

## 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

October 16, 2019

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 August 20, 2019 at 8:00 a.m. at the West Metro Fire and Rescue Community Room located at 6222 N Roxborough Park Rd, Littleton, Colorado 80125. 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  
Christine Thomas Asst Secretary  
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  
Mary Beth Chandler  
Lucie Taylor  
Mike Marcum

**CALL TO ORDER:** The meeting was called to order at 8:00 a.m. by Director Maas. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

**ABSENCE:** With a motion by Director Scott, second by Director Thomas and unanimous vote, Director Heldt's absence was excused.

**PUBLIC:** There was no public comment

#### PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Scott, 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 Scott, second by Director Lehmann 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 18, 2019 Regular Meeting.

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

**FINANCIAL PVH:** Mr. Snailum presented the August 31, 2019 Financial Statements. Upon a motion by Director Scott, a second by Director Lehmann and a unanimous vote, the Board accepted the August 31, 2019 Financial Statements for Plum Valley Heights Subdistrict.

#### BOARD ACTION ITEMS:

**CANCEL REGULAR MEETING:** Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote, the Board approved cancelling the November 20, 2019 Regular Meeting and approved a Special Meeting to be held on Tuesday, November 19, 2019 at the Larry D Moore Water Treatment Plant at 8678 N. Roxborough Park Rd, Littleton, CO 80125

**RESOLUTION 2019-10-07:** Upon a motion by Director Scott, second by Director Lehmann and unanimous vote the Board Approved Resolution 2019-10-07 to certify delinquent accounts to Douglas County Treasurer

**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 September 18, 2019 Regular Meeting
- B. Ratify Payrolls for September 30, and October 15, 2019
- C. Ratify Payment of Claims since September 18, 2019, Checks #59719-59746,59748-59752,59754,59756-59757,59761-59767,59769-59770,59774,59777-59778,59780,59784,59787,59789,59791-59792
- D. Approve Payment of Claims-checks#59747,59753,59755,59758-59760,59768,59771-59773,59775-59776,59779,59781-59783,59785-59786,59788,59790,59793-59806
- E. Approve Pay App #9 Redline Pipeline Ravenna Phase 2 in the amount of \$87,647.00.
- F. Approve Change Order #5 redline Pipeline Ravenna Phase 2 to deduct \$3,000.00
- G. Approve Pay App #2 HPM Contracting Lift Station and Zone 3 Tank Paving in the amount of \$150,313.75

**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 30, 2019 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Scott and unanimous vote August 31, 2019 RWSD Financial Statements were accepted.

**ADMINISTRATIVE:**

**MONTHLY CUSTOMER SUMMARY:** Ms. Chandler reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008, we have paid rebates totaling \$77,630.00.

**BOARD ACTION ITEMS:**

- CANCEL REGULAR MEETING:** Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote, the Board approved cancelling the November 20, 2019 Regular Meeting and approved a Special Meeting to be held on Tuesday, November 19, 2019 at the Larry D Moore Water Treatment Plant at 8678 N. Roxborough Park Rd, Littleton, CO 80125
- RESOLUTION 2019-10-07:** Upon a motion by Director Scott, second by Director Lehmann and unanimous vote the Board Approved Resolution 2019-10-07 to certify delinquent accounts to Douglas County Treasurer
- EXECUTIVE SESSION:** Upon a motion by Director Scott, Second by Director Thomas and unanimous vote, the Board convened into an Executive Session regarding Personnel Matters

**AJOURN:** Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote, the meeting was adjourned at 9:27 a.m.

Respectfully Submitted,

  
Secretary for the Meeting