

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 SUB-DISTRICT OF ROXBOROUGH WATER AND SANITATION DISTRICT HELD

May 18, 2016

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 Sub-district of Roxborough Water and Sanitation District was held on Wednesday, May 18, 2016 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
Tim Moore
John Dillon
Dave Heldt
Ken Maas
Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle Seaver Pogue
Ted Snailum, TWS Financial, Inc.
RWSD Employees: Larry Moore
Mike Marcum
Cindy Taylor
Joanne Cleveland
Public: Ann Sheffling, PVH resident

Call to Order: The meeting was called to order at 8:05 a.m. by Dave Thomas, Vice President of the Board. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Oath of Office: Director Dave Heldt and Director Ken Maas were sworn in as Directors of the Roxborough Water and Sanitation District and Plum Valley Heights Subdistrict.

Election of Officers: The Board elected the following officers: Dave Thomas- President, Tim Moore-Vice President, John Dillon- Secretary/Treasurer, Dave Heldt-Assistant Secretary, Ken Maas-Assistant Secretary

PUBLIC COMMENT: No public comment

PLUM VALLEY HEIGHTS SUBDISTRICT:

General Manager Report: NWDC Water Project: Mr. Moore reported to the Board of the difficulties in getting the easement signed by Linda McMakin. He also discussed the easement with The Highlands Ranch Metro District and Back Country HOA. He reported that the USFWS regarding the Section 7 Consultation has been approved. The Environmental Report will be completed and in process. He explained the process for public comment and advertising bids and that the District will advertise for bid on May 26, 2016.

Financial Statements: Mr. Snailum presented the March 31, 2016 Financial Statements. Upon a motion by Director Moore, second by Director Heldt and unanimous vote the Board accepted the March, 2016 Financial Statement for Plum Valley Heights Subdistrict.

Action Items: With a motion from Director Dillon, a second by Director Moore, the Board unanimously approved the Resolution for Condemnation for McMakin's 40 acres and lot 25 Chatfield East. Ms. McMakin will receive a letter explaining the District's action.

Director Moore 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 Heldt the motion passed unanimously.

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

- A. Approve Minutes of the April 20, 2016 Regular Meeting
- B. Ratify Payrolls April 30 and May 15, 2016
- C. Ratify Payment of Claims since April 20, 2016 56516-56519,56521-56527,56529-56532,56537-56541,56576
- D. Approve Payment of Claims- checks #56520,56528, 56533-56536,56542-56575, 56577-56583

E. Approve Pay App #10 RWSD 8.0 MGD WTP- Garney Construction for \$1,237,599.75

GENERAL MANAGER'S REPORT:

Sterling Ranch/DWSD (D/SR): Mr. Moore updated the Board on

- Emergency Interconnect: Mortenson is scheduled to begin construction late May or early June, 2016..
- WTP Expansion: Dominion requested expansion of their 1st MGD expansion. They have escrowed \$2.2million for that purpose.
- Operations: Mike Marcum has started working on an Operations Master Plan for Dominion
- Potable water connection to the existing WTP: Under construction

Conveyance of Gravity Interceptor to Littleton: We have received the letter from the CWRPDA that allows their release of that portion of the project from the loan agreement.

Ravenna: Mr. Moore reported that Ravenna has provided a draft IGA for the Emergency Interconnect for the Board to consider. Alan Pogue discussed the IGA with the Board. The Board also discussed Ravenna's interest in including into the District for water & wastewater service. Staff will work with Ravenna to determine if inclusion is feasible.

Chatfield Watershed Authority (CWA): Mr Moore asked the Board to consider approval under action items for the Amended and Restated IGA establishing the CWA. The CWA has reorganized their membership, governance and financial responsibility.

Turkmenistan Thank You letter: Mr Moore shared the Thank You letter that was received from Melody Henson with Open World.

LEGAL ISSUES: Alan Pogue had nothing to report at this time. All legal issues would be handled under the Action Items portion of the Agenda.

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

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

FINANCIAL: Mr. Snailum presented the March 31, 2016 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Maas and unanimous vote the March, 2016 RWSD Financial Statements were accepted.

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 \$ 68,805.11. Director Thomas asked if the District could increase the level of water conservation awareness to our customers, which will be done.

ROXBOROUGH WATER AND SANITATION DISTRICT:

ACTION ITEMS:

Approve the Amended Restated IGA Establishing the Chatfield Watershed Authority. With a motion from Director Moore a second by Director Heldt and unanimous vote, the Amended Restated IGA Establishing the Chatfield Watershed Authority was approved.

Approval of Ravenna IGA for Emergency Interconnect: With a motion by Director Moore, a second by Director Maas and a unanimous vote, the Board approved the Ravenna IGA for Emergency Interconnect.

ADJOURN: Being no further business, a motion was made by Director Moore and seconded by Director Maas to adjourn the meeting at 10:20 a.m. The motion passed.

Respectfully Submitted,


Secretary for the Meeting