

BOARD ACTION ITEMS:

1. Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting Upon a motion from Director Lehmann, second by Director Kim, the board unanimously approved the 2022 audit.

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 Kim, and a 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 Kim, and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the RWSD on June 15, 2020.
- b. Ratified Payrolls for June 30 and July 15, 2022
- c. Ratified Payments since June 16, 2022: 101640-101676, 10181,101684-101695, 101697-101699, 101701, 101703-101707, 101710-101712, 101715, 101717, 101719-101720, 101723-101726, 101730-101731, 101734.
- d. Approved Payments of Claims: 101677-101680, 101682-101683, 101696, 101700, 101702, 101708-101709, 101713-101714, 101716, 101718, 101721-101722, 101727-101729, 101732-101733, 101735-101751
- e. Approved Pay App #5 for the WTP HSP Serving DWSD in the amount of \$87,219.10
- f. Approved Pay App #3 for the Rampart Range Road Transmission Main Replacement in the amount of \$322,618.79

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 mentioned that the report on the 2022 General Assembly will be provided at the August Board meeting.

OPERATIONS:

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

ENGINEERING:

Mr. Goetz, of TST Infrastructure, 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 May 2022 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Kim, and unanimous vote by the Board, the financial report was approved.

BOARD ACTION ITEMS:

1. Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting Upon a motion from Director Lehmann, second by Director Kim, and unanimous vote, the Board approved the 2021 audit.
2. Approve the 2022 Emergency Interconnect Agreement with Denver Water Upon a motion from Director Lehmann, second by Director Kim, and unanimous vote, the Board approved the 2022 Emergency Interconnect Agreement with Denver Water and authorized the General Manager to execute it.

ADJOURN:

Upon a motion by Director Lehmann, second by Director Kim, and a unanimous vote, the meeting was adjourned at 9:17 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

July 20, 2022

Valley View Christian Church:

- The Chatfield East Property Owners Association Board is having their water rights attorney review the proposed easement for the water line.
- We still don't have the proposed final alignment that would allow TST to develop a cost estimate for design, so we can determine if the remaining \$6,364.75 is adequate or if additional funds will be required.

Titan Road Industrial Park:

- Engineer for the cardominium project requested a variance from the District's Rules and Regulations related to separation of the water service line from the stormwater line. The District's Rules implement Colorado Department of Public Health and Environment drinking water regulations, so the request was denied.

McMakin Property:

- There is an updated submittal packet to Douglas County that seems to indicate the developer is planning 18 equivalent residential units (EQRs), which is inconsistent with the Inclusion Agreement for the property and the Will Serve letter that has been provided.

Centennial WSD Connections:

- RWSD has 3 separate master-meter connections to the Centennial WSD distribution system to serve Chatfield East, Chatfield Acres, and Titan Road Industrial Park. One of the meters does not seem to be reading consistently and will be repaired or replaced. We were able to work with Centennial WSD to estimate flow through that meter based on our data for the household meters.

**Roxborough Water and Sanitation - PVH
Financial Recap
May 31, 2022**

General Fund

1. Property taxes collected for the month total \$124,273
2. Specific ownership taxes collected for the month total \$ 3,506
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report July 20, 2022

Information Only

Cyber Insurance Coverage:

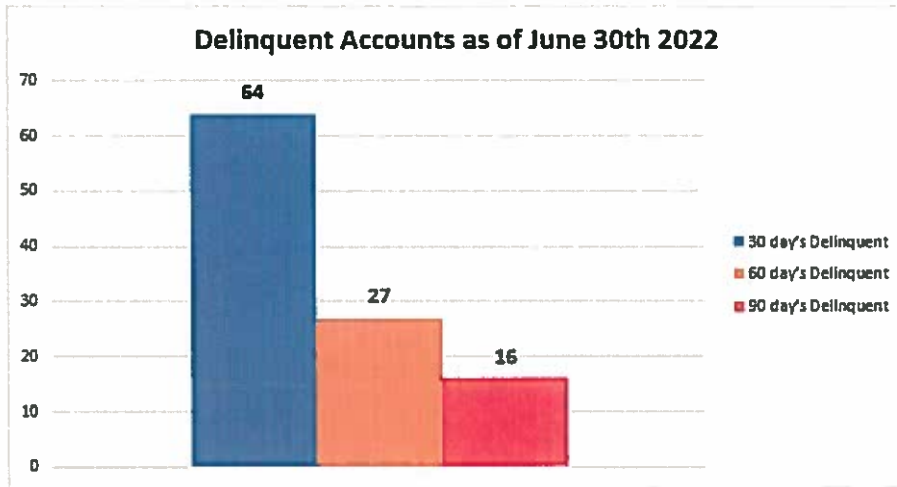
- In 2021 the District completed a cybersecurity audit with NetDiligence through the Colorado Special District's Property & Liability Pool's (CSD Pool) eRisk Hub service. The audit was partially funded through a scholarship provided by CSD Pool, and successful completion of the audit resulted in an increase in cyber insurance coverage to \$1 million.
- To maintain that \$1 million coverage, the District was required to prepare a report to the Board on steps taken to address any issues found in the audit. That report is attached.

Past Due Accounts:

- As of June 30, we had 16 accounts with a past due balance of \$4,944, compared to 17 accounts with a past due balance of \$9,133 as of May 31. Essentially back nearly to pre-pandemic levels.
- We had 6 accounts on the shut off list, but after notices and follow up phone calls all but one paid. The one that didn't pay was a rental property. The owner pays the water and sewer bill and then bills the tenant. Tenant had paid owner, but owner hadn't paid RWSD. We turned the water back on immediately.
- All payment agreements for past-due water and sewer bills are current except one. The one customer that is not making payments on his payment agreement has also failed to keep up with his current monthly bills, so we will certify his past due account to the County this Fall.



Delinquent Accounts



**Total Amount
Past Due 30 days
\$10,068**

**Total Amount
Past Due 60 days
\$3,720**

**Total Amount
Past Due 90 days
\$4,944**

June 2022

Dominion Water and Sanitation District/Sterling Ranch:

- Day-to-day operations going well.
- The agreement with Dominion and Sterling Ranch to provide temporary service to Filing 4 through August 30, 2022. Due to supply chain issues, Dominion won't have all of the components for the yard piping installed until late September, so I have extended the temporary service through September 30, 2022.
- We continue to get odor complaints regarding the Dominion force main and connection to the RWSD system. We have had to more than double the chemical addition at the Roxborough Lift Station to control odors downstream at the Transition Vault and have informed Dominion that we will start invoicing them for the incremental increase in cost. Unfortunately, chemical addition at the Lift Station doesn't address odors from the splitter structure at the site, so we have installed a temporary cover on that facility to address odors at the Lift Station and in Ravenna. Longer-term when Dominion builds a wastewater treatment plant at the site, the splitter structure will need to be modified and it will be covered, air will be captured, and routed through the biofilter.



ROXBOROUGH WATER AND SANITATION DISTRICT

- There were an additional 44 Certificates of Occupancy (CO) issued in Sterling Ranch in May bringing the total number of COs that have been issued in Sterling Ranch to 1,579 for a monthly Wastewater Operations Charge of \$31,580.
- Year to date development summary:



- 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:

- Work at the water treatment plant including the high-zone pump serving Dominion, restroom and office addition, and new entrance is proceeding well.

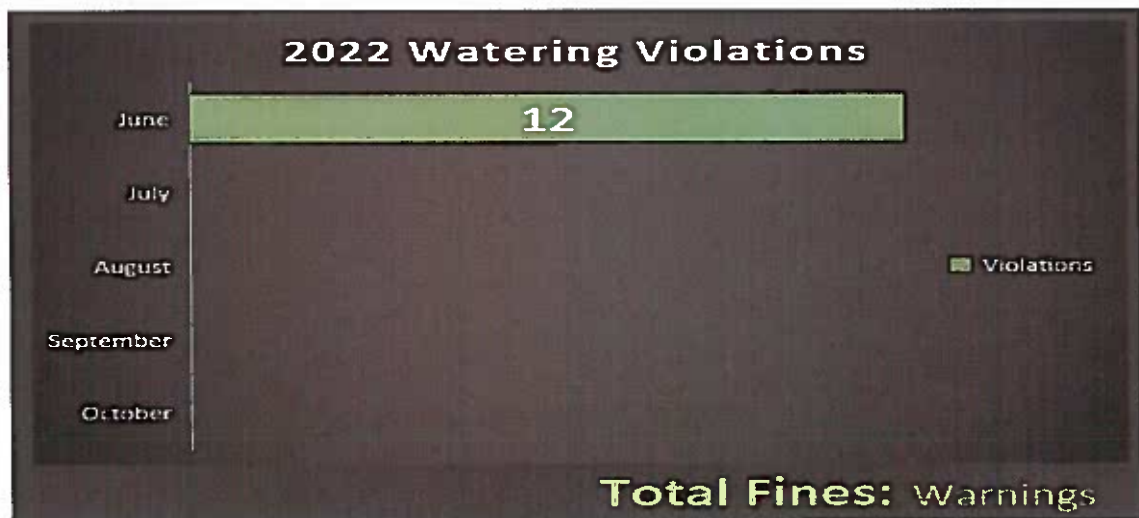


ROXBOROUGH WATER AND SANITATION DISTRICT

- We will have a change order for Moltz to complete Phase 2 of the conversion of the backwash pond to an emergency containment basin next month.
- America West has established their staging area for the Rampart Range Road transmission main replacement project. Here's a link to the weekly updates with a map of the work area on the website: <https://www.roxwater.org/rampart-range-road-transmission-main-replacement/>

Public Outreach/Opportunities:

- With all the media attention on per- and poly-fluorinated chemicals (PFAS) recently, I gathered data from Denver Water and Aurora and did a blog post that is attached to this report and available on the website.
- In May I was re-elected Chairperson of the Colorado Water Conservation Board's (CWCB) Metro Roundtable. There are 9 Roundtables around the state – one for each river basin plus the metro region. This will be my seventh year as Chair.
- On June 30 I attended a meeting of the CWCB's Interbasin Compact Commission with other Roundtable chairs and CWCB members for the roll out of the draft of Colorado's updated Water Plan. I have a hard copy of the plan in my office (autographed by CWCB Director Becky Mitchell) if you'd like to take a look. The draft is available at www.engagecwc.org and will be out for public comment until September 30, 2022.
- If residents google Roxborough Water to pay their water/sewer bills, often the first URL that comes up is for an on-line bill paying service called DOXO.com. If they don't look closely, it looks like it is RWSD, and we've had some residents lose payments or be assessed late fees after using the site. We have no relationship with DOXO and no way to track payments made through their service. The bill stuffer that will be included in July statements is attached.
- Two day per week watering limitations go into effect May 1 through October 1. Below is the report on recent watering violations that will update monthly. Given the number of 1st violations, which are warnings with no fine, we're also including the watering schedule in the July bill stuffer.



RWSD Watering Schedule

“○” Circle

Saturday & Wednesday

All residential homes West of Rampart Range Road from Chatfield Farms, Chatfield Farms Estates to Blue Mesa, including Farms Estates.

“◇” Diamond

Sunday & Thursday

All residential homes East of Rampart Range Road including all of Arrowhead Shores and Pulte Homes, including Plum Valley Heights, Chatfield East, Chatfield Estates, & Chatfield Acres.

“□” Square

Friday & Tuesday

All residential homes West of the Hogback (Rox Park). All Homeowner's Association and Common Areas, Businesses (Rox Marketplace, Rox Elementary School, etc.), including Ravenna & Titan Industrial Park.

