

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 July 17, 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 July 17, 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
Dave Heldt Vice President
Christine Thomas Asst Secretary
Keith Lehmann 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
Mary Beth Chandler

CALL TO ORDER: The meeting was called to order at 7:58 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: Director Phil Scott's absence was excused.

PUBLIC: None

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Lehmann, 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 Heldt, 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 June 19, 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 May 31, 2019 Financial Statements. Upon a motion by Director Heldt, a second by Director Thomas and a unanimous vote, the Board accepted the May 31, 2019 Financial Statements for Plum Valley Heights Subdistrict.

BOARD ACTION ITEMS: None

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Heldt, 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 Heldt and second by Director Thomas, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the June 19, 2019 Regular Meeting
- B. Ratify Payrolls for June 30 and July 15, 2019
- C. Ratify Payment of Claims since June 19, 2019, Checks #59468-59498,59500-59506,59508,59510-59515,59517-59521,59524-59525,59528-59537
- D. Approve Payment of Claims-checks#59499,59507,59509,59516,59522-59523,59526-59527,59538-59566

E. Approve Change Order #3 for Redline Pipeline, LLC Ravenna Phase 2 for additional 60 days

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

NEW LEGISLATION: Alan Pogue presented the Board with new legislation that would be pertinent to the District Operations.

OPERATIONS: Mike Marcum gave the Board the 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 May 31, 2019 RWSD Financial Statements to the Board. Upon a motion by Heldt, second by Director Lehmann and unanimous vote May 31, 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 \$77,105.00.

BOARD ACTION ITEMS:

Consideration and Approval of the 2018 Audit as presented by the Adams Group: Upon a motion by Director Heldt, second by Director Lehmann and unanimous vote the Board approved the 2018 Audit and directed the filing of the Audit to the State by The Adams Group.

Resolution 19-07-03: With a motion by Director Heldt, second by Director Thomas and unanimous vote, the Board approved the Health and Welfare Plan, allowing a third party to manage the RWSD Health and Welfare Plan.

Resolution 19-07-04: With a motion by Director Heldt, second by Director Thomas and unanimous vote, the Board approved the Amended and Restated Meeting Resolution stating that Regular and Special Meetings of the Board must be posted on the RWSD Website only, at least 24 hours in advance of the meeting.

AJOURN: Upon a motion by Director Lehmann, second by Director Heldt and unanimous vote, the meeting was adjourned at 9:29 a.m.

Respectfully Submitted,


Secretary for the Meeting