

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  
November 17, 2021**

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 November 17, 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 Snailum, TWS Financial

RWSD Employees: Barbara Biggs Public: Ephram Glass – Roxborough Village Metro District  
Mike Marcum  
Lisa Hoover  
Lucie Taylor

**CALL TO ORDER:**

The meeting was called to order at 8:01 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 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 Thomas, second by Director Throneberry 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 October 20, 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:**

Ted Snailum of TWS Financial, presented the September 30, 2021, Financial Recap for Plum Valley Heights. Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**BOARD ACTION ITEMS:**

**A. Public Hearing to Adopt 2022 PVH Subdistrict Budget**

Upon a motion by Director Maas, second by Director Throneberry and a unanimous vote, the Board opened the public hearing on the proposed 2022 PVH Subdistrict Budget. After receiving no public comment, Director Lehman closed the public hearing.

**B. Resolution 2021-11-01 to Adopt 2022 PVH Subdistrict Budget, appropriate sums of money, and certify mill levies.**

Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board approved the Resolution adopting the 2022 PVH Subdistrict Budget and certifying a mill levy of 19.4 for the Debt Service Fund and 1 for the General Fund.

**C. Resolution 2021-11-02 to Adopt the PVH Subdistrict 2022 Annual Administrative Matters.** Upon a motion by Director Throneberry, second by Director Bane and a unanimous vote, the Board approved the 2022 Annual Administrative Matters Resolution.

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

Upon a motion by Director Throneberry, 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. Upon a request by Mr. Pogue, the Board amended the agenda to add an additional executive session, item IX(a), to receive legal advice pursuant to C.R.S. 24-6-402(4)(b) regarding the extension of water service to The Range Metro District.

**CONSENT AGENDA:**

Upon a motion from Director Thomas, second by Director Throneberry, 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 October 20, 2021.
- b. Ratify Payrolls for October 31, 2021, and November 15, 2021
- c. Ratify Payments since September 22, 2021: Checks 100996-101013, 101015, 101017-101021, 101023-101030, 101033-101038, 101040, 101044-101046, 101051-101055
- d. Approved Payments of Claims: Checks 101014, 101016, 101022, 101031, 101032, 101039, 101041-101043, 101047-101050, 101056-101078
- e. Approved Pay App #4 Redline Construction (Emergency Containment Basin) in the amount of \$277,527.07

**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 deferred the legal report to the Board Action items.

**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 September 30, 2021, RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Throneberry, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- A. **Public Hearing on the 2022 RWSD Budget.** Director Lehmann opened the public hearing on the proposed 2022 Budget. Ms. Biggs gave an overview of 2021 accomplishments, an overview 2022 priority projects, and a summary of the 2022 budget in comparison to the budget for 2021. After receiving comments and responding to questions from the public, Director Lehmann closed the public hearing.
- B. **Resolution 2021-11-03 to Adopt 2022 RWSD Budget, appropriate sums of money, and certify mill levies.** Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board approved 2022 Budget and certified the mill levy of 6.208 for the General Fund and 2.9 for the Debt Service Fund.
- C. **Resolution 2021-11-04 to Adopt the RWSD 2022 Annual Administrative Matters** Upon a motion by Director Throneberry, second by Director Thomas and a unanimous vote, the Board approved the Annual Administrative Matters Resolution.
- D. **Resolution 2021-11-05 to Adopt Amended and Restated Meeting Resolution** Upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board Amended and Restated Meeting Resolution.
- E. **Resolution 2021-11-06 to Adopt the 2022 Regular Special District Election Resolution** Mr. Pogue provided an overview of the procedures for the 2022 Board election. Upon a motion by Director Throneberry, second by Director Maas and a unanimous vote, the Board approved the Election Resolution.
- F. **Approve agreement for 2021 audit service with The Adams Group and authorize General Manager to execute.** Upon a motion by Director Throneberry, second by Director Bane and a unanimous vote, the Board approved the audit services letter agreement and authorized Ms. Biggs to sign.
- G. **Approve Change Order #4 for Brannan Construction (Rock Wren Water and Sewer Line) to Deduct \$27,128.20** Upon a motion by Director Throneberry, second by Director Bane and a unanimous vote, the Board approved Brannan CO#4.
- H. **Approve Pay App #6 Brannan Construction (Rock Wren Water and Sewer Line) in the amount of \$41,040.29** Upon a motion by Director Bane, second by Director Thomas and a unanimous vote, the Board Brannan Pay App #6.

**EXECUTIVE SESSION:**

- A. Upon a motion by Director Throneberry, second by Director Thomas and unanimous vote, the Board entered an executive session to receive legal advice regarding water service to The Range Metro District pursuant to C.R.S. 24-6-402(4)(b). After receiving legal advice and providing direction to the General Manager, upon a motion by Director Throneberry, second by Director Thomas and unanimous vote, the Board ended the executive session at 10:56 a.m.
- B. Upon a motion by Director Throneberry, second by Director Thomas and unanimous vote, the Board entered an executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss the General Manager's performance and compensation. Upon a motion by Director Bane, second by Director Throneberry and unanimous vote, the Board ended the executive session at 11:10 a.m.

**ADJOURN:**

Upon a motion by Director Throneberry, second by Director Thomas and unanimous vote, the meeting was adjourned at 11:15 a.m.

Secretary of the meeting: \_\_\_\_\_