

**General Manager's Report
Roxborough Water and Sanitation District
September 22, 2021**

Information Only

General Matters

- I want to thank all the Board members for taking the time to participate in the tour of District facilities in August.
- Keith Lehman and I attended the South Metro Water Supply Authority Board meeting on September 20. Based on the discussion at that meeting and the number of regional water issues, I recommend RWSD join the Authority. With the Board's concurrence, I will include the annual dues (estimated \$10,000-\$12,000/year) in the 2022 budget.
- Upcoming meeting agendas – a reminder that we will distribute the draft budget to the Board at the October meeting in preparation for the annual public hearing on the budget in November.
- My annual performance review will also occur during an executive session at the October meeting.
- For the holidays, I'd like to suggest a luncheon for the Board, staff, and partners at Arrowhead Golf Club on Wednesday December 15.

Cyber Security:

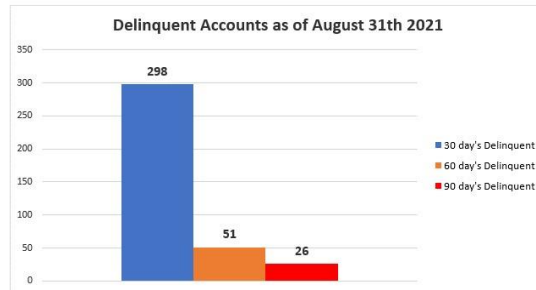
- We are on track to begin installing new redundant servers at the water treatment plant and the wastewater lift station this fall.
- CRS, the District's billing service, has offered to house the District's ADG billing system on their servers. We are waiting for a summary of their system security before deciding to move forward, but this change would eliminate an outside link to the District's system and would allow us to move the Admin file server to the cloud.

Past Due Accounts:

- As of August 31, we had 26 accounts with a past due balance of \$19,515, compared to 56 accounts with a total past due balance of \$48,727 as of July 31.
- We had two shut offs in August, but both were turned back on the same day when payment was received.
- We have executed payment agreements with 5 residents. One resident is making payments under a payment plan but refuses to sign the agreement because we're charging interest. Another signed an agreement but has not been making the required payments, and another resident requested an agreement but has not returned an executed copy. All residents with past-due accounts that either do not have a payment agreement or are not making payments under an agreement will be certified to the County.



Delinquent Accounts



Total Amount
Past Due 30 days
\$64,240

Total Amount
Past Due 60 days
\$16,954

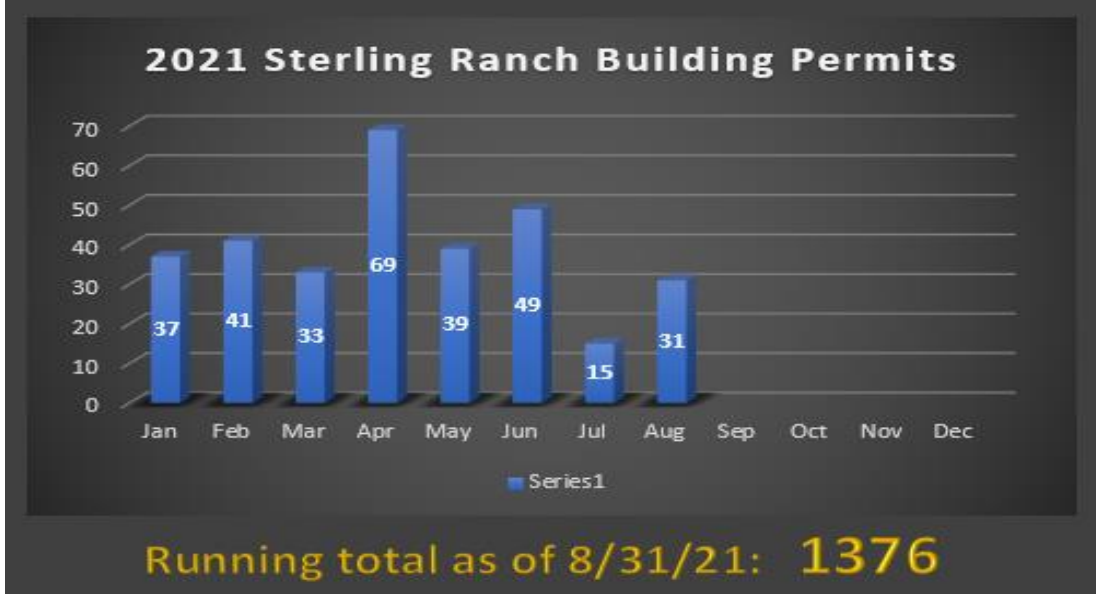
Total Amount
Past Due 90 days
\$19,515

August 2021

Dominion Water and Sanitation District/Sterling Ranch:

- Day-to-day operations going well.
- Service to Sterling Ranch Filing 4 parks and landscaping through the PVH water line has commenced.
- Bids were received from six different companies for installation of the high zone pump. Acceptance of the lowest, responsive bid is an action item later in the agenda.
- Year to date development summary:





Projects:

- Working on addressing landscape repairs and repairs to one remaining driveway associated with the Rock Wren project.
- Conversion of the old backwash pond to emergency containment basin is going very well. We authorized the contractor to proceed with Bid Alternate A to complete all outdoor yard piping. Big Alternate B will be included in the 2022 capital projects budget for the water treatment plant.
- Nothing new on relocation of the Rampart pump station to Denver Water property.
- Design work continues for the Rampart transmission line replacement.
- Here is a summary of the capital projects budget as of August 2021:

Capital Projects Budget to 7/31/2021 YTD Actual

	2021 Budget	Notes	7/31/2021 YTD Actual	8/2021 Pay Apps	09/01/2021 Balance
Water Treatment	800,000.00	1	218,862.61	72,014.71 Redline Pay App #1	509,122.68
Water Distribution	6,400,000.00	2	302,245.83		
Sewer Fund	2,000,000.00	3	1,430,781.49	372,167.27 Brannan Pay App #3	197,051.24
Total Capital Projects	9,200,000.00		1,951,889.93		

Notes:

1. 2021 Capital Projects Budget for Water Treatment included \$365,000 for construction of DWSD high-zone pump. All design costs have been invoiced to DWSD. Construction is expected to commence around 10/1/2021. The WTP capital projects also included \$400,000 for conversion of the backwash pond to an emergency containment basin, but the lowest responsive bid was \$674,600. We will be within the overall budget for 2021, but both projects will be included in the 2022 budget for completion. All costs for the DWSD high-zone pump will be repaid by DWSD over time at 6% interest.

2. 2021 Capital Projects Budget for Water Distribution included a number of projects that have been delayed. To date, RWSD has only incurred design and engineering costs for the Rampart Pump Station Relocation, Rampart Transmission Line Replacement, and Southdowns Water Line. Final capital costs for distribution projects will be close to \$6M under budget.

3. The year-to-date expenditures for the Sewer Fund Capital Projects Budget includes all costs for the Rock Wren water and sewer line replacement project except paving, along with repairs to the collection system, and lining of the O-Line pipeline and manholes. Even with the increased costs for the Rock Wren Project, RWSD will finish the year within budget.

Public Outreach:

- Outreach efforts continue with Rock Wren residents.
- Working on some outreach materials related to efficient water use.
- Watering violations summary:

