

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 SUBDISTRICT OF ROXBOROUGH WATER AND SANITATION  
DISTRICT HELD  
December 20, 2023**

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 September 20, 2023, at 8:00 a.m. The meeting was conducted in person and via Zoom meeting. Notice of the meeting and the Zoom ID and Password were duly posted at the District's Administrative Offices and on the District's website, as required by State law.

**ATTENDANCE:** Directors: Christine Thomas President  
Dave Bane Vice President  
Keith Lehmann Secretary  
John Kim Treasurer  
Loren McFall Assistant Secretary

Consultants: Ted Snailum, TWS Financial (via zoom)  
Alan Pogue, Icenogle Seaver Pogue, PC

RWSD Staff: Mike Marcum Public: Steve Throneberry (via zoom)  
Lisa Hoover

**CALL TO ORDER:**

The meeting was called to order at 8:00 a.m. by Director Thomas, it was established that a quorum was in attendance and there were no conflicts of interest to disclose.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

Upon a motion by Director Lehmann, second by Director McFall, 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 McFall, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the PVH Subdistrict which are contained in and part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on November 15, 2023.
- b. Approved the Minutes of the Annual Meeting of the PVH Subdistrict which are contained in and part of the Minutes of Roxborough Water & Sanitation District Minutes for the Annual Meeting on November 15, 2023.

**FINANCIAL PVH:**

Ted Snailum of TWS Financial presented the October 2023 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director Bane, and unanimous vote, the Board approved the October 2023 financial reports for Plum Valley Heights.

**ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND RECONVENE AS THE ROXBOROUGH WATER AND SANITATION DISTRICT BOARD:**

Upon a motion by Director Lehmann second by Director Bane, and unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board (RWSD).

**CONSENT AGENDA:**

Upon a motion from Director Lehmann, second by Director Bane, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the RWSD Board on November 15, 2023, and the Revised Minutes from the Emergency Meeting of the RWSD Board on October 5, 2023.
- b. Approve the Minutes of the Annual Meeting of the PVH Subdistrict which are contained in and part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Annual Meeting on November 15, 2023.
- c. Ratified Payrolls for November 30 and December 15
- d. Ratified Payments since November 15, 2023: Checks – 103064-103097, 103100-103109, 103115-103119, 103123, 103125-103126, 103128, 103130-103132, 103135-103136
- e. Approved Payments of Claims: Checks – 103098-103099, 103110-103114, 103120-103122, 103124, 103127, 103129, 103133-103134, 103137

**FINANCIAL RWSD:**

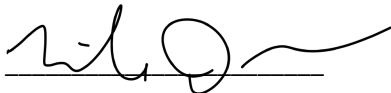
Ted Snailum, of TWS Financial, presented the October 2023 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote by the Board, the October 2023 financial reports were approved.

**BOARD ACTION ITEMS:**

- a. Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote by the Board, the Termination of the Operations Agreement with Dominion Water and Sanitation District was approved.

**ADJOURN:**

Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote, the meeting was adjourned at 8:26 a.m.

Secretary of the meeting: 

**Roxborough Water and Sanitation - PVH  
Financial Recap  
October 31, 2013**

**General Fund**

1. Property taxes collected for the month total \$ 8,584
2. Specific ownership taxes collected for the month total \$ 3,403
3. Paid \$ 1000 for monthly accounting fees.
4. Paid \$ 114 for monthly legal fees.

**Roxborough Water and Sanitation  
Financial Recap  
October 31, 2023**

**General Fund**

1. Property taxes collected for the month total \$ 4,617
2. Specific ownership taxes collected for the month total \$ 12,286

**Debt Service Fund**

1. Property taxes collected for the month total \$ 1,488
2. Specific ownership taxes collected for the month total \$ 3,958
3. Transfers in for Debt Surcharge in the amount \$ 93,814
4. Avail. Of Service charges received \$ 26,521

**Water Fund Treatment**

1. Service charges billed for the month were \$ 340,699
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 39,600 for the month.
4. Collected \$ 93,814 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 28,307
6. Repairs Expense includes \$ 42,955 to Hach Co
7. Capital project includes \$ 33,087 to Municipal Treatment

**Water Fund -Distribution**

1. Water Costs for the month \$ 157,902
2. Capital Projects expense includes \$ 76,081 to Douglas County

**Sewer Fund**

1. Service charges for the month totaled \$ 166,013
2. Lockheed Martin service charges totaled \$ 33,712 for the month.
3. Dominion Sewer Conveyance income of \$ 46,320
4. Capital Projects includes \$ 26,319 to QPS and \$ 40,116 to Core & Main.

**Capital Fund**

1. Paid \$ 23,115 for Valley View Project
2. Paid \$ 2,733 for Dominion System Improvement
3. Paid \$ 13,653 for O-Line Improvements
4. Paid \$ 17,495 for Ravenna Pump Station