

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

Upon a motion by Director Lehman, second by Director Thomas, 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 Thomas, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the RWSD on Sept 21, 2022.
- b. Ratified Payrolls for September 30 and October 15, 2022
- c. Ratified Payments since September 21, 2022: 101912-101962, 101964-101976
- d. Approved Payments of Claims: 101963, 101977-101998
- e. Approved Pay App #8 for the WTP HSP Serving DWSD in the amount of \$142,118.89
- f. Approved Change Order #4 for Rampart Range Road Transmission Main Replacement to add \$23,977.00 and 2 days
- g. Approved Pay App #6 for the Rampart Range Road Transmission Main Replacement in the amount of \$368,046.11
- h. Approved Pay App #2 for the Pump 201 Addition to Roxborough Lift Station in the amount of \$24,738.00

GENERAL MANAGER'S REPORT:

Ms. Biggs provided the General Manager's Report. A copy of Ms. Biggs' report is attached to these minutes. Upon a motion by Director Lehmann, second by Director Thomas, and unanimous vote by the Board, a payment of \$6,000/week was approved to cover payroll expenses at the Roxborough Shell Station during the closure of the southbound lanes of Rampart Range Road necessitated by the Rampart Range Road Transmission Main Replacement Project.

LEGAL COUNSEL REPORT:

Mr. Pogue reported he did not have a report other than the action item to be discussed later in the agenda.

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 August 2022 RWSD Financial Recap to the Board. Upon a motion by Director Lehmann, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

BOARD ACTION ITEMS:

- a. **Public Hearing on Resolution 22-10-01 Regarding Opt Out of the FAMLI Program:** Director Bane opened the public hearing on Resolution 22-10-01 at 8:56 a.m. There being no public comment on the Resolution, the public hearing was closed at 8:57 a.m.
- b. **Consider Approval of Resolution 22-10-01 Opting Out of the FAMLI Program:** Upon a motion by Director Kim, second by Director Thomas, and unanimous vote by the Board, Resolution 22-10-01 Opting Out of the FAMLI Program was approved.
- c. **Set Budget Hearing for 2023 Budget:** Upon a motion by Director Maas, second by Director Thomas, and unanimous vote by the Board, the Annual Budget Hearing was set for 8:00 a.m. on November 16, 2022.
- d. **Resolution 2021-10-02 Certifying Delinquent Accounts to Douglas County Treasurer:** Upon a motion by Director Kim second by Director Thomas, Resolution 2021-10-02 Certifying Delinquent Accounts to Douglas County Treasurer was approved.


EXECUTIVE SESSION:

Upon a motion by Director Lehman, second by Director Thomas, and unanimous vote by the Board, the Board entered executive session for the purposes of discussing the General Manager's compensation package for 2023 at 9:01 a.m.

Upon a motion by Director Lehman, second by Director Thomas, and unanimous vote of the Board, the Board ended its executive session at 10:13 a.m. No action was taken in executive session; all decisions concerning the General Manager's compensation package will be reflected in the District's 2023 Budget to be considered at the November Budget Hearing.

ADJOURN:

Upon a motion by Director Lehman, second by Director Maas, and unanimous vote, the meeting was adjourned at 10:19 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

October 19, 2022

Valley View Christian Church:

- We have agreed on an alignment for the water line to the Church and language for the easement from the Property Owners Association (POA).
- Updated cost estimate for the new alignment is \$1,205,000; engineer's estimate to complete design and approvals for the water line is \$149,000. The Church has been informed of the cost to complete the design and has made a \$50,000 deposit. The Church will be notified when the balance is \$10,000, and they have been told work on the design will stop if the balance drops below \$5,000.

Titan Road Industrial Park:

- Submitted another round of comments on the plans for the condominium project. Comments must be addressed and a Facilities Conveyance Agreement must be executed before the District will give final approval and sign-off on plans.

McMakin Property:

- Most recent development plan has been withdrawn.

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

General Fund

1. Property taxes collected for the month total \$ 13,936
2. Specific ownership taxes collected for the month total \$ 3,353
3. Paid \$ 1000 for monthly accounting fees.
4. Paid debt service in the amount of \$ 151,958.44



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager’s Report October 19, 2022

Information Only

Please watch for an e-mail with menu selections for you and your guest for the District’s Board/Staff Christmas Party in the Wine Grotto at the new Ravenna Clubhouse.

Draft 2023 Budget:

- The draft budget for 2023 is included in your meeting packet. We will have the annual public hearing on the budget at the November meeting.
- The draft budget includes over \$10M in capital improvements in 2023, which will be a significant workload for staff.
- The 10-year capital improvement plan includes \$12M in distribution system projects, \$11M in sanitary sewer system projects, and \$2.5M in treatment plant projects that could be financed through the state revolving loan fund if the current 2.0 debt service mill levy were extended through a bond election.
- I will distribute a detailed analysis of the proposed budget for 2023 prior to the November public hearing.

November Rate Hearing:

- Centennial Water & Sanitation District has notified Roxborough WSD that the tap fee for new connections to the Subdistrict system served through Centennial will increase 12% effective January 1, 2023. The new System Development Charge for the Subdistrict to reflect this increase will be on the Board’s agenda in November.
- In addition, the November Rate Hearing will consider adoption of the Drought/Water Availability Surcharges that will also go into effect January 1, 2023, due to Aurora’s declaration of a Stage I drought.

Drought/Water Availability Surcharge January 2022 Surcharge/1,000 gallons

| Usage (gal.) | Normal | Stage I | Stage II | Stage III |
|------------------------|--------|---------|----------|-----------|
| Tier 1 – 0-5,000 | \$ -- | \$ -- | \$ -- | \$ -- |
| Tier 2 – 5,001-10,000 | \$ -- | \$0.83 | \$2.48 | \$ 7.55 |
| Tier 3 – 10,001-20,000 | \$ -- | \$0.84 | \$2.52 | \$ 7.68 |
| Tier 4 – 20,001 + | \$ -- | \$1.16 | \$3.47 | \$10.56 |

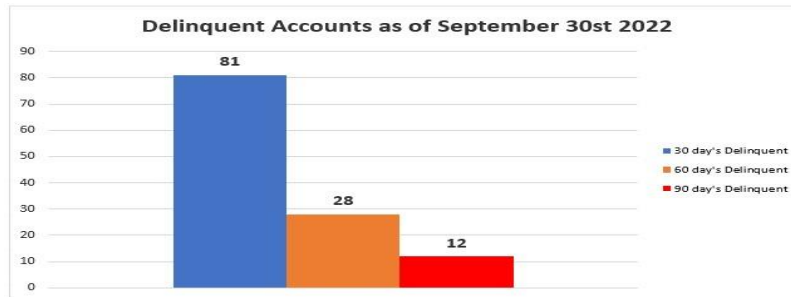
Past Due Accounts:

- As of September 30, we had 12 accounts with a past due balance of \$5,569, compared to 10 accounts with a past due balance of \$6,301 as of August 31.
- Eleven (11) accounts were flagged as past due on 10/4; service was shut-off at 3 residences and all were restored the same day after payment was received.



ROXBOROUGH WATER AND SANITATION DISTRICT

Delinquent Accounts



**Total Amount
Past Due 30 days
\$14,947**

**Total Amount
Past Due 60 days
\$4,715**

**Total Amount
Past Due 90 days
\$5,569**

September 2022

Dominion Water and Sanitation District/Sterling Ranch:

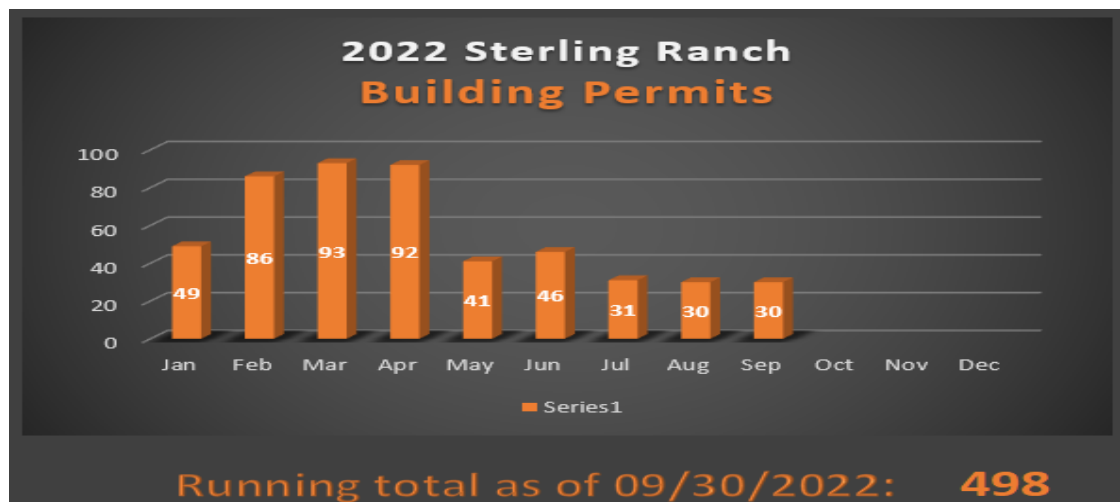
- Day-to-day operations going well.
- We continue to provide temporary service to Sterling Ranch Filing 4. Dominion is billed for the normal cost for water treatment, and Sterling Ranch CAB is billed \$1.25/1,000 gallons to “wheel” the water through RWSD’s system. There are currently approximately 120 residences served through this temporary connection; the agreement allowed for up to 300 residences. Dominion is now indicating their yard piping and valves to serve this area from their system should be complete by November 30. I have indicated that Roxborough will allow the temporary connection to remain open provided there is no construction water use through the connection. If we see construction use that impacts RWSD’s ability to operate our system, the temporary connection will be closed and any pressure issues in Sterling Ranch will not be RWSD’s problem. In addition, if maintaining water levels in Roxborough’s system to provide adequate pressure to Sterling Ranch residences results in any water age issues, Sterling Ranch will be billed for any flushing at the Tier 5 rate of \$13.75/1,000 gallons.
- Per the Board’s instructions at the September Board meeting, Dominion has been informed that there will be no discussion of any new agreements or amendments to existing agreements until such time as the odor issues impacting RWSD residents from the Dominion system have been addressed satisfactorily.
- There were an additional 51 Certificates of Occupancy (CO) issued in Sterling Ranch in September bringing the total number of COs that have been issued in Sterling Ranch to 1,715 for a monthly Wastewater Operations Charge of \$34,300.
- Year to date development summary:



ROXBOROUGH WATER AND SANITATION DISTRICT



- The next \$1M Capital Improvements fee is due from Dominion when they reach 2,000 EQRs. This will bring the total Capital Improvements paid to date to \$3M of the \$5M required under the Wastewater Conveyance Agreement. Dominion will be assessed 50% of the cost of the lift station pump replacement project against this fund as a wastewater capacity improvement.
- 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:

- The addition of the new pump to serve Dominion's high zone is essentially complete except for the permanent VFD.
- Other projects at the water treatment plant have been delayed do to building permit issues.



ROXBOROUGH WATER AND SANITATION DISTRICT

- The Rampart Range Road Transmission Main Replacement Project is progressing slowly. Paving has gone much slower than we would have liked.
 - Once work in the northbound lanes is complete, work will shift to the southbound lanes to complete the tie ins to the west. There may be additional overnight work.
 - Traffic control plans for the next phases of work are under development with Douglas County.
 - We are currently evaluating ways to maintain access to the Shell station while work in the southbound lanes is completed. We will either need to adjust traffic control to allow access from Rampart Range Road or will need to make improvements to a gravel road behind the station that is owned by Douglas County.
 - The owner of the Shell station has asked the District to reimburse him for his payroll costs of \$6,000/week while access to his business is limited.
- We have had two very productive meetings with Aurora concerning relocation of the Rampart Pump Station. TST is completing some additional engineering evaluation to ensure the pump station will operate when the reservoir is offline. Once we confirm the site will work, we will commence negotiations with the Haberers for an easement.
- In the next several weeks we will start lining sewer lines in Roxborough Park with the goal of lining the entire system over the coming years to extend its life and avoid the need to excavate and replace.

Public Outreach/Opportunities:

- We continue to do weekly updates on the transmission main replacement project on the website.
- Two day per week watering limitations ended October 1. Below is the report on recent watering violations for the 2022 season.





Water Plant

The water treatment plant has been running smoothly. In September, the plant was operational for **30** days with an average plant production of **1.9** MGD and a max day of **2.5** MGD. We had a cable break in the east sludge reclaim basin so we are treating the built-up sludge in that basin so we can get in the basin and have it repaired.

The original High Zone Pump contract remains the same. We are still awaiting the arrival of the permanent VFD and there are a couple punch list items left. The VFD has been pushed out until mid-October now.

The bathroom and office change order has not progressed much since last month. We are still waiting for the fire inspectors' comments to be addressed.

The Sodium Hypochlorite generator is installed and in service.

Backwash Pond Phase 2 has begun, the fire hydrant and associated water line has been installed, tested, and put into service. Sludge waste line has also been installed, tested, and is ready to be put into service.

We are still waiting on the Douglas County building permit to receive the electrical permit to start the south entry gate project.

September production was **56** million gallons of treated water, **14.7** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

The new pump has been installed and started up and the new harmonic filter has been commissioned. Outstanding items include some drywall repair from crane modifications and painting of the new pipe.



September saw **21** million gallons of sewage pumped to Littleton-Englewood. Approximately **3.7** million was conveyed for Sterling Ranch.

Field

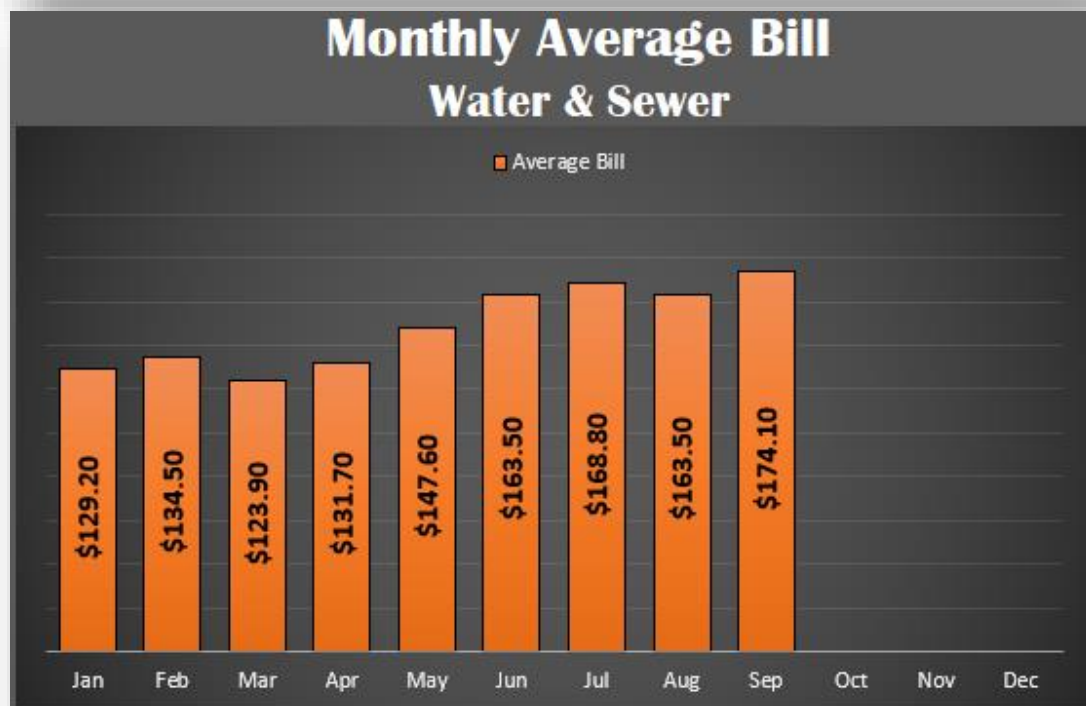
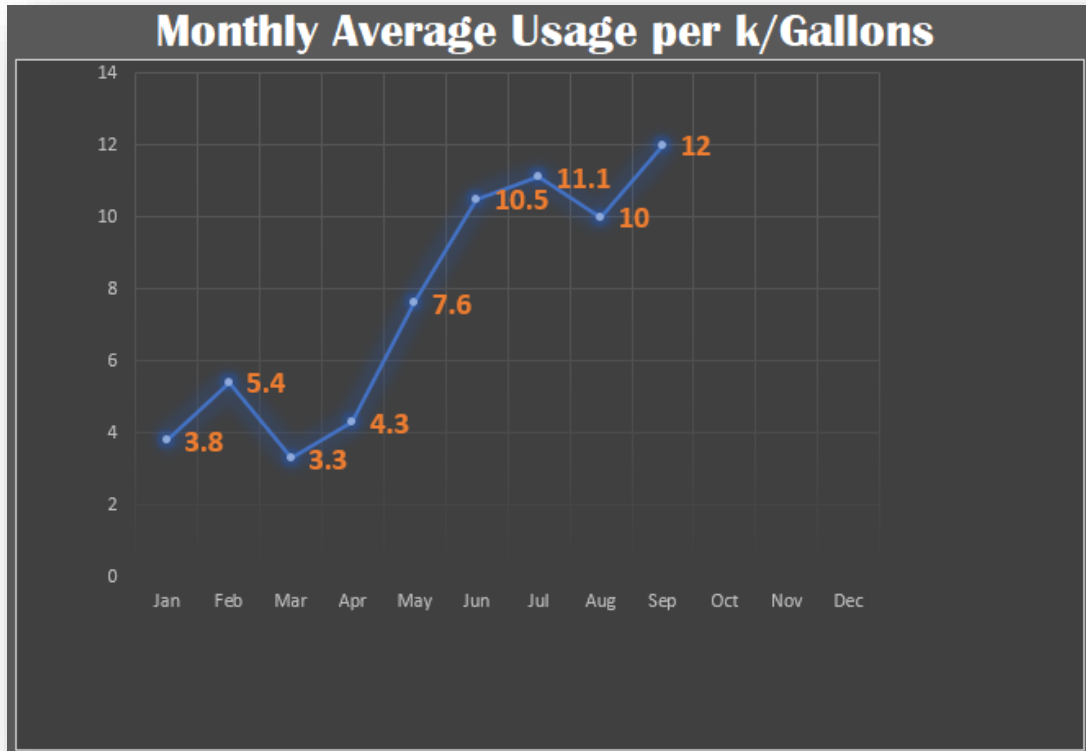
The field had **176** locates for the month of September.

Our endpoint replacement continues to keep the field guys busy; they replaced just over **725** endpoints to date. We will continue to push to complete prior to the CDMA contract ending after this year.

The new transmission main is complete, paving of the north bound lanes is in progress. Traffic swap is scheduled to occur in the upcoming week. Once traffic is swapped American West will install the 4 lateral lines to tie the rest of the system into the project.



Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Bill Goetz

SUBJECT: Engineering Status Report

DATE: October 12, 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. (No Change)

Valley View Church – The District and VVC have reached agreement on pipeline alignment and easement language. TST has provided estimated design costs for the project. Design work will begin after funding has been provided by VVC.

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.

II. RAMPART WATER LINE REPLACEMENT

Installation of the 24" pipeline in Rampart Range Road has been completed and repaving of the trench and adjacent roadway is in progress. Upon completion of paving, work will begin on four connections of the 24" pipeline to the existing distribution system, each of which requires a crossing of Rampart Range Road.

Memorandum
October 12, 2022
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III. RAMPART PUMP STATION RELOCATION

A follow-up meeting was completed with Aurora to review operation of the Aurora system in more detail. Subject to TST's further review of the specific conditions discussed in the meeting, it appears that the proposed location for the new pump station may be feasible.

IV. WTP HIGH ZONE PUMP FOR DWSD

The new pump and piping have been installed and the pump is operational using the temporary VFD. The most recent proposed shipping date for the permanent VFD is October 15, however the reliability of the proposed date is uncertain. The pump is not currently in service pending completion of DWSD's work on their system, which is not expected to occur until late November.

V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

Installation of yard piping continues.

VI. LIFT STATION PUMP 201 REPLACEMENT

The pump and electrical equipment are installed. Startup of the pump is scheduled for October 12.

VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

A conceptual scope and design requirements have been developed and reviewed with District staff. Preliminary design concepts have been developed based on the survey information.

VIII. GIS

The latest IT pipes data showing condition of existing sewer lines is being added to the GIS. A new map showing fire hydrant radius was developed.

Memorandum
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IX. DISTRIBUTION SYSTEM ISOLATION VALVES

Materials have been ordered and verification of the materials received is in progress. Planning of installation sequence is in progress.

X. SEWER LINING PROJECT

The GIS map is being updated to indicate the status of sewer lining.

XI. CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan has been updated and the information is available for inclusion in the 2023 Budget.

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

General Fund

1. Property taxes collected for the month total \$ 21,410
2. Specific ownership taxes collected for the month total \$ 11,971
3. Capital Projects includes \$ 39,024 to Browns Hill for Computer Upgrades

Debt Service Fund

1. Property taxes collected for the month total \$ 10,553
2. Specific ownership taxes collected for the month total \$ 5,901
3. Transfers in for Debt Surcharge in the amount \$ 93,483
4. Paid Debt Service in the amount of \$ 312,043

Water Fund Treatment

1. Service charges billed for the month were \$ 410,731
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Irrigation Water \$ 69,282 for the month.
4. Collected \$ 93,483 in capital surcharges for the WTP
5. SDC collected for the month \$ 71,839
6. Ravenna monthly SDC totaled \$ 21,955
7. Capital Project Expense includes \$ 28,534 for engineering

Water Fund -Distribution

1. Water Costs for the month \$ 251,089
2. Capital Outlay for the month includes \$ 668,129 to American West and \$ 45,886 for engineering.

Sewer Fund

1. Service charges for the month totaled \$ 158,764
2. Lockheed Martin service charges totaled \$ 29,523 for the month.

Capital Fund

1. Paid \$ 65,449 for WTP – Pump
2. Paid \$ 15,447 for Dominion System Improvements