

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 NOVEMBER 18, 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 November 18, 2020 at 8:00 a.m. The meeting was conducted via Zoom Meeting ID 865-1166-9317. 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
Dave Bane Secretary
Christine Thomas Assistant Secretary/Treasurer

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

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

Public Attendees: Stephen Throneberry

CALL TO ORDER: The meeting was called to order at 8:03 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 Bane 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 Bane and a unanimous vote, the Board approved the Consent Agenda which consisted of

- A. Approve the corrected Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which contained in and part of the Roxborough Water and Sanitation District Minutes for the October 21, 2020 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:

Mr. Snailum presented the September 30, 2020 Financial Recap for PVH. Upon a motion from Director Maas, second by Director Bane and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

BOARD ACTION ITEMS:

Upon a motion by Director Maas and second by Director Bane and a unanimous vote, Director Thomas was elected to fill the position of Treasurer of **Roxborough Water and Sanitation District Board of Directors and Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District.**

Director Lehman opened the public hearing on the proposed 2021 Budget; receiving no public comment, Director Lehman closed the public hearing. Upon a motion to approve by Director Bane and a second by Director Maas and a unanimous vote, the Board approved the **Resolution No. 20-11-04 Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District 2021 Budget and certify Mill Levies.**

ROXBOROUGH WATER AND SANITATION DISTRICT

Upon a motion by Director Thomas, second by Director Bane and a unanimous vote, the Board adjourned and reconvened as the Roxborough Water and Sanitation District. There were no conflicts of interests to disclose.

CONSENT AGENDA:

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

- A. Approval of the corrected minutes of the Regular Meeting of the RWSD on October 21, 2020.
- B. Ratify Payrolls for October 31 and November 15, 2020.
- C. Ratify Payments since October 21, 2020 #100032-100049, 1113, 100053-100054, 100057, 100059-100061, 100063-100068.
- D. Approve Payments of Claims: Check #100050-100052, 100055-100056, 100058, 100062.
- E. Approve Pay App#3 Velocity Construction Pump P-204 in the amount of \$15,675.00

GENERAL MANAGER'S REPORT:

Ms. Biggs provided the General Manager's Report which a copy is attached to these minutes.

LEGAL COUNSEL REPORT:

Mr. Pogue briefed the board regarding updated information regarding Covid-19.

OPERATIONS:

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

ENGINEERING:

Mr. Goetz gave the engineering status report to the Board. A copy of Mr. Goetz' report is attached to these minutes.

FINANCIAL RWSD:

Mr. Snailum presented the September 30, 2020 RWSD Financial Statements to the Board. Upon a motion by Director Thomas to approve the financial report, second by Director Maas and unanimous vote by the Board, the financial report was approved.

ADMINISTRATIVE UPDATE:

Ms. Cindy Taylor provided the administrative update.

BOARD ACTION ITEMS:

Resolution No. 20-11-05 Amendment to Roxborough Water and Sanitation District's Adopted Budget for Fiscal Year 2020

Director Lehmann opened the public hearing on the Amended 2020 Budget. After receiving no public comment, Director Lehmann closed the public hearing.

Upon a motion from Director Thomas, second by Director Maas and a unanimous vote by the Board, the Resolution to Amend the 2020 Budget the Amended 2020 Budget was approved.

Resolution No. 20-11-06 Roxborough Water and Sanitation District 2021 Budget

Director Lehmann opened the public hearing on the proposed 2021 Budget; receiving no public comment, he closed the hearing.

Upon motion by Director Thomas, second by Director Bane and a unanimous vote by the Board, Resolution 20-11-06 Roxborough Water and Sanitation District 2021 Budget was approved.

Upon a motion by Director Bane, second by Director Thomas, and a unanimous vote, the Board approved the Audit Engagement Agreement for 2020 Audit services by the Adams Group and authorized the General Manager to execute the Agreement.

Upon a motion by Director Thomas, second by Director Maas, and unanimous vote, the Board went into Executive Session pursuant to Section 24-6-402 (4) (b), C. R. S. to receive legal advice from general counsel concerning installation of improvements at the Water Treatment Facility and request for temporary service.

Upon a motion by Director Bane, second by Director Thomas to adjourn the Executive Session.

Upon a motion by Director Thomas, second by Director Bane and a unanimous vote by the Board, Stephen Throneberry was appointed to the vacant seat on the Board with a term expiring May 2022.

ADJOURN:

Upon a motion by Director Bane, second by Director Thomas, the Board voted to adjourn the regular meeting of the Board of Directors. Meeting adjourned at 9:35 AM.

Bridget Taylor
Meeting Secretary