

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  
October 20, 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 October 20, 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: Michael Gerstner, TST Infrastructure, LLC  
Alan Pogue, Icenogle Seaver Pogue, PC  
Ted Snailum, TWS Financial

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

**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 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 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 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 August 31, 2021, Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Throneberry, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**BOARD ACTION ITEMS:**

- a. **Approval of the Resolution 2021-10-01 Certifying Delinquent Accounts to Douglas County Treasurer.** Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board approved Resolution 2021-10-01

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

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

**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. Approval of the Minutes of the Regular Meeting of the RWSD on October 20, 2021
- B. Ratify Payrolls for September 30, and October 15, 2021
- C. Ratify Payments since September 22, 2021: Checks 100907-100924-7, 100930-100959, 100961-100966, 100968-100973, 100976-100978
- D. Approve Payments of Claims: Checks 100928-100929, 100960-100967, 100974-100975, 100979-100995
- E. Approve Change Order #3 for Brannan Construction (Rock Wren Water and Sewer Line) to add \$139,633.93 and 2 days to Milestone 2, 2 days to Milestone 3, 13 days to Substantial Completion, and 19 days to Final Payment
- F. Approve Pay App #5 Brannan Construction (Rock Wren Water and Sewer Line) in the amount of \$152,367.41
- G. Approve Change Order #1 for Redline Construction (Emergency Containment Basin) to add \$74,536.42 and 30 days
- H. Approve Pay App #3 Redline Construction (Emergency Containment Basin) in the amount of \$154,593.38

**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:**

Alan Pogue shared the deadline for self-nominating for the May 2022 Board Election is February 25, 2022. Mr. Pogue deferred the remaining of 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. Gerstner gave the engineering status report to the Board. A copy of Mr. Gerstner's report is attached to these minutes.

**FINANCIAL RWSD:**

Ted Snailum of TWS Financial, presented the August 31, 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. **Set Budget Hearing for 2022 Budget** Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board approved the Budget Hearing to be set for November 17, 2021, at 8:00am
- b. **Approval of the Resolution 2021-10-01 Certifying Delinquent Accounts to Douglas County Treasurer.** Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board approved Resolution 2021-10-01.
- c. **Executive Session to discuss Personnel Matter.** Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board convened an Executive Session at 9:19 a.m. pursuant to C.R.S 24-6-402(4)(f)(I) to discuss personnel matters regarding the General Manager's annual performance review. Upon a motion by Director Throneberry, second by Director Bane, and a unanimous vote, the Board adjourned the Executive Session at 10:53 a.m.

**ADJOURN:**

Upon a motion by Director Throneberry, second by Director Thomas, and unanimous vote, the meeting was adjourned at 10:54 a.m.



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