

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 June 19, 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 June 19, 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

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 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.

ABSENCE: Director Christine Thomas' absence was excused.

PUBLIC: None

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Heldt, 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 May 15, 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 April 30, 2019 Financial Statements. Upon a motion by Director Scott, a second by Director Heldt and a unanimous vote, the Board accepted the April 30, 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 Scott, the Board approved the Consent Agenda, which consisted of:

- A. Approve Minutes of the May 15, 2019 Regular Meeting
- B. Ratify Payrolls for May 31 and June 15, 2019
- C. Ratify Payment of Claims since May 15, 2019, Checks #59392-59408,59414-59415,59417-59418,59426-59428,59430-59431,59433-59434,59439-59441,59443-59444,59456,59458,59461,59463
- D. Approve Payment of Claims-checks#59409-59416,59416,59419-59422,59424-59425,59429,59432,59435-

59438,59442,59445-59455,59457,59459-59460,59462,59464-59467

E. Pay App #7 Redline Pipeline Ravenna Phase 2 in the amount of \$43,576.79

F. Approve Change Order #2 Redline Pipeline Ravenna Phase 2 to extend the contract by 112 days and deduct \$7,486.65.

G. Approve Change Order #3 Veris to extend the contract termination date from June 1 to October 1, 2019

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

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 RWSD: Ted Snailum presented the April 30, 2019 RWSD Financial Statements to the Board. Upon a motion by Scott, second by Director Heldt and unanimous vote April 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 \$77,105.00.

BOARD ACTION ITEMS:

Approve the Bid Award for the Roxborough Lift Station and Zone 3 Tank paving and improvements project to HPM, Inc

Upon a motion by Director Heldt, second by Director Scott and unanimous vote, the Board approved the Bid Award for the Roxborough Lift Station and Zone 3 Tank paving and improvements project to HPM, Inc., as well as authorizing RWSD Staff to sign the Agreement and the Notice to Proceed when it is appropriate.

AJOURN: Upon a motion by Director Thomas, second by Director Scott and unanimous vote, the meeting was adjourned at 9:16 a.m.

Respectfully Submitted,


Secretary for the Meeting