

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  
January 19, 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 January 19, 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

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

RWSD Employees: Barbara Biggs Public: Dave Thomas  
Mike Marcum  
Lisa Hoover  
Lucie Taylor  
Dorice Vidger

**CALL TO ORDER:**

The meeting was called to order at 8:03 a.m. by Director Lehmann. 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 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 approve 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 November 17, 2021, Regular Meeting and December 15, 2021, Special 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 October 2021 and November 2021, 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:**

No action items

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

Upon a motion by Director Bane, second by Director Thomas, 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 Bane, 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 November 17, 2021, and Special Meeting on December 15, 2021.
- b. Ratified Payrolls for November 30, 2021, and December 15 and 31, 2021.
- c. Ratified Payments since November 17, 2021: 101079-101177, 101179-101180, 101183, 101187-101188, 101190-101192, 101195, 101197-101216, 101217, 101220, 101222, 101225, 101226, 101228, 101229, 101231-101235
- d. Approved Payments of Claims: 101178, 101181, 101182, 101184, 101185, 101189, 101193, 101194, 101196, 101218, 101219, 101221, 101223, 101224, 101227, 101230, 101236-101241
- e. Approved Change Order #2 Redline Pipeline, LLC WTP Backwash Pond-Phase 1 to add \$22,527.28, 30 days to Substantial Completion, and 75 Days to Final Completion
- f. Approved Pay App #5 Redline Construction (Emergency Containment Basin) in the amount of \$73,568.66
- g. Approved Pay App #6 Redline Construction (Emergency Containment Basin) in the amount of \$30,592.05

**GENERAL MANAGER'S REPORT:**

Ms. Biggs provided the General Manager's Report. Upon a motion from Director Maas, second by Director Lehmann, and a unanimous vote, the Board agreed to a 2-year waiver of the Connection Permit Fee of \$1,650.00 for the Roxborough residents whose home burned down in December. A copy of Ms. Biggs' report is attached to these minutes.

**LEGAL COUNSEL REPORT:**

Mr. Pogue provided an update on legislation proposed or in consideration by the General Assembly.

**OPERATIONS:**

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

**ENGINEERING:**

Mr. Goetz 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 October 2021 and November 2021 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- a. Consider award of the Rampart Transmission Main Replacement Project construction contract to American West. Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board awarded the Rampart Transmission Main Replacement Project to American West and authorized staff to sign the bid award, contract, and notice to proceed.

**ADJOURN:**

Upon a motion by Director Maas, second by Director Thomas and unanimous vote, the meeting was adjourned at 9:38 a.m.

Secretary of the meeting:

A handwritten signature in blue ink, appearing to read "D. B. B.", is written over the text "Secretary of the meeting:". The signature is stylized and cursive.