

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 21, 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 October 21, 2020 at 8:00 a.m. The meeting was conducted via Zoom Meeting ID #859 0216 3653 and Password 331650. 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
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
Mike Marcum
Lucie Taylor

CALL TO ORDER: The meeting was called to order at 8:08 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 Maas, second by Director Bane 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 September 16, 2020 Regular Meeting and the September 30, Special Meeting of the Board.

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 August 31, 2020 Financial Recap for PVH. Upon a motion by Director Thomas, second by Director Maas and a unanimous vote, the Board accepted the August 31, 2020 Financial Statements for Plum Valley Heights Subdistrict.

BOARD ACTION ITEM:

Resolution 20-10-01: Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board Approved Resolution 20-10-01 to certify delinquent accounts to the Douglas County Treasurer

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Bane, 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 September 16, 2020 Regular Meeting and September 30, 2020 Special Meeting of the Board
- B. Ratify Payrolls for September 30 and October 15, 2020
- C. Ratify Payment of Claims since September 16, 2020 Checks #1039-1126
- D. Approve Payment of Claims-checks#1039-1126
- E. Approve Pay App #2 Velocity Constructors Inc Pump P-204 in the amount of \$19,475.00
- F. Approve Final Pay App with Change Order to Kelly Trucking in the amount of \$13,984.00

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 August 31, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Thomas second by Director Bane and unanimous vote the August 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 ITEM:

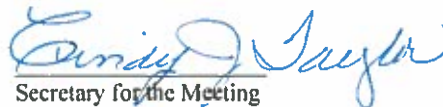
Budget Hearing for 2021 Budget: Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board set the 2021 Budget Hearing for November 18, 2020 at the Regular Board Meeting

Resolution 20-10-01: Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board Approved Resolution 20-10-01 to certify delinquent accounts to the Douglas County Treasurer

Executive Session: Upon and motion by Director Bane, second by Director Thomas and pursuant to Section 24-6-4024ff The Board convened into Executive Session at 9:33 am to discuss personnel matters regarding the General Manager's annual performance review. Upon a motion by Director Thomas, second by Director Maas and unanimous vote the Board adjourned Executive Session at 10:05 am.

AJOURN: Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the meeting was adjourned at 10:12 a.m.

Respectfully Submitted,


Secretary for the Meeting