

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
MAY 19, 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 May 19, 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
Christy Kline, 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 8:02 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 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 Bane, second by Director Thomas 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 April 21, 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. Snailum presented the March 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

ROXBOROUGH WATER AND SANITATION DISTRICT

Upon a motion by Director Bane, second by Director Thomas 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 corrected minutes of the Regular Meeting of the RWSD on April 21, 2021
- B. Ratify Payrolls for April 30 and May 15, 2021
- C. Ratify Payments since April 21, 2021 #100504-100531,100541,100543,100545,100548-100551,100554.
- D. Approve Payments of Claims: Check #100532-100540,100542,100544,100546-100547,100552-100553,100555-100568.

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 March 31, 2021 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 Bane and unanimous vote the Board approved the Amendment to the Operations Agreement with Dominion Water & Sanitation District
- B. Upon a motion by Director Bane, second by Director Thomas and unanimous vote the Board approved the Award of the Water Treatment Plant Emergency Containment Basin Project to Redline Pipeline Construction

ADJOURN:

Upon a motion by Director Bane, second by Director Throneberry, the Board voted to adjourn the regular meeting of the Board of Directors. Meeting adjourned at 9:28 AM.

Secretary of the meeting:

