

## 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 SUB-DISTRICT OF ROXBOROUGH WATER AND SANITATION DISTRICT HELD September 19, 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

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

**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.

**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 Thomas, 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 August 15, 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 July 31, 2018 Financial Statements. Upon a motion by Director Scott, a second by Director Lehmann and a unanimous vote, the Board accepted the July 31, 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 August 15, 2018 Regular Meeting
- B. Ratify Payrolls for August 31 and September 15, 2018
- C. Ratify Payment of Claims since August 15, 2018, Checks #58713-58732, 58735-58736, 58738-58742, 58747-58751, 58753, 58755, 58757, 58759, 58770-58771
- D. Approve Payment of Claims-checks #58733-58734, 58737, 58743-58746, 58752, 58754, 58756, 58758, 58760-58769, 58772-58779

**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 July 31 2018 RWSD Financial Statements to the Board. Upon a motion by Director Scott, second by Director Lehmann and unanimous vote the July 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 \$75,380.00

**Board Action Items:**

**Resolution 18-08-11:** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved Resolution 18-08-11 setting the Water System Development Charge for Ravenna.

**Consideration of Contract Award to Redline Pipeline, LLC for the Ravenna Phase II Connection Infrastructure Project.** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board awarded the contract to Redline Pipeline, LLC for the Ravenna Phase II Connection Infrastructure Project and authorized RWSD Staff to sign appropriate documents for this project.

**Consideration of Approval of Amendment 1 to the Water & Wastewater Systems Maintenance and Operations Agreement between RWSD and Dominion Water & Sanitation District.** Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote, the Board approved Amendment 1 to the Water & Wastewater Systems Maintenance and Operations Agreement between RWSD and Dominion Water & Sanitation District.

**Consideration of Contract Award to Veris Environmental, LLC for the WTP Backwash Pond Dewatering.** Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the Board awarded the contract to Veris Environmental, LLC for the WTP Backwash Pond Dewatering.

**RWSD Budget Meeting:** The Board agreed that no Budget Workshop for the 2019 Budget would be necessary and that the Public Hearing on the 2019 Budget would be set for the Special Board Meeting scheduled for November 14, 2018 at 8:00 am

**AJOURN:** Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the meeting was adjourned at 9:50 a.m.

Respectfully Submitted,

  
Secretary for the Meeting