

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 SUBDISTRICT OF ROXBOROUGH WATER AND SANITATION
DISTRICT HELD
March 16, 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 March 16, 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
		Dave Bane	Secretary
		Christine Thomas	Treasurer
		Stephen Throneberry	Assistant Secretary (via Zoom)
	Consultants:	Bill Goetz, Christy Kline, & Michael Gerstner TST Infrastructure, LLC Alan Pogue, Icenogle Seaver Pogue, PC Ted Snailum, TWS Financial	
	RWSD Employees:	Barbara Biggs Mike Marcum Lucie Taylor Dorice Vidger	
	Public:	Nancy Carroll-Hoag, John Kim, Josh Sabey, Miles Grant, Antonio Mendez	

CALL TO ORDER:

The meeting was called to order at 8:00 a.m. by Director Lehmann, and public comment was opened on items not on the agenda. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose. Director Maas was excused.

RATE PRESENTATION

Director Lehman opened the public hearing on 2022 rates at 8:05 a.m. Ms. Biggs gave the rate presentation. Public comments and questions were heard on various aspects of the presentation. Public comment was closed at 9:03 a.m.

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. 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 February 16, 2022, 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:

Ted Snailum of TWS Financial presented the January 2022 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. **Resolution 22-03-01 Approving and Adopting Changes to the District's Water and Wastewater Service Resolution Rates and Charges.** Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved the Resolution 22-03-01 approving and adopting changes to the District's water and wastewater service rates and charges.

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

Upon a motion by Director Thomas, second by Director Bane, 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 February 16, 2022.
- b. Ratify Payrolls for February 28 and March 15, 2022
- c. Ratify Payments since February 16, 2022: 101327-101357, 101360, 101362-101364, 101367-101368, 101370, 101372-101376, 101379-101381, 101383, 101386
- d. Approved Payments of Claims: 101358-101359, 101361, 101365-101366, 101369, 101371, 101377-101378, 101382, 101384-101385, 101387 - 101397
- e. Approved Pay App #1 for the WTP HSP Serving DWSD in the amount of \$179,975.17
- f. Approved Change Order #1 for the WTP HSP Addition Serving DWSD adding \$45,424.00 and 0 days
- g. Approved Change Order #A.1 for Moltz Construction WTP Reclaim Bldg Bathroom Addition adding \$96,780.00 and 60 days
- h. Approved Change Order #B.1 for Moltz Construction for WTP Building Admin Office Addition adding \$49,735.00 and 60 days

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 provided an update on the 2022 General Assembly and bills under consideration.

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 January 2022 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. **Resolution 22-03-01 Approving and Adopting Changes to the District's Water and Wastewater Service Rates and Charges.** Upon a motion by Director Thomas, seconded by Direction Bane, and

unanimous vote, the Board approved Resolution 22-03-01 approving and adopting changes to the district's water and wastewater service rates and charges.

- b. **Public Hearing on Petition for Inclusion from Dominion Water and Sanitation District.** Upon a motion by Director Thomas, second by Director Bane, the Public Hearing was opened at 9:43 a.m. There was no public comment. Upon a motion by Director Thomas, second by Director Bane, the Public Hearing was closed at 9:46 a.m.
- c. **Consideration and Approval of the Petition for Inclusion from Dominion Water and Sanitation District.** Upon a motion by Director Bane, second by Director Thomas, and unanimous vote, the Board adopted Resolution 22-03-02 approving the Petition for Inclusion from Dominion Water and Sanitation District for its wastewater treatment facility site.
- d. **Public Hearing on Petition for Inclusion from Roxborough Water and Sanitation District.** Upon a motion by Director Bane, second by Director Thomas, the Public Hearing was opened at 9:47 a.m. There was no public comment. Upon a motion by Director Thomas, second by Director Bane, the Public Hearing was closed at 9:48 a.m.
- e. **Consideration and Approval of the Petition for Inclusion from Roxborough Water and Sanitation District.** Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board adopted Resolution 22-03-03 approving the Petition for Inclusion from Roxborough Water and Sanitation District for the water treatment plant site.
- f. **Approve Final Pay App #7 for WTP Backwash Pond Phase 1 in the amount of \$42,976.62.** Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board approved the Final Pay App #7 for WTP Backwash Pond Phase 1 in the amount of \$42,976.62 subject to successful completion of the advertisement period.

ADJOURN:

Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:52 a.m.

Secretary of the meeting

