

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

August 17, 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, August 17, 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 President
John Dillon Secretary/Treasurer
Dave Heldt Assistant Secretary
Ken Maas Assistant Secretary

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: None

Call to Order: The meeting was called to order at 8:01 a.m. by Dave Thomas, President of the Board. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

PUBLIC COMMENT: No public comment

Absence: With a motion, a second and unanimous vote, Director Moore's absence was excused.

PLUM VALLEY HEIGHTS SUBDISTRICT:

General Manager Report: NWDC Water Project: Mr. Moore reported that KR Swerdfeger, the contractor for the NWDC project, has begun surveying and putting erosion control in place. Construction is scheduled to begin this week. Mr. Moore also told the Board about the Ground Breaking Ceremony that was held on July 27, 2016. The Board was notified that there was an oversight mistake on the letter that went out to the NWDC customers that resulted in overstating the reduced cost of the SDC/Tap Fee for the project by \$3900.00. The amount that will be paid to Centennial was left out on the original quote by mistake. The customers have been notified with a second letter and new SDC/Tap Fee cost projection.

Approval of Minutes: Upon a motion by Director Heldt, second by Director Dillon and unanimous vote, the Board approved the minutes of the July 20, 2016 Regular Meeting.

Financial Statements: Mr. Snailum presented the June 30, 2016 Financial Statements. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the Board accepted the June 30, 2016 Financial Statement for Plum Valley Heights Subdistrict.

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 Maas the motion passed unanimously.

ROXBOROUGH WATER AND SANITATION DISTRICT:

Director Thomas requested that Item F: Ratify Sick/Personal Time Pay Out Policy be removed for discussion

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

- A. Approve Minutes of the July 20, 2016 Regular Meeting
- B. Ratify Payrolls July 31 and August 15, 2016
- C. Ratify Payment of Claims since July 20, 2016: checks #56728,56732,56733,56737,56739-56740,56743-56745,56750-56752
- D. Approve Payment of Claims- checks #56724-56727, 56729-56731,56734-56736, 56738,56741-56742,56746-56749,56753-56781
- E. Approve Pay App #13 RWSD 8.0 MGD WTP- Garney Construction for \$1,701,415.80.

GENERAL MANAGER'S REPORT:

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

- **Financial Accounting for the WTP:** The District has developed a process to follow the Garney Draw Request and Payments for the WTP while keeping the Change Orders separately such as the expansion of the MGD and the Transmission Pipeline change orders.
- **Conveyance of Gravity Interceptor to Littleton:** No change. The indemnification issue with the Corps of Engineers is still the hold up.
- **Ravenna:** Alan Pogue and Larry Moore reported about the meeting with Ravenna representatives.
- **Waterton-Wadsworth Intersection:** Mr. Moore reported that a Jefferson County Commissioner told him there will be construction at the Wadsworth/Waterton intersection beginning September, 2016 that could be a two-year project.

LEGAL ISSUES: Alan Pogue gave the Board an update on legal issues.

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 June 30, 2016 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Dillon and unanimous vote the June, 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 \$69,105.11.

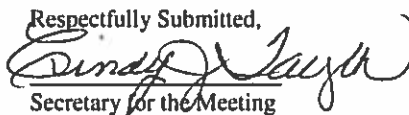
ACTION ITEMS:

Ratify Sick/Personal Time Pay Out Policy:

The Board discussed the Sick/Personal Time Pay Out Policy which allows employees to request to be paid for all accumulated time up to 240 hours at a rate of one hour for every two hours accumulated. The District would reduce their long term liability and at a lesser cost than waiting for the employee to terminated/retired at a later date. Director Heldt made a motion, with a second by Director Maas to ratify the Sick/Personal Time Pay Out Policy.

Resolution 16-08-01: With a motion from Director Heldt, a second by Director Dillon and unanimous vote, Resolution 16-08-01 amending Resolution 16-07-05 was approved for the purpose of obtaining voter approval to include Ravenna into the boundaries of RWSD

ADJOURN: Being no further business, a motion was made by Director Thomas and seconded by Director Dillon to adjourn the meeting at 9:58a.m. The motion passed.

Respectfully Submitted,

Secretary for the Meeting