

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
September 20, 2023**

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 September 20, 2023, at 8:00 a.m. The meeting was conducted in person 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: Christine Thomas President
Dave Bane Vice President
Keith Lehmann Secretary
John Kim Treasurer
Loren McFall Assistant Secretary

Consultants: Michael Gerstner, TST Infrastructure, LLC
Ted Snailum, TWS Financial
Alan Pogue, Icenogle Seaver Pogue, PC (via zoom)

RWSD Staff: Barbara Biggs Public: Steve Throneberry
Lisa Hoover
Lucie Taylor
Dorice Vidger

CALL TO ORDER:

The meeting was called to order at 8:02 a.m. by Director Thomas, it was 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 Lehmann, second by Director Bane, 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 Lehmann, second by Director Bane, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the PVH Subdistrict which are contained in and part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on August 16, 2023.

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 July 2023 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director Bane, and unanimous vote, the Board approved the July 2023 financial reports for Plum Valley Heights.

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

Upon a motion by Director Lehmann second by Director Bane, and unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board (RWSD).

CONSENT AGENDA:

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

- a. Approved the Minutes of the Regular Meeting of the RWSD Board on August 16, 2023.
- b. Ratified Payrolls for July 31 and August 15
- c. Ratified Payments since July 19, 2023: Checks – 102831-102865, 102867, 102870-102871, 102873-102876, 102879-102888.
- d. Approved Payments of Claims: Checks – 102866, 102868-102869, 102872, 102877-102878, 1022889-102913.
- e. Approved Invoice No. 3 for Redline Construction in the amount of \$226,649.18 for the Valve Addition and Sewer Repair Project

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:

There was no legal report.

OPERATIONS:

Ms. Hoover provided the Operations Report, and a copy is attached to these minutes.

ENGINEERING:

Mr. Gerstner, of TST Infrastructure, provided the engineering status report to the Board. A copy of TST’s report is attached to these minutes.

FINANCIAL RWSD:

Ted Snailum, of TWS Financial, presented the July 2023 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote by the Board, the July 2023 financial reports were approved.

BOARD ACTION ITEMS:

ADJOURN:

Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:21 a.m.

Secretary of the meeting: 



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report

Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District

September 20, 2023

Valley View Christian Church:

- Scheduling geotech and utility locates to finalize the alignment. Will meet with Koppel and Buszkiewicz in early September to discuss work within the easements on their property.
- Reached Agreement with the Koppels on the temporary construction easement and restoration plan.
- Still need to meet with Buszkiewicz to explain the scope of work within the permanent easement on their property. No temporary construction easement is needed.

Titan Road Industrial Park:

- Construction is nearly complete on the luxury condominiums.
- Nothing to report on the proposed warehouse development on Lot 14 at 9641 Titan Park Circle. The owner has indicated he will proceed with the originally requested 1" water tap, and he's been informed of the fees that much be paid before a meter is set and water is available.

Plum Valley Heights:

- Calvin Craig has purchased a 20-acre parcel on the south side of Plum Valley Heights. He is hoping to replat the parcel to create 2 10-acre lots, build his home on the western lot, and sell the eastern lot to a friend for a second home. His proposal to run two private service lines through horse tracks within Plum Valley Heights has met significant resistance from the residents and HOA. If this alternative is pursued, the water meter(s) would be at the point where the service lines tap the main, and the long service lines to the home(s) would be the owners' responsibility.

I have made it clear to the Plum Valley Heights residents and HOA that the proposed service lines would be owned and maintained by the property owner, not RWSD, and any requirements for approval are between the PVH residents, HOA, and Mr. Craig.

McMakin Property:

- Nothing new to report.

**Roxborough Water and Sanitation - PVH
Financial Recap
July 31, 2023**

General Fund

1. Property taxes collected for the month total \$ 68,342
2. Specific ownership taxes collected for the month total \$ 3,406
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report September 20, 2023

Information Only

General Information:

Past Due Accounts:

- Six residents that previously qualified for Low-Income Household Water Assistance will receive a credit to their account of \$525.00 as the State disburses remaining federal funds to participating utilities. Customers will be notified of the credits to their account.
- As of August 31, we had 4 accounts with a past due balance of \$1,884, compared to 6 accounts with a past due balance of \$2,871 as of July 31.
- We posted 21 customers for past due accounts on August 28, and staff shut off service to 6 properties on August 29; 4 paid the same day and service was restored. The remaining 2 are still shut off; we have no contact information for either account, and no one has contacted the office. The field staff checks both homes regularly for activity.



Delinquent Accounts



**Total Amount
Past Due 30 days
\$10,824**

**Total Amount
Past Due 60 days
\$914**

**Total Amount
Past Due 90 days
\$1,884**

August 2023

Dominion Water and Sanitation District/Sterling Ranch:

- Construction is complete on the building to house chemical addition at Dominion's Titan Road Lift Station, but it's our understanding that South Metro Fire Rescue has denied their hazardous materials permit. There were significant odor issues during the Roxborough Music Festival last weekend.
- We have reviewed a proposal from Veolia Water for a permanent air scrubber unit at the Roxborough Lift Station and the response to our follow-up questions and are proceeding with a purchase order. The 2023 Capital Improvement Plan included \$100,000 in 2023 and an additional \$390,000 in 2024 for odor control at the lift station. Supply chain issues will likely delay this until 2024, and we've included a conservative, all-in budget of \$200,000 in the draft budget, for a savings of \$290,000 from the 2023 estimate. Since flows from Sterling Ranch are a significant contributor to the odor at the lift station, Dominion will be billed for 50% of the cost.
- We have not received a response to the District's comments on the scope of work for the engineer designing the new Castle Rock/Dominion water reclamation facility, but in a meeting with Dominion's General Manager she indicated they were developing a site plan that would limit any proposed impact to the emergency containment basin.

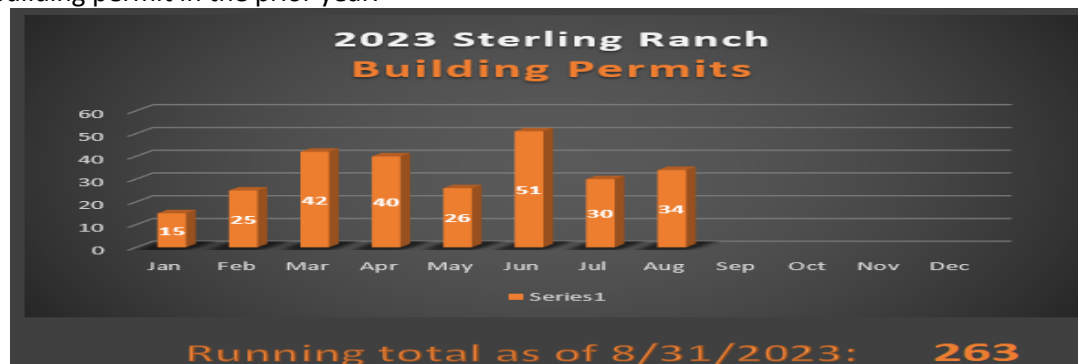


ROXBOROUGH WATER AND SANITATION DISTRICT

- There were an additional 45 Certificates of Occupancy (CO) issued in Sterling Ranch in August bringing the total number of COs that have been issued in Sterling Ranch to 2,221, this includes 4 EQRs for the first of the apartment buildings to receive a CO. We have verified the building is served by a 1-1/2" water tap, which is 4 EQRs in the Roxborough Rules & Regulations. The monthly Wastewater Conveyance Charge will increase to \$44,420.
- Year to date development summary:



- Design of the replacement of the approximately 800 feet of the O-Line interceptor near the entrance to Ravenna to ensure adequate capacity is progressing. We have met with Ravenna to discuss the project, utility locates are complete, and geotech borings have been scheduled. Dominion is responsible for 60% of the cost of this pipeline replacement project.
- Under the Purchase and Sale Agreement for the Wastewater Treatment Plant, RWSD tracks new building permits issued in Sterling Ranch. Dominion is invoiced \$300 for each residential equivalent building permit in the prior year.



Projects:

- We have finalized the cost-sharing with Douglas County to offset a portion of the cost for the mill and overlay for the entire road rather than do additional asphalt repairs associated with the Rampart Range Road Transmission Main Replacement Project.
- American West will be required to address settling in the Village Circle East/West intersection as warranty work.
- The project to add additional valves to the distribution system in Roxborough Park to improve the District's operations and make repairs to the sewer system is complete.

