

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL 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 19, 2019

A special 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 19, 2019 at 8:00 a.m. at the Larry D Moore Water Treatment Plant at 8678 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
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 7:59 a.m. by Director Maas. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

AMEND ADGENDA: Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved a change on the agenda to move the Board Action Item "e" in the RWSD Board Action Items to Board Action Item "d" in the Plum Valley Heights Subdivision Board Action Items. This is Resolution 19-11-13.

PUBLIC: There was no public comment

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Thomas, second by Director Lehmann 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 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 October 16, 2019 Regular Meeting.

GENERAL MANGER'S REPORT: Ms. Biggs provided a report on recent activities in the Plum Valley Heights Sub-District. A copy of Ms. Biggs' report is attached to these minutes.

FINANCIAL PVH: Mr. Snailum presented the September 30, 2019 Financial Statements. Upon a motion by Director Heldt, a second by Director Scott and a unanimous vote, the Board accepted the September 30, 2019 Financial Statements for Plum Valley Heights Subdistrict.

BOARD ACTION ITEMS:

PUBLIC HEARING TO ADOPT 2020 PVH BUDGET: Director Maas opened the Public Hearing for the 2020 Budget. Ms. Biggs presented the Plum Valley Heights Subdivision 2020 Budget. Director Maas closed the Public Hearing.

Resolution 19-11-08: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved Resolution 19-11-08 to adopt the 2020 Budget for Plum Valley Heights Subdivision.

Resolution 19-11-09: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved Resolution 19-11-09 for Annual Administrative Matters for 2020 for Plum Valley Heights Subdivision.

Resolution 19-11-13: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved Resolution 19-11-13 to Amend and Restate the Meeting Notice Designation for Plum Valley Heights Subdivision.

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Heldt, second by Director Scott 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 October 16, 2019 Regular Meeting
- B. Ratify Payrolls for October 31 and November 15, 2019
- C. Ratify Payment of Claims since October 16, 2019, Checks #59807-59808,59810,59812,59814-59826,59828-59829,59831-59834,59836,59839-59841,59843,59848-59851,59853-59855,59874,59877
- D. Approve Payment of Claims-checks#59809,59811,59813,59827,59830,59835,59837-59838,59842,59844,59846-59847,59852,59856-59873,59875-59876,59878-59887
- E. Approve Pay App #10 Redline Pipeline Ravenna Phase 2 in the amount of \$62,922.38
- F. Approve Pay App #3 HPM Contracting Lift Station and Zone 3 Tank Paving in the amount of \$151,822.35
- G. Approve Change Order #1 HPM Contracting Lift Station and Zone 3 Tank Paving to add 52 days and \$3,360.00

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 September 30, 2019 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Lehmann and unanimous vote September 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 \$77,730.00.

BOARD ACTION ITEMS:

PUBLIC HEARING TO ADOPT RWSD 2020 BUDGET: Director Maas opened a Public Hearing for the 2020 Budget. Ms. Biggs presented the RWSD 2020 Budget. Director Maas closed the Public Hearing.

Resolution 19-11-10: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved Resolution 19-11-10 to Adopt the 2020 Budget for RWSD.

Resolution 19-11-11: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved Resolution 19-11-11 for Annual Administrative matters for 2020 for Roxborough Water & Sanitation District.

Resolution 19-11-12: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved Resolution 19-11-12 for the 2020 Election changes in terms.

2019 Audit Service: Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the 2019 Audit Agreement with the Adams Group and authorize General Manager to execute.

AJOURN: Upon a motion by Director Heldt, second by Director Thomas and unanimous vote, the meeting was adjourned at 9:37 a.m.

Respectfully Submitted,


Secretary for the Meeting