

**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 SUB-DISTRICT OF  
ROXBOROUGH WATER AND SANITATION DISTRICT  
HELD  
JANUARY 20, 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 January 20, 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.

**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 December 16, 2020 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:**

Mr. Snailum presented the November 30, 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.

## **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 December 16, 2020.
- B. Ratify Payrolls for December 31, 2020 and January 15, 2021
- C. Ratify Payments since December 16, 2020 #100178-100226,100229,100234,100236,100239-100240,100253,100256-100261.
- D. Approve Payments of Claims: Check #100227-100228,100230-100233,100235,100237-100238,100241-100252,100254-100255,100262-100276.
- E. Approve Pay App#5 Velocity Construction Pump P-204 in the amount of \$117,606.20.

### **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 November 30, 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:**

Upon a motion by Director Thomas, Second by Director Bane and unanimous vote, the Board approved the professional services agreement with Jacobs Engineering Group to develop a distribution system monitoring program and authorized General Manager Barbara Biggs to sign it.

### **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 9:10 AM.

Secretary of the meeting

