

**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
April 20, 2022**

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 April 20, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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:	Keith Lehmann	President
	Ken Maas	Vice President
	Dave Bane	Secretary
	Christine Thomas	Treasurer
	Stephen Throneberry	Assistant Secretary (via Zoom)
Consultants:	Bill Goetz, TST Infrastructure, LLC	
	Alan Pogue, Icenogle Seaver Pogue, PC	
	Ted Snailum, TWS Financial	
RWSD Staff:	Barbara Biggs	
	Mike Marcum	
	Lisa Hoover	
	Lucie Taylor	
	Dorice Vidger	

CALL TO ORDER:

The meeting was called to order at 8:00 a.m. by Director Lehmann, and public comment was opened on items not on the agenda. It was also 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 Thomas, second by Director Throneberry, and a 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 Thomas, second by Director Throneberry, and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the March 16, 2022, Regular Meeting.

GENERAL MANAGER'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:

Ted Snailum of TWS Financial presented the February 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Throneberry, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

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

Upon a motion by Director Thomas, second by Director Throneberry, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

CONSENT AGENDA:

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

- a. Approved the Minutes of the Regular Meeting of the RWSD on March 16, 2022.
- b. Ratified Payrolls for March 31 and April 15, 2022
- c. Ratified Payments since March 16, 2022: 101398-101463, 101470, 101471, 101474, 101475, 101478.
- d. Approved Payments of Claims: 101464-101469, 101472, 101473, 101476, 101477, 101479-101494.
- e. Approved Pay App #2 for the WTP HSP Serving DWSD in the amount of \$105,667.86
- f. Approved Pay App #1 for the Rampart Range Road Transmission Main Replacement in the amount of \$19,156.75
- g. Approved Change Order #1 for the Rampart Range Transmission Main Replacement Project adding \$44,760.00 and 1 day to Milestone 2, Substantial Completion, and date of Final Payment

GENERAL MANAGER'S REPORT:

Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes.

LEGAL COUNSEL REPORT:

Mr. Pogue provided an update on the 2022 General Assembly and bills under consideration.

OPERATIONS:

Mr. Marcum provided the Operations Report, and a copy is attached to these minutes.

ENGINEERING:

Mr. Goetz, of TST Infrastructure, provided the engineering status report to the Board. A copy of Mr. Goetz's report is attached to these minutes.

FINANCIAL RWSD:

Ted Snailum, of TWS Financial, presented the February 2022 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Throneberry, and unanimous vote by the Board, the financial report was approved.

BOARD ACTION ITEMS:

I. Board Action Items:

- a. **Public Hearing on Petition for Inclusion from Roxborough Water and Sanitation District.** Director Lehman opened the public hearing at 9:12 a.m. Hearing no public testimony, Director Lehman closed the public hearing at 9:13 a.m.
- b. **Consideration and Approval of the Petition for Inclusion from Roxborough Water and Sanitation District.** Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved Resolution 04-2022-01 approving the Inclusion of the Roxborough Water Treatment Plant into the District.

II. Executive Sessions:

- a. **Executive session pursuant to Section 24-6-402(4)(a), C.R.S., to discuss the transfer or sale of real, personal, or other property interests.** Upon a motion by Director Maas, second by Director Throneberry, and unanimous vote, the Board entered executive session to provide guidance related to the sale of property interests at 9:19 a.m. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board adjourned the executive session at 9:55 a.m. No action was taken in executive session.

- b. Pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss Personnel Matters. Upon a motion by Director Thomas, second by Director Throneberry, and unanimous vote, the Board entered executive session to discuss personnel matters at 10:09 a.m. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board adjourned the executive session at 10:25 a.m. No action was taken in executive session.

ADJOURN:

Upon a motion by Director Bane, second by Director Thomas, and unanimous vote, the meeting was adjourned at 10:26 a.m.

Secretary of the meeting: _____

