

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HELD SEPTEMBER 15, 2010

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District was held on Wednesday, September 15, 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.

Attendance: Phil Scott, Director John Dillon, Director
Dave Thomas, Director Tim Moore, Director
Larry Moore, RWSD Dave Bane, Director
Steve Howell, RWSD Alan Pogue, Esq.
Vickie Nolen, RWSD Bill Goetz, TST Infrastructure
Mike Marcum, RWSD Cindy Taylor, RWSD
Ted Snailum, TWS Financial, Inc.

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.

Amend Agenda: At this point in the meeting Larry Moore asked the Board to amend the Agenda to add a Board Action Item. The Board upon a motion, second and unanimous vote approved adding "Pulte Water and Sewer Replacement" to the Board Action Items.

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 August 18, 2010 Regular Meeting
2. Ratify Payroll for August 31, 2010 and September 15, 2010
3. Approve Payment of Claims- checks #52231-52266
4. Ratify Payments since August 18, 2010 – checks #52187-52230
5. Construction Projects - None

REGULAR AGENDA:

GENERAL MANAGER'S REPORT:

Aurora: Mr. Moore informed the Board that he, Bill Goetz and Alan Pogue met with Aurora staff and their attorney, John Dingess and went over the draft Aurora agreement from the legal stand point of view. Several changes were made and a redraft is expected to us the week of September 20th.

SMWSA: Mr. Moore informed the Board that the SMWSA members have included Dominion Water and Sanitation District into the SMWSA. With Dominion's inclusion in SMWSA the 2010 Regional Water Supply Master Plan Update will have to be amended to account for Dominion's participation.

Chatfield Reallocation: Mr. Moore reported to the Board that a small committee is continuing to meet with the State Park, Division of Wildlife and the Division of Natural Resources to work through a number of items that have been identified as concerns of these entities. A larger group of the water providers/stakeholders group made a proposal to the State Park which included a formula by which the economic impacts to the State Park could be quantified and accounted for. The State Park is evaluating that proposal. The issues between EPA and the Corp continue and have not been resolved. The participants obtained a letter, jointly executed by Colorado's entire congressional delegation contingent encouraging the EPA and Corps of Engineers to resolve their issues. Also a new date for a possible release of the draft FR/EIS (Feasibility Report/Environmental Impact Statement) is the end of October.

Douglas County Regional Conservation Plan: Mr. Moore informed the Board that the County hopes to have the RWSD plan completed toward the end of September and has requested approval of the plan at the October board meeting if possible. If the County's work proceeds according to schedule, we expect the draft plan available for our review prior to the October board meeting and the County will attend the October meeting to present the plan for board approval.

Roadway East of West Metro Fire Station: Mr. Moore informed the Board that we are awaiting the revised Quit Claim Deed and the legal description after a request from Douglas County to make those revisions. Once Douglas County accepts and records the deed we will make the agreed upon payment of \$15,000.

Old Ranch Trail Spur: The Roxborough Park Foundation is nearing completion of their road improvement project, which means we should have all manholes and valves at grade which would complete our portion of this project. Upon completion of this project we will release the payment for our portion of this project.

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

Easement Agreement with RVMD: Alan Pogue presented a Sanitary Sewer Easement Agreement between RWSD and Roxborough Village Metropolitan District. This Easement Agreement benefits RWSD and upon a motion, second and unanimous vote the Board approved Larry Moore to sign the Easement Agreement on behalf of RWSD.

OPERATIONS: Mike Marcum gave the Board an overview of work done in the District, at the Plants, and in the Field. Mr. Marcum informed the Board that the District was required to send out notification to all RWSD customers due to detection of coliform bacteria during monthly water sampling. Mr. Marcum explained that in August during the Bacti testing three sites showed up positive for Total Coliform which is a non-harmful bacteria found in the environment. The bacteria are an indicator that other harmful bacteria could exist in the system. Within 36 hours of the 1st positive test the operations staff performed main line maintenance and upon follow up testing no coliform bacteria was detected. The CDPHE mandates a letter to our residents making them aware of the situation. This letter was mailed on September 13th and was also posted in various sites around the District and also posted on our website.

Field Truck: Mike Marcum presented to the Board that a new field truck is needed to replace a 2002 Toyota Tundra that has 140,000 miles on it and needs extensive transmission work. Mr. Marcum told the Board that Stevenson Toyota has agreed to give them \$4,500.00 for the trade which would bring the sticker price of the new truck down to \$28,186.00 which includes the commercial bed with boxes. The Board upon a motion, second and unanimous vote approved the District purchasing a new field truck.

ENGINEERING: Bill Goetz, TST Infrastructure, presented the engineering report. Mr. Goetz informed the Board that they are reviewing a SIP Referral for development of approximately 330 storage units on the commercial parcel south of the Loaf n' Jug store. Mr. Goetz also informed the Board that final design of the pump station improvements is in progress and bidding will occur in late September.

or early October with an award of contract expected at the October Board meeting.

FINANCIAL: Mr. Snailum presented the August 2010 Financial Statements to the Board. Upon a motion, second and unanimous vote the Board accepted the August 2010 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 \$36,892.00.

BOARD ACTION ITEMS/UPDATES:

2010 Rate Evaluation & Philosophy: Mr. Goetz reviewed with the Board the 2010 Rate Evaluation & Philosophy. This was necessary since we set rates in March 2010 and then in May 2010 had three new board members elected to the board. The Rate Evaluation & Philosophy outlines the current financial data for the District and how it is incorporated into the rate philosophy that was established by previous boards which enables us to set water and sewer rates, charges, System Development Fees etc. The Rate Evaluation & Philosophy was also distributed to all of the board members so they could review in more detail.

Long Range Financial Plan: Ted Snailum discussed the long term financial plan or models with the Board. The Board reviewed the financial plan/models to help them understand how the District will pay for the capital projects anticipated, including a long term water supply with Aurora. Mr. Snailum also gave the Board two different financial scenarios to help them understand how making adjustments to our rates will create a financial position that will enable us to pay for the needed capital projects, including a long term water supply with Aurora. The Board with Mr. Snailum's guidance will continue to look at the financial plan and hopefully be able to have concrete numbers to put into the formula so they can make the financial decisions needed for the future.

Pulte Homes Water and Sewer Replacement: Bill Goetz gave the Board a timeline regarding replacing the water and sewer lines in the Pulte Homes section of Roxborough Village that would allow the project to be complete by the summer of 2011. After some discussion the Board upon a motion, second and unanimous vote instructed Mr. Goetz to finalize the preliminary design work with the understanding that another decision will be made in the next few months whether or not to go ahead with the water and sewer replacement now or wait until Douglas County could possibly be involved in this project.

ADJOURN: Being no further business, a motion was made to adjourn the meeting at 11:40 a.m. Upon a second, the motion passed.

Respectfully Submitted,


Secretary for the Meeting