

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
August 15, 2018**

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 August 15, 2018 at 8:00 a.m. at the West Metro Fire and Rescue Community Room located at 6222 N Roxborough Park Rd, 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
 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
 Kelly Kutulas

Absentees: Upon a motion by Director Scott, second by Director Thomas and unanimous vote, the Board excused Director Heldt's absence.

Call to Order: The meeting was called to order at 7:58 a.m. by Director Maas. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

Public: None

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Scott, second by Director Lehmann 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 Scott, second by Director Lehmann 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 July 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 June 30, 2018 Financial Statements. Upon a motion by Director Scott, a second by Director Lehmann and a unanimous vote, the Board accepted the June 30, 2018 Financial Statements for Plum Valley Heights Subdistrict.

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

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

- A. Approve Minutes of the July 18, 2018 Regular Meeting
- B. Ratify Payrolls for July 31 and August 15, 2018
- C. Ratify Payment of Claims since July 18, 2018, Checks #58629-58651,58653,58657-58659,58662-58663,58666,58668,58670,58675,58686,58689,58692,58694
- D. Approve Payment of Claims-checks#58652,58654-58656,58660-58661,58664-58665,58667,58669,58671-58674,58676-58685,58687-58688,58690-58691,58693,58695-58712

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 reported on legal issues.

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's report is attached to these minutes.

FINANCIAL: Mr. Snailum presented the June 30, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Scott, second by Director Thomas and unanimous vote the June 30, 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:

Public Hearing: Director Maas opened a Public Hearing on the Inclusion of certain real property in Ravenna. Since there was no public in attendance, Director Maas closed the Public Hearing.

Resolution 18-08-10: Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the Board approved Resolution 18-08-10 regarding the inclusion of certain real property in Ravenna.

Consideration of Resolution: Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved a Resolution of the Roxborough Water and Sanitation District acting by and through its Water Activity Enterprise approving a loan with the State of Colorado, Department of Natural Resources, Colorado Water Conservation Board, authorizing the Form and Execution of a Loan Agreement and Promissory Note, Providing for Payment of the Note from the Imposition of Water System User Rates and Charges, and Providing Other Details in Connection therewith. The Resolution will be provided at the September Board Meeting.

Consider Award of Contract to Reynolds Construction, LLC: Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote, the Board approved the Award of Contract to Reynolds Construction, LLC for the Water Treatment Plant Site Improvements in the amount of \$455,000.00.

AJOURN: Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the meeting was adjourned at 9:39 a.m.

Respectfully Submitted,


Secretary for the Meeting