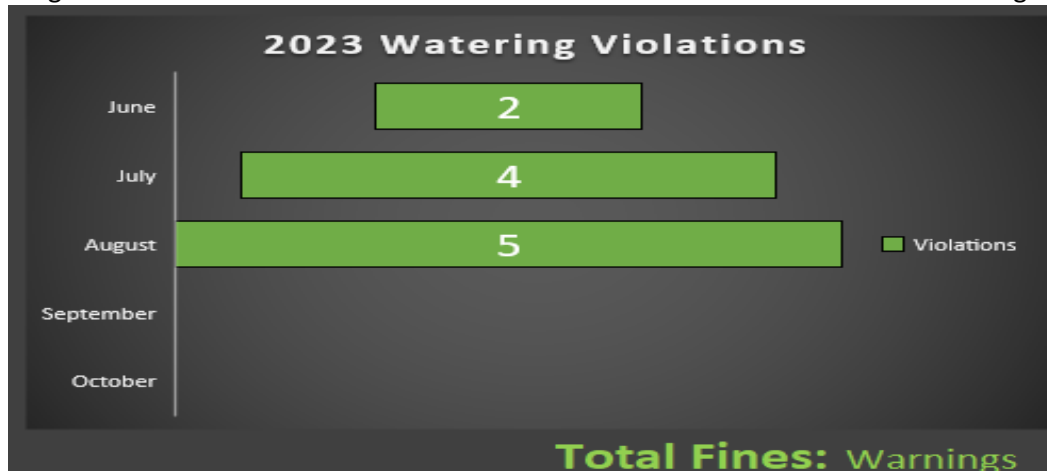


ROXBOROUGH WATER AND SANITATION DISTRICT

- A revised agreement has been shared with the Haberer family to relocate the Rampart pump station to their property.

Public Outreach/Opportunities:

- The District's quarterly newsletter will be included with September bills and includes short articles on PFAS and homeowner responsibility for maintaining District access to curb stops and meter pits.
- In conjunction with the newsletter, we posted GM Blog on the results of PFAS sampling compared to proposed Safe Drinking Water Act standards demonstrating the District's water is safe, and also developed an FAQ on PFAS. Both are on the website.
- The District once again sponsored the Roxborough Music Festival.
- Watering restrictions are in effect from May 1 through September 30 each year. To date we've issued watering violations to 11 homeowners. All were first-time violations that received warnings:



Water Plant

The water treatment plant has been running smoothly. In August, the plant was operational for **31** days with an average plant production of **1.9** MGD and a max day of **3.5** MGD.

Beginning talks with DWSD and Sterling Ranch to vacate our access easement for the old dirt road entry to the plant. They expect grading for filing 5C and filing 7 to begin in October. Our main interests include getting permanent secondary access to the plant and maintaining our Denver Water Emergency Interconnect.

August production was **60** million gallons of treated water, **17.7** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

The new odor scrubber has been ordered, this will replace the odor blower and add h₂s treatment onsite before discharging to atmosphere. The media odor bed will become obsolete at the time of installation in early 2024. This will greatly reduce odors at the lift station site that are due to h₂s as it is 99% effective with removal.

We are also preparing to make our first peroxide / catalyst order to replace the caustic soda at the lift station that is used to control odors at the transition vault. Pilot results show that we should expect 20% or greater O&M savings on chemicals.

DWSD odor addition is still on hold, they were awaiting the hazardous material permit from South Metro Fire. Their first permit application was denied, they received approval on 9/14. Now need chemicals and build CO. Again, RWSD will deploy odor loggers in our system where they tie in so we can report the effectiveness to the Board.

TST is preparing electrical drawings and site plans for the new generator. They are nearly complete.

August saw **28** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.6** million was conveyed for Sterling Ranch.

Field

The field had **228** locates for the month of August.

The valve replacement and sewer repair project are nearly complete in the Park. All the sewer repairs are done and only 1 valve installation remains. We had to order different parts for the last one because the diameter of the pipe was outside the range of the couplings we had on hand.

We have about 20 more meters to replace for the year.

We are down to 1 sewer liner in the Park to be completed for the year. That totals about 20,000 feet of clay pipe that got lined this year. I am beginning to put together the lining list for next year already where we will do about the same amount.

We are preparing a warranty claim with American West to address a sink hole that is beginning to form in the right north bound lane of Rampart Range Rd. at the Village Circle East intersection.

We will be conducting a 3-month pilot for a leak monitoring system which improves water service by detecting emerging leaks and preventing damage from catastrophic leaks on surrounding infrastructure. The idea of the study is to perform preventive maintenance on our waterlines rather than corrective maintenance when breaks occur, saving emergency call out dollars and unexpected outages. The sensors are connected to the fire hydrants. Below is the area of the study.



Attach the sensor to virtually any existing access point in your water network – wherever you need coverage



Detect, pinpoint, and monitor existing and new leaks, as they form on the network



Increase your water network's resilience and mitigate risk of catastrophic failure

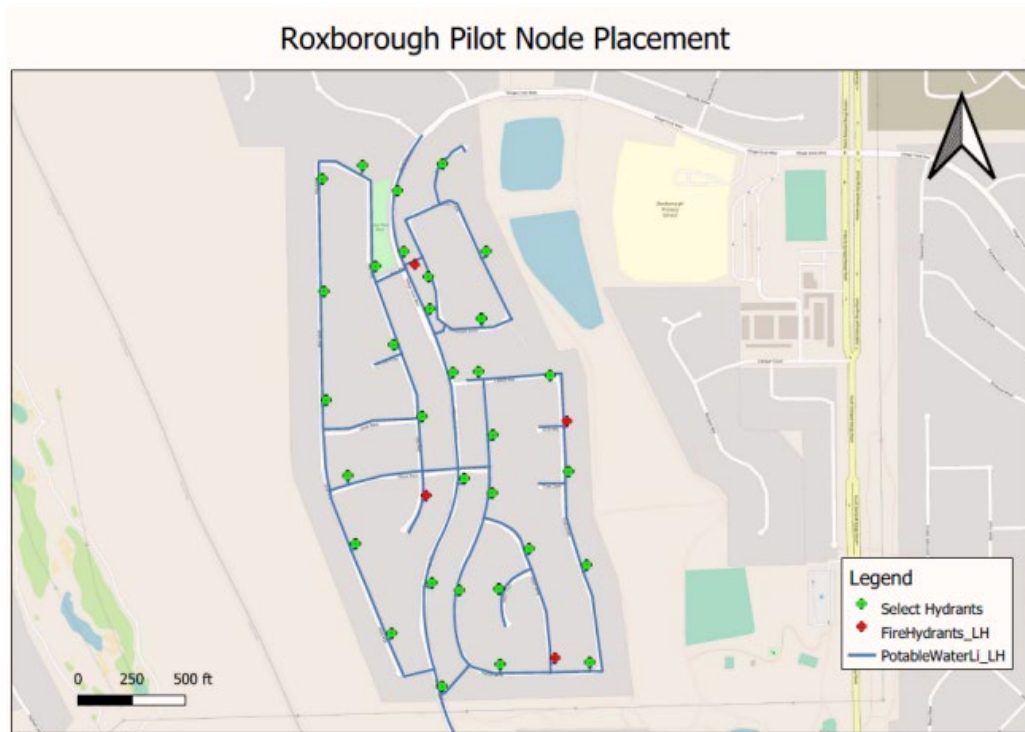
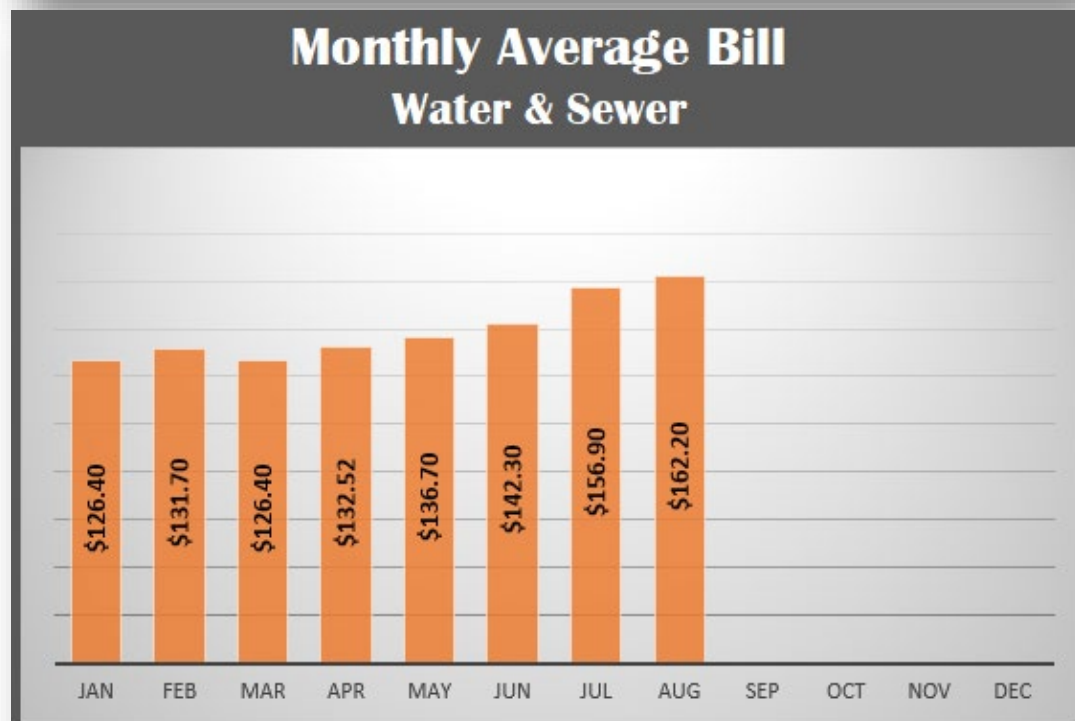
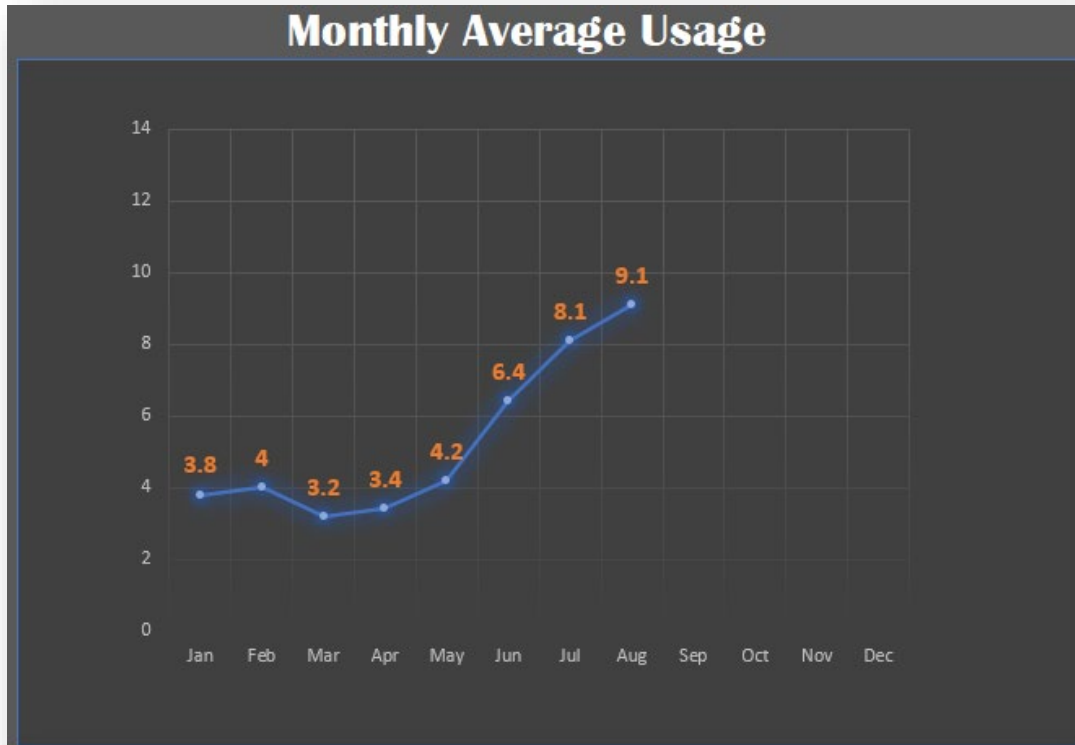


Figure 5: Map showing results of node placement study for the EchoShore-DX system design – green hydrants represent proposed locations of nodes.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: September 13, 2023

I. DEVELOPMENT PROJECTS

Berkeley Homes – Construction of water and sewer lines has not started, and no projected start date has been received from the developer. (No Change)

Valley View Christian Church – Easement documents for the Chatfield East Property Owners Association have been signed by the District. VVCC received approval from South Metro Fire Department. Final design of the water main is in progress . The geotechnical investigation field work and potholing are completed.

Sherwin Williams Store – Construction of the sewer line and water line is complete. Testing and the final water connection is scheduled for the week of 9/18.

Titan Road Vehicle Storage (Luxury Condominiums) – The waterline installation is completed and passed testing. Punchlist items remain.

McDonald's – A third drawing submittal has been reviewed and comments have been sent to the developer. (No Change)

Valvoline Instant Oil Change – Plans have been approved.

Christian Brothers Automotive – Plans have been approved.

Starbuck's - Plans have been approved.

II. RAMPART WATER LINE REPLACEMENT

The contractor completed concrete sidewalk warranty work and is working to address asphalt warranty work.

Memorandum
September 13, 2023
Page 2

III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. Survey of the site is complete and the geotechnical report was received. The Location and Extent package is ready for submittal upon easement agreement with the landowner. Preliminary Engineering is in progress.

IV. TRANSITION VAULT DRAINAGE IMPROVEMENTS

CDOT installation of curb to divert roadway drainage away from the site is complete. A plan has been developed for cleanup of the existing site. (No Change)

V. GIS

District mapping will be updated pending completion of sewer lining and receipt of as-built information. District maps were updated to include new valves installed.

VI. REPLACE O-LINE O-2 TO O-5

Potholing work was completed, but additional investigation may be required. Geotechnical investigation is scheduled for the week of 9/18. Work on the Preliminary Engineering Report is in progress.

VII. WATER PUMP STATION UPGRADES

Preliminary design is in progress and CMGC package is being prepared. Drawing review was completed with the District.

VIII. ROXBOROUGH PARK VALVE INSTALLATION AND SEWER REPAIR

Valve installation work continues with 15 valves out of 16 installed. All sewer repairs are completed.

IX. LIFT STATION GENERATOR

The design of the site layout and electrical configuration of the new generator installation at the Lift Station is in progress.

**Roxborough Water and Sanitation
Financial Recap
July 31, 2023**

General Fund

1. Property taxes collected for the month total \$ 328,073
2. Specific ownership taxes collected for the month total \$ 12,188
3. Repairs expenses includes \$ 3,844 to Browns Hill

Debt Service Fund

1. Property taxes collected for the month total \$ 105,694
2. Specific ownership taxes collected for the month total \$ 3,926
3. Transfers in for Debt Surcharge in the amount \$ 93,808
4. Transfer in \$ 26 761 for availability of service charges

Water Fund Treatment

1. Service charges billed for the month were \$ 370,819
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 58,115 for the month.
4. Collected \$ 93,808 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 28,070
6. Paid capital expenses in the amount of \$ 9,460 to RUF Country Landscaping.

Water Fund -Distribution

1. Water Costs for the month \$ 256,788
2. Paid Water Rights expense in the amount of \$ 28,023
3. Capital Projects expense includes \$ 11,864 to Bilco Co.

Sewer Fund

1. Service charges for the month totaled \$ 166, 018
2. Lockheed Martin service charges totaled \$ 31,461 for the month.
3. Dominion Sewer Conveyance income of \$ 43,520
4. Paid Littleton Semi-Annual fee in the amount of \$ 508,043

Capital Fund

1. Paid \$ 300,000 for RLS Generator
2. Paid \$ 135,057 for Dominion WTP Pump
3. Paid \$ 3,865 for O-Line Capacity Improvements