

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

January 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 January 17, 2018 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
Dave Heldt Assistant Secretary
Tim Moore Assistant Secretary
John Dillon Secretary/Treasurer

Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq. Icenogle Seaver Pogue
Ted Snailum, TWS Financial

RWSD Employees: Larry Moore
Barbara Biggs
Cindy Taylor
Mike Marcum
Lucie Taylor
Ashlee Tuccy

Call to Order: The meeting was called to order at 7:59 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: There was no public comment

Absence: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, Director Ken Maas' absence was excused

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Moore, second by Director Maas 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 Moore, second by Director Dillon 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 November 15, 2017 Regular Meeting.
- B. Approval of Pay App# 3 Cronen Plumbing in the amount of \$8,663.95

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

Financial Statements - PVH: Mr. Snailum presented the October 31 and November 30, 2017 Financial Statements. Upon a motion by Director Heldt, a second by Director Moore and a unanimous vote, the Board accepted the October 31 and November 30, 2017 Financial Statements for Plum Valley Heights Subdistrict.

Board Action Items:

A. Reapprove and Ratify Martin Marietta Inclusion Agreement : Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board reapproved and ratified the Martin Marietta Inclusion Agreement.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Heldt, second by Director Dillon 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 Dillon, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the November 15, 2017 Regular Meeting.
- B. Ratify Payrolls for November 30, December 15 and December 31 2017.
- C. Ratify Payment of Claims since November 15, 2017 checks #57964-58073, 58075-58079, 58083, 58087-58095
- D. Approved Payment of Claims- checks #58074, 58080-58086, 58090-58125
- E. Approve Pay App #29 RWSD 8.0 MGD WTP- Garney Construction for \$337,568.84
- F. Approve Pay App #30 RWSD 8.0 MGD WTP- Garney Construction for 501,180.48
- G. Approve Pay App #2 BT Construction in the amount of \$114,938.60

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

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 status report to the Board and discussed the rainfall/water treatment report.

FINANCIAL: Mr. Snailum presented the October 31 and November 30, 2017 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Moore and unanimous vote the October 31 and November 30, 2017 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 \$74,830.00.

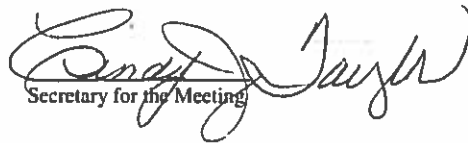
ACTION ITEMS:

A. Cronen Inclusion Agreement: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the Board approved the Cronen Inclusion agreement.

B. Reapprove and Ratify Martin Marietta Inclusion Agreement: Upon a motion by Director Moore, second by Director Heldt and unanimous vote, the Board reapproved and ratified the Martin Marietta Inclusion Agreement.

AJOURN: Upon a motion by Director Moore, second by Director Dillon and unanimous vote, the meeting was adjourned at 9:58 am.

Respectfully Submitted,


Secretary for the Meeting