** Kelly Boyle and Tim Moore were absent and this is an excused absence.

### **WATER:**

**Aurora:** Larry Moore informed the Board he has had a discussion with Lisa Darling who is drafting the agreement between Aurora and RWSD. Ms. Darling said it was more difficult than she had anticipated because the agreement has to be drafted along with the long term aspects and considerations of the WISE Partnership. The agreement with RWSD must fall in line with South Metro's long term agreement, particularly involving water costs and capital requirements. Ms. Darling hopes to have the first draft to RWSD within the next two weeks.

**SMWSA:** Mr. Moore informed the Board that South Metro continues to negotiate with Denver Water and Aurora to develop a 1<sup>st</sup> phase agreement as part of the WISE Partnership. The parties involved are working through the 5<sup>th</sup> draft and progress is being made in a positive way.

**Chatfield Reallocation:** Mr. Moore reported to the Board that all aspects of the FR/EIS are coming to a close. Final reviews are underway and the date for release is now scheduled for August, 2010. The project if approved would provide 20,600 acre feet of additional storage in Chatfield Reservoir for water supply; of which RWSD would have approximately 560 acre feet. The cost is approximately \$3.5 million for RWSD of the estimated total of \$130 million for the project.

**Douglas County Regional Conservation Plan:** Mr. Moore revealed to the Board that Douglas County has committed to be the first County to have all water providers, large and small/public and private, to have state approved conservation plans. The plan is called the Douglas County Regional Conservation Plan and is being funded by a \$50,000 grant from the Colorado Water Conservation Board and the County added another \$60,000 from their budget. Roxborough's cost should be minimal since the conservation plan will be created for approximately 19 water providers under a blanket plan approved by the CWCBC.

**LEGAL ISSUES:** Alan Pogue gave the status report to the Board.

**Election:** Mr. Pogue informed the Board that Roxborough Water and Sanitation District had a successful election and the results ~~have been~~ are being certified according to State law. ~~at the State.~~

**Zone 2/3 Waterline Loop:** Mr. Pogue presented to the Board Notices of Future Cost Obligation that have been prepared for the property owners that benefit from the construction of this waterline loop. These Notices will be recorded against the properties so that prior to connecting to the District's water system and receiving service from the District's water system, the owner of such properties must pay all then-current District charges including, but not limited to, system development charges, tap fees, and availability of service charges, and the property's benefitted share of the constructions costs for the waterline loop.

**Ballot Initiatives:** Mr. Pogue reviewed with the Board the content of Amendment 60, Amendment 61, and Proposition 101, all initiatives placed on the November ballot, and discussed the potential ramifications of passage of any or all of the initiatives on the District.

**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.

**Lift Station Chemical Building:** Mr. Goetz informed the Board that construction of the walls and roof decking has been completed. Interior process, mechanical and electrical installation is currently in progress.

**Lift Station Chemical Building Pay App #3:** The Board upon a motion, second and unanimous vote approved Pay App #3 to Alliance Construction Solutions, LLC for work done on the Lift Station Chemical Building in the amount of \$141,047.74.

**Lift Station Chemical Building Change Order #2:** The Board upon a motion, second and unanimous vote approved Change Order #2 to Alliance Construction Solutions, LLC which will add 2 days due to installation of additional roof decking and \$7,741.25 due to added cost to add recycled concrete road base to existing driveway area, additional decking and installation of window tint.

**Transition Vault Improvements:** Mr. Goetz informed the Board that construction of the fourth biofilter is

complete and modifications to the existing biofilters are currently in progress.

**Transition Vault Pay App #2:** The Board upon a motion, second and unanimous vote approved Pay App #2 to Glacier Construction Company, Inc. for work done at the Transition Vault in the amount of \$45,512.32.

**Change Order #1:** The Board upon a motion, second and unanimous vote approved Change Order #1 to Glacier Construction Company, Inc. which will add \$2,829.00 due to added cost to increase the width of a concrete wall and also to provide a vehicle tracking pad at the entrance to the Roxborough Transition Vault.

**Village Circle East:** Mr. Goetz informed the Board that the design of the water and sewer drawings is 95% complete and development of the engineering information for the county roadway is 100% complete. Also, development of the IGA between the District and Douglas County is in progress. Upon a motion, second and unanimous vote the Board instructed Mr. Goetz to go forward with advertising the project and accepting bids for this project. Mr. Goetz advised the Board that due to the nature of the project and the requirement to coordinate construction activities with the County, it was necessary to issue a notice of award, based upon the bid results, prior to the next Board meeting in June, 2010. The Board directed staff, engineering consultants, and legal counsel that Once the bid tabulation has been prepared Mr. Goetz will e-mail the bid tabulation to all of the board members with the engineer's recommendation regarding which contractor had the lowest, reasonable and responsive-acceptable bid. The Board also instructed Mr. Moore to sign the Notice of Award, subject to any concerns raised by any Director following review of the bid tabulation, and with the understanding that the construction contractor original contracts upon board approval will be signed only following Board approval at the June 2010 Regular Board Meeting.

**FINANCIAL:** Mr. Snailum presented the April 2010 Financial Statements to the Board.

#### **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 \$33,500.00. The Board discussed reducing the toilet rebates since the low-flow; energy efficient toilets have decreased substantially in price. The Board instructed staff to research what other districts are doing regarding toilet rebates.

**New Board Members:** Larry Moore discussed with the new board member dates to schedule a tour of the Roxborough facilities and also an orientation date. Mr. Moore will get in touch with the other two new directors and get those dates set.

**2010 Chatfield Watershed Summit:** Mr. Moore invited all of the directors and staff to attend the 2010 Chatfield Watershed Summit to be held on June 16<sup>th</sup> from 10:00 a.m. to 5:00 p.m.

**Prairie Waters Tour:** Mr. Moore also told the Board that the City of Aurora is offering tours of the Peter D. Binney Water Purification Facility for the SMWSA boards on Saturday, June 12<sup>th</sup> from 9:00 a.m. to 11:00 a.m. Mr. Moore has taken this tour and highly recommended the tour to the directors and RWSD staff.

**ADJOURN:** Being no further business, a motion was made to adjourn the meeting at 11:45 a.m. Upon a second, the motion passed.

Respectfully Submitted,

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Secretary for the Meeting