Monday

ONLY by permit. Hand watering only.

Remember the Seasonal Watering Schedule is in effect through October 1st



DON'T USE DOXO.COM TO PAY YOUR WATER BILL

Often when residents google Roxborough Water to pay their water bill, one of the first URL that displays is <https://www.doxo.com/info/roxborough-water-sanitaion-co>.

DOXO.com inappropriately uses Roxborough Water's name in on-line solicitations that result in residents being duped into believing they are paying Roxborough Water directly for their water bill.

Do not use DOXO.com to pay your water bill.

Roxborough Water has no relationship with DOXO, and no ability to track payments made through DOXO.com.



Roxborough Water has a secure on-line bill paying service, this service is Point & Pay. To access Point & Pay to pay your water bill, go to roxwater.org and select the "Pay your Bill" button.

Don't be fooled again. Don't use DOXO to pay your water bill.





Water Plant

The water treatment plant has been running smoothly. In June, the plant was operational for **30 days** with an average plant production of **2.1 MGD** and a max day of **3.3 MGD**.

Work continues on the WTP High Zone Pump Addition project only minor items remain on the original contract; substantial completion has been reached. Remaining items include punch list and swapping out the permanent VFD when it arrives.

Work continues on the office and bathroom addition; the office is nearly complete, waiting on some final electrical work around it and then getting the CO from Douglas County. The bathroom is nearly complete also, getting the final plumbing fixtures hooked up to be complete.

The Sodium Hypochlorite generator is scheduled to be delivered any day now; once that occurs, we will have a scheduled shutdown for the tie-in. Moltz has also been given direction to proceed with Backwash Pond Phase 2, they are setting up GESC measures and submittals are beginning to come in.

June production was **63 million gallons** of treated water, **17.4 million gallons** of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

We have held our pre-construction meeting with Velocity for the pump replacement project. Parts have begun to arrive, including the pump and fittings. Velocity will mobilize around the last week of July.

Preliminary design continues at the Transition Vault for the drainage project. Next steps are to get some survey data to go with the preliminary design concepts TST has come up with.

June saw **22 million gallons** of sewage pumped to Littleton-Englewood. Approximately **3.7 million** was conveyed for Sterling Ranch.



Field

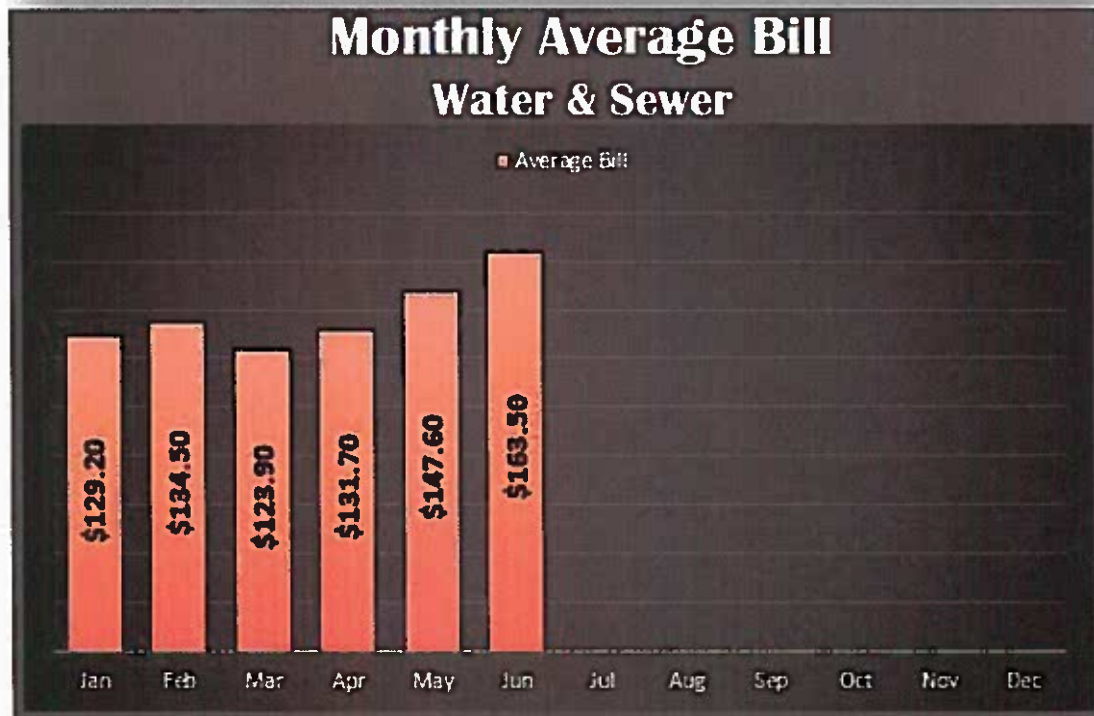
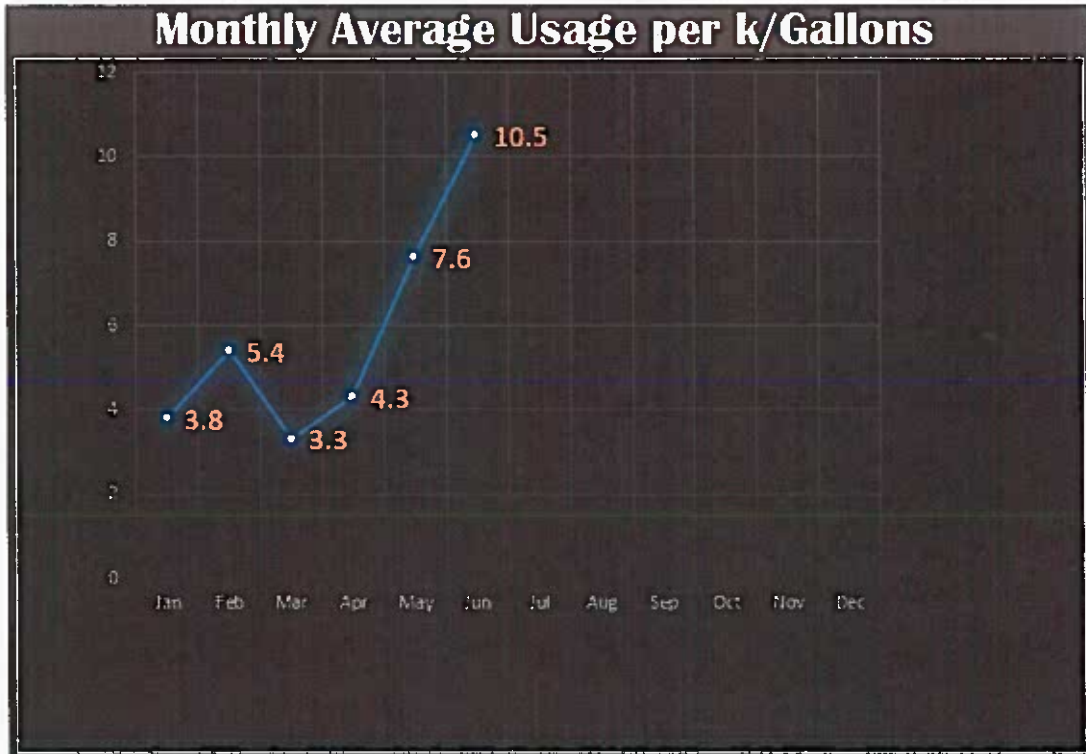
The field had **196** locates for the month of June.

Our endpoint replacement continues to keep the field guys busy, they have replaced over **431** endpoints already. We have received the final delivery of end points, so we have the inventory to finish.

Installation has begun on the Rampart Transmission Main project, the first tie-in is complete, and pipe is being laid to the north. There will be a change order to remove some abandoned AC pipe that is in our trench line, we believe there is about 500 feet. This pipe was believed to be much farther east outside the limits of construction per as-built drawings.



Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Bill Goetz

SUBJECT: Engineering Status Report

DATE: July 14, 2022

I. DEVELOPMENT PROJECTS

Berkeley Homes – Construction plans have been approved. The geotechnical report has been received and reviewed. Certain modifications to the plans will be required based on the geotechnical report. The required easements have not yet been submitted by the developer. Construction of water and sewer lines is not expected to begin until late 2022 or early 2023 pending relocation of overhead electric lines.

Valley View Church – VVC continues to work on obtaining easements for the pipeline. (No Change).

Sherwin Williams Store – District staff and TST have met with the developer to discuss requirements for water and sewer. Revised drawings have not been received. (No Change)

Titan Road Vehicle Storage (Luxury Condominiums) – Revised plans have been received from the developer and review comments have been returned to the developer.

II. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

A price for the Phase 2 work has been received from Moltz Construction. Moltz continues to work on requested pricing adjustments.

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July 14, 2022
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III. RAMPART WATER LINE REPLACEMENT

Installation of pipeline is in progress. To date, approximately 700 lf of 24" pipeline has been installed.

IV. RAMPART PUMP STATION RELOCATION

Survey of the potential site on the south side of Roxborough Park Road has been completed and TST is reviewing the feasibility of the site.

V. WTP HIGH ZONE PUMP FOR DWSD

The new pump and piping have been installed and the pump is operational using the temporary VFD. Delivery of the permanent VFD is expected this month. The pump is not currently in service pending completion of DWSD's work on their system, which is not expected to occur until late September.

VI. LIFT STATION PUMP 201 REPLACEMENT

The pump was delivered on July 8. A preconstruction conference with the contractor has been completed and work at the site is expected to begin towards the end of July.

VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

A conceptual scope and design requirements have been developed and reviewed with District staff. Scheduling of a site survey is in progress.

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VIII. GIS

The latest IT pipes data showing condition of existing sewer lines is being added to the GIS. A new map has been added for tracking meter replacements. (No Change)

IX. DISTRIBUTION SYSTEM ISOLATION VALVES

A list of required materials has been developed and materials have been ordered.

X. SEWER LINING PROJECT

A GIS map has been prepared to show defect locations and to assist in coordination of repairs with Roxborough Park Foundation planned paving projects. The Foundation has recently advised the District that no paving will be performed in 2022, and that both inbound and outbound lanes on Roxborough Drive will be paved in 2023. Update of the map to reflect paving changes is in progress.

**Roxborough Water and Sanitation
Financial Recap
May 31, 2022**

General Fund

1. Property taxes collected for the month total \$ 776,923
2. Specific ownership taxes collected for the month total \$ 12,068
3. Paid \$ 3,253 for election expenses

Debt Service Fund

1. Property taxes collected for the month total \$ 382,955
2. Specific ownership taxes collected for the month total \$ 5,948
3. Transfers in for Debt Surcharge in the amount \$ 93,158

Water Fund Treatment

1. Service charges billed for the month were \$ 334,803
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Collected \$ 93,158 in capital surcharges for the WTP
4. SDC collected for the month \$ 39,795
5. Ravenna monthly SDC totaled \$ 21,210
6. Operating Expenses includes \$ 14,072 to DPC Industries
7. Capital Project Expense includes \$ 13,456 to TST Engineering

Water Fund -Distribution

1. Water Costs for the month \$ 191,740
2. Capital Outlay for the month includes \$ 15,230 to Ten Point Sales, \$ 8,334 to VFC, and \$ 24,602 to TST

Sewer Fund

1. Service charges for the month totaled \$ 158,496
2. Lockheed Martin service charges totaled \$ 33,135 for the month.
3. SDC Collected for the month \$ 34,500

Capital Fund

1. Paid \$ 12,982 for WTP – Pump
2. Paid \$ 15,217 for Dominion System Improvements