

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
JUNE 16, 2021**

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 was held on June 16 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
Anna Wool, Esq. Icenogle Seaver Pogue, PC
Ted Snailum, TWS Financial
Jason Adams, Adams Group
Ryan Graham, Adams Group

RWSD Employees: Barbara Biggs
Cindy Taylor
Lucie Taylor
Mike Marcum
Mary Beth Chandler
Lisa Hoover

CALL TO ORDER: The meeting was called to order at 8:02 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 Lehmann, 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 Maas and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approve 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 May 19, 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:

Mr. Snailum presented the April 30, 2021 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: none

ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND CONVENE AS THE RWSD BOARD

ROXBOROUGH WATER AND SANITATION DISTRICT

Upon a motion by Director Thomas, second by Director Bane and a unanimous vote, the Board adjourned and reconvened as the Roxborough Water and Sanitation District.

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. Approval of the Minutes of the Regular Meeting of the RWSD on May 19, 2021
- B. Ratify Payrolls for May 31, 2021 and June 15, 2021
- C. Ratify Payments since May 19, 2021 #100570-100595,100597-100602,100604 -100612,100617-100620,100627, 100633, 100635, 100638.
- D. Approve Payments of Claims: Check #100596,100603,100613-100616,100621-100626,100628-100632, 100634, 100636-100637, 100639-100655-100656
- E. Approve Pay App #1 Brannan Construction in the amount of \$69,403.37.

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:

Ms. Wool indicated there was no legal report other than matters included as action items on the agenda.

OPERATIONS:

Mr. Marcum provided the Operations Report, and a copy is attached to these minutes.

ENGINEERING:

Mr. Goetz gave the engineering status report to the Board. A copy of Mr. Goetz' report is attached to these minutes.

FINANCIAL RWSD:

Mr. Snailum presented the April 30, 2021 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.

ADMINISTRATIVE UPDATE:

Ms. Cindy Taylor provided the administrative update, and a copy is attached to these minutes.

2020 AUDIT PRESENTATION

Mr. Jason Adams and Mr. Ryan Graham of The Adams Group presented the 2020 Audit Report for the District and Subdistrict.

BOARD ACTION ITEMS:

- A. Public Hearing on 2020 Budget Amendment:** Upon motion Director Thomas, second by Director Bane the Public Hearing on the 2020 Budget Amendment was opened. There being no public comments on the Budget Amendment, upon a motion by Director Thomas, second by Director Bane and unanimous vote by the Board, the public hearing was closed.
- B. Approve Resolution 21-06-02 to Amend the 2020 Budget:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote by the Board, Resolution 21-06-02 amending the 2020 Budget was approved.
- C. Approve the 2020 Audit as presented by the Adams Group:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote by the Board, the Board approved the 2020 Audit and directed The Adams Group to file the Audit Report with the Colorado State Auditor.
- D. Approve Amendment to the Facilities Relocation Agreement with Sterling Ranch CAB for the RWSD 12" North Loop Water line:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote by the Board, the Amendment to the Facilities Relocation Agreement with Sterling Ranch CAB for the RWSD 12" North Loop Water Line was approved.
- E. Approval of Easement Agreement with Sterling Ranch CAB for the Relocated 12" North Loop Water Line:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote by the Board, the Easement Agreement with Sterling Ranch CAB for the Relocated 12" North Loop Water Line was approved.

ADJOURN:

Upon a motion by Director Thomas, second by Director Bane, the Board voted to adjourn the regular meeting of the Board of Directors. Meeting adjourned at 9:43 AM.

Secretary of the meeting:

