

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 MAY 20, 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 May 20, 2020 at 8:00 a.m. The meeting was conducted via Zoom Meeting ID #841-0751-4960 and Password 878749 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. Do we need to add any language concerning the on-line public meeting?

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
Lucie Taylor
Mike Marcum
Lisa Hoover

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

SWEARING IN OF NEWLY ELECTED DIRECTORS AND APPOINTMENT OF OFFICERS: Director Maas, who took his oath before a notary public in advance of the board meeting, administered the Oath of Office Swearing in for Dave Bane as a newly elected Board Director; Ken Maas, as a newly re-elected Director, completed his Oath of Office prior to the meeting. The following Officers were elected by the Board of Directors: Keith Lehmann, President; Ken Maas, Vice President; Phil Scott, Treasurer; Dave Bane, Secretary and Christine Thomas, Assistant Secretary.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Bane, second by Director Thomas 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 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 April 15, 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 March 31, 2020 Financial Recap for PVH. Upon a motion by Director Scott, second by Director Thomas and a unanimous vote, the Board accepted the March 31, 2020 Financial Statements for Plum Valley Heights Subdistrict.

BOARD ACTION ITEMS: None

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 Scott and second by Director Thomas, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the April 15, 2020 Regular Meeting
- B. Ratify Payrolls for April 30 and May 15, 2020

- C. Ratify Payment of Claims since April 15, 2020 Checks #60260-60308,60310,60315,60320,60323-60326,60328-60330,60333,60336-60338,60341-60343,60346,
- D. Approve Payment of Claims-checks#60309,60311-60314,60316-60319,60321-60322,60327,60331-60332,60334-60335,60339-60340,60344-60345,60347-60349
- E. Approve Pay App #2 HSP Velocity Constructors Inc WTP High Service Pump in the amount of \$950.00

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

OPERATIONS: Mr. Marcum provided the 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 March 31, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Thomas second by Director Scott and unanimous vote the March 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 \$78,205.00.

BOARD ACTION ITEMS: The Consideration of the Intergovernmental Agreement with Dominion Water and Sanitation District for the lease of Temporary Capacity in the Roxborough Wastewater Conveyance System was tabled and will be considered later.

AJOURN: Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the meeting was adjourned at 9:00 a.m.

Respectfully Submitted,


Secretary for the Meeting