

## 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 JULY 15, 2020

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 July 15, 2020 at 8:00 a.m. The meeting was conducted via Zoom Meeting ID #839 1247 1638 and Password 134126. Notice of the meeting ID and Password was 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  
Phil Scott, Treasurer  
Dave Bane, Secretary  
Christine Thomas, Asst Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Alan Pogue, Esq., Icenogle Seaver Pogue, P.C.  
Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs  
Cindy Taylor  
Lucie Taylor  
Mike Marcum

**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 and no public comment.

#### **PLUM VALLEY HEIGHTS SUBDISTRICT:**

Upon a motion by Director Thomas, second by Director Maas 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 June 17, 2020 Regular Meeting.

**GENERAL MANGER'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 May 31, 2020 Financial Recap for PVH. Upon a motion by Director Thomas, second by Director Maas and a unanimous vote, the Board accepted the May 31, 2020 Financial Statements for Plum Valley Heights Subdistrict.

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

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

- A. Approve Minutes of the June 17, 2020 Regular Meeting
- B. Ratify Payrolls for June 30 and July 15, 2020
- C. Ratify Payment of Claims since June 17, 2020 Checks #60448-60495,60497,60501-60502,60506,60508-60509
- D. Approve Payment of Claims-checks#60496,60498-60500,60503-60505,60507,60510-60532
- E. Approve Change Order #1 HSP Velocity Constructors Inc to add \$1750.00
- F. Approve Pay App #4 HSP Velocity Constructors Inc WTP High Service Pump in the amount of \$73,623.10

**GENERAL MANAGER'S REPORT:** Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes.

**OPERATIONS:** Mr. Marcum provided the Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

**ENGINEERING:** Mr. 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 RWSD:** Mr. Snailum presented the May 31, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Bane second by Director Thomas and unanimous vote the April 30, 2020 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 \$78,380.00.

**BOARD ACTION ITEMS:** None

**AJOURN:** Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the meeting was adjourned at 8:59 a.m.

Respectfully Submitted,

  
Secretary for the Meeting