

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL 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 22, 2021

A special 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 September 22, 2021, 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
Christine Thomas Treasurer
Stephen Throneberry Assistant Secretary

Excused Absence: Dave Bane

Consultants: Michael Gerstner, TST Infrastructure, LLC
Deborah Early, Icenogle Seaver Pogue, PC
Natalie Haas, TWS Financial

RWSD Employees: Barbara Biggs Public Attendees: Kelly Hale, Rampart 55 LLC
Mike Marcum
Lisa Hoover
Lucie Taylor

CALL TO ORDER: The meeting was called to order at 8:03 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 Maas 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 Maas and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approve 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 August 18, 2021, 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:

Ms. Biggs, on behalf on TWS Financial, presented the July 31, 2021, Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Throneberry, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

BOARD ACTION ITEMS:

- A. Approval of the Inclusion Agreement with Valley View Christian Church, 11004 Wildfield Lane, Littleton CO 80125. Ms. Biggs indicated that Valley View Christian Church had no comments on the Inclusion Agreement and

executed the Inclusion Agreement. Upon a motion by Director Throneberry, second by Director Thomas and a unanimous vote, the Board approved the Inclusion Agreement with Valley View Christian Church.

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 August 18, 2021
- B. Ratify Payrolls for August 31, and September 15, 2021
- C. Ratify Payments since September 22, 2021: Checks 100832-100890
- D. Approve Payments of Claims: Checks 100891-100906
- E. Approve Pay App #4 Brannan Construction (Rock Wren Water/Sewer) in the amount of \$131,804.11
- F. Approve Pay App #2 Redline Construction (Emergency Containment) in the amount of \$146,856.75
- G. Ratify the Appointment of Larry D. Moore to represent RWSD on the Colorado Special District Property & Liability Insurance Pool Board of Directors.

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:

Deborah Early deferred the legal report to the Board Action items.

OPERATIONS:

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

ENGINEERING:

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

FINANCIAL RWSD:

Ms. Biggs, on behalf of TWS Financial, presented the July 31, 2021, RWSD Financial Statements to the Board. Upon a motion by Director Throneberry, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

BOARD ACTION ITEMS:

- A. **Public Hearing on Inclusion of Rampart 55 LLC Property for 28 Residential Equivalents:** Director Lehman requested a motion to open the Public Hearing, and upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board opened the public hearing. Kelly Hale stated her presence was to listen in and hear the board comments. There being no further public comment, upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board closed the public hearing.
- B. **Resolution 2021-09-01 Approving the Inclusion of Rampart 55 LLC Property:** Upon motion by Director Throneberry, second by Director Maas, and unanimous vote by the Board, Resolution 2021-09-01 approving the inclusion of Inclusion of Rampart 55 LLC Property was approved.
- C. **Approval of the Inclusion Agreement with Rampart 55 LLC:** Upon motion Director Throneberry, second by Director Maas, and unanimous vote by the Board, the Inclusion Agreement of Rampart 55 LLC Property was approved, subject to final review by Ms. Biggs and Legal Counsel of any comments received from Rampart 55, LLC.
- D. **Approval of the Inclusion Agreement with Valley View Christian Church:** Upon motion Director Throneberry, second by Director Maas, and unanimous vote by the Board, the Inclusion Agreement with Valley View Christian Church was approved.
- E. **Approval of the 1st Amendment to the High Zone Pump Agreement with Dominion Water and Sanitation District:** Upon motion Director Throneberry, second by Director Maas, and unanimous vote by the Board, the 1st Amendment to the High Zone Pump Agreement with Dominion Water and Sanitation was approved.
- F. **Consider award of the Water Treatment Plant High Service Pump for Service to DWSD contract:** Upon motion Director Throneberry, second by Director Maas, and unanimous vote by the Board, Moltz Construction Inc, was awarded the Water Treatment Plant High Service Pump for Service to DWSD contract.

ADJOURN:

Upon a motion by Director Throneberry, second by Director Thomas, the Board voted to adjourn the regular meeting of the Board of Directors. Meeting adjourned at 9:20 a.m.

Secretary of the meeting:

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