

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 June 20, 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 June 20 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

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: Kevin Frost (Honeywell) was observing the meeting

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Scott, second by Director Heldt 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 May 16, 2018 Special 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 April 30, 2018 Financial Statements. Upon a motion by Director Heldt, a second by Director Lehmann and a unanimous vote, the Board accepted the April 30, 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 May 16, 2018 Special Meeting
- B. Ratify Payrolls for May 31 and June 15, 2018
- C. Ratify Payment of Claims since May 16, 2018, Checks #58466-58488,58490-58491,58494-58496,58498-58500,58502-58507,58509-58510,58513-58514,58518-58520,58527,58533
- D. Approve Payment of Claims-checks#58489,58492-58493,58497,58501,58508,58511-58512,58515-58517,58521-58526,58528-58532,58534-58548

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 gave the legal status report.

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.

FINANCIAL: Mr. Snailum presented the April 30, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Scott and unanimous vote the April 30, 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:

Approve Limited Well Use: Upon a motion by Director Lehmann, second by Director Heldt and unanimous vote, the Board approved a limited authorization for the use of the existing well on the Norman/ARS property for outdoor irrigation only.

Approve Final Payment to Garney Construction for the 8MGD Water Treatment Plant:

Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the final payment to Garney Construction in the amount of \$201,777.10. Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Certificate of Final Acceptance was approved by the Board.

AJOURN: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the meeting was adjourned at 9:31 a.m.

Respectfully Submitted,


Secretary for the Meeting