

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
FEBRUARY 17, 2021**

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 was held on February 17, 2021 at 8:00 a.m. The meeting was conducted via Zoom Meeting. Notice of the meeting ID and Password was 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

 Consultants: Bill Goetz, TST Infrastructure, LLC
 Alan Pogue, Esq., Icenogle Seaver Pogue, PC
 Ted Snailum, TWS Financial

 RWSD Employees: Barbara Biggs
 Cindy Taylor
 Lucie Taylor
 Mike Marcum
 Mary Beth Chandler

CALL TO ORDER: The meeting was called to order at 8:04 a.m. by Director Lehmann. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Board Director Appointment: Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote, the Board appointed Stephen Throneberry as Assistant Secretary of the Board of Directors

PLUM VALLEY HEIGHTS SUBDISTRICT:

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

- A. Approve 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 January 20, 2021 Regular Meeting as well as the amended minutes from the November 18 & December 16, 2020.

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:

Mr. Snailum presented the December 31, 2020 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Bane and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

Board Action Items:

- a. Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board approved the Facility Relocation Agreement with the Sterling Ranch CAB concerning the relocation of the Plum Valley Heights water line.
- b. Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board approved an updated Amended Inclusion Agreement with Linda McMakin

ROXBOROUGH WATER AND SANITATION DISTRICT

Upon a motion by Director Thomas, second by Director Bane and a unanimous vote, the Board adjourned and reconvened as the Roxborough Water and Sanitation District. There were no conflicts of interests to disclose.

CONSENT AGENDA:

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

- A. Approval of the corrected minutes of the Regular Meeting of the RWSD on January 20, 2021 as well as the amended minutes from the November 18 & December 16, 2020 meetings.
- B. Ratify Payrolls for January 31 and February 15, 2021
- C. Ratify Payments since January 20, 2021 #100277-100295, 100297-100298, 100300-100302, 100304-100311, 100313-100314, 100316-100318, 100327, 100329-100330, 100334-100338, 100340-100342.
- D. Approve Payments of Claims: Check #100296, 100299, 100303, 100312, 100315, 100319-100326, 100328, 100331, 100333, 100339, 100343-100345.
- E. Approve Pay App#6 Velocity Construction Pump P-204 in the amount of \$111,960.35.
- F. Approve Change Order #1 Velocity Construction to add \$78,181.00 and 15 days.

GENERAL MANAGER'S REPORT:

Ms. Biggs provided the General Manager's Report which a copy is attached to these minutes.

OPERATIONS:

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

ENGINEERING:

Mr. Goetz gave the engineering status report to the Board. A copy of Mr. Goetz' report is attached to these minutes.

FINANCIAL RWSD:

Mr. Snailum presented the December 31, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Thomas to approve the financial report, second by Director Bane and unanimous vote by the Board, the financial report was approved.

ADMINISTRATIVE UPDATE:

Ms. Cindy Taylor provided the administrative update.

BOARD ACTION ITEMS:

Board Action Items:

- a. Upon a motion by Director Thomas, second by Director Maas and unanimous vote, the Board approved the Facility Relocation Agreement with the Sterling Ranch CAB concerning the relocation of the Plum Valley Heights water line.
- b. Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board approved an updated Amended Inclusion Agreement with Liada McMakin

ADJOURN:

Upon a motion by Director Thomas, second by Director Bane, the Board voted to adjourn the regular meeting of the Board of Directors. Meeting adjourned at 9:08 AM.

Secretary of the meeting

