

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 July 18, 2018

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 was held on July 18, 2018 at 8:00 a.m. at the West Metro Fire and Rescue Community Room located at 6222 N Roxborough Park Rd, 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:** Ken Maas President
 Dave Heldt Vice President
 Phil Scott Treasurer
 Keith Lehmann Secretary
 Christine Thomas Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC
 Deborah Early, Esq., Icenogle Seaver Pogue
 Ted Snailum, TWS Financial
 Jason Adams and Sam Crites, The Adams Group LLC

RWSD Employees: Barbara Biggs
 Cindy Taylor
 Mike Marcum
 Lucie Taylor
 Kelly Kutulas

Call to Order: The meeting was called to order at 8:00 a.m. by Director Maas. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Public: None

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, second by Director Lehmann and unanimous vote, the Board Convened as the Board of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the June 20, 2018 Regular Meeting.

General Manager Report: Ms. Biggs provided a report on recent activities in the Plum Valley Heights Sub-District. A copy of Ms. Biggs' report is attached to these minutes.

Financial Statements - PVH: Mr. Snailum presented the May 31, 2018 Financial Statements. Upon a motion by Director Scott, a second by Director Lehmann and a unanimous vote, the Board accepted the May 31, 2018 Financial Statements for Plum Valley Heights Subdistrict.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board Convened as the Board of the Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the June 20, 2018 Regular Meeting
- B. Ratify Payrolls for June 30 and July 15, 2018
- C. Ratify Payment of Claims since June 20, 2018, Checks #58549-58581, 58585-58590, 58592-58594, 58596-58601, 58617
- D. Approve Payment of Claims-checks#58582-58584, 58591, 58595, 58602-58616, 58618-58631

GENERAL MANAGER'S REPORT: Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes.

LEGAL: Deborah Early reported there was no legal news.

OPERATIONS: Mike Marcum gave the Board the Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

ENGINEERING: Bill Goetz gave the engineering status report to the Board and discussed the rainfall/water treatment report. A copy of Mr. Goetz report is attached to these minutes.

2017 AUDIT: Jason Adams and Sam Crites presented the 2017 Audit and Management Letter

FINANCIAL: Mr. Snailum presented the May 31, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Scott and unanimous vote the May 31, 2018 RWSD Financial Statements were accepted.

ADMINISTRATIVE:

Monthly Customer Summary: Ms. Cindy Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008, we have paid rebates totaling \$75,130.00

Board Action Items:

APPROVAL OF 2017 AUDIT: Upon a motion by Director Heldt, second by Director Thomas and unanimous vote, the Board approved the 2017 Audit

AJOURN: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the meeting was adjourned at 9:51 a.m.

Respectfully Submitted,



Secretary for the Meeting