

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL 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 16 2018

A special 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 16, 2018 at 8:02 a.m. at the Roxborough Water and Sanitation District's Larry D. Moore Water Treatment Plant located at 8678 N Roxborough Park Road, Littleton, Colorado 80125. Notice of the meeting was duly posted in at least three locations within the boundaries of the District and three locations within the boundaries of the sub-district, as required by State law.

Attendance: Directors: Ken Maas President
Dave Heldt Vice President
Phil Scott Treasurer
Keith Lehmann Secretary
Christine Thomas Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC
Alan Pogue, Esq., Icenogle Seaver Pogue
Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs
Cindy Taylor
Mike Marcum
Lucie Taylor

Call to Order: The meeting was called to order at 8:00 a.m. by Director Maas. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Election on Officers: With a motion by Director Heldt, second by Director Maas and unanimous vote the Board convened as the Roxborough Water and Sanitation District Board to elect officers. With nominations by Director Heldt, a motion by Director Thomas, second by Director Lehmann and unanimous vote the following officers were elected:
President - Ken Maas
Vice President - Dave Heldt
Treasurer - Phil Scott
Secretary - Keith Lehmann
Assistant Secretary - Christine Thomas

Public: There was no Public Comment

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, second by Director Scott and 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 Heldt, second by Director Scott and unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approve Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which is contained in and part of the Roxborough Water and Sanitation District Minutes for the April 18, 2018 Regular Meeting.

General Manager Report: Ms. Biggs provided a report on recent activities in the Plum Valley Heights Sub-District. A copy of Ms. Biggs' report is attached to these minutes.

Financial Statements - PVH: Mr. Snailum presented the March 31, 2018 Financial Statements. Upon a motion by Director Heldt, a second by Director Scott and a unanimous vote, the Board accepted the March 31, 2018 Financial Statements for Plum Valley Heights Subdistrict.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Lehmann, second by Director Heldt and unanimous vote, the Board Convened as the Board of the Roxborough Water and Sanitation District.

CONSENT AGENDA: Upon a motion by Director Heldt and second by Director Scott, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the April 18, 2018 Regular Meeting
- B. Ratify Payrolls for April 30 and May 15, 2018
- C. Ratify Payment of Claims since April 18, 2018, Checks #58387,58389-58396,58403-58405,458408,58411-58412,58417,58419,58421-58423,58439,58442,58444,58446,58449-58451

- D. Approve Payment of Claims-checks#58388,58397-58402,58406-58407,58409-58410,58413-58416,58418,58420,58424-58438,58440-58441,58443,58445,58447-58448,58452-58465

GENERAL MANAGER'S REPORT: Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes.

LEGAL: Alan Pogue gave the legal status report.

OPERATIONS: Mike Marcum gave the Board the Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

ENGINEERING: Bill Goetz gave the engineering status report to the Board and discussed the rainfall/water treatment report. A copy of Mr. Goetz report is attached to these minutes.

FINANCIAL: Mr. Snailum presented the March 31, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Scott and unanimous vote the March 31, 2018 RWSD Financial Statements were accepted.

ADMINISTRATIVE:

Monthly Customer Summary: Ms. Cindy Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008, we have paid rebates totaling \$75,130.00

Board Action Items:

Approve final pay app (#5) for PEI in the amount of \$42,318.00 for Village Circle West, Phase I Water Line Replacement Project:

Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the final pay app for PEI was approved in the amount of \$42,318.00

Award Bid for Old WTP Demo to American Demolition: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, The Board awarded the Bid for the demolition of the old WTP to American Demolition in the amount of \$295,000.00

Approve the IGA for Water Service with Douglas County : With a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the IGA for Water Service Phase 1 and 2 with Douglas County.

AJOURN: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the meeting was adjourned at 10:20 a.m.

Respectfully Submitted,


Secretary for the Meeting