

## 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

September 18, 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 August 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  
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  
Mary Beth Chandler  
Lucie Taylor  
Mike Marcum

**CALL TO ORDER:** The meeting was called to order at 8:00 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 Scott, 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 Lehmann 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 August 20, 2019 Special 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 July 31, 2019 Financial Statements. Upon a motion by Director Heldt, a second by Director Scott and a unanimous vote, the Board accepted the July 31, 2019 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 Lehmann and unanimous vote, the Board Convened as the Board of the Roxborough Water and Sanitation District.

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

- A. Approve Minutes of the August 20, 2019 Special Meeting
- B. Ratify Payrolls for August 31, and September 15, 2019
- C. Ratify Payment of Claims since August 20, 2019, Checks #59649-59669, 59673-59674, 59677-59678, 59681-59684, 59686-59688, 59690-59691, 59695, 59707-59711

- D.** Approve Payment of Claims-checks#59670-59672, 59675-59676,59679-59680,59685,59689,59692-59694,59696-59706,59708-59710,59712-59718

**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 July 31, 2019 RWSD Financial Statements to the Board. Upon a motion by Director Heldt, second by Director Scott and unanimous vote July 31, 2019 RWSD Financial Statements were accepted.

**ADMINISTRATIVE:**

**MONTHLY CUSTOMER SUMMARY:** Ms. Taylor reviewed the Monthly Customer Summary with the Board. Since we started the rebate program January 1, 2008, we have paid rebates totaling \$77,630.00.

**BOARD ACTION ITEMS:**


**Approval of the Amended and Restated Rules and Regulations:** Upon a motion by Director Heldt, a second by Director Scott and unanimous vote, the Board approved the Amended and Restated Rules and Regulations.

**Approval of the Agreement with Sterling Custom Homes regarding costs for a Structural Liner:** Upon a motion by Director Scott, second by Director Thomas and unanimous vote, the Board approved the agreement with Sterling Custom Homes Inc regarding costs for a Structural Liner.

**Approval of Encroachment Agreement:** Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the Board approved an Encroachment Agreement between RWSD, Sterling Custom Homes Inc and Home Investments, LLC concerning certain improvements at 7887 Cicero Ct.

**AJOURN:** Upon a motion by Director Scott, second by Director Lehmann and unanimous vote, the meeting was adjourned at 9:24 a.m.

Respectfully Submitted,

  
Secretary for the Meeting