

The Roxborough Water & Sanitation District and Plum Valley Heights Subdistrict of the Roxborough Water & Sanitation District Regular Board meeting will be held in the Community Room at the West Metro Fire Station #15 located at 6222 N Roxborough Park Rd, Littleton, CO 80125

This meeting can also be accessed via video conference at **ZOOM Meeting ID 874 5981 8759**  
**Password: 694389**

Date: Wednesday, November 16, 2022  
 Time 8:00 am

<b>Board of Directors</b>	<b>Term Expiration</b>
Dave Bane, President	5/2023
Ken Maas, Vice President	5/2023
Keith Lehman, Secretary	5/2025
Christine Thomas, Treasurer	5/2025
John Kim, Assistant Secretary	5/2025

- I. Call to Order as the Roxborough Water And Sanitation District (RWSD) Board of Directors regular meeting
- II. Declaration of Quorum/Disclosure of Conflicts of Interest
- III. Public Comment on items not on Agenda

**CONVENE AS THE BOARD OF THE PLUM VALLEY HEIGHTS (PVH) SUBDISTRICT OF THE RWSD**

- IV. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the PVH Subdistrict which is contained in and is part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on October 19, 2022.
  - b. Consideration and Approval of the PVH Subdistrict 2023 Annual Administrative Matters Resolution (2022-11-02)
  - c. Consideration and Approval of 2023 Meeting Resolution (2022-11-03)
  
- V. Staff Reports
  - a. General Manager’s Report
  - b. Financial Reports
  
- VI. **Board Action Items**
  - a. **Public Hearing on the 2023 PVH Subdistrict Budget**
  - b. **Resolution 2022-11-01 to Adopt 2023 PVH Subdistrict Budget, appropriate sums of money, and certify mill levies**
  - c. **Public Hearing on Fees, Rates and Charges for System Development Charges effective January 1, 2023**
  - d. **Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08)**

**ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND CONVENE AS THE RWSD BOARD**

- VII. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the RWSD on October 19, 2022.
  - b. Ratify Payrolls for October 31, 2022, and November 15, 2022
  - c. Ratify Payments since October 19, 2022: Checks
  - d. Approve Payments of Claims: Checks
  - e. Approve Pay App #9 for the WTP HSP Serving DWSD in the amount of \$116,842.50
  - f. Approve Pay App #7 for the Rampart Range Road Transmission Main Replacement in the amount of \$343,447.57
  - g. Approve Pay App #3 for the Pump 201 Addition to Roxborough Lift Station in the amount of \$8,265.00
  - h. Consideration and Approval of the 2023 Annual Administrative Matters Resolution (2022-11-05)
  - i. Consideration and Approval of the 2023 Meeting Resolution (2022-11-06)
  - j. Consideration and Approval of the 2023 Regular Special District Election Resolution (2022-11-07)
  
- VIII. Staff Reports
  - a. General Manager’s Report
  - b. Legal Counsel Report
  - c. Operation Director’s Report
  - d. Engineering Report/Water Use Graphs
  - e. Financial Report



- IX. Board Action Items:**
  - a. Public Hearing on the 2023 RWSD Budget**
  - b. Resolution 2022-11-04 to Adopt 2023 RWSD Budget, appropriate sums of money, and certify mill levies**
  - c. Public Hearing on Fees, Rates and Charges for PVH Subdistrict System Development Charges for 2023**
  - d. Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08)**
  - e. Public Hearing on Fees, Rates and Charges for Aurora Water Availability/Drought Surcharges for 2023**
  - f. Consideration and Approval of Fees, Rates and Charges Resolutions (2022-11-09)**
  - g. Consideration and Approval of the First Amendment to Inclusion Agreement (Ravenna)**
  - h. Consideration and Approval of the First Amendment to the Ravenna Golf Course Water Service Agreement (RCREI)**
  - i. Consideration and Approval of the agreement for 2022 audit service with The Adams Group**
  
- X. Adjourn**

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  
October 19, 2022**

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 October 19, 2022, at 8:00 a.m. The meeting was Conducted in person in the Community Room of the West Metro Fire Rescue Station 15 located at 6222 N. Roxborough Park Road 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:**
- |                   |                  |                     |
|-------------------|------------------|---------------------|
| <u>Directors:</u> | Dave Bane        | President           |
|                   | Ken Maas         | Vice President      |
|                   | Keith Lehmann    | Secretary           |
|                   | Christine Thomas | Treasurer           |
|                   | John Kim         | Assistant Secretary |
- 
- |                     |                                       |  |
|---------------------|---------------------------------------|--|
| <u>Consultants:</u> | Bill Goetz, TST Infrastructure, LLC   |  |
|                     | Ted Snailum, TWS Financial            |  |
|                     | Alan Pogue, Icenogle Seaver Pogue, PC |  |
- 
- |                    |               |                                |
|--------------------|---------------|--------------------------------|
| <u>RWSD Staff:</u> | Barbara Biggs | Residents: Stephen Throneberry |
|                    | Mike Marcum   |                                |
|                    | Lisa Hoover   |                                |
|                    | Lucie Taylor  |                                |
|                    | Dorice Vidger |                                |

**CALL TO ORDER:**

The meeting was called to order at 8:00 a.m. by Director Bane, 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 Thomas, 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 Thomas, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the September 21, 2022, Regular Meeting.

**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 August 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director Kim, and unanimous vote, the Board approved the financial report 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 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: \_\_\_\_\_

**RESOLUTION NO. 2022-11-02**

**PLUM VALLEY HEIGHTS SUBDISTRICT  
OF THE ROXBOROUGH WATER AND SANITATION DISTRICT  
2023 ANNUAL ADMINISTRATIVE MATTERS RESOLUTION**

WHEREAS, the Board of Directors of the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the “Subdistrict Board”) is required to perform certain administrative obligations in each calendar year to comply with certain statutory requirements, as further described below, and to assure the efficient operations of the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the “Subdistrict”); and

WHEREAS, on September 25, 2013, the Subdistrict entered into that certain Services Agreement with Roxborough Water and Sanitation District (“District”) pursuant to which the District agreed to furnish, at its own cost and expense, all materials, office supplies, equipment, personnel, transportation and whatever else is necessary to commence and to diligently pursue and complete all necessary administrative obligations for the Subdistrict to comply with certain statutory obligations, as may be further described in the Subdistrict’s Annual Administrative Matters Resolution and to perform certain other services as may be necessary to assure the efficient operations of the Subdistrict; and

WHEREAS, the Subdistrict Board desires to set forth such obligations herein and to designate, where applicable, the appropriate District person(s) to perform such obligations on behalf of the Subdistrict, and further desires to acknowledge and ratify certain actions and obligations of the Subdistrict.

**NOW THEREFORE, THE BOARD OF DIRECTORS OF PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT HEREBY RESOLVES AS FOLLOWS:**

1. The Subdistrict Board directs the District’s consultants to prepare and file either an accurate map, as specified by the Colorado Division of Local Government (the “Division”), or a notice that the Subdistrict’s boundaries have not changed since the filing of the last Subdistrict map, with the Division, the Douglas County Clerk and Recorder and Douglas County Assessor on or before January 1, 2023, as required by Section 32-1-306, C.R.S.

2. Pursuant to Section 24-32-116(3)(b), C.R.S., the Subdistrict Board directs legal counsel to update the Division with any of the following information previously provided to the Division, in the event such information changes: (i) the official name of the Subdistrict; (ii) the principal address and mailing address of the Subdistrict; (iii) the name of the Subdistrict’s agent; and (iv) the mailing address of the Subdistrict’s agent.

3. The Subdistrict Board directs legal counsel to prepare, no more than sixty days prior to and not later than January 15, 2023, the Subdistrict’s annual transparency notice containing information set forth in Section 32-1-809(1), C.R.S, and to provide such notice to the

eligible electors of the Subdistrict in one of the manners set forth in Section 32-1-809(2), C.R.S. In addition, legal counsel is directed to file a copy of the notice with the Douglas County Board of County Commissioners, the Douglas County Assessor, the Douglas County Treasurer, the Douglas County Clerk and Recorder, and the Division as set forth in Section 32-1-104(2), C.R.S. A copy of the notice shall be made available for public inspection at the principal business office of the District.

4. The Subdistrict Board directs the District's accountant to submit a proposed 2024 budget for the Subdistrict to the Subdistrict Board by October 15, 2023; to schedule a public hearing on the proposed budget, prepare a final budget and budget resolution, including certification of mill levies and amendments to the budget if necessary; to certify the mill levy to Douglas County on or before December 15, 2023; and to file the approved budget and any amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S.

5. If additional real property is included into the boundaries of the Subdistrict, the Subdistrict Board authorizes legal counsel to record a special district public disclosure document and a map of the new boundaries of the Subdistrict concurrently with the recording of the order for inclusion in the Douglas County Clerk and Recorder's office in accordance with Section 32-1-104.8(2), C.R.S.

6. For any nonrated public securities issued by the Subdistrict, the Subdistrict Board directs the District's accountant to prepare and file with the Division on or before March 1, 2023, an annual information report with respect to any of the Subdistrict's nonrated public securities which are outstanding as of the end of the Subdistrict's fiscal year in accordance with Section 11-58-105, C.R.S.

7. The Subdistrict Board hereby authorizes the District's accountant to prepare and file an Audit Exemption and Resolution for approval of Audit Exemption with the State Auditor by March 31, 2023, as required by Section 29-1-604, C.R.S.; or, if required by Section 29-1-603, C.R.S., the Subdistrict Board authorizes that an audit of the financial statements be prepared and submitted to the Subdistrict Board before June 30, 2023, and filed with the State Auditor by July 31, 2023.

8. The Subdistrict Board directs District staff to prepare the Unclaimed Property Act report and forward the report to the State Treasurer by November 1, 2023, if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with Section 38-13-110, C.R.S.

9. The Subdistrict Board directs the District accountant to oversee the preparation of any continuing annual disclosure report required to be filed pursuant to a continuing disclosure agreement, in accordance with the Securities Exchange Commission Rule 15c2-12.

10. The Subdistrict Board designates the Secretary of the Subdistrict as the official custodian of "public records," as such term is used in Section 24-72-202(2), C.R.S. Public

records may also be maintained at the office of Icenogle Seaver Pogue, P.C. and the District's office.

11. The Subdistrict Board directs legal counsel to advise it on the requirements of the Fair Campaign Practices Act Section 1-45-101 *et seq.*, C.R.S., when applicable.

12. The Subdistrict Board directs that all legal notices shall be published in accordance with Section 32-1-103(15), C.R.S., in a paper of general circulation within the boundaries of the Subdistrict, or within the vicinity of the Subdistrict if none is circulated within the Subdistrict including, but not limited to, *The Douglas County News-Press* and *The Canyon Courier*.

13. The Subdistrict Board has determined that its directors shall not receive compensation for services pursuant to Section 32-1-902(3)(a), C.R.S.

14. The Subdistrict Board hereby determines that each member of the Subdistrict Board shall execute an Affidavit of Qualification of Director at such time the member is either elected or appointed to the Subdistrict Board. Such forms shall be retained in the Subdistrict's files. Section 32-1-103(5), C.R.S., sets forth the qualifications required. Pursuant to Sections 32-1-901 and 24-12-101, C.R.S., the Subdistrict Board directs legal counsel to prepare, administer and file an oath of office and a certificate of appointment, if applicable, and procure a surety bond for each director, and to file copies of each with the Douglas County Clerk and Recorder, Clerk of the Court, and the with the Division.

15. The Subdistrict Board extends the current indemnification resolution, adopted by the Subdistrict Board on September 25, 2013 via Resolution No. 13-09-06 PVH, to allow the resolution to continue in effect as written.

16. Pursuant to Section 32-1-1101.5, C.R.S., the Subdistrict Board directs legal counsel to certify the results of special district ballot issue elections to incur general obligation indebtedness by certified mail to the Douglas County Board of County Commissioners and to file a copy of the certification with the Colorado Division of Securities within forty-five days after the election. Furthermore, whenever the Subdistrict authorizes or incurs a general obligation debt, the Subdistrict Board authorizes legal counsel to record notice of such action and a description of such debt, in a form prescribed by the Division, in the Douglas County Clerk and Recorder's office within thirty days after authorizing or incurring the debt in accordance with Section 32-1-1604, C.R.S. Furthermore, whenever the District incurs general obligation debt, the Subdistrict Board directs legal counsel to submit a copy of the recorded notice to the Douglas County Board of County Commissioners within thirty days after incurring the debt in accordance with Section 32-1-1101.5(1), C.R.S.

17. The Subdistrict Board directs legal counsel to prepare and file an application for a quinquennial finding of reasonable diligence with the Douglas County Board of County Commissioners, if requested, in accordance with Sections 32-1-1101.5(1.5) & (2), C.R.S.



18. If requested by the Douglas County Board of County Commissioners, the Subdistrict Board directs legal counsel to prepare and file a Subdistrict annual report in accordance with Section 32-1-207(3)(c), C.R.S.

19. The Subdistrict Board has determined that, when applicable, legal counsel will file conflicts of interest disclosures provided by Subdistrict Board members with the Secretary of State 72 hours prior to each meeting of the Subdistrict Board, in accordance with Sections 32-1-902(3)(b) and 18-8-308, C.R.S. Annually legal counsel shall request that each Subdistrict Board member submit updated information regarding actual or potential conflicts of interest. Additionally, at the beginning of every term, legal counsel shall request that each Subdistrict Board member submit information regarding actual or potential conflicts of interest.

20. The Subdistrict is currently a member of the Special District Association (“SDA”) and insured through the Colorado Special Districts Property and Liability Pool. The Subdistrict Board directs the District Manager to pay the annual SDA membership dues and insurance premiums in a timely manner. The Subdistrict Board and District staff will biannually review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained.

21. Pursuant to Section 24-6-402(2)(d.5)(II)(E), C.R.S., the Subdistrict Board hereby declares that all electronic recordings of executive sessions shall be retained for purposes of the Colorado Open Meetings Law for ninety (90) days after the date of the executive session. The Board further directs the custodian of the electronic recordings of the executive session to systematically delete all such recordings made for purposes of the Colorado Open Meetings Law at its earliest convenience after the ninetieth (90<sup>th</sup>) day after the date of the executive session.

22. The Subdistrict Board has reviewed the combined minutes of the District and the Subdistrict from Subdistrict Board meetings held November 17, 2021 through October 19, 2022, which minutes are set forth in the District’s 2023 Annual Administrative Matters Resolution No. 22-11-05. The Subdistrict Board hereby ratifies and affirms each and every action of the Subdistrict Board taken at said meetings.

23. The Subdistrict hereby acknowledges, agrees and declares that the Subdistrict’s policy for the deposit of public funds shall be made in accordance with the Public Deposit Protection Act (Sections 11-10.5-101 *et. seq.*, C.R.S.) As provided therein, the Subdistrict’s official custodian may deposit public funds in any bank which has been designated by the Colorado Banking Board as an eligible public depository. For purposes of this paragraph, “official custodian” means a designee with plenary authority including control over public funds of a public unit which the official custodian is appointed to serve. The Subdistrict Board hereby designates the District’s accountant as its official custodian over public deposits.

24. The Subdistrict Board hereby authorizes Barbara Biggs, General Manager of the District, to execute, on behalf of the Subdistrict, any and all easement agreements accepting or acquiring easements in favor of the Subdistrict; any and all agreements or other documents pursuant to which the Subdistrict acquires any interest in real property, subject to the check signing authorization set forth herein; and any and all agreements for routine maintenance, emergency repairs, and other service-related agreements. The Subdistrict Board hereby

designates Barbara Biggs as an authorized check signer on all checks issued for amounts equal to or less than \$5,000 from the Subdistrict's checking account. Subdistrict checks in excess of \$5,000 shall require two signatures and may be signed by Barbara Biggs, but must also include the signature of at least one Subdistrict Board member.

25. The Board further authorizes Barbara Biggs, General Manager, to negotiate, execute, and bind the Subdistrict in contracts, agreements, and intergovernmental agreements of an operational nature.

26. The Board further authorizes Barbara Biggs, General Manager, to sell or dispose of old or surplus equipment valued at \$15,000.00 or less.

27. The Subdistrict Board may, in its sole discretion, certify to the Douglas County Treasurer for collection any delinquent water accounts that have been delinquent for at least six (6) months from their due date and are in excess of \$150.00 per account pursuant to Section 32-1-1101(1)(e), C.R.S. The Subdistrict Board hereby instructs District staff to take all necessary steps to prepare a list of delinquent water accounts that have been delinquent for at least six (6) months from their due date and are in excess of \$150.00 per account or such other amount in excess of \$150.00 and provide such list to legal counsel no later than September 30. The Subdistrict Board directs legal counsel to send such notices to the affected parties indicating the Subdistrict's intent to certify delinquent accounts at a public meeting held by the Subdistrict Board in October.

28. To the extent the Subdistrict Board adopted a Declaration of Local Emergency Resolution, such resolution is hereby terminated.

(Signature appears on following page.)

ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

PLUM VALLEY HEIGHTS SUBDISTRICT  
OF THE ROXBOROUGH WATER AND  
SANITATION DISTRICT

By: \_\_\_\_\_  
Dave Bane, President

*Signature Page to Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District  
2023 Annual Administrative Matters Resolution*

**RESOLUTION NO. 22-11-03**

**RESOLUTION OF  
THE BOARD OF DIRECTORS OF  
PLUM VALLEY HEIGHTS SUBDISTRICT OF THE  
ROXBOROUGH WATER AND SANITATION DISTRICT**

**2023 MEETING RESOLUTION**

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., the Board of Directors (the “Board”) of the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the “Subdistrict”) shall meet regularly at a time and place designated by the Board; and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., the Board shall meet regularly at a “location” to be designated by the Board; and

WHEREAS, pursuant to Section 32-1-903(5)(a), C.R.S., the term “location” means the physical, telephonic, electronic, other virtual place, or combination of such means where a meeting can be attended; and

WHEREAS, Section 32-1-903(1), C.R.S., requires that all meetings of the Board that are held solely at physical locations must be held at physical locations that are within the boundaries of the Subdistrict or within the boundaries of any county in which the Subdistrict is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty (20) miles from the Subdistrict boundaries; and

WHEREAS, the provisions of Section 32-1-903(1.5), C.R.S. may be waived only if the following criteria are met: (a) the proposed change of the physical location of the Board appears on the agenda of a meeting of the Board, and (b) a resolution is adopted by the Board stating the reason for which meeting of the Board is to be held in a physical location under than the provisions of Section 32-1-903(1.5), C.R.S., and further stating the date, time, and physical location of such meeting; and

WHEREAS, pursuant to Section 32-1-903(2)(a), C.R.S., special meetings may be held as often as the needs of the Subdistrict require, upon notice to each director, and may include study sessions at which a quorum of the Board is in attendance, and at which information is presented but no official action can be taken by the Board; and

WHEREAS, Sections 32-1-903(2) and 24-6-402(2)(c), C.R.S. govern meeting notices provided by special districts for all public meetings as set forth below; and

WHEREAS, pursuant to Section 32-1-903(2), C.R.S. notice of the time and location designated for all meetings of the Board shall be provided in accordance with Section 24-6-402, C.R.S.; and

WHEREAS, Section 24-6-402(2)(c)(I), C.R.S. requires the Subdistrict to annually designate one public place within the boundaries of the Subdistrict where notice of the Board’s

meetings shall be posted no less than twenty-four (24) hours prior to the Board's meetings, and where possible, the posting shall include specific agenda information; and

WHEREAS, pursuant to Section 24-6-402(2)(c)(III), C.R.S., the Subdistrict shall be deemed to have given full and timely notice of a public meeting if the Subdistrict posts the notice, with specific agenda information if available, no less than twenty-four (24) hours prior to the meeting on the public website of the Subdistrict; and

WHEREAS, if the Subdistrict posts notice on its public website pursuant to Section 24-6-402(2)(c)(III), C.R.S., the Subdistrict must also designate a public place within its boundaries at which the Subdistrict may post a notice no less than twenty-four (24) hours prior to a meeting if the Subdistrict is unable to post notice online in exigent or emergency circumstances; and

WHEREAS, the meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting in accordance with Section 32-1-903(2)(a), C.R.S.; and

WHEREAS, the Board desires to designate the time and place of regular meetings, posting locations for meeting notices, and requirements for emergency meetings pursuant to this 2023 Meeting Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT THAT:

1. The Board hereby determines to hold regular meetings on the third Wednesday of each month at 8:00 A.M. The location of all regular and special meetings of the Board shall be held electronically via Zoom or other reliable electronic or telephonic platform and/or at the office of the Roxborough Water and Sanitation District, located at 6222 North Roxborough Park Road, which location is within the boundaries of the County where the Subdistrict is located in accordance with Section 32-1-903(1.5), C.R.S.

2. The Board hereby designates the Subdistrict's public website, <https://www.roxwater.org/>, as the twenty-four (24) hour posting location for all meeting notices.

3. The Board hereby designates the following location as the posting location in the event the Subdistrict is able to post a notice online in exigent or emergency circumstances: NE corner of the property located at 7535 W. Trail North Drive. The sign will be located at the east end of the property owners equestrian trail next to Moore Road.

4. The meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence shall include the method or procedure, including the conference number or link, by which members of the public can attend the meeting.

5. The designations set forth in Paragraphs 2 and 3 are hereby deemed to be the Board's annual designation of the location where notices of meetings shall be posted twenty-four

hours in advance of said meetings and shall be effective until such time as the Board determines to designate a new posting location. The Board shall provide or cause to be provided the address of its website to the Department of Local Affairs.

6. Emergency meetings may be called by the Subdistrict without notice, if notice is not practicable, by the President or any two (2) Board members in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety, and welfare of the property owners and residents of the Subdistrict. If possible, notice of such emergency meeting may be given to the members of the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency, and shall be provided to the public via any practicable means available, *if any*, including, but not limited to, posting notice of such emergency meeting on the Subdistrict's website. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided however, that any action taken at an emergency meeting shall be ratified at the first to occur: (a) the next regular meeting of the Board, or (b) the next special meeting of the Board.

7. This Resolution shall repeal, supersede, and replace any and all previous resolutions or provisions of previous resolutions adopted by the Board concerning meeting location, time, and posting of notices.

8. This Resolution shall take effect on the date and time of its adoption and shall remain effective until otherwise supplemented or amended by the Board.

(Signature appears on following page.)

ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER 2022.

PLUM VALLEY HEIGHTS SUBDISTRICT OF THE  
ROXBOROUGH WATER AND SANITATION DISTRICT

By: \_\_\_\_\_  
Dave Bane, President

*Signature Page to  
Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District  
2023 Meeting Resolution*







## ROXBOROUGH WATER AND SANITATION DISTRICT

### General Manager's Report

#### Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District

November 16, 2022

##### Valley View Christian Church:

- Surveyors are working on legal description for easement.

##### Titan Road Industrial Park:

- Nothing new to report.

##### McMakin Property:

- Nothing new to report.

**Roxborough Water and Sanitation - PVH  
Financial Recap  
September 30, 2022**

**General Fund**

1. Property taxes collected for the month total \$ 2,162
2. Specific ownership taxes collected for the month total \$ 4,331
3. Paid \$ 1000 for monthly accounting fees.

STATE OF COLORADO  
COUNTY OF DOUGLAS  
PLUM VALLEY HEIGHTS SUBDISTRICT OF THE  
ROXBOROUGH WATER AND SANITATION DISTRICT  
2023 BUDGET RESOLUTION NO. 22-11-01

The Board of Directors (the “Subdistrict Board”) of Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District, Douglas County, Colorado, held a regular meeting on Wednesday, the 16th day of November, 2022 at 8:00 a.m. at 6222 North Roxborough Park Road, Littleton, Colorado.

The following members of the Board of Directors were present:

David Bane – President  
Kenneth Maas – Vice-President  
Keith Lehmann – Secretary  
Christine Thomas – Treasurer  
John Kim – Assistant Secretary

Also present: Barbara Biggs, Lucie Taylor, Mike Marcum, Roxborough Water and Sanitation District; Ted Snailum, TWS Financial, Inc.; Bill Goetz, TST Infrastructure, Inc.; and Alan D. Pogue, Esq., Icenogle Seaver Pogue, P.C.

The President reported that, prior to the meeting, notification was provided to each of the Directors of the date, time, and place of the meeting and the purpose for which it was called. It was further reported that the meeting is a regular meeting of the Subdistrict Board and that a Notice of Regular Meeting was posted to the District website at Roxwater.org and to the best of his knowledge remained posted to the date of this meeting.

At the Subdistrict Board’s regular meeting held on November 16, 2022, the President stated that proper publication was made to allow the Subdistrict Board to conduct a public hearing on the Subdistrict’s 2023 budget. The President opened the public hearing on the Subdistrict’s proposed 2023 budget for public comment, if any, and then the public hearing was closed. Upon discussion of the Subdistrict’s proposed 2023 budget by members of the Subdistrict Board, Director \_\_\_\_\_ moved that the Subdistrict Board adopt the following Resolution:

**RESOLUTION NO. 22-11-01**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN, AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT, FOR PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT, DOUGLAS COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2022, AND ENDING ON THE LAST DAY OF DECEMBER, 2023.

WHEREAS, the Board of Directors (the “Subdistrict Board”) of Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the “Subdistrict”) has authorized its staff to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the proposed budget has been submitted to the Subdistrict Board for its consideration; and

WHEREAS, due and proper notice was published on Thursday, November 10, 2022 in the *Canyon Courier* and the *Douglas County News Press*, indicating (i) the date and time of the hearing at which the adoption of the proposed budget will be considered; (ii) that the proposed budget is available for inspection by the public at a designated place; and (iii) that any interested elector of the Subdistrict may file any objections to the proposed budget at any time prior to the final adoption of the budget by the Subdistrict; and

WHEREAS, a public hearing on the proposed budget was opened on Wednesday, November 16, 2022, at which time any objections of the electors of the Subdistrict were considered; and

WHEREAS, the budget being adopted by the Subdistrict Board has been prepared based on the best information available to the Subdistrict Board regarding the effects of Article X, Section 20 of the Colorado Constitution; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE SUBDISTRICT BOARD OF DIRECTORS OF PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT OF DOUGLAS COUNTY, COLORADO:

Section 1. Summary of 2023 Revenues and 2023 Expenditures. That the estimated revenues and expenditures for each fund for fiscal year 2023, as more specifically set forth in the budget attached hereto, are accepted and approved.

Section 2. Adoption of Budget. That the budget attached hereto as Exhibit A and incorporated herein by this reference, is approved and adopted as the budget of Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District for fiscal year 2023. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization.

Section 3. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated and no other.

Section 4. Budget Certification. That the budget shall be certified by Director Lehmann, Secretary of the Subdistrict, and made a part of the public records of the Subdistrict, and a certified copy of the approved and adopted budget shall be filed with the Colorado Department of Local Affairs Division of Local Government.

Section 5. 2023 Levy of General Property Taxes. That the foregoing budget indicates that the amount of property taxes necessary to be collected from property located within the Subdistrict's boundaries in Douglas County for the General Fund representing general operating expenses of the Subdistrict is \$22,074, and that the 2022 valuation for assessment for property located within the Subdistrict's boundaries in Douglas County, as certified by the Douglas County Assessor, is \$22,073,550. That for the purposes of meeting all general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 1.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District located in Douglas County for the year 2023.

Section 6. 2023 Levy of Debt Retirement Expenses. That the amount of property taxes required to be collected from property located within the Subdistrict's boundaries in Douglas County for payment of Debt Service is \$428,227, and that the 2022 valuation for assessment for property located within the Subdistrict's boundaries in Douglas County, as certified by the Douglas County Assessor, is \$22,073,550. That for the purposes of meeting all debt retirement expenses of the Subdistrict during the 2023 budget year, there is hereby levied a

tax of 19.400 mills upon each dollar of the total valuation of assessment of all taxable property within the Subdistrict located in Douglas County for the year 2023.

Section 7. Certification to County Commissioners. That General Counsel is hereby authorized and directed to certify to the County Commissioners of Douglas County, the mill levy for the Subdistrict hereinabove determined and set. That said certification shall be in substantially the following form:

# CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of Douglas County, Colorado

On behalf of the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District,  
(taxing entity)<sup>A</sup>

the Board of Directors  
(governing body)<sup>B</sup>

of the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District  
(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 22,073,550  
assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 22,073,550  
(NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** \_\_\_\_\_ for budget/fiscal year 2023.  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	1.000 mills	\$ 22,074
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>1.000</b> mills	<b>\$ 22,074</b>
3. General Obligation Bonds and Interest <sup>J</sup>	0.000 mills	\$ 0.00
4. Contractual Obligations <sup>K</sup>	19.400 mills	\$ 428,226
5. Capital Expenditures <sup>L</sup>	0.000 mills	\$ 0.00
6. Refunds/Abatements <sup>M</sup>	0.000 mills	\$ 0.00
7. Other <sup>N</sup> (specify): _____	0.000 mills	\$ 0.00
	_____ mills	\$ _____
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	<b>20.400</b> mills	<b>\$ 450,300</b>

Contact person: Alan D. Pogue Daytime phone: 303-292-9100  
(print)

Signed: \_\_\_\_\_ Title: General Counsel

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

1.	Purpose of Issue:	_____
	Title:	_____
	Date of Issue:	_____
	Principal Amount:	_____
	Maturity Date:	_____
	Levy:	_____
	Revenue:	_____

**CONTRACTS<sup>K</sup>:**

1.	Purpose of Issue:	<u>Water System Project Costs</u>
	Title:	<u>Drinking Water Revolving Fund Loan Agreement</u>
	Date of Issue:	<u>April 1, 2015</u>
	Principal Amount:	<u>\$5,199,125</u>
	Maturity Date:	<u>August 1, 2036</u>
	Levy:	<u>13.734</u>
	Revenue:	<u>\$ 303,158</u>
2.	Purpose of Issue:	<u>Acquisition of Water Supply</u>
	Title:	<u>Colorado Water Conservation Board Public Loan</u>
	Date of Issue:	<u>August 19, 2015</u>
	Coupon Rate:	<u>3.05%</u>
	Maturity Date:	<u>30 Years from Date Funds are Drawn</u>
	Levy:	<u>5.217</u>
	Revenue:	<u>\$115,157</u>
3.	Purpose of Issue:	<u>Water System Project Costs</u>
	Title:	<u>IGA Concerning Financing and Construction of Water Public Improvements</u>
	Date of Issue:	<u>February 18, 2015</u>
	Coupon Rate:	<u>2.5% per annum</u>
	Maturity Date:	<u>N/A Cash flow obligation until paid in full.</u>
	Levy:	<u>0.449</u>
	Revenue:	<u>\$9,911</u>

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.



The foregoing Resolution was seconded by Director \_\_\_\_\_.

ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

PLUM VALLEY HEIGHTS SUBDISTRICT OF THE  
ROXBOROUGH WATER AND SANITATION DISTRICT

By: David Bane  
Its: President

CERTIFICATION OF RESOLUTION

I, Keith Lehmann, Secretary, for the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the "Subdistrict"), do hereby certify that the annexed and foregoing Resolution is a true copy from the Records of the proceedings of the Board of said Subdistrict, on file with Icenogle Seaver Pogue, P.C., general counsel to the Subdistrict.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Subdistrict, this 16th day of November, 2022.

(S E A L)

\_\_\_\_\_  
Keith Lehmann, Secretary

**EXHIBIT A**

Budget Message  
Budget Document

**Plum Valley Heights Subdistrict of Roxborough  
Water and Sanitation District  
Projected Budget 2023**

**Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District**  
**Property Tax Summary Information**  
**For the Years Ended and Ending December 31**

	ACTUAL 2021	ESTIMATED 2022	ADOPTED 2023
<b>ASSESSED VALUATION</b>			
Douglas County			
Residential	\$ 9,574,690	\$ 11,167,650	\$ 10,943,830
Commercial	\$ 1,701,000	\$ 2,276,490	\$ 2,276,490
Industrial	\$ 5,981,800	\$ 6,535,130	\$ 6,509,170
Exempt	\$ 269,610	\$ 268,980	\$ 1,771,050
Agriculture	\$ 800	\$ 1,500	\$ 3,000
Vacant Land	\$ 1,082,820	\$ 1,561,690	\$ 1,468,860
Personal Property	\$ 641,340	\$ 586,410	\$ 872,200
	<u>18,982,450</u>	<u>22,128,870</u>	<u>22,073,550</u>
Adjustments - New Growth	-	-	-
Certified Assessed Value	<u>\$ 18,982,450</u>	<u>\$ 22,128,870</u>	<u>\$ 22,073,550</u>
<b>ASSESSED VALUATION</b>			
Estimated Tax - debt service	\$ 446,088	\$ 429,300	\$ 428,227
Estimated Tax - General	18,982	22,129	22,074
Adjustments	-	-	-
Certified Assessed Value	<u>\$ 465,070</u>	<u>\$ 451,429</u>	<u>\$ 450,300</u>
<b>MILL LEVY</b>			
Debt Service	23.5	19.4	19.4
General Mill Levy	1	1	1
Total Mill Levy	<u>24.5</u>	<u>20.4</u>	<u>20.4</u>

This financial information should be read only in connection with the accompanying accountant's report and summary of significant assumptions

**Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District**  
**Debt Service Fund**  
**Projected 2023 Budget**  
**With 2021 Actual and 2023 Estimated**  
**For the Years Ended and Ending December 31**

	Actual	Estimated	Adopted
	2021	2022	2023
BEGINNING FUNDS AVAILABLE	509,717	579,253	636,414
REVENUE			
Investment Income	90	1,500	1,000
Misc	0		
Specific Ownership	45,300	50,000	50,000
Property Taxes	464,588	451,429	450,300
Total Revenue	<u>509,978</u>	<u>502,929</u>	<u>501,300</u>
Total Transfers In	<u>0</u>	<u>0</u>	<u>0</u>
Total Funds Available	<u>1,019,695</u>	<u>1,082,182</u>	<u>1,137,714</u>
EXPENDITURES			
Treasurer Fees	6,971	9,000	9,000
Accounting	13,000	12,000	12,000
Education		1,000	1,000
Engineering	0	2,500	2,500
Legal	2,012	1,000	2,500
CWRPDA Debt Service	303,012	304,821	303,013
CWCB Debt Service	115,447	115,447	115,447
Total Expenditures	<u>440,442</u>	<u>445,768</u>	<u>445,460</u>
Total Exp. Requiring Appropriations	<u>440,442</u>	<u>445,768</u>	<u>445,460</u>
Ending Fund Balance	<u>579,253</u>	<u>636,414</u>	<u>692,254</u>

This financial information should be read only in connection with the accompanying accountant's report and summary of significant assumptions

**Type of Authority: Water & Sanitation**  
**Tax Authority: 4546**

	Value Type	Real Actual Value	Personal Actual Value	Real Assessed Value	Personal Assessed Value
Plum Valley Heights Subdistrict of Roxborough W&S	Commercial	7,849,993	1,751,457	2,276,490	507,920
Plum Valley Heights Subdistrict of Roxborough W&S	Exempt	6,107,202	83,670	1,771,050	5,820
Plum Valley Heights Subdistrict of Roxborough W&S	Industrial	22,445,336	324,388	6,509,170	94,080
Plum Valley Heights Subdistrict of Roxborough W&S	Residential	157,465,907	0	10,943,830	0
Plum Valley Heights Subdistrict of Roxborough W&S	State Assessed	10,310	931,586	3,000	270,200
Plum Valley Heights Subdistrict of Roxborough W&S	Vacant Land	5,064,975	0	1,468,860	0
<b>Total for Authority</b>		<b>198,943,723</b>	<b>3,091,101</b>	<b>22,972,400</b>	<b>878,020</b>

## CERTIFICATION OF VALUATION BY DOUGLAS COUNTY ASSESSOR

Name of Jurisdiction: 4546 - Plum Valley Heights Subdistrict of Roxborough<sup>1</sup>

IN DOUGLAS COUNTY ON 8/18/2022

New Entity: No

### USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022 IN DOUGLAS COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$22,128,870
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$22,073,550
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$22,073,550
5. NEW CONSTRUCTION: **	\$26,580
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD ## OR LAND (29-1-301(1)(b) C.R.S.):	\$0
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a) C.R.S.):	\$0.00
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$529.58

\* This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec.20(8)(b), Colo.

\*\* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

# Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

## Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

### USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b), C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022 IN DOUGLAS COUNTY, COLORADO ON AUGUST 25, 2022

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$198,016,085
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: I	\$382,541
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0

(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)

DELETIONS FROM TAXABLE REAL PROPERTY:

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$0
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$0

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

I Construction is defined as newly constructed taxable real property structures.

% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY: \_\_\_\_\_

\$0

**NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2022**

IN ACCORDANCE WITH 39-5-128(1.5) C.R.S. THE ASSESSOR PROVIDES:

HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\* \$69,364

\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119 (3), C.R.S.



**RESOLUTION NO. 22-11-08**

**A JOINT RESOLUTION OF THE BOARDS OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT AND PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT APPROVING AND ADOPTING CHANGES TO THE SYSTEM DEVELOPMENT CHARGES FOR THE REAL PROPERTY WITHIN THE BOUNDARIES OF THE SUBDISTRICT**

**WHEREAS**, pursuant to Section 32-1-1001(1)(j), C.R.S., Roxborough Water and Sanitation District (the “District”) is authorized to fix and from time to time increase or decrease fees, rates, tolls, penalties or charges for services, programs, or facilities furnished by the District; and

**WHEREAS**, Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the “Subdistrict”) possesses all of the rights, privileges, and immunities of the District pursuant to Section 32-1-1101(1)(f)(II), C.R.S.; and

**WHEREAS**, pursuant to Joint Resolution No. 15-11-17 adopted by the Board of Directors of the District (the “District Board”) and the Board of Directors of the Subdistrict (the “Subdistrict Board,” and together with the District Board, the “Boards”) on November 18, 2015 (the “2015 Resolution”), the Boards fixed certain fees and surcharges for (a) the real property included in the boundaries of the Subdistrict as of the date of the 2015 Resolution and (b) any real property to be included in the boundaries of the Subdistrict in the future; and

**WHEREAS**, pursuant to Joint Resolution No. 17-10-09 adopted by the Boards on October 18, 2017 (the “2017 Resolution”), the Boards fixed and imposed system development charges for (a) the real property included in the boundaries of the Subdistrict prior to September 1, 2017 (referred to therein as the “Existing Subdistrict Property”), and (b) any real property included in the boundaries of the Subdistrict on and after October 18, 2017 (referred to therein as the “Future Subdistrict Property”); and

**WHEREAS**, as provided in the 2017 Resolution, the system development charges are payable upon connection to the District’s municipal water system and are subject to increase on and after September 1, 2019; and

**WHEREAS**, pursuant to Joint Resolution No. 20-08-01 adopted by the Boards on August 19, 2020 and recorded in the Office of the Douglas County Clerk and Recorder on November 4, 2020, at Reception Number 2020107782 (the “2020 Resolution”), the Boards fixed and increased system development charges for (a) the real property included in the boundaries of the Subdistrict prior to September 1, 2017, and (b) any real property included in the boundaries of the Subdistrict on and after October 18, 2017; and

**WHEREAS**, pursuant to Section 32-1-1001(2)(a), C.R.S., the Boards may fix or increase fees, rates, tolls, penalties or charges for domestic water or sanitary sewer services

only after consideration of the action at a public meeting held at least thirty (30) days after providing notice to customers stating that the action is being considered and stating the date, time and place of the meeting at which the action is being considered (“Notice”) in one of the ways specified in Section 32-1-1001(2)(a), C.R.S.; and

**WHEREAS**, in accordance with Section 32-1-1001(2)(a)(III), C.R.S., Notice was provided to the District’s and Subdistrict’s customers by posting the Notice on the official website of the District, which includes the Subdistrict (www.roxwater.org) at least thirty days in advance of the public meeting; and

**WHEREAS**, at a public meeting held on November 16, 2022, the Boards considered fixing and/or increasing the system development charges, to the extent not previously paid, for (a) the real property included in the boundaries of the Subdistrict prior to September 1, 2017, and (b) any real property included in the boundaries of the Subdistrict on and after October 18, 2017, and took such actions as set forth herein.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARDS OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT AND PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT AS FOLLOWS:

1. System Development Charge for Pre-September 1, 2017, Subdistrict Inclusions. A system development charge of Fifteen Thousand Six Hundred Eighty Dollars (\$15,680) per equivalent residential unit (“EQR”) is imposed on each property included in the boundaries of the Subdistrict prior to September 1, 2017, for which a system development charge has not been paid as of the date of this Resolution.
2. Availability of Service Charge – Applicability. Pursuant to the 2017 Resolution and the 2020 Resolution, the properties included in the boundaries of the Subdistrict prior to September 1, 2017, were required to connect to the District’s municipal water system no later than September 1, 2019. Accordingly, each property included in the boundaries of the Subdistrict prior to September 1, 2017, that is not connected to the District’s municipal water system as of September 1, 2019 is subject to and shall be charged the District’s availability of service charge commencing on September 1, 2019, continuing until the required connection to the District’s municipal water system is made.
3. Douglas County Tap Fee. Pursuant to the 2015 Resolution and the 2017 Resolution, the District Board will collect the “Douglas County Tap Fee” on behalf of Douglas County to repay certain project costs advanced by Douglas County to permit the District to acquire raw water to supply the property included in the Subdistrict prior to September 1, 2017. Two Thousand Dollars (\$2,000) of the system development charges imposed on the property included in the Subdistrict

prior to September 1, 2017, shall be considered the Douglas County Tap Fee.<sup>1</sup>

4. System Development Charge for Post-October 18, 2017, Subdistrict Inclusions. A system development charge of Twenty-Three Thousand Five Hundred Dollars (\$23,500) per EQR is imposed on each property included in the boundaries of the Subdistrict on and after October 18, 2017, for which a system development charge has not been paid as of the date of this Resolution.
5. Payment Due Upon Connection. The system development charges imposed herein shall be paid at the time the property connects to the District's municipal water system.
6. No Separate System Development Charge. The system development charges imposed herein are intended to replace the system development charges imposed pursuant to the 2020 Resolution. Nothing in this Resolution shall be construed to impose an additional or different system development charge on any property for which a system development charge has been paid in full.
7. Charges Subject to Increase. The system development charges imposed herein are subject to increase by action of the Boards.
8. Perpetual Lien. Pursuant to Section 32-1-1001(1)(j)(I), C.R.S., until paid, the charges set forth herein shall constitute a perpetual lien on and against the property served, and any such lien may be foreclosed in the same manner as provided by the laws of the State of Colorado for the foreclosure of mechanics' liens.
9. Delinquencies. Pursuant to Section 32-1-1101(1)(e), C.R.S., the District Board and/or the Subdistrict Board may elect by resolution to certify any delinquent charges imposed herein to the Douglas County Treasurer to be collected and paid over by the County Treasurer in the same manner as taxes.
10. Other Fees, Rates, Tolls, and Charges. The properties now within and included in the future within the Subdistrict are subject to all other fees, rates, tolls, and charges imposed by the District and the Subdistrict from time to time.
11. Recording. This Resolution shall be recorded in the Office of the Douglas County Clerk and Recorder against the property included in the boundaries of the Subdistrict as of the date of this Resolution, as depicted in Exhibit A, attached hereto, and against any property included in the boundaries of the Subdistrict in the future.

---

<sup>1</sup> The system development charges imposed on any real property included in the boundaries of the Subdistrict on and after October 18, 2017, do not include a Douglas County Tap Fee. Douglas County did not advance funds to acquire raw water to supply this property.

12. Actions to Effectuate Resolution. The District's General Manager and legal counsel are authorized and directed to take all actions necessary and appropriate to effectuate this Resolution and the imposition of all fees, rates, tolls, penalties, and charges contemplated hereunder. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the District Board, the Subdistrict Board, the District's General Manager, legal counsel, and the officers, agents, and employees of the District and directed toward effectuating the purposes stated herein are hereby ratified, approved, and confirmed.
13. Repealer. All prior acts, orders, or resolutions, or parts thereof, by the District and/or Subdistrict in conflict with this Resolution are hereby repealed, except that this repealer shall not be construed to revive any act, order, or resolution or part thereof, heretofore repealed.
14. Effective Date. This Resolution shall be effective upon its adoption and shall remain effective until rescinded, repealed, or otherwise modified by the Boards.

(Signature Page Follows.)

APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER, 2022.

**ROXBOROUGH WATER & SANITATION  
DISTRICT**

---

By: Dave Bane, President

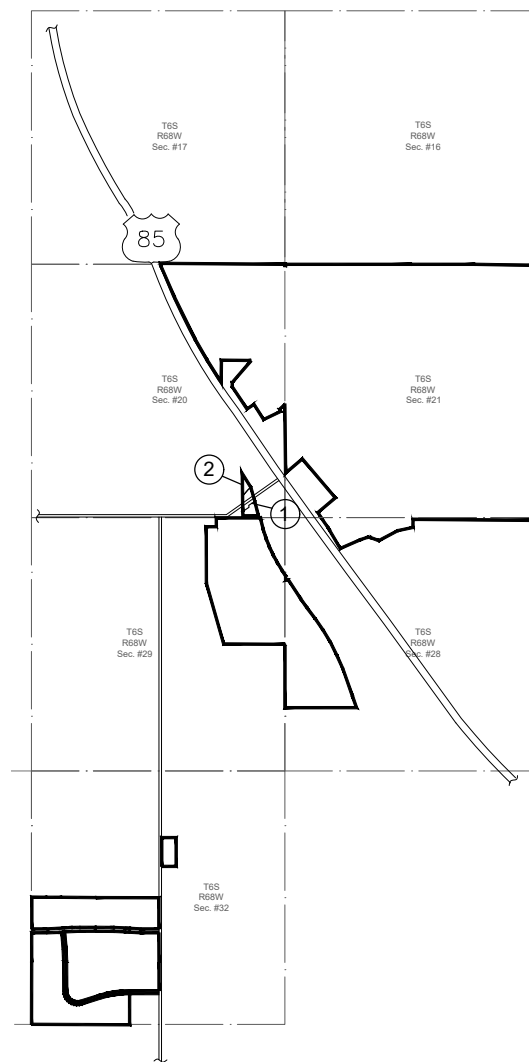
**PLUM VALLEY HEIGHTS  
SUBDISTRICT OF THE ROXBOROUGH  
WATER AND SANITATION DISTRICT**

---

By: Dave Bane, President

Exhibit A

Boundaries of the Plum Valley Heights Subdistrict  
of the Roxborough Water and Sanitation District



**EXCLUSION SUMMARY**

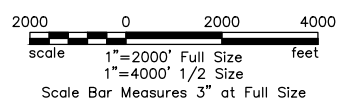
① TRACT 5  
RECORDED IN SOUTHEAST 1/4 OF THE  
SOUTHEAST 1/4 20-6-668, RECEPTION  
#0000051, DOUGLAS COUNTY CLERK AND  
RECORDER

② TRACT 5R  
RECORDED IN SOUTHEAST 1/4 OF THE  
SOUTHEAST 1/4 20-6-668, RECEPTION  
#0000051, DOUGLAS COUNTY CLERK AND  
RECORDER

**LEGEND**

———— DISTRICT BOUNDARY LINE

----- SECTION LINE



NOTE: THIS MAP SHOWS DISTRICT BOUNDARIES, CURRENT AS OF JANUARY 31, 2022.  
FOR ANY QUESTIONS, PLEASE CONTACT BARBARA J. BIGGS, GENERAL MANAGER AT  
(303)979-7286 OR BY MAIL AT 6222 N. ROXBOROUGH PARK ROAD, LITTLETON, CO 80125.

<b>PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT</b>	
<b>TST</b>	
TST INFRASTRUCTURE, LLC Consulting Engineers	
<b>LGID #66528</b>	
<b>SUBDISTRICT BOUNDARY MAP</b>	
JOB NO. 001.385.00	DATE JANUARY 31, 2022

The Roxborough Water & Sanitation District and Plum Valley Heights Subdistrict of the Roxborough Water & Sanitation District Regular Board meeting will be held in the Community Room at the West Metro Fire Station #15 located at 6222 N Roxborough Park Rd, Littleton, CO 80125

This meeting can also be accessed via video conference at **ZOOM Meeting ID 874 5981 8759**  
**Password: 694389**

Date: Wednesday, November 16, 2022  
 Time 8:00 am

Board of Directors	Term Expiration
Dave Bane, President	5/2023
Ken Maas, Vice President	5/2023
Keith Lehman, Secretary	5/2025
Christine Thomas, Treasurer	5/2025
John Kim, Assistant Secretary	5/2025

- I. Call to Order as the Roxborough Water And Sanitation District (RWSD) Board of Directors regular meeting
- II. Declaration of Quorum/Disclosure of Conflicts of Interest
- III. Public Comment on items not on Agenda

**CONVENE AS THE BOARD OF THE PLUM VALLEY HEIGHTS (PVH) SUBDISTRICT OF THE RWSD**

- IV. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the PVH Subdistrict which is contained in and is part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on October 19, 2022.
  - b. Consideration and Approval of the PVH Subdistrict 2023 Annual Administrative Matters Resolution (2022-11-02)
  - c. Consideration and Approval of 2023 Meeting Resolution (2022-11-03)
- V. Staff Reports
  - a. General Manager’s Report
  - b. Financial Reports
- VI. **Board Action Items**
  - a. **Public Hearing on the 2023 PVH Subdistrict Budget**
  - b. **Resolution 2022-11-01 to Adopt 2023 PVH Subdistrict Budget, appropriate sums of money, and certify mill levies**
  - c. **Public Hearing on Fees, Rates and Charges for System Development Charges effective January 1, 2023**
  - d. **Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08)**

**ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND CONVENE AS THE RWSD BOARD**

- VII. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the RWSD on October 19, 2022.
  - b. Ratify Payrolls for October 31, 2022, and November 15, 2022
  - c. Ratify Payments since October 19, 2022: Checks
  - d. Approve Payments of Claims: Checks
  - e. Approve Pay App #9 for the WTP HSP Serving DWSD in the amount of \$116,842.50
  - f. Approve Pay App #7 for the Rampart Range Road Transmission Main Replacement in the amount of \$343,447.57
  - g. Approve Pay App #3 for the Pump 201 Addition to Roxborough Lift Station in the amount of \$8,265.00
  - h. Consideration and Approval of the 2023 Annual Administrative Matters Resolution (2022-11-05)
  - i. Consideration and Approval of the 2023 Meeting Resolution (2022-11-06)
  - j. Consideration and Approval of the 2023 Regular Special District Election Resolution (2022-11-07)
- VIII. Staff Reports
  - a. General Manager’s Report
  - b. Legal Counsel Report
  - c. Operation Director’s Report
  - d. Engineering Report/Water Use Graphs
  - e. Financial Report





- IX. Board Action Items:**
  - a. Public Hearing on the 2023 RWSD Budget**
  - b. Resolution 2022-11-04 to Adopt 2023 RWSD Budget, appropriate sums of money, and certify mill levies**
  - c. Public Hearing on Fees, Rates and Charges for PVH Subdistrict System Development Charges for 2023**
  - d. Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08)**
  - e. Public Hearing on Fees, Rates and Charges for Aurora Water Availability/Drought Surcharges for 2023**
  - f. Consideration and Approval of Fees, Rates and Charges Resolutions (2022-11-09)**
  - g. Consideration and Approval of the First Amendment to Inclusion Agreement (Ravenna)**
  - h. Consideration and Approval of the First Amendment to the Ravenna Golf Course Water Service Agreement (RCREI)**
  - i. Consideration and Approval of the agreement for 2022 audit service with The Adams Group**
  
- X. Adjourn**

## Contractor's Application for Payment No. 9

	Application Period: 9-28-2022 to 10-31-2022	Application Date: 10/27/2022
To (Owner): Roxborough Water and Sanitation District	From (Contractor): Moltz Construction Inc.	Via (Engineer): TST Infrastructure, LLC
Project: WTP High Service Pump Addition Serving DWSD	Contract: WTP High Service Pump Addition Serving DWSD	
Owner's Contract No.: n/a	Contractor's Project No.: 21-70	Engineer's Project No.: 001.383.02

### Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
No. 1-2	\$49,163.22	
No. 3	\$17,580.00	
No. A.1-A.2	\$339,338.07	
No. B.1	\$49,735.00	
No. A.3	\$1,171,676.00	
TOTALS		
	\$1,627,492.29	
NET CHANGE BY CHANGE ORDERS		\$1,627,492.29

1. ORIGINAL CONTRACT PRICE.....	\$ 474,145.00
2. Net change by Change Orders.....	\$ 1,627,492.29
3. Current Contract Price (Line 1 ± 2).....	\$ 2,101,637.29
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 1,052,413.18
5. RETAINAGE:	
a. 5% X \$1,052,413.18 Work Completed.....	\$ 52,620.66
b. 5% X _____ Stored Material.....	\$ _____
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 52,620.66
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 999,792.52
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 882,950.02
8. AMOUNT DUE THIS APPLICATION.....	\$ 116,842.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 1,101,844.77

#### Contractor's Certification

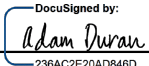
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

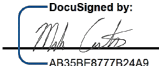
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

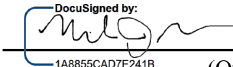
#### Contractor Signature

By: 	Date: November 9, 2022   7:12:56
--	----------------------------------

Payment of: \$ 116,842.50  
 (Line 8 or other - attach explanation of the other amount)

is recommended by:  November 9, 2022 |  
 (Date)

Payment of: \$ 116,842.50  
 (Line 8 or other - attach explanation of the other amount)

is approved by:  November 9, 2022 |  
 (Date) (Owner)

Approved by: \_\_\_\_\_  
 AM MST Funding or Financing Entity (if applicable) (Date)



Progress Estimate

Contractor's Application

For (Contract):				Application Number:				9				9						
Application Period:				Application Date:				10/27/2022										
A				B		C		D		(C + D)		E		F		G		
Item				Contract Information				Work Completed				Stored Materials (Not in C or D)		Total Completed and Stored This Period (D + E)		Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Item No.	Description	Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date	From Prev Period	This Period	Total Stored Materials				
	CO A.3 Project Management/ Engineering/ Potholing/ GCs				\$129,520.09	0.38	\$49,217.63	0.13	\$16,837.61	0.51	\$66,055.25				\$16,837.61	\$66,055.25	51.0%	\$63,464.84
	CO A.3 GE/SC / Grading				\$71,502.36	0.05	\$3,575.12			0.05	\$3,575.12					\$3,575.12	5.0%	\$67,927.24
	CO A.3 Potable Water Yard				\$88,813.32	0.75	\$66,609.99			0.75	\$66,609.99					\$66,609.99	75.0%	\$22,203.33
	CO A.3 Overflow and Manholes				\$143,272.53	0.2	\$28,654.51	0.2	\$28,654.51	0.4	\$57,309.01				\$28,654.51	\$57,309.01	40.0%	\$85,963.52
	CO A.3 Backwash Return Yard				\$26,929.04	0.1	\$2,692.90	0.3	\$8,078.71	0.4	\$10,771.61				\$8,078.71	\$10,771.61	40.0%	\$16,157.43
	CO A.3 Remove / Replace Fence				\$9,710.04													\$9,710.04
	CO A.3 Landscape and Irrigation				\$36,420.70													\$36,420.70
	CO A.3 Electrical Pad				\$5,128.58													\$5,128.58
	CO A.3 Pipe Bollards				\$10,035.32													\$10,035.32
	CO A.3 Submersible Pump and Acc				\$41,211.36			0.68	\$27,977.00	0.678866216	\$27,977.00				\$27,977.00	\$27,977.00	67.9%	\$13,234.36
	CO A.3 MCI Site Electrical				\$36,917.24	0.12	\$4,430.07			0.12	\$4,430.07					\$4,430.07	12.0%	\$32,487.17
	CO A.3 SVE Electrical Sub				\$337,395.20													\$337,395.20
	CO A.3 Paint				\$17,559.22													\$17,559.22
	CO A.3 Interior Overflow Piping and Supports				\$109,069.00													\$109,069.00
	CO A.3 Interior Backwash Piping and Supports				\$51,399.54	0.4	\$20,559.82			0.4	\$20,559.82					\$20,559.82	40.0%	\$30,839.72
	CO A.3 Valves				\$30,857.66			0.68	\$21,030.00	0.681516356	\$21,030.00				\$21,030.00	\$21,030.00	68.2%	\$9,827.66
	CO A.3 Sludge Mixing Pipe				\$2,899.90													\$2,899.90
	CO A.3 6" Pond Drain				\$16,094.90													\$16,094.90
	<b>Totals A.3 Backwash Pond Phase 2</b>				<b>\$1,164,736.00</b>		<b>\$175,740.04</b>		<b>\$102,577.83</b>		<b>\$278,317.86</b>				<b>\$102,577.83</b>	<b>\$278,317.86</b>	<b>23.9%</b>	<b>\$886,418.14</b>
	<b>Change Order A.3 WCD #10 Bathroom Fire Alarm</b>	1	LS		\$6,940.00													
	Change Order A.3 WCD #10 Fire Alarm Electrical				\$3,469.00	1	\$3,469.00			1	\$3,469.00					\$3,469.00	100.0%	
	Change Order A.3 WCD #10 Fire Alarm Strobe and Permit				\$3,471.00													\$3,471.00
	<b>Totals WCD #10 Bathroom Fire Alarm</b>				<b>\$6,940.00</b>		<b>\$3,469.00</b>				<b>\$3,469.00</b>					<b>\$3,469.00</b>	<b>50.0%</b>	<b>\$3,471.00</b>
	<b>Totals Change Orders A.3</b>				<b>\$1,171,676.00</b>		<b>\$179,209.04</b>		<b>\$102,577.83</b>		<b>\$281,786.86</b>				<b>\$102,577.83</b>	<b>\$281,786.86</b>		<b>\$889,889.14</b>
	<b>Totals Change Orders A</b>				<b>\$1,511,014.07</b>		<b>\$374,273.45</b>		<b>\$122,992.12</b>		<b>\$497,265.56</b>				<b>\$116,056.92</b>	<b>\$497,265.55</b>	<b>32.9%</b>	<b>\$1,013,748.52</b>
	<b>Change Orders B</b>																	
	<b>Change Order No. B.1 Office Addition</b>	1	LS	49,735.00	\$49,735.00													
	CO B.1 General Conditions				\$20,636.00	0.9	\$18,572.40			0.9	\$18,572.40					\$18,572.40	90.0%	\$2,063.60
	CO B.1 Demolition/ Remove/ Replace Ceiling Grid				\$2,112.00	1	\$2,112.00			1	\$2,112.00					\$2,112.00	100.0%	
	CO B.1 Storefront				\$11,854.00	1	\$11,854.00			1	\$11,854.00					\$11,854.00	100.0%	
	CO B.1 Framing Drywall Materials and Labor				\$5,261.00	1	\$5,261.00			1	\$5,261.00					\$5,261.00	100.0%	
	CO B.1 Base and Carpet Tile				\$2,878.00	1	\$2,878.00			1	\$2,878.00					\$2,878.00	100.0%	
	CO B.1 Paint				\$420.00	1	\$420.00			1	\$420.00					\$420.00	100.0%	
	CO B.1 Signage				\$200.00	1	\$200.00			1	\$200.00					\$200.00	100.0%	
	CO B.1 HVAC				\$2,195.00	1	\$2,195.00			1	\$2,195.00					\$2,195.00	100.0%	
	CO B.1 Electrical				\$4,179.00	1	\$4,179.00			1	\$4,179.00					\$4,179.00	100.0%	
	<b>Totals Change Orders B</b>				<b>\$49,735.00</b>		<b>\$47,671.40</b>				<b>\$47,671.40</b>					<b>\$47,671.40</b>	<b>95.9%</b>	<b>\$2,063.60</b>
	<b>Totals with Change Orders</b>				<b>\$2,101,637.29</b>		<b>\$929,421.07</b>		<b>\$122,992.12</b>		<b>\$1,052,413.19</b>				<b>\$116,056.92</b>	<b>\$1,052,413.18</b>	<b>50.1%</b>	<b>\$1,049,224.11</b>

**Contractor's Application for Payment No. 7**

	Application Period: October 2022	Application Date: 10/31/2022
To (Owner): Roxborough Water and Sanitation District	From (Contractor): American West Construction, LLC.	Via (Engineer): TST Infrastructure, LLC.
Project: Rampart Range Road Transmission Main Replacement	Contract: Rampart Range Road Transmission Main Replacement	
Owner's Project No.:	Contractor's Project No.: 2205	Engineer's Project No.: 001.379.02

**Application For Payment  
Change Order Summary**

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 2,856,515.50
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ 115,636.00
CO #1	\$44,760.00		3. Current Contract Price (Line 1 ± 2).....	\$ 2,972,151.50
CO #2	\$22,728.00		<b>4. TOTAL COMPLETED AND STORED TO DATE</b>	
CO #3	\$24,171.00		(Column F total on Progress Estimates).....	\$ 2,495,708.28
CO #4	\$23,977.00		<b>5. RETAINAGE:</b>	
			a. 5% X \$2,488,060.28 Work Completed.....	\$ 124,403.01
			b. 5% X \$7,648.00 Stored Material.....	\$ 382.40
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 124,785.41
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 2,370,922.87
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 2,027,475.30
			8. AMOUNT DUE THIS APPLICATION.....	\$ 343,447.57
			<b>9. BALANCE TO FINISH, PLUS RETAINAGE</b>	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ 601,228.63
TOTALS				
NET CHANGE BY CHANGE ORDERS			<b>\$115,636.00</b>	

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor Signature** DocuSigned by:  
*J. Mikhlya*  
9633045C3B854C3

By: J. Mikhlya (AWC LLC.) Date: 10/31/2022

Payment of: \$ 343,447.57  
(Line 8 or other - attach explanation of the other amount)

is recommended by: DocuSigned by:  
*M. G. [Signature]*  
AB358E9777B24A9... November 9, 2022 | 3:36:43 PM MST  
(Engineer) (Date)

Payment of: \$ 343,447.57  
(Line 8 or other - attach explanation of the other amount)

is approved by: DocuSigned by:  
*[Signature]*  
1A8865CAD7C241B... November 9, 2022 | 3:43:16 PM MST  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)



**Progress Estimate**

**Contractor's Application**

For (Contract):		Rampart Range Road Transmission Main Replacement										Application Number:		7				
Application Period:		October 2022										Application Date:		10/31/2022				
A		B			C		D		(C + D)		E			F		G		
Item		Contract Information			Work Completed				Stored Materials (Not in C or D)			Total Completed and Stored This Period (D + E)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)			
Bid Item No.	Description	Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date	From Prev Period	This Period	Total Stored Materials				
<b>GRADING, EROSION, AND SEDIMENT CONTROL (\$62,150)</b>																		
54	Vehicle Tracking Pad	2	EA	\$2,900.00	\$5,800.00	2.00	\$5,800.00			2.00	\$5,800.00					\$5,800.00	100.00%	
55	Construction Fence	2,025	LF	\$2.00	\$4,050.00	2935.00	\$5,870.00			2935.00	\$5,870.00					\$5,870.00	144.94%	
56	Curb Sock	21	EA	\$150.00	\$3,150.00	4.00	\$600.00			4.00	\$600.00					\$600.00	19.05%	
57	Concrete Washout Area	1	EA	\$3,200.00	\$3,200.00			1.00	\$3,200.00	1.00	\$3,200.00					\$3,200.00	100.00%	
58	Sediment Control Loop	1,260	LF	\$2.50	\$3,150.00	799.00	\$1,997.50			799.00	\$1,997.50					\$1,997.50	63.41%	
59	Erosion Control Blanket	1,4	AC	\$12,000.00	\$16,800.00													
60	Additional GESC BMP's	1	LS	\$26,000.00	\$26,000.00	0.18000	\$4,700.00	0.09000	\$2,340.00	0.27	\$7,040.00					\$2,340.00	27.08%	
<b>PROVISIONAL ITEMS (\$21,975)</b>																		
61	Trench Stabilization Rock [Provisional Item]	100	CY	\$80.00	\$8,000.00	40.00	\$3,200.00			40.00	\$3,200.00					\$3,200.00		
62	Rock Excavation - Rock Teeth/Ripper [Provisional Item]	300	CY	\$42.00	\$12,600.00	10.00	\$420.00			10.00	\$420.00					\$420.00	3.33%	
63	Rock Excavation - Pneumatic Chiseling [Provisional Item]	25	CY	\$55.00	\$1,375.00													
<b>BASE BID SUBTOTAL:</b>					<b>\$1,824,675.50</b>				<b>\$1,003,944.50</b>								<b>\$18,355.00</b>	<b>\$446,654.25</b>
<b>BID ALTERNATE A:</b>																		
<b>WATERLINE REPLACEMENT (\$985,650)</b>																		
1	24" DIP Waterline (0'-8" Deep)	3,350	LF	\$285.00	\$954,750.00	3345.00	\$953,325.00	5.00	\$1,425.00	3350.00	\$954,750.00					\$1,425.00	\$954,750.00	100.00%
2	24" DIP Waterline (Additional 0'-8" Feet Depth)	240	LF	\$35.00	\$8,400.00	240.00	\$8,400.00			240.00	\$8,400.00					\$8,400.00	100.00%	
3	18" DIP Waterline (0'-8" Deep)	90	LF	\$250.00	\$22,500.00	25.00	\$6,250.00			25.00	\$6,250.00					\$6,250.00	27.78%	
<b>CATHODIC PROTECTION (\$46,190)</b>																		
4	32 lb. Anodes for Bonded DIP	32	EA	\$830.00	\$26,560.00	28.00	\$23,240.00			28.00	\$23,240.00					\$23,240.00	87.50%	
5	9 lb. Anodes for DIP Fittings on PVC Pipe	7	EA	\$510.00	\$3,570.00	4.00	\$2,040.00	4.00	\$2,040.00	8.00	\$4,080.00				\$2,040.00	\$4,080.00	114.29%	
6	Reference Electrode/Coupon	2	EA	\$430.00	\$860.00	2.00	\$860.00			2.00	\$860.00					\$860.00	100.00%	
7	Cathodic Protection (Pipe Joint Bonding)	3,440	LF	\$2.50	\$8,600.00	3,375.00	\$8,437.50			3,375.00	\$8,437.50					\$8,437.50	98.11%	
8	Cathodic Protection (Test/Monitoring Stations)	8	EA	\$825.00	\$6,600.00	7.00	\$5,775.00			7.00	\$5,775.00					\$5,775.00	87.50%	
<b>BID ALTERNATE "A" SUBTOTAL:</b>					<b>\$1,031,840.00</b>			<b>\$2,012,272.00</b>									<b>\$20,047.50</b>	
<b>RAMPART RANGE ORIGINAL CONTRACT TOTALS:</b>					<b>\$2,856,515.50</b>				<b>\$369,893.75</b>	<b>83.66%</b>	<b>\$2,382,165.75</b>	<b>\$16,018.00</b>	<b>(\$8,370.00)</b>	<b>\$7,648.00</b>	<b>\$361,523.75</b>	<b>\$2,389,813.75</b>	<b>83.66%</b>	<b>\$466,701.75</b>
<b>CHANGE ORDERS/WORK CHANGE DIRECTIVES:</b>																		
CO1: Item 1	Change Order #01A/WCD #01: Butterfly Valves	13	EA	\$2,779.23	\$36,130.00	11.00	\$30,571.54			11.00	\$30,571.54					\$30,571.54	84.62%	
CO1: Item 2.1	Change Order #01B/WCD #02A: Pavement Marking Mobilization	1	EA	\$3,080.00	\$3,080.00	0.50	\$1,540.00			0.50	\$1,540.00					\$1,540.00	50.00%	
CO1: Item 2.2	Change Order #01B/WCD #02B: Paint Temp. Crosswalk	260	SF	\$8.00	\$2,080.00	180.00	\$1,440.00			180.00	\$1,440.00					\$1,440.00	69.23%	
CO1: Item 2.3	Change Order #01B/WCD #02C: Paint Turn Arrows	36	SF	\$17.50	\$630.00													
CO1: Item 2.4	Change Order #01B/WCD #02D: Remove Pavement Markings	296	SF	\$3.50	\$1,036.00	32.00	\$112.00			32.00	\$112.00					\$112.00	10.81%	
CO1: Item 3	Change Order #01C/WCD #03: Seed Mix Change (RTMD Mix)	1,32	AC	\$340.15	\$449.00												\$449.00	
CO1: Item 4	Change Order #01D/WCD #04: Air Vac Opening Size Change	1	EA	\$1,355.00	\$1,355.00	1.00	\$1,355.00			1.00	\$1,355.00					\$1,355.00	100.00%	
CO2: Item 1	Change Order #02: Unknown Utilities/Field Conditions	1	LS	\$22,728.00	\$22,728.00	1.00	\$22,728.00			1.00	\$22,728.00					\$22,728.00	100.00%	
CO3: Item 1	Change Order #03: Unknown Utilities/Field Conditions Pt. 2	1	LS	\$24,171.00	\$24,171.00	1.00	\$24,171.00			1.00	\$24,171.00					\$24,171.00	100.00%	
CO4: Item 1	Change Order #04: Night Work & Flushill Extras	1	LS	\$23,977.00	\$23,977.00	1.00	\$23,977.00			1.00	\$23,977.00					\$23,977.00	100.00%	
<b>CHANGE ORDERS/WCD's SUBTOTAL:</b>					<b>\$115,636.00</b>												<b>\$9,741.46</b>	
<b>RAMPART RANGE CONTRACT TOTALS:</b>					<b>\$2,972,151.50</b>		<b>\$2,118,166.54</b>		<b>\$369,893.75</b>	<b>83.97%</b>	<b>\$2,488,060.29</b>	<b>\$16,018.00</b>	<b>(\$8,370.00)</b>	<b>\$7,648.00</b>	<b>\$361,523.75</b>	<b>\$2,495,708.29</b>	<b>83.97%</b>	<b>\$476,443.22</b>
																<b>Retention (To Date):</b>	<b>\$124,785.41</b>	
																<b>Balance to Finish + Retention (To Date):</b>	<b>\$601,228.63</b>	

<b>Permit/Material Receipts:</b>	<b>Cost</b>	<b>Quantity</b>			
GESC Permit	\$356.39	1 EA	June PE		
Temp Access Permit	\$2,554.75	1 EA	June PE		
ROW Permit (Phase 1-3) Pt. 2	\$3,964.74	1 EA	June PE		
Remaining Balance ROW Pt. 1	\$4.38	1 EA	June PE	Other Permits = 2554.75	
<i>Permit Subtotal:</i>	<b>\$6,880.26</b>			GESC Permits = \$356.39	*rounded up to nearest dollar
				ROW Permits = \$3,969.12	*rounded down to nearest dollar

Core & Main (18" PVC)	\$2,151.80	20' LF	June PE	
Core & Main (24" DIP)	\$70,232.64	596' LF	June PE	
Core & Main (24" DIP)	\$61,512.48	522' LF	June PE	
Bowman (Mirafi RS580i)	\$13,841.75	2500 SY	June PE	
Bowman (Mirafi RS580i)	\$5,558.70	1000 SY	July PE	
Core & Main (12" PVC)	\$5,710.40	80' LF	June PE	
Core & Main (10" PVC)	\$6,547.80	140' LF	June PE	
Core & Main (8" PVC)	\$3,974.40	120' LF	June PE	
Core & Main (24" DIP)	\$38,180.16	324' LF	July PE	
Core & Main (24" DIP)	\$38,298.00	325' LF	July PE	
Core & Main (24" DIP)	\$114,658.32	973' LF	July PE	
Core & Main (24" DIP)	\$70,856.16	599' LF	Aug PE	
Core & Main (24" DIP)	\$2,121.12	18' LF	Aug PE	

Stored Materials Credit (-1,400' LF)	-\$164,976.00	1400' LF	July PE	117.84 * 1400 = \$164,976.
Stored Materials Credit (-1,800' LF)	-\$212,112.00	1800' LF	Aug PE	117.84 * 1800 = \$212,112
Stored Materials Credit	-\$38,171.00		Sept PE	LS deduct
Stored Materials Credit (-3' LF of 12")	-\$214.14		Sept PE	71.38 * 3 = \$214.14
Stored Materials Credit (-65' LF of 8")	-\$2,152.80		Sept PE	33.12 * 65 = \$2,152.80
Stored Materials Credit (8", 10" & 12" )	-\$8,370.00		Oct PE	LS deduct
<i>Stored Materials Subtotal:</i>	<b>\$7,648.00</b>			

Zenith Survey Pt. 1	\$550.00		June PE	
Zenith Survey Pt. 2	\$3,500.00		June PE	
Zenith Survey Pt. 3	\$2,800.00		July PE	
Zenith Survey Pt. 4	\$350.00		Aug PE	
Zenith Survey Pt. 5	\$1,375.00		Sept PE	
<i>Surveying Subtotal:</i>	<b>\$8,575.00</b>			

**PENDINGSTORED MATERIALS:** *Not charged this month*

Core & Main (24" PVC)	\$3,776.00	20' LF		
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## Contractor's Application for Payment No. 3

	Application Period: 10/1/22 - 10/31/2022	Application Date: 10/31/2022
To (Owner): Roxborough Water and Sanitation District	From (Contractor): Velocity Construcors, Inc.	Via (Engineer): TST Infrastructure, LLC
Project: Roxborough Lift Station Pump P-201 Replacement	Contract: Roxborough Lift Station Pump P-201 Replacement	
Owner's Contract No.:	Contractor's Project No.: 2205	Engineer's Project No.: 001.406.02

### Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO 1	\$0.00	
<b>TOTALS</b>	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	<b>\$0.00</b>	

1. ORIGINAL CONTRACT PRICE.....	\$ 120,613.00
2. Net change by Change Orders.....	\$ 0.00
3. Current Contract Price (Line 1 ± 2).....	\$ 120,613.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 120,313.00
5. RETAINAGE:	
a. 5% X \$120,313.00 Work Completed.....	\$ 6,015.65
b. 5% X \$0.00 Stored Material.....	\$ 0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 6,015.65
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 114,297.35
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 106,032.35
8. AMOUNT DUE THIS APPLICATION.....	\$ 8,265.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 6,315.65

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature DocuSigned by:  
*David Weaver*

By: **David Weaver** Digitally signed by David Weaver  
DN: c=US, e=dweaver@velocitycl.com,  
o=Velocity Constructors Inc., cn=David Weaver  
Date: 2022.11.04 16:04:47-06'00'

Date: 10/31/2022

Payment of: \$ 8,265.00  
(Line 8 or other - attach explanation of the other amount)

is recommended by: DocuSigned by:  
*Moh Cotto*  
AB35BE8777B24A9... (Engineer) November 8, 2022 | 4:21:07  
(Date)

Payment of: \$ 8,265.00  
(Line 8 or other - attach explanation of the other amount)

is approved by: DocuSigned by:  
*David Weaver*  
1A8855CAD7E241B... (Owner) November 8, 2022 | 5:50:48  
(Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

**Progress Estimate**

**Contractor's Application**

For (Contract): Roxborough Lift Station Pump P-201 Replacement										Application Number: 3								
Application Period: 10/1/22 - 10/31/2022										Application Date: 10/31/2022								
A				B		C		D		(C + D)		E			F		G	
Item				Contract Information				Work Completed				Stored Materials (Not in C or D)			Total Completed and Stored This Period (D + E)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date	From Prev Period	This Period	Total Stored Materials				
<b>BASE BID -</b>																		
<b>Mobilization/Demobilization</b>																		
	Bonds & Insurance	1	LS	\$4,250.00	\$4,250.00	100%	\$4,250.00			100%	\$4,250.00					\$4,250.00	100.0%	
	Submittals	1	LS	\$4,000.00	\$4,000.00	95%	\$3,800.00	5%	\$200.00	100%	\$4,000.00				\$200.00	\$4,000.00	100.0%	
	Mobilization	1	LS	\$9,000.00	\$9,000.00	100%	\$9,000.00			100%	\$9,000.00					\$9,000.00	100.0%	
<b>Relocate Pump P-201 to P-203 location</b>																		
	Relocate Pump P-201 to P-203 location	1	LS	\$7,600.00	\$7,600.00	100%	\$7,600.00			100%	\$7,600.00					\$7,600.00	100.0%	
	Reconnect Electrical to Pump P-203	1	LS	\$3,700.00	\$3,700.00	100%	\$3,700.00			100%	\$3,700.00					\$3,700.00	100.0%	
<b>Install Pump P-201</b>																		
	Demo Pump Pad and Piping	1	LS	\$3,300.00	\$3,300.00	100%	\$3,300.00			100%	\$3,300.00					\$3,300.00	100.0%	
	Form new Pump Pad	1	LS	\$4,995.00	\$4,995.00	100%	\$4,995.00			100%	\$4,995.00					\$4,995.00	100.0%	
	Install Anchor Bolts and Pump Base Plate	1	LS	\$2,200.00	\$2,200.00	100%	\$2,200.00			100%	\$2,200.00					\$2,200.00	100.0%	
	Procure Epoxy Grout for new Pad	1	LS	\$19,413.00	\$19,413.00	100%	\$19,413.00			100%	\$19,413.00					\$19,413.00	100.0%	
	Pour New Pump Pad	1	LS	\$3,990.00	\$3,990.00	100%	\$3,990.00			100%	\$3,990.00					\$3,990.00	100.0%	
	Strip New Pump Pad	1	LS	\$800.00	\$800.00	100%	\$800.00			100%	\$800.00					\$800.00	100.0%	
	Pour Concrete Pipe Supports	1	LS	\$1,890.00	\$1,890.00	100%	\$1,890.00			100%	\$1,890.00					\$1,890.00	100.0%	
	Install Owner Furnished Piping and Valves	1	LS	\$1,600.00	\$1,600.00	100%	\$1,600.00			100%	\$1,600.00					\$1,600.00	100.0%	
	Assist in Start-Up of Pump P-201	1	LS	\$900.00	\$900.00			90%	\$810.00	90%	\$810.00				\$810.00	\$810.00	90.0%	
<b>Electrical</b>																		
	Install Conduit	1	LS	\$14,500.00	\$14,500.00	100%	\$14,500.00			100%	\$14,500.00					\$14,500.00	100.0%	
	Install MCC	1	LS	\$7,200.00	\$7,200.00	100%	\$7,200.00			100%	\$7,200.00					\$7,200.00	100.0%	
	Install AHU and various I&C	1	LS	\$8,800.00	\$8,800.00	95%	\$8,360.00	5%	\$440.00	100%	\$8,800.00				\$440.00	\$8,800.00	100.0%	
	Pull Wire	1	LS	\$8,400.00	\$8,400.00	100%	\$8,400.00			100%	\$8,400.00					\$8,400.00	100.0%	
	Terminate	1	LS	\$6,300.00	\$6,300.00	90%	\$5,670.00	10%	\$630.00	100%	\$6,300.00				\$630.00	\$6,300.00	100.0%	
	SCADA and Programming	1	LS	\$2,100.00	\$2,100.00	45%	\$945.00	45%	\$945.00	90%	\$1,890.00				\$945.00	\$1,890.00	90.0%	
<b>Painting</b>																		
	Paint Piping and accessories	1	LS	\$5,675.00	\$5,675.00			100%	\$5,675.00	100%	\$5,675.00				\$5,675.00	\$5,675.00	100.0%	
<b>Totals</b>																		
					<b>\$111,613.00</b>		<b>\$111,613.00</b>		<b>\$8,700.00</b>		<b>\$120,313.00</b>				<b>\$8,700.00</b>	<b>\$120,313.00</b>	<b>\$300.00</b>	

**RESOLUTION NO. 2022-11-05**

**ROXBOROUGH WATER AND SANITATION DISTRICT  
2023 ANNUAL ADMINISTRATIVE MATTERS RESOLUTION**

WHEREAS, the Roxborough Water and Sanitation District's (the "District") Board of Directors (the "Board") is required to perform certain administrative obligations in each calendar year to comply with certain statutory requirements, as further described below, and to assure the efficient operations of the District; and

WHEREAS, the Board desires to set forth such obligations herein and to designate, where applicable, the appropriate person(s) to perform such obligations on behalf of the District; and

WHEREAS, the Board further desires to acknowledge and ratify herein certain actions and outstanding obligations of the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The Board directs the District's consultants to prepare and file either an accurate map, as specified by the Colorado Division of Local Government (the "Division"), or a notice that the District's boundaries have not changed since the filing of the last District map, with the Division, the Douglas and Jefferson County Clerk and Recorders, and the Douglas and Jefferson County Assessors, on or before January 1, 2023, as required by Section 32-1-306, C.R.S.

2. Pursuant to Section 24-32-116(3)(b), C.R.S, the Board directs legal counsel to update the Division with any of the following information previously provided to the Division, in the event such information changes: (i) the official name of the District; (ii) the principal address and mailing address of the District; (iii) the name of the District's agent; and (iv) the mailing address of the District's agent.

3. The Board directs legal counsel to prepare, no more than sixty (60) days prior to and not later than January 15, 2023, the District's annual transparency notice containing the information set forth in Section 32-1-809(1), C.R.S., and to provide such notice to the eligible electors of the District in one of the manners set forth in Section 32-1-809(2), C.R.S. In addition, legal counsel is directed to file a copy of the notice with the Douglas County and Jefferson County Boards of County Commissioners, the Douglas and Jefferson County Assessors, the Douglas and Jefferson County Treasurers, the Douglas and Jefferson County Clerk and Recorders, and the Division as set forth in Section 32-1-104(2), C.R.S. A copy of the notice shall be made available for public inspection at the principal business office of the District.

4. The Board directs the District's accountant to submit a proposed 2024 budget for the District to the Board by October 15, 2023; to schedule a public hearing on the proposed budget; to prepare a final budget and budget resolution, including certification of mill levies and amendments to the budget if necessary; to certify the mill levies to Douglas and Jefferson

Counties on or before December 15, 2023; and to file the approved budget and any amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S.

5. If additional real property is included into the boundaries of the District in the future, the District authorizes legal counsel to record the special district public disclosure document and a map of the new boundaries of the District concurrently with the recording of the order for inclusion in the office of the Douglas County or Jefferson County Clerk and Recorder in accordance with Section 32-1-104.8(2), C.R.S.

6. The Board directs legal counsel to notify the Douglas County Board of County Commissioners of any alteration or revision of the proposed schedule of debt issuance set forth in the financial plan attached to the District's Service Plan, as required by Section 32-1-202(2)(b), C.R.S.

7. For any nonrated public securities issued by the District, the Board directs the District accountant to prepare and file with the Division on or before March 1, 2023, an annual information report with respect to any of the District's nonrated public securities which are outstanding as of the end of the District's fiscal year in accordance with Section 11-58-105, C.R.S.

8. The Board hereby authorizes the District's accountant to prepare and file an Audit Exemption and Resolution for approval of Audit Exemption with the Colorado State Auditor by March 31, 2023, as required by Section 29-1-604, C.R.S.; or, if required by Section 29-1-603, C.R.S., the Board authorizes that an audit of the financial statements be prepared and submitted to the Board before June 30, 2023 and filed with the State Auditor by July 31, 2023.

9. The Board directs its staff to prepare the Unclaimed Property Act report and forward the report to the Colorado State Treasurer by November 1, 2023, if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with Section 38-13-110, C.R.S.

10. The Board directs legal counsel to oversee the preparation of any continuing annual disclosure report required to be filed pursuant to a continuing disclosure agreement, in accordance with the Securities Exchange Commission Rule 15c2-12.

11. The Board designates the Secretary of the District as the official custodian of "public records," as such term is used in Section 24-72-202(2), C.R.S. Public records may also be maintained at the office of Icenogle Seaver Pogue, P.C. and the District's office.

12. The Board directs legal counsel to advise it on the requirements of the Fair Campaign Practices Act Section 1-45-101 *et seq.*, C.R.S., when applicable.

13. The Board directs that all legal notices shall be published in accordance with Section 32-1-103(15), C.R.S., in a paper of general circulation within the boundaries of the

District, or in the vicinity of the District if none is circulated within the District including, but not limited to, *The Douglas County News-Press* and *The Canyon Courier*.

14. The Board determines that each director shall receive compensation for the director's service in the amount of \$100 per meeting in accordance with Section 32-1-902(3)(a), C.R.S.

15. The Board determines that each member of the Board shall execute an Affidavit of Qualification of Director at such time the member is either elected or appointed to the Board. Such forms shall be retained in the District's files. Section 32-1-103(5), C.R.S. sets forth the qualifications required. Pursuant to Sections 32-1-901 and 24-12-101, C.R.S., the Board directs legal counsel to prepare, administer and file an oath of office and a certificate of appointment, if applicable, and procure a surety bond for each Director, and to file copies of each with the Douglas and Jefferson County Clerk and Recorder, Clerk of the Court, and with the Division.

16. The Board extends the current indemnification resolution adopted by the Board on January 17, 2007, via Resolution No. 07-01-02, to allow the resolution to continue in effect as written.

17. Pursuant to Section 32-1-1101.5, C.R.S., the Board directs legal counsel to certify the results of special district ballot issue elections to incur general obligation indebtedness by certified mail to the Douglas County Board of County Commissioners and to file a copy of the certification with the Colorado Division of Securities within forty-five (45) days after the election. Furthermore, whenever the District authorizes or incurs a general obligation debt, the Board authorizes legal counsel to record notice of such action and a description of such debt, in a form prescribed by the Division, in the Douglas County Clerk and Recorder's office within thirty (30) days after authorizing or incurring the debt in accordance with Section 32-1-1604, C.R.S. Furthermore, whenever the District incurs general obligation debt, the Board directs legal counsel to submit a copy of the recorded notice to the Douglas County Board of County Commissioners within thirty (30) days after incurring the debt in accordance with Section 32-1-1101.5(1), C.R.S.

18. The Board directs legal counsel to prepare and file an application for a quinquennial finding of reasonable diligence with the Douglas County Board of County Commissioners, if requested, in accordance with Sections 32-1-1101.5(1.5) & (2), C.R.S.

19. If requested by the Douglas County or Jefferson County Board of County Commissioners, the Board directs legal counsel to prepare and file a special district annual report in accordance with Section 32-1-207(3)(c), C.R.S.

20. The Board has determined that, when applicable, legal counsel will file conflicts of interest disclosures provided by board members with the Colorado Secretary of State seventy-two (72) hours prior to each meeting of the Board, in accordance with Sections 32-1-902(3)(b) and 18-8-308, C.R.S. Annually, legal counsel shall request that each Board member submit updated information regarding actual or potential conflicts of interest. Additionally, at the

beginning of every term, legal counsel shall request that each Board member submit information regarding actual or potential conflicts of interest.

21. The District is currently a member of the Special District Association (“SDA”) and is insured through the Colorado Special Districts Property and Liability Pool. The Board directs the District Manager to pay the annual SDA membership dues and insurance premiums in a timely manner. The Board and District staff will biannually review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained.

22. Pursuant to Section 32-1-104.5(3)(a), C.R.S., the Board hereby designates <https://www.roxwater.org/> as the District’s official website. The Board directs Barbara Biggs, General Manager, to maintain and update the official website of the District in compliance with Section 32-1-104.5(3)(a), C.R.S.

23. The Board members have reviewed the minutes of meetings of the Board from November 17, 2021, through October 19, 2022, which minutes are attached hereto as Exhibit A. The Board, being fully advised of the premises, hereby ratifies and affirms each and every action of the Board taken at said meetings.

24. Pursuant to Section 24-6-402(2)(d.5)(II)(E), C.R.S., the Board hereby declares that all electronic recordings of executive sessions shall be retained for purposes of the Colorado Open Meetings Law for ninety (90) days after the date of the executive session. The Board further directs the custodian of the electronic recordings of the executive session to systematically delete all such recordings made for purposes of the Colorado Open Meetings Law at its earliest convenience after the ninetieth (90<sup>th</sup>) day after the date of the executive session.

25. The District hereby acknowledges, agrees and declares that the District’s policy for the deposit of public funds shall be made in accordance with the Public Deposit Protection Act (Section 11-10.5-101 *et seq.*, C.R.S.). As provided therein, the District’s official custodian may deposit public funds in any bank which has been designated by the Colorado Banking Board as an eligible public depository. For purposes of this paragraph, “official custodian” means a designee with plenary authority including control over public funds of a public unit which the official custodian is appointed to serve. The District hereby designates the District’s accountant as its official custodian over public deposits.

26. The Board hereby authorizes Barbara Biggs, General Manager of the District, to execute, on behalf of the District, any and all easement agreements accepting or acquiring easements in favor of the District; any and all agreements or other documents pursuant to which the District acquires any interest in real property, subject to the check signing authorization set forth herein; and any and all agreements for routine maintenance, emergency repairs, and other service-related agreements. The Board hereby designates Barbara Biggs as an authorized check signer on all checks issued for amounts equal to or less than \$5,000 from the District’s checking account. Checks in excess of \$5,000 shall require two signatures and may be signed by Barbara Biggs but must also include the signature of at least one Board member.

27. The Board further authorizes Barbara Biggs, General Manager, to negotiate, execute, and bind the District in contracts, agreements, and intergovernmental agreements of an operational nature.

28. The Board further authorizes Barbara Biggs, General Manager, to sell or dispose of old or surplus equipment valued at \$15,000.00 or less.

29. The Board may, in its sole discretion, certify to the Douglas and/or Jefferson County Treasurer for collection any delinquent water and sewer accounts that have been delinquent for at least six (6) months from their due date and are in excess of \$150.00 per account pursuant to Section 32-1-1101(1)(e), C.R.S. The Board hereby instructs District staff to take all necessary steps to prepare a list of delinquent water and sewer accounts that have been delinquent for at least six (6) months from their due date and are in excess of \$150.00 per account or such other amount in excess of \$150.00 and to provide such list to legal counsel no later than September 30, 2023. The Board directs legal counsel to send such notices to the affected parties indicating the District's intent to certify delinquent accounts at a public meeting held by the Board in October.

30. To the extent the District adopted a Declaration of Local Emergency Resolution, such resolution is hereby terminated.

(Signature appears on following page.)

ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

ROXBOROUGH WATER AND SANITATION  
DISTRICT

By: \_\_\_\_\_  
Dave Bane, President

*Signature Page to Roxborough Water and Sanitation District  
2023 Annual Administrative Matters Resolution*



**EXHIBIT A**

**Minutes from the  
November 17, 2021 through October 19, 2022  
Meetings of the Board**

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  
January 19, 2022**

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 January 19, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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: Keith Lehmann President  
Ken Maas Vice President  
Dave Bane Secretary  
Christine Thomas Treasurer  
Stephen Throneberry Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Alan Pogue, Icenogle Seaver Pogue, PC  
Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs Public: Dave Thomas  
Mike Marcum  
Lisa Hoover  
Lucie Taylor  
Dorice Vidger

**CALL TO ORDER:**

The meeting was called to order at 8:03 a.m. by Director Lehmann. It was also 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 Thomas, second by Director Bane and a 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 Thomas, second by Director Bane and a unanimous vote, the Board approve the Consent Agenda which consisted of:

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the November 17, 2021, Regular Meeting and December 15, 2021, Special Meeting.

**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 October 2021 and November 2021, Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Bane, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**BOARD ACTION ITEMS:**

No action items

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

Upon a motion by Director Bane, second by Director Thomas, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

**CONSENT AGENDA:**

Upon a motion from Director Thomas, second by Director Bane, 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 November 17, 2021, and Special Meeting on December 15, 2021.
- b. Ratified Payrolls for November 30, 2021, and December 15 and 31, 2021.
- c. Ratified Payments since November 17, 2021: 101079-101177, 101179-101180, 101183, 101187-101188, 101190-101192, 101195, 101197-101216, 101217, 101220, 101222, 101225, 101226, 101228, 101229, 101231-101235
- d. Approved Payments of Claims: 101178, 101181, 101182, 101184, 101185, 101189, 101193, 101194, 101196, 101218, 101219, 101221, 101223, 101224, 101227, 101230, 101236-101241
- e. Approved Change Order #2 Redline Pipeline, LLC WTP Backwash Pond-Phase 1 to add \$22,527.28, 30 days to Substantial Completion, and 75 Days to Final Completion
- f. Approved Pay App #5 Redline Construction (Emergency Containment Basin) in the amount of \$73,568.66
- g. Approved Pay App #6 Redline Construction (Emergency Containment Basin) in the amount of \$30,592.05

**GENERAL MANAGER'S REPORT:**

Ms. Biggs provided the General Manager's Report. Upon a motion from Director Maas, second by Director Lehmann, and a unanimous vote, the Board agreed to a 2-year waiver of the Connection Permit Fee of \$1,650.00 for the Roxborough residents whose home burned down in December. A copy of Ms. Biggs' report is attached to these minutes.

**LEGAL COUNSEL REPORT:**

Mr. Pogue provided an update on legislation proposed or in consideration by the General Assembly.

**OPERATIONS:**

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

**ENGINEERING:**

Mr. Goetz 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 October 2021 and November 2021 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- a. Consider award of the Rampart Transmission Main Replacement Project construction contract to American West. Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board awarded the Rampart Transmission Main Replacement Project to American West and authorized staff to sign the bid award, contract, and notice to proceed.

**ADJOURN:**

Upon a motion by Director Maas, second by Director Thomas and unanimous vote, the meeting was adjourned at 9:38 a.m.

Secretary of the meeting:

A handwritten signature in blue ink, appearing to be "D. B. B.", written over a horizontal line.

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  
February 16, 2022**

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 February 16, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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: Keith Lehmann President  
Ken Maas Vice President  
Dave Bane Secretary  
Christine Thomas Treasurer  
Stephen Throneberry Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Alan Pogue, Icenogle Seaver Pogue, PC  
Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs  
Mike Marcum  
Lisa Hoover  
Lucie Taylor  
Dorice Vidger

Public: Kevin Collins

**CALL TO ORDER:**

The meeting was called to order at 8:01 a.m. by Director Lehmann. It was also 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 Thomas, second by Director Bane and a 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 Thomas, second by Director Bane and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approval of the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the January 19, 2022, Regular Meeting.

**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 December 2021 Financial Recap for Plum Valley Heights. Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**BOARD ACTION ITEMS:**

No action items

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

Upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

**CONSENT AGENDA:**

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

- a. Approval of the Minutes of the Regular Meeting of the RWSD on January 19, 2022.
- b. Ratify Payrolls for and January 15 and 31, 2021.
- c. Ratify Payments since January 19, 2022: 101242, 101244-101254, 101256-101288, 101294-101297, 101299-101300, 101302-101305, 101307, 101313-101314.
- d. Approve Payments of Claims: 101243, 101255, 101289-101293, 101298, 101301, 101306, 101308-101312, 101315-101326.

**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 referenced the upcoming Board Election. Seven self-nomination forms have been received and the deadline to submit a self-nomination form is February 25, 2022.

**OPERATIONS:**

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

**ENGINEERING:**

Mr. Goetz 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 December 2021, RWSD Financial Statements to the Board. Upon a motion by Director Bane, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- a. **Public Hearing on Petition for Inclusion from River Canyon Real Estate.** Keith Lehman opened the Public Hearing. Kevin Collins provided details on the inclusion of a 5.5-acre parcel by River Canyon Real Estate Inc. (RCREI). Upon a motion by Director Thomas, second by Director Throneberry and unanimous vote, the Board closed the Public Hearing.
- b. **Consideration and Approval of Petition for Inclusion from River Canyon Real Estate.** Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board approved Resolution 2022-02-01 including the RCREI 5.5-acre parcel in the District's service area.
- c. **Consideration 2022 Water Lease Agreement with Castle Rock.** Upon a motion by Director Bane, second by Director Throneberry and unanimous vote, the Board approved the 2022 Water Lease Agreement with Castle Rock.
- d. **Consideration and Approval of Cooperation Agreement with Thunderbird Water and Sanitation District.** Upon a motion by Director Bane, second by Director Thomas and unanimous vote, the Board approved the Cooperation Agreement with Thunderbird Water and Sanitation District.

**Executive Session**

Upon a motion by Director Thomas, second by Director Throneberry and a unanimous vote, the Board opened the Executive session pursuant to Section 24-6-402(4)(a), C.R.S., to discuss the transfer or sale of real, personal, or other property interests. Upon a motion by Director Throneberry, second by Director Thomas, and a unanimous vote, the Board adjourned the Executive Session at 9:52 a.m.

The Board members each acknowledged that no action was taken in the Executive Session.

**ADJOURN:**

Upon a motion by Director Thomas, second by Director Bane and unanimous vote, the meeting was adjourned at 9:52 a.m.

Secretary of the meeting

A handwritten signature in blue ink, appearing to be "Dane D.", written over a horizontal line.

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  
March 16, 2022**

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 March 16, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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: Keith Lehmann President  
Dave Bane Secretary  
Christine Thomas Treasurer  
Stephen Throneberry Assistant Secretary (via Zoom)

Consultants: Bill Goetz, Christy Kline, & Michael Gerstner TST Infrastructure, LLC  
Alan Pogue, Icenogle Seaver Pogue, PC  
Ted Snailum, TWS Financial

RWSD Employees: Barbara Biggs  
Mike Marcum  
Lucie Taylor  
Dorice Vidger

Public: Nancy Carroll-Hoag, John Kim, Josh Sabey, Miles Grant, Antonio Mendez

**CALL TO ORDER:**

The meeting was called to order at 8:00 a.m. by Director Lehmann, and public comment was opened on items not on the agenda. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose. Director Maas was excused.

**RATE PRESENTATION**

Director Lehman opened the public hearing on 2022 rates at 8:05 a.m. Ms. Biggs gave the rate presentation. Public comments and questions were heard on various aspects of the presentation. Public comment was closed at 9:03 a.m.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the February 16, 2022, Regular Meeting.



**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 January 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Bane, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**BOARD ACTION ITEMS**

- A. **Resolution 22-03-01 Approving and Adopting Changes to the District's Water and Wastewater Service Resolution Rates and Charges.** Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved the Resolution 22-03-01 approving and adopting changes to the District's water and wastewater service rates and charges.

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

Upon a motion by Director Thomas, second by Director Bane, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

**CONSENT AGENDA:**

Upon a motion from Director Thomas, second by Director Bane, 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 February 16, 2022.
- b. Ratify Payrolls for February 28 and March 15, 2022
- c. Ratify Payments since February 16, 2022: 101327-101357, 101360, 101362-101364, 101367-101368, 101370, 101372-101376, 101379-101381, 101383, 101386
- d. Approved Payments of Claims: 101358-101359, 101361, 101365-101366, 101369, 101371, 101377-101378, 101382, 101384-101385, 101387 - 101397
- e. Approved Pay App #1 for the WTP HSP Serving DWSD in the amount of \$179,975.17
- f. Approved Change Order #1 for the WTP HSP Addition Serving DWSD adding \$45,424.00 and 0 days
- g. Approved Change Order #A.1 for Moltz Construction WTP Reclaim Bldg Bathroom Addition adding \$96,780.00 and 60 days
- h. Approved Change Order #B.1 for Moltz Construction for WTP Building Admin Office Addition adding \$49,735.00 and 60 days

**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 provided an update on the 2022 General Assembly and bills under consideration.

**OPERATIONS:**

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

**ENGINEERING:**

Mr. Goetz 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 January 2022 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- a. **Resolution 22-03-01 Approving and Adopting Changes to the District's Water and Wastewater Service Rates and Charges.** Upon a motion by Director Thomas, seconded by Direction Bane, and

unanimous vote, the Board approved Resolution 22-03-01 approving and adopting changes to the district's water and wastewater service rates and charges.

- b. **Public Hearing on Petition for Inclusion from Dominion Water and Sanitation District.** Upon a motion by Director Thomas, second by Director Bane, the Public Hearing was opened at 9:43 a.m. There was no public comment. Upon a motion by Director Thomas, second by Director Bane, the Public Hearing was closed at 9:46 a.m.
- c. **Consideration and Approval of the Petition for Inclusion from Dominion Water and Sanitation District.** Upon a motion by Director Bane, second by Director Thomas, and unanimous vote, the Board adopted Resolution 22-03-02 approving the Petition for Inclusion from Dominion Water and Sanitation District for its wastewater treatment facility site.
- d. **Public Hearing on Petition for Inclusion from Roxborough Water and Sanitation District.** Upon a motion by Director Bane, second by Director Thomas, the Public Hearing was opened at 9:47 a.m. There was no public comment. Upon a motion by Director Thomas, second by Director Bane, the Public Hearing was closed at 9:48 a.m.
- e. **Consideration and Approval of the Petition for Inclusion from Roxborough Water and Sanitation District.** Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board adopted Resolution 22-03-03 approving the Petition for Inclusion from Roxborough Water and Sanitation District for the water treatment plant site.
- f. **Approve Final Pay App #7 for WTP Backwash Pond Phase 1 in the amount of \$42,976.62.** Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board approved the Final Pay App #7 for WTP Backwash Pond Phase 1 in the amount of \$42,976.62 subject to successful completion of the advertisement period.

**ADJOURN:**

Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:52 a.m.

Secretary of the meeting



**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  
April 20, 2022**

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 April 20, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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:	Keith Lehmann	President
	Ken Maas	Vice President
	Dave Bane	Secretary
	Christine Thomas	Treasurer
	Stephen Throneberry	Assistant Secretary (via Zoom)
Consultants:	Bill Goetz, TST Infrastructure, LLC	
	Alan Pogue, Icenogle Seaver Pogue, PC	
	Ted Snailum, TWS Financial	
RWSD Staff:	Barbara Biggs	
	Mike Marcum	
	Lisa Hoover	
	Lucie Taylor	
	Dorice Vidger	

**CALL TO ORDER:**

The meeting was called to order at 8:00 a.m. by Director Lehmann, and public comment was opened on items not on the agenda. It was also 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 Thomas, second by Director Throneberry, and a 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 Thomas, second by Director Throneberry, and a unanimous vote, the Board approved the Consent Agenda which consisted of:

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the March 16, 2022, Regular Meeting.

**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 February 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Throneberry, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

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

Upon a motion by Director Thomas, second by Director Throneberry, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

**CONSENT AGENDA:**

Upon a motion from Director Thomas, second by Director Throneberry, 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 March 16, 2022.
- b. Ratified Payrolls for March 31 and April 15, 2022
- c. Ratified Payments since March 16, 2022: 101398-101463, 101470, 101471, 101474, 101475, 101478.
- d. Approved Payments of Claims: 101464-101469, 101472, 101473, 101476, 101477, 101479-101494.
- e. Approved Pay App #2 for the WTP HSP Serving DWSD in the amount of \$105,667.86
- f. Approved Pay App #1 for the Rampart Range Road Transmission Main Replacement in the amount of \$19,156.75
- g. Approved Change Order #1 for the Rampart Range Transmission Main Replacement Project adding \$44,760.00 and 1 day to Milestone 2, Substantial Completion, and date of Final Payment

**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 provided an update on the 2022 General Assembly and bills under consideration.

**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 February 2022 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Throneberry, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

**I. Board Action Items:**

- a. **Public Hearing on Petition for Inclusion from Roxborough Water and Sanitation District.** Director Lehman opened the public hearing at 9:12 a.m. Hearing no public testimony, Director Lehman closed the public hearing at 9:13 a.m.
- b. **Consideration and Approval of the Petition for Inclusion from Roxborough Water and Sanitation District.** Upon a motion from Director Bane, second by Director Thomas, and a unanimous vote, the Board approved Resolution 04-2022-01 approving the Inclusion of the Roxborough Water Treatment Plant into the District.

**II. Executive Sessions:**

- a. **Executive session pursuant to Section 24-6-402(4)(a), C.R.S., to discuss the transfer or sale of real, personal, or other property interests.** Upon a motion by Director Maas, second by Director Throneberry, and unanimous vote, the Board entered executive session to provide guidance related to the sale of property interests at 9:19 a.m. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board adjourned the executive session at 9:55 a.m. No action was taken in executive session.

- b. Pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss Personnel Matters. Upon a motion by Director Thomas, second by Director Throneberry, and unanimous vote, the Board entered executive session to discuss personnel matters at 10:09 a.m. Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the Board adjourned the executive session at 10:25 a.m. No action was taken in executive session.

**ADJOURN:**

Upon a motion by Director Bane, second by Director Thomas, and unanimous vote, the meeting was adjourned at 10:26 a.m.

Secretary of the meeting:

A handwritten signature in blue ink, appearing to be "K. Bane", written over a horizontal line.

RECORD OF PROCEEDINGS

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**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  
May18, 2022**

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 May 18, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire Station 15, 6222 N. Roxborough Park Drive, 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: Dave Bane President  
Ken Maas Vice President  
Christine Thomas Treasurer  
Keith Lehmann Secretary  
John Kim Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC  
Ted Snailum, TWS Financial

RWSD Staff: Barbara Biggs  
Mike Marcum  
Lisa Hoover  
Lucie Taylor  
Dorice Vidger

Zoom: Alan Pogue, Icenogle Seaver Pogue, PC  
Steven Throneberry

**CALL TO ORDER:** The meeting was called to order at 8:00 a.m. by Director Lehmann. It was established that a quorum was in attendance and there were no conflicts of interest to disclose.

**SWEARING IN OF NEWLY ELECTED DIRECTORS AND ELECTION OF OFFICERS:** Keith Lehmann as a newly re-elected Director, Christine Thomas as a newly re-elected Director, and John Kim as a newly elected Director all took their Oath of Office before a notary public in advance of the meeting. Director Lehmann opened the floor for nominations for new officers. Upon a motion by Director Lehman, second by Director Thomas, and unanimous vote, the following Officers were elected by the Director: Dave Bane, President; Ken Maas, Vice President; Christine Thomas, Treasurer; Keith Lehmann, Secretary; and John Kim, Assistant Secretary.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the April 20, 2022, Regular Meeting.

**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 March 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Bane, and unanimous vote, the Board approved the financial report for Plum Valley Heights.

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

Upon a motion by Director Thomas, second by Director Maas, and unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board.

**CONSENT AGENDA:**

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

- a. Approve the Minutes of the Regular Meeting of the RWSD on April 20, 2022.
- b. Ratify Payrolls for April 30 and May 15, 2022
- c. Ratify Payments since April 20, 2022: 101495-101530, 101537-101539, 101541, 101544, 101547, 101550-101554
- d. Approve Payments of Claims: 101531-101536, 101540, 101542, 101543, 101545, 101546, 101548, 101549, 101555-101566.
- e. Approve Moltz Construction Change Order #2 for Steel Caps on the Pipe for the WTP High Zone Pump Project adding \$3,739.22 and no additional time.
- f. Approve Pay App #3 for the WTP HSP Serving DWSD in the amount of \$103,443.55
- g. Approve Pay App #2 for the Rampart Range Road Transmission Main Replacement in the amount of \$19,090.25

**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 indicated he would provide a report on the 2022 General