

## 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

October 17, 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 August 15, 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  
                                 Alan Pogue, Esq., Icenogle Seaver Pogue  
                                 Ted Snailum, TWS Financial

**RWSD Employees:** Barbara Biggs  
                                 Cindy Taylor  
                                 Mike Marcum

**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 Scott 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 September 19, 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 August 31, 2018 Financial Statements. Upon a motion by Director Scott, a second by Director Lehmann and a unanimous vote, the Board accepted the August 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 Lehmann, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the September 19, 2018 Regular Meeting
- B. Ratify Payrolls for September 30 and October 15, 2018
- C. Ratify Payment of Claims since September 19, 2018, Checks #58798-58835, 58841-58847
- D. Approve Payment of Claims-checks#58836-58840, 58842-58846, 58848-58866

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

**LEGAL:**              Alan Pogue provided a summary of the 3018 General Assembly actions and a summary of the November 2018 Statewide Ballot Initiatives.

**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's report is attached to these minutes.

**FINANCIAL:** Mr. Snailum presented the August 31, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Scott and unanimous vote the August 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 \$76,555.00

**Board Action Items:**

**Resolution 18-10-12:** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved Resolution 18-10-12 certifying delinquent accounts to Douglas County.

**RPF Request for Waiver:** Upon a motion by Director Heldt, second by Director Scott and four approval votes (Director Thomas abstained from voting) the Board approved the request by Roxborough Park Foundation to waive the fees and penalties regarding an irrigation line that had gone un-billed for a period of time.

**Agreement with South Metro:** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved, subject to legal counsel review, an Intergovernmental agreement with the South Metro Water Supply Authority to provide for RWSD participation in a study of opportunities to use certain facilities above and below the Chatfield Reservoir to support regional cooperation on water supplies, and also approved a contribution towards the cost of the study in an amount not to exceed \$10,000. The Board further authorized Ms. Biggs to execute the Agreement following full review by legal counsel.

**AJOURN:** Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the meeting was adjourned at 10:00 a.m.

Respectfully Submitted,

  
Secretary for the Meeting