

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 SUBDISTRICT OF ROXBOROUGH WATER AND SANITATION  
DISTRICT HELD  
May18, 2022**

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 May 18, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire Station 15, 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: Dave Bane President  
Ken Maas Vice President  
Christine Thomas Treasurer  
Keith Lehmann Secretary  
John Kim Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Ted Snailum, TWS Financial

RWSD Staff: Barbara Biggs  
Mike Marcum  
Lisa Hoover  
Lucie Taylor  
Dorice Vidger

Zoom: Alan Pogue, Icenogle Seaver Pogue, PC  
Steven Throneberry

**CALL TO ORDER:** The meeting was called to order at 8:00 a.m. by Director Lehmann. It was established that a quorum was in attendance and there were no conflicts of interest to disclose.

**SWEARING IN OF NEWLY ELECTED DIRECTORS AND ELECTION OF OFFICERS:** Keith Lehmann as a newly re-elected Director, Christine Thomas as a newly re-elected Director, and John Kim as a newly elected Director all took their Oath of Office before a notary public in advance of the meeting. Director Lehmann opened the floor for nominations for new officers. Upon a motion by Director Lehman, second by Director Thomas, and unanimous vote, the following Officers were elected by the Director: Dave Bane, President; Ken Maas, Vice President; Christine Thomas, Treasurer; Keith Lehmann, Secretary; and John Kim, Assistant Secretary.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved 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 April 20, 2022, 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 March 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Bane, and unanimous vote, the Board approved the financial report for Plum Valley Heights.

**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 Maas, and 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 Maas, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approve the Minutes of the Regular Meeting of the RWSD on April 20, 2022.
- b. Ratify Payrolls for April 30 and May 15, 2022
- c. Ratify Payments since April 20, 2022: 101495-101530, 101537-101539, 101541, 101544, 101547, 101550-101554
- d. Approve Payments of Claims: 101531-101536, 101540, 101542, 101543, 101545, 101546, 101548, 101549, 101555-101566.
- e. Approve Moltz Construction Change Order #2 for Steel Caps on the Pipe for the WTP High Zone Pump Project adding \$3,739.22 and no additional time.
- f. Approve Pay App #3 for the WTP HSP Serving DWSD in the amount of \$103,443.55
- g. Approve Pay App #2 for the Rampart Range Road Transmission Main Replacement in the amount of \$19,090.25

**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:**

Mr. Pogue indicated he would provide a report on the 2022 General Assembly in June or July.

**OPERATIONS:**

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

**ENGINEERING:**

Mr. Goetz, of TST Infrastructure, provided the engineering status report to the Board. A copy of Mr. Goetz’s report is attached to these minutes.

**FINANCIAL RWSD:**

Ted Snailum, of TWS Financial, presented the March 2022 RWSD Financial Statements to the Board. Upon a motion by Director Maas, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

**I. Board Action Items:**

**Consider Award of the Roxborough Lift Station Pump Replacement to Velocity Constructors, Inc.**

Upon a motion from Director Thomas and seconded by Director Bane, the Board unanimously awarded the bid for Roxborough Lift Station Pump Replacement to Velocity Construction and authorized staff to sign the notice of award.

**ADJOURN:**

Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:29 a.m.

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