

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
JULY 21, 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 July 21, 2021, 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 Snallum, TWS Financial

 RWSD Employees: Barbara Biggs
 Mike Marcum
 Lucie Taylor
 Lisa Hoover

CALL TO ORDER: The meeting was called to order at 7:58 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 Lehmann, second by Director Thomas 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 June 16, 2021 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. Snallum presented the May 31, 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: none

ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND CONVENE AS THE RWSD BOARD

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.

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 Minutes of the Regular Meeting of the RWSD on June 16, 2021
- B. Ratify Payrolls for June 30th and July 15, 2021
- C. Ratify Payments since June 16, 2021 #100657-100676, #100678-100703, #100706, #100708-100710, #100712-100729, #100731, #100735-100737, #100739-100741
- D. Approve Payments of Claims: Checks #100677, #100704, #100705, #100707, #100711, #111730, #100732-100734, #100738, #100742-100755
- E. Approve Pay App #2 Brannan Construction in the amount of \$47,365.51
- F. Approve Change Order #1 Brannan Construction in the amount of \$16,961.25 and add 2 days to Milestone 1

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 indicated there was no legal report other than matters included as action items on the agenda.

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 May 31, 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. **Terminate April 2020 Emergency Declaration:** Upon motion Director Thomas, second by Director Bane and unanimous vote by the Board, the Termination of the April 2020 Emergency Declaration was approved
- B. **Approve Agreement with HDR Engineering, Inc. for a Filter Optimization Study at the Water Treatment Plant and Authorize the General Manager to Execute the Agreement:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote by the Board, the Agreement with HDR Engineering, Inc. for a Filter Optimization Study at the Water Treatment Plant was approved and the Board Authorized the General Manager to Execute the Agreement.
- C. **Executive Session to Discuss Water Rights Matters:** Upon a motion by Director Thomas, Second by Director Bane, and unanimous vote, at 9:18 a.m. the Board went into executive session pursuant to Section 24-6-402(4)(e), C.R.S., for the purpose of discussing matters subject to negotiation, developing a negotiation position, and instructing negotiators related to the Meadow Ditch water rights. Upon a motion by Director Bane, Second by Director Thomas, and unanimous vote the Board adjourned the Executive Session at 10:10 a.m. No action was taken in executive session and the session was recorded as required by law.

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 10:12 a.m.

Secretary of the meeting.

