

## 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 March 18, 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 March 18, 2020 at 8:00 a.m. The meeting was conducted via Conference Call # 701-801-1211 and Code 233-762-182 Notice of the meeting was duly posted at the District's Administrative Offices and on the District's website, as required by State law.

**ATTENDANCE:** Directors: Ken Maas President  
Dave Heldt Vice President  
Keith Lehmann Secretary  
Phil Scott Treasurer

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

Roxborough Park Resident and Board Candidate Drew Becher

**CALL TO ORDER:** The meeting was called to order at 8:07 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:** There was no public comment.

**PUBLIC HEARING:** Director Ken Maas opened a Public Hearing for the 2020 Rates Presentation

**2020 RATES PRESENTATION:** General Manager Barbara Biggs presented the Board with the 2020 Rate increase recommendations for Water, Sewer and System Development Charges for the Plum Valley Heights Subdistrict as well as the Roxborough Water & Sanitation District. Following the 2020 Rates Presentation, the Public Hearing was closed by Director Ken Maas.

#### 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 February 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 January 31, 2020 Financial Recap for PVH. Upon a motion by Director Heldt, second by Director Lehmann and a unanimous vote, the Board accepted the January 31, 2020 Financial Statements for Plum Valley Heights Subdistrict.

#### BOARD ACTION ITEMS:

**RESOLUTION 20-03-01:** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved Resolution 20-03-01 to accept the changes in the Rates and Fees for 2020 as presented and recommended by General Manger, Barbara Biggs.

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

- A. Approve Minutes of the February 19, 2020 Regular Meeting
- B. Ratify Payrolls for February 29 and March 15, 2020
- C. Ratify Payment of Claims since February 19, 2020 Checks #60133-60138,60140-60141,60143-60150,60152-60157,60160-60166,60172,60176-60177,60181-60182,60184-60185,60187,60190-60191
- D. Approve Payment of Claims-checks#60139,60142,60151,6015-60159,60167-60171,60173-60175,60178-60180,60183,60186,60188-60189,60192-60204

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

**LEGAL:** Mr. Pogue presented the Board with new legislation information pertaining to RWSD.

**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 January 31, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Scott and unanimous vote the January 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 \$78,080.00.

**BOARD ACTION ITEMS:**

**RESOLUTION 20-03-01:** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved Resolution 20-03-01 to accept the changes in the Rates and Fees for 2020 as presented and recommended by General Manager, Barbara Biggs.

**EXTENSION OF DECLARATION OF LOCAL DISASTER EMERGENCY:** Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the Board agreed to extend the Declaration of Local Disaster Emergency indefinitely

**BID AWARD FOR BACKWASH POND:** Upon a motion by Director Scott, second by Director Heldt and unanimous vote, the Board Approved the Bid Award for removal of Backwash Pond Solids to Kelley Trucking.

**CONSIDER TEMPORARY AUTHORIZATION FOR CHECK SIGNING BY GENERAL MANAGER:** Upon a motion by Director Lehmann, second by Director Heldt and unanimous vote, the Board Authorized the General Manager to sign all checks regardless of the amount during pendency of the Local Disaster Emergency.

**AJOURN:** Upon a motion by Director Lehmann, second by Director Heldt and unanimous vote, the meeting was adjourned at 9:49 a.m.

Respectfully Submitted,

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Secretary for the Meeting