

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 MARCH 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 March 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
Christy Kline, 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.

PUBLIC: None

PUBLIC HEARING ON 2019 RATES: Director Maas opened the Public Hearing for the 2019 Rates Presentation and Discussion. After the Presentation (presented by Bill Goetz of TST Infrastructure and Christy Kline of TST Infrastructure) and discussion, being no public comment, Director Maas closed the Public Hearing.

RESOLUTION 2019-03-02: Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote, the Board approved Resolution 2019-03-02 authorizing changes to the Water Usage and Wastewater Service Charge Rates and the Systems Development Charge, effective March 25, 2019. An updated Fee Schedule is attached to these minutes.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Lehmann, 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 Scott, second by Director Thomas 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 February 20, 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 January 31, 2019 Financial Statements. Upon a motion by Director Scott, a second by Director Heldt and a unanimous vote, the Board accepted the January 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 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 February 20, 2019 Regular Meeting
- B. Ratify Payrolls for February 28 and March 15, 2019
- C. Ratify Payment of Claims since February 20, 2019, Checks #59172-59186, 59188, 59191, 59194-59196, 59199-59200, 59203, 59206-59208, 59210-59211, 59225-59226

- D. Approve Payment of Claims-checks#59187, 59189-59190,59192-59193,59197-59198,59201-59202,59204-59205,59209,59212-59224,59227-59237

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 RWSD: Ted Snailum presented the January 31, 2019 RWSD Financial Statements to the Board. Upon a motion by Heldt, second by Director Scott and unanimous vote January 31, 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 \$76,580.00.

BOARD ACTION ITEMS:

APPROVE REVISED AUDIT ENGAGEMENT LETTER: Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the Board approved the revised Audit Engagement Letter.

AJOURN: Upon a motion by Director Lehmann, second by Director Scott and unanimous vote, the meeting was adjourned at 10:06 a.m.

Respectfully Submitted,


Secretary for the Meeting