

## 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 JUNE 17, 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 May 20, 2020 at 8:00 a.m. The meeting was conducted via Zoom Meeting ID #889 8305 5461 and Password 985253. 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  
Jason Adams and Ryan Graham of The Adams Group

RWSD Employees: Barbara Biggs  
Cindy Taylor  
Lucie Taylor  
Mike Marcum

**CALL TO ORDER:** The meeting was called to order at 8:04 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.

**2019 AUDIT PRESENTATION:** The 2019 Audit Report was presented by Ryan Graham of The Adams Group

**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 Maas 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 May 20, 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 April 30, 2020 Financial Recap for PVH. Upon a motion by Director Thomas, second by Director Maas and a unanimous vote, the Board accepted the April 30, 2020 Financial Statements for Plum Valley Heights Subdistrict.

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

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

- A. Approve Minutes of the May 20, 2020 Regular Meeting
- B. Ratify Payrolls for May 31 and June 15, 2020
- C. Ratify Payment of Claims since May 20, 2020 Checks #60350-60386, 60389-60394, 60397-60400, 60403-60406, 60410-60411, 60414, 60416, 60418, 60423-60424, 60426-60430
- D. Approve Payment of Claims-checks #60387-60388, 60395-60396, 60401-60402, 60407-60409, 60412-60413, 60415, 60417, 60419-60422, 60425, 60431-60447
- E. Approve Pay App #3 HSP Velocity Constructors Inc WTP High Service Pump in the amount of \$27,075.00

**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 April 30, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Thomas second by Director Scott 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 \$78,280.00.

**BOARD ACTION ITEMS:**

**Approval of the 2019 Audit as presented by The Adams Group:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board approved the 2019 Audit and directed The Adams Group to file the 2019 Audit Report with the Colorado State Auditor.

**Approval of the Waterline Relocation Agreement with Sterling Ranch:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board approved the Waterline Relocation Agreement with Sterling Ranch

**Approval of BID Award for Roxborough Lift Station 4<sup>th</sup> Pump Addition:** Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the Board approved the BID Award for the Roxborough Lift Station 4<sup>th</sup> Pump Addition to Velocity Constructors

**AJOURN:** Upon a motion by Director Scott, second by Director Bane and unanimous vote, the meeting was adjourned at 9:49 a.m.

Respectfully Submitted,

  
Secretary for the Meeting