

**Roxborough Water and Sanitation District  
General Manager's Report  
May 20, 2020**

**Information only**

**Operations During COVID-19 Pandemic:**

- Operations staff has returned to full staffing but are exercising social distancing and wearing masks in compliance with the State Health Department Order.
- Administrative staff continues to work from home with rotating staff in the office and limited office hours.
- We have an adequate supply of personal protective equipment, but we do exercise every opportunity to purchase additional supplies.

**Information only**

**Dominion/Sterling Ranch:**

- Overall operations going well.
- We have submitted several rounds to comments on the plans for relocation of the North Loop Water Line at Waterton and Rampart.
- I've attached a budget to actual comparison prepared for Dominion for 2019. This analysis demonstrates Roxborough is not subsidizing Dominion, and Dominion is not being overcharged.

**Information only**

**Ravenna:**

- Sterling Ranch took the Ravenna pipeline out of service for about a week to relocate a 500-foot section; Dominion provided water to Ravenna during the period the line was out of service for construction. When the line was put back in service, it immediately broke. Roxborough made nearly 1.8M gallons of water available to maintain irrigation while the line was being repaired. At Roxborough's hydrant rate, that's \$22,312. Ravenna and Roxborough are discussing other potential ways to replace that water and mitigate the financial impact to Ravenna.

**Information only**

**Water Irrigation:**

- Updating the dam repair cost estimate and model of yield for Lambert Reservoir to support further discussions of potential uses.
- Reviewing the water rights decrees for General Shale groundwater to determine if it can be used for irrigation at Ravenna or RoxVillage.

**Information only**

**Public Outreach:**

- Based on questions posed to Board candidates, prepared a blog post on water and sewer rates.

**2019 WTP Repair & Maintenance Costs - Sludge Dewatering****Arvada Rentals**

|                                     |           |                 |
|-------------------------------------|-----------|-----------------|
| 4" Discharge hose rental + delivery | 9/25/2019 | \$223.44        |
| 4" Discharge hose rental            | 10/23/20  | \$163.44        |
| 4" Discharge hose rental            | 11/20/19  | \$163.44        |
| 4" Discharge hose rental            | 12/18/19  | <u>\$108.96</u> |
|                                     |           | \$659.28        |

**BFI Foothills**

|                        |            |                 |
|------------------------|------------|-----------------|
| Waste Profile Fee      | 4/15/2019  | \$105.25        |
| SW- Diatomaceous Earth | 7/15/2019  | \$712.25        |
| SW- Diatomaceous Earth | 11/30/2019 | \$712.25        |
| SW- Diatomaceous Earth | 1/15/2020  | \$1,419.25      |
| SW- Diatomaceous Earth | 1/31/2020  | <u>\$712.25</u> |
|                        |            | \$3,661.25      |

**Hazen Research**

|      |           |                   |
|------|-----------|-------------------|
| Labs | 3/21/2019 | \$840.00          |
| Labs | 4/5/2019  | <u>\$1,095.00</u> |
|      |           | \$1,935.00        |

**Peteroleum Solids**

|                             |            |                    |         |
|-----------------------------|------------|--------------------|---------|
| Centrifuge Unit             | 9/20/2019  | \$16,500.00        | Deposit |
| Equipment Transport to site | 9/20/2019  | \$3,145.25         |         |
| Equipment set up            | 9/25/2019  | \$3,089.32         |         |
| 9/24-10/23 Rental           | 9/24/2019  | \$16,500.00        |         |
| 10/24-11/23 Rental          | 10/24/2019 | \$16,500.00        |         |
| 11/24-12/23 Rental          | 11/24/2019 | \$16,500.00        |         |
| Deposit refunded            |            | <u>\$16,500.00</u> |         |
|                             |            | \$55,734.57        |         |

**Republic Services**

|                          |            |                   |
|--------------------------|------------|-------------------|
| Waste Container Services | 4/15/2019  | \$105.25          |
| Waste Container Services | 7/31/2019  | \$275.00          |
| Waste Container Services | 10/31/2019 | \$732.78          |
| Waste Container Services | 11/30/2019 | \$372.00          |
| Waste Container Services | 1/31/2020  | <u>\$1,219.79</u> |
|                          |            | \$2,704.82        |

**Stewart & Stevenson**

|                  |             |                   |
|------------------|-------------|-------------------|
| Equipment Rental | 9/24-10/21  | \$7,000.00        |
| Equipment Rental | 10/22-11/18 | \$5,400.00        |
| Equipment Rental | 11/19-12/16 | \$5,400.00        |
| Equipment Rental | 12/17-1/06  | <u>\$5,400.00</u> |
|                  |             | \$23,200.00       |

**Sunbelt Rental**

|                  |            |                   |
|------------------|------------|-------------------|
| Diesel Generator | 10/14/2019 | \$6,031.08        |
| Diesel Generator | 11/14/2019 | \$5,398.58        |
| Diesel Generator | 12/12/2019 | <u>\$5,398.58</u> |
|                  |            | \$16,828.24       |

|                                  |                     |
|----------------------------------|---------------------|
| <b>Total Dewatering Expenses</b> | <b>\$104,723.16</b> |
|----------------------------------|---------------------|

| PER AGREEMENT CALCULATIONS<br>DISTRIBUTION OF EXPENSES |          |                         |                              |                              |                                 | WATER TREATMENT PLANT<br>DISTRIBUTION OF EXPENSES - 2019 Actual |                            |                     |
|--|----------|-------------------------|------------------------------|------------------------------|---------------------------------|---|----------------------------|---------------------|
|  |          | Total<br>2019<br>Budget | Water<br>Treatment<br>Budget | Water<br>Treatment<br>Actual | Budget to<br>Actual<br>Variance | Dominion  |                            | RWSD                |
| Accounting   | Fixed    | \$137,000.00            | \$32,500.00                  | \$28,500.00                  | \$4,000.00                      | \$14,250.00   | Based on Ultimate Capacity | \$14,250.00         |
| Asset Management                                       | Fixed    | \$87,500.00             | \$50,000.00                  | \$0.00                       | \$50,000.00                     | \$0.00  | Based on Ultimate Capacity | \$0.00              |
| Assoc/Premits/Dues                                     | Fixed    | \$17,000.00             | \$3,000.00                   | \$1,100.37                   | \$1,899.63                      | \$550.19  | Based on Ultimate Capacity | \$550.19            |
| Conservation Rebates                                   | Fixed    | \$2,500.00              | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| Contract Labor   | Fixed    | \$110,000.00            | \$15,000.00                  | \$0.00                       | \$15,000.00                     | \$0.00  | Based on Ultimate Capacity | \$0.00              |
| Education  | Fixed    | \$110,000.00            | \$25,000.00                  | \$7,429.07                   | \$17,570.93                     | \$3,714.54  | Based on Ultimate Capacity | \$3,714.54          |
| Election Expn  | Fixed    | \$0.00                  | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| Engineering Fees                                       | Fixed    | \$300,000.00            | \$100,000.00                 | \$52,070.40                  | \$47,929.60                     | \$26,035.20   | Based on Ultimate Capacity | \$26,035.20         |
| GIS  | Fixed    | \$37,500.00             | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| Insurance  | Fixed    | \$60,000.00             | \$17,500.00                  | \$22,448.43                  | -\$4,948.43                     | \$11,224.22   | Based on Ultimate Capacity | \$11,224.22         |
| Lab & Test Fees  | Fixed    | \$23,000.00             | \$8,000.00                   | \$18,609.00                  | -\$10,609.00                    | \$6,203.00  | Based on Current Capacity  | \$12,406.00         |
| Legal Fees   | Fixed    | \$140,000.00            | \$37,500.00                  | \$19,059.14                  | \$18,440.86                     | \$9,529.57  | Based on Ultimate Capacity | \$9,529.57          |
| Meter Expn   | Fixed    | \$125,000.00            | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| Miscellaneous  | Fixed    | \$48,000.00             | \$10,000.00                  | \$2,728.36                   | \$7,271.64                      | \$909.45  | Based on Current Capacity  | \$1,818.91          |
| Office Expen   | Fixed    | \$100,000.00            | \$20,000.00                  | \$4,762.48                   | \$15,237.52                     | \$1,587.49  | Based on Current Capacity  | \$3,174.99          |
| Payroll-Admin & Mgmt (taxes/benefits) 29%              | Fixed    | \$356,700.00            | \$152,192.00                 | \$155,257.84                 | -\$3,065.84                     | \$51,752.61   | Based on Current Capacity  | \$103,505.23        |
| Payroll-Ops (taxes/benefits) 71%                       | Fixed    | \$873,300.00            | \$372,608.00                 | \$369,542.16                 | \$3,065.84                      | \$123,180.72  | Based on Current Capacity  | \$246,361.44        |
| Repairs & Maintenance                                  | Fixed    | \$523,000.00            | \$78,000.00                  | \$234,771.96                 | -\$156,771.96 <sup>1</sup>      | \$117,385.98  | Based on Ultimate Capacity | \$117,385.98        |
| Safety Equipment                                       | Fixed    | \$9,000.00              | \$5,000.00                   | \$0.00                       | \$5,000.00                      | \$0.00  | Based on Current Capacity  | \$0.00              |
| Vehicle Expn   | Fixed    | \$36,000.00             | \$11,000.00                  | \$9,546.03                   | \$1,453.97                      | \$3,182.01  | Based on Current Capacity  | \$6,364.02          |
| Water Study/Development                                | Fixed    | \$250,000.00            | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| Contingency  | Fixed    | \$0.00                  | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| <b>Total Fixed</b>                                     |          | <b>\$3,345,500.00</b>   | <b>\$937,300.00</b>          | <b>\$925,825.24</b>          | <b>\$11,474.76</b>              | <b>\$369,504.98</b>   |                            | <b>\$556,320.27</b> |
| Operator OT  | Variable | \$60,000.00             | \$55,200.00                  | \$ 23,956.77                 | \$31,243.23                     | \$5,989.19  | Based on Treated Water     | \$17,967.58         |
| Operating Supplies/Chemicals                           | Variable | \$204,000.00            | \$120,000.00                 | \$105,833.24                 | \$14,166.76                     | \$26,458.31   | Based on Treated Water     | \$79,374.93         |
| Utilities  | Variable | \$340,000.00            | \$150,000.00                 | \$163,855.10                 | -\$13,855.10                    | \$40,963.78   | Based on Treated Water     | \$122,891.33        |
| Water Cost   | Variable | \$1,600,000.00          | \$48,000.00                  | \$0.00                       | \$48,000.00                     | \$0.00  | DWSD provides raw water    | \$0.00              |
| Contingency  | Variable | \$0.00                  | \$0.00                       | \$0.00                       | \$0.00                          | \$0.00  | NA                         | \$0.00              |
| <b>Total Variable</b>                                  |          | <b>\$2,204,000.00</b>   | <b>\$373,200.00</b>          | <b>\$293,645.11</b>          | <b>\$79,554.89</b>              | <b>\$73,411.28</b>  |                            | <b>\$220,233.83</b> |

<sup>1</sup>. Costs incurred to rent a centrifuge to dewater the reclaimed basins at the WTP. The 2020 Capital Budget for the WTP includes \$500,000 to investigate, select and design permanent sludge dewatering facilities. Since this reflects a capital improvement to the WTP, the cost will be split 50/50 by DWSD and RWSD based on ultimate capacity.

**PER AGREEMENT CALCULATIONS - BUDGET TO ACTUAL RECONCILIATION**  
**MONTHLY FLAT FEE AND PER kgal USAGE FEE**

**DWSD Annual Fixed Cost** **\$369,504.98**

| Estimated Monthly Flat Fee |     | Flat Fee                   |
|----------------------------|-----|----------------------------|
| Base Rate                  |     | \$30,792.08 <sup>(1)</sup> |
| O&M Reserve*               | 15% | \$4,618.81                 |
|                            |     |                            |
| <b>Subtotal</b>            |     | <b>\$35,410.89</b>         |
| Service Fee                | 15% | \$5,311.63                 |
|                            |     |                            |
| <b>Subtotal</b>            |     | <b>\$40,722.53</b>         |

**Eff 4/1/19** **\$41,017.70**

**Ann Diff** **\$295.17**

**DWSD Annual Variable Cost** **\$73,411.28**

| Estimated Monthly Usage Fee |     | Usage Fee/Kgal        |
|-----------------------------|-----|-----------------------|
| Base Rate                   |     | \$0.67 <sup>(2)</sup> |
| O&M Reserve*                | 15% | \$0.10                |
|                             |     |                       |
| <b>Subtotal</b>             |     | <b>\$0.77</b>         |
| Service Fee                 | 15% | \$0.12                |
|                             |     |                       |
| <b>Charge/Kgal</b>          |     | <b>\$0.88</b>         |

**\$ 97,086.41**

**\$1.04 \$ 114,320.96**

**\$ 17,234.55**

\* Based on 2019 Year-End Financial Statements

(1) Total DWSD Fixed Costs/12

(2) Total DWSD Variable Costs/kgal DWSD Treated Water

DRAFT  
03.03.2020

|                             |              |        |  |       |
|-----------------------------|--------------|--------|--|-------|
| Year-End Final              | 2019         |        |  |       |
| Ultimate Capacity           | 8 MGD        |        |  |       |
| RWSD (50%)                  | 4 MGD        | % RWSD |  | 50.0% |
| DWSD (50%)                  | 4 MGD        | % DWSD |  | 50.0% |
| Current Capacity            |              |        |  |       |
| Total Current Capacity      | 6 MGD        |        |  |       |
| RWSD                        | 4 MGD        | % RWSD |  | 66.7% |
| DWSD                        | 2 MGD        | % DWSD |  | 33.3% |
| Previous Year Treated Water | 431,691 kgal |        |  |       |
| DWSD                        | 109,924 kgal |        |  |       |
| PVH                         | kgal         |        |  |       |
| DWSD                        | 109,924 kgal | % DWSD |  | 25.5% |
| RWSD                        | 321,767 kgal | % RWSD |  | 74.5% |