

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

January 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 January 15, 2020 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 at the District's Administrative Offices and on the District's website, as required by State law.

ATTENDANCE: Directors: Ken Maas President
Dave Heldt Vice President
Christine Thomas Asst Secretary
Keith Lehmann Secretary
Phil Scott Treasurer

Consultants: Bill Goetz, TST Infrastructure, LLC
Anna Wool, 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 7:57 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: There was no public comment

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Thomas, second by Director Scott 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 Heldt, second by Director Thomas 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 November 19, 2019 Special 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 October 31 and November 30, 2019 Financial Statements. Upon a motion by Director Heldt, second by Director Scott and a unanimous vote, the Board accepted the October 31 and November 30, 2019 Financial Statements for Plum Valley Heights Subdistrict.

BOARD ACTION ITEMS:

McMakin Amendment: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the First Amendment to Inclusion Agreement for the McMakin property.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Heldt, 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 Scott and second by Director Thomas, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the November 19, 2019 Special Meeting
- B. Ratify Payrolls for November 30, December 15 and December 31, 2019 and January 15, 2020
- C. Ratify Payment of Claims since November 19, 2019, Checks #59888-59979,59982-59989,59991-60000,60002,60004-60009,60015,60022,60025,60027-60028
- D. Approve Payment of Claims-checks#59980-59981,59990,60001,60003,60010-60014,60016-60021,60023-60024,60026,60029,60043
- E. Approve Pay App #4 HPM Contracting Lift Station and Zone 3 Thank Paving in the amount of \$2,422.50

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 October 31 and November 30, 2019 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Thomas and unanimous vote the October 31 and November 30, 2019 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 \$77,830.00.

BOARD ACTION ITEMS:

McMakin Amendment: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the First Amendment to Inclusion Agreement for the McMakin property.

Amended and Restated Water Agreement with City of Aurora: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the First Amended, Restated and Combined Intergovernmental Agreement for Water Supply with the City of Aurora.

2020 Water Lease with the Town of Castle Rock: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the 2020 Water Lease with the Town of Castle Rock subject to non-substantive revisions approved by Counsel and the General Manager.

Resolution 20-01-01: Upon a motion by Director Thomas, second by Director Heldt and unanimous vote, the Board approved the Resolution 20-01-01 to authorize the sale of surplus equipment- 2009 Chevrolet Truck.

Bid Award for Additional High Service Pump Project: Upon a motion by Director Thomas, second by Director Heldt and unanimous vote, the Board approved the Bid Award for the Additional High Service Pump Project to Velocity Constructors, Inc.

AJOURN: Upon a motion by Director Thomas, second by Director Heldt and unanimous vote, the meeting was adjourned at 9:19 a.m.

Respectfully Submitted,


Secretary for the Meeting