

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL 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

November 14, 2018

A special 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 November 14, 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
 Lucie Taylor

Call to Order: The meeting was called to order at 7:59 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 Lehmann, 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 October 17, 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 September 30, 2018 Financial Statements. Upon a motion by Director Scott, a second by Director Lehmann and a unanimous vote, the Board accepted the September 30, 2018 Financial Statements for Plum Valley Heights Subdistrict.

Board Action Items:

2018 Amended Budget Hearing: Director Maas opened a Public Hearing to Amend the 2018 Budget. After discussion by the Board, Director Maas closed the Public Hearing

Resolution 18-11-13: Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the Board approved Resolution 18-11-13 to amend the 2018 PVH Budget

2019 Proposed Budget: Director Maas opened a Public Hearing for the 2019 Proposed Budget. After discussion by the Board, Director Maas closed the Public Hearing.

Resolution 18-11-14: Upon a motion by Director Heldt, second by Director Scott and unanimous vote the Board adopted the proposed 2019 Budget for PVH

Resolution 18-11-15: Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote, the Board approved the 2019 Annual Administrative Matters Resolution

Resolution 18-11-16: Upon a motion by Director Heldt, second by Director Thomas and unanimous vote, the Board approved the Data Security Resolution.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Scott, second by Director Lehmann 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 October 17, 2018 Regular Meeting
- B. Ratify Payrolls for October 31 and November 15, 2018
- C. Ratify Payment of Claims since October 17, 2018, Checks #58868-58877,58880-58881,58883,58888,58893-58894,58896
- D. Approve Payment of Claims-checks#58878-58879,58882,58884-58887,58889-58892,58895,58897-58920

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 Resolutions for Board Action

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 September 30, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Scott and unanimous vote the September 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 \$75,655.00

Board Action Items:

2018 Amended Budget Hearing: Director Maas opened a Public Hearing to amend the 2018 Budget. After discussion, Director Maas closed the Public Hearing.

Resolution 18-11-17: Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the Board approved Resolution 18-11-17 to amend the 2018 Budget.

2019 Proposed Budget: Director Mass opened a Public Hearing for the 2019 Proposed Budget. After discussion by the Board, Director Maas closed the Public Hearing.

Resolution 18-11-18: Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote, the Board adopted the 2019 Proposed Budget.

Resolution 18-11-19: Upon a motion by Director Heldt, second by Director Scott and unanimous vote the Board approved the 2019 Annual Administrative Matters Resolution with changes made by Alan Pogue to paragraph #26.

Resolution 18-11-20: Upon a motion by Director Heldt, second by Director Lehmann and unanimous vote, the Board approved the Data Security Resolution.

Veolia Water Technologies: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the Purchase Order with Veolia Water Technologies and authorized the General Manager to execute.

2018 Audit Service: Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote, the Board approved the 2018 Audit Service with The Adams Group and authorized the General Manager to execute.

Plum Creek Water Reclamation Authority Agreement: Upon a motion by Director XXXXX, second by Director XXXX and unanimous vote, the Board approved the Intergovernmental Agreement with the Plum Creek Water Reclamation Authority for operator training and authorized the General Manager to execute.

Resolution 18-11-21: Upon a motion by Director Heldt, second by Director Scott and unanimous vote the Board approved the Consent to the Withdrawal of Petition for Inclusion for Christine Jaksch

Termination of Inclusion Agreement: Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote the Board approved the Termination of Inclusion Agreement with Christine Jaksch and authorized the General Manager to execute.

Cancellation of December 19, 2018 Regular Meeting: Upon a motion by Director Heldt, second by Director Scott and unanimous vote the Board agreed to cancel the December 19, 2018 Regular Board Meeting.

Executive Session: Upon a motion by Director Heldt, second by Director Scott and unanimous vote the Board convened into Executive Session at 9:47 am.

AJOURN: Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the meeting was adjourned at 10:54 a.m.

Respectfully Submitted,


Secretary for the Meeting