

## RECORD OF PROCEEDINGS

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### MINUTES OF THE SPECIAL 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

August 20, 2019

A special 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 in at least three locations within the boundaries of the District and three locations within the boundaries of the sub-district, as required by State law.

**ATTENDANCE:** Directors: Ken Maas President  
Christine Thomas Asst 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  
Mary Beth Chandler

**CALL TO ORDER:** The meeting was called to order at 8:01 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:** Directors Dave Heldt and Keith Lehman's absences were excused.

**PUBLIC:** None

#### **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 Thomas 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 July 17, 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 June 30, 2019 Financial Statements. Upon a motion by Director Scott, a second by Director Thomas and a unanimous vote, the Board accepted the June 30, 2019 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 July 17, 2019 Regular Meeting
- B. Ratify Payrolls for July 31 and August 15, 2019
- C. Ratify Payment of Claims since July 17, 2019. Checks #59567-59592, 59594-59595, 59598-59609, 59611-59612, 59617, 59627, 59629-59632, 59635, 59645
- D. Approve Payment of Claims-checks #59593, 59596-59597, 59610, 59613-59616, 59618-59626, 59628, 59633-59634, 59636-59644, 59646-59648

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

**OPERATIONS:** Barbara Biggs gave the Board Mike Marcum's Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

**ENGINEERING:** Bill 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:** Ted Snailum presented the June 30, 2019 RWSD Financial Statements to the Board. Upon a motion by Director Scott, second by Director Thomas and unanimous vote June 30, 2019 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 \$77,280.00.

**BOARD ACTION ITEMS:**

**Nomination of Larry Moore to the Colorado Special Districts Property and Liability Pool Board.** Upon a motion by Director Thomas, a second by Director Scott and a unanimous vote, the Board agreed to nominate Larry Moore for another term on the Board of the Colorado Special Districts Property and Liability Pool.

**AJOURN:** Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the meeting was adjourned at 9:13 a.m.

Respectfully Submitted,

  
Secretary for the Meeting