

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 FEBRUARY 20, 2019

A 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 February 20, 2019 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 in at least three locations within the boundaries of the District and three locations within the boundaries of the sub-district, as required by State law.

Attendance: **Directors:** Ken Maas President
 Dave Heldt Vice President
 Phil Scott Treasurer
 Keith Lehmann Secretary
 Christine Thomas Assistant 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
 Mike Marcum
 Lucie Taylor
 Mary Beth Chandler

Call to Order: The meeting was called to order at 8:02 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: None

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Scott, second by Director Heldt 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 January 16, 2019 Regular Meeting.

General Manager 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 Statements - PVH: Mr. Snailum presented the December 31, 2018 Financial Statements. Upon a motion by Director Scott, a second by Director Heldt and a unanimous vote, the Board accepted the December 31, 2018 Financial Statements for Plum Valley Heights Subdistrict.

Board Action Items: None

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 Thomas and second by Director Lehman, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the January 16, 2019 Regular Meeting
- B. Ratify Payrolls for January 31 and February 15, 2019
- C. Ratify Payment of Claims since January 16, 2019, Checks #59082-59114,59119-59123,59125,59127-59130,59132-59133,59138,5914059145,59152
- D. Approve Payment of Claims-checks#59115-59118,59124,59126,59131,59134-59137,59139,59141-59144,59146-59151,59153-59171

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

LEGAL: Alan Pogue had no legal report

OPERATIONS: Mike Marcum gave the Board the Operations Report. A copy of Mr. Marcum's report is attached to these minutes.

ENGINEERING: Bill 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: Mr. Snailum presented the December 31, 2018 RWSD Financial Statements to the Board. Upon a motion by Heldt, second by Director Scott and unanimous vote December 31, 2018 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 \$76,305.00.

Board Action Items:

Public Hearing on Petition to Include Real Property : Director Maas opened the Public Hearing for Inclusion of Real Property owned by William Burgess into RWSD. After discussion by the Board and Staff and being no public comment, Director Maas closed the Public Hearing at 9:18 am.

Resolution 19-02-01: Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote, the Board Approved Resolution 19-02-01 to Include Real Property owned by William Burgess into RWSD.

AJOURN: Upon a motion by Director Scott, second by Director Thomas and unanimous vote, the meeting was adjourned at 9:21 a.m.

Respectfully Submitted,


Secretary for the Meeting