

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 JANUARY 16, 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 January 16, 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
 Deborah Early, Esq., Icenogle Seaver Pogue, P.C.
 Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs
 Cindy Taylor
 Mike Marcum
 Lucie Taylor

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: None

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 Thomas, 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 November 14, 2018 Special 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 October 31 and November 30, 2018 Financial Statements. Upon a motion by Director Heldt, a second by Director Scott and a unanimous vote, the Board accepted the October 31 and November 30, 2018 Financial Statements for Plum Valley Heights Subdistrict.

Board Action Items: None

ROXBOROUGH WATER AND SANITATION DISTRICT: Upon a motion by Director Scott, 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 November 14, 2018 Special Meeting
- B. Ratify Payrolls for November 30, December 15 and December 31, 2018
- C. Ratify Payment of Claims since November 14, 2018, Checks #58921-59020, 59022-59024, 59028-59029, 59032-59033, 59063-59037, 59039-59044, 59050, 59055
- D. Approve Payment of Claims-checks #59021, 59025-59027, 59030-59031, 59034-59035, 59038, 59045-59049, 59051-59054, 59056-59081

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

LEGAL: Deborah Early 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 October 31 and November 30, 2018 RWSD Financial Statements to the Board. Upon a motion by Director Scott, second by Director Lehmann and unanimous vote the October 31 and November 30, 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 \$75,980.00

Board Action Items:

Upon a motion by Director Scott, second by Director Lehmann and unanimous vote the Board approved the agreement with Wenck Associates, Inc for Engineering services at Lambert Reservoir.

Upon a motion by Director Lehmann, second by Director Scott and unanimous vote the Board approved the proposal by Tom Barenberg to Share Costs in the Lambert Reservoir Repair Project.

Executive Session: Executive session, pursuant to § 24-6-402(4)(f), C.R.S. to discuss personnel matters related to compensation of the General Manager and other employees.

Ms. Early advised the Boards that it was permitted, upon compliance with requisite statutory procedures under the Colorado Open Meetings Law, for the Board to convene an executive session, pursuant to § 24-6-402(4)(f), C.R.S. to discuss personnel matters related to compensation of the General Manager and other employees.

Upon a motion by Director Maas, second by Director Scott and unanimous vote, the Board resolved to convene an Executive Session, pursuant to § 24-6-402(4)(f), C.R.S. to discuss personnel matters related to compensation of the General Manager and other employees. It is the 16th day of January, 2017, and the time is 9:39 a.m.

For the record, I, Ken Maas, am the presiding officer. This Executive Session is recorded pursuant to the requirements of the Colorado Open Meetings Law. Also, present at this Executive Session are: Directors Dave Heldt, Phil Scott, Keith Lehmann, and Christine Thomas, General Manager Barbara Biggs and Legal Counsel Deborah Early. This Executive Session was adjourned at 9:56a.m. by a motion from Director Heldt and seconded by Director Lehmann, and with unanimous vote. No decisions or actions were taken in the Executive Session.

AJOURN: Upon a motion by Director Thomas, second by Director Heldt and unanimous vote, the meeting was adjourned at 10:15 a.m.

Respectfully Submitted,


Secretary for the Meeting