

## **RECORD OF PROCEEDINGS**

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### **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 SEPTEMBER 16, 2020**

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 Subdistrict was held on September 16, 2020 at 8:00 a.m. The meeting was conducted via Zoom Meeting ID #872-8887-7499 and Password 897017. Notice of the meeting ID and Password was duly posted at the District's Administrative Offices and on the District's website, as required by State law.

**ATTENDANCE:** Directors: Keith Lehmann, President  
Ken Maas, Vice President  
Phil Scott, Treasurer  
Dave Bane, Secretary  
Christine Thomas, Asst Secretary  
Consultants: Bill Goetz, TST Infrastructure, LLC  
Alan Pogue, Esq., Icenogle Seaver Pogue, P.C.  
Ted Snailum, TWS Financial  
RWSD Employees: Barbara Biggs  
Cindy Taylor  
Lisa Hoover  
Lucie Taylor

**CALL TO ORDER:** The meeting was called to order at 8:05 a.m. by Director Lehmann. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose and no public comment.

#### **PLUM VALLEY HEIGHTS SUBDISTRICT:**

Upon a motion by Director Thomas, 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 Thomas, second by Director Maas 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 August 19, 2020 Regular Meeting.

**GENERAL MANGER'S REPORT:** Ms. Biggs provided a report on recent activities in the Plum Valley Heights Subdistrict. A copy of Ms. Biggs' report is attached to these minutes.

**FINANCIAL PVH:** Mr. Snailum presented the July 31, 2020 Financial Recap for PVH. Upon a motion by Director Scott, second by Director Maas and a unanimous vote, the Board accepted the July 31, 2020 Financial Statements for Plum Valley Heights Subdistrict.

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

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

A. Approve Minutes of the August 19, 2020 Regular Meeting

B. Ratify Payrolls for August 31 and September 15, 2020

C. Ratify Payment of Claims since August 19, 2020 Quickbook Checks 1000-1036

D. Approve Payment of Claims-checks#60621-60649,629700004

E. Approve Pay App #1 HSP Velocity Constructors Inc for the Lift Station Pump in the amount of \$7,790.00

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

**OPERATIONS:** Ms. Hoover provided Mr. Marcum's Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

**ENGINEERING:** Mr. 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 RWSD:** Mr. Snailum presented the July 31, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Scott second by Director Thomas and unanimous vote the July 31, 2020 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 \$78,455.00.

**BOARD ACTION ITEMS:**

Upon a motion by Director Scott, second by Director Thomas and unanimous vote the Board Approved:

The Ratification of Emergency Meetings and all actions taken on August 30, 2020 and September 1, 2020

The Ratification of Engagement of Norton, Rose, Fullbright, LLC as Special Counsel re: Security Breach

The Ratification of Engagement of Coveware Inc as Special Consultant re: Security Breach

The Ratification of Engagement of Crypsis as Special Consultant re: Security Breach

Upon a motion by Director Bane, second by Director Maas and unanimous vote the Board approved the Temporary and Permanent Wastewater System Capacity Agreement with Dominion Water & Sanitation District subject to nonsubstantive revisions approved by Barbara Biggs, Alan Pogue and Bill Goetz.

**AJOURN:** Upon a motion by Director Lehmann, second by Director Bane and unanimous vote, the meeting was adjourned at 9:39 a.m.

Respectfully Submitted,



Secretary for the Meeting