

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 SUBDISTRICT OF ROXBOROUGH WATER AND SANITATION  
DISTRICT HELD  
February 16, 2022**

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 16, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, and via Zoom meeting. Notice of the meeting and the Zoom ID and Password were duly posted at the District's Administrative Offices and on the District's website, as required by State law.

**ATTENDANCE:** Directors: Keith Lehmann President  
Ken Maas Vice President  
Dave Bane Secretary  
Christine Thomas Treasurer  
Stephen Throneberry Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Alan Pogue, Icenogle Seaver Pogue, PC  
Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs  
Mike Marcum  
Lisa Hoover  
Lucie Taylor  
Dorice Vidger

Public: Kevin Collins

**CALL TO ORDER:**

The meeting was called to order at 8:01 a.m. by Director Lehmann. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

Upon a motion by Director Thomas, second by Director Bane and a 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 Bane and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approval of the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the January 19, 2022, Regular Meeting.

**GENERAL MANAGER'S REPORT:**

Ms. Biggs provided a report on recent activities in the Plum Valley Heights Subdistrict. A copy of Ms. Biggs' report is attached to these minutes.

**FINANCIAL PVH:**

Ted Snailum of TWS Financial presented the December 2021 Financial Recap for Plum Valley Heights. Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**BOARD ACTION ITEMS:**

No action items

**ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND CONVENE AS THE ROXBOROUGH WATER AND SANITATION DISTRICT BOARD:**

Upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

**CONSENT AGENDA:**

Upon a motion from Director Throneberry, second by Director Thomas, and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approval of the Minutes of the Regular Meeting of the RWSD on January 19, 2022.
- b. Ratify Payrolls for and January 15 and 31, 2021.
- c. Ratify Payments since January 19, 2022: 101242, 101244-101254, 101256-101288, 101294-101297, 101299-101300, 101302-101305, 101307, 101313-101314.
- d. Approve Payments of Claims: 101243, 101255, 101289-101293, 101298, 101301, 101306, 101308-101312, 101315-101326.

**GENERAL MANAGER'S REPORT:**

Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes.

**LEGAL COUNSEL REPORT:**

Mr. Pogue referenced the upcoming Board Election. Seven self-nomination forms have been received and the deadline to submit a self-nomination form is February 25, 2022.

**OPERATIONS:**

Mr. Marcum provided the Operations Report, and a copy is attached to these minutes.

**ENGINEERING:**

Mr. Goetz provided the engineering status report to the Board. A copy of Mr. Goetz's report is attached to these minutes.

**FINANCIAL RWSD:**

Ted Snailum of TWS Financial, presented the December 2021, RWSD Financial Statements to the Board. Upon a motion by Director Bane, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- a. **Public Hearing on Petition for Inclusion from River Canyon Real Estate.** Keith Lehman opened the Public Hearing. Kevin Collins provided details on the inclusion of a 5.5-acre parcel by River Canyon Real Estate Inc. (RCREI). Upon a motion by Director Thomas, second by Director Throneberry and unanimous vote, the Board closed the Public Hearing.
- b. **Consideration and Approval of Petition for Inclusion from River Canyon Real Estate.** Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board approved Resolution 2022-02-01 including the RCREI 5.5-acre parcel in the District's service area.
- c. **Consideration 2022 Water Lease Agreement with Castle Rock.** Upon a motion by Director Bane, second by Director Throneberry and unanimous vote, the Board approved the 2022 Water Lease Agreement with Castle Rock.
- d. **Consideration and Approval of Cooperation Agreement with Thunderbird Water and Sanitation District.** Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board approved the Cooperation Agreement with Thunderbird Water and Sanitation District.

**Executive Session**

Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board opened the Executive session pursuant to Section 24-6-402(4)(a), C.R.S., to discuss the transfer or sale of real, personal, or other property interests. Upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board adjourned the Executive Session at 9:52 a.m.

The Board members each acknowledged that no action was taken in the Executive Session.

**ADJOURN:**

Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the meeting was adjourned at 9:52 a.m.

Secretary of the meeting

A handwritten signature in blue ink, appearing to be "Dane Bane", written over a horizontal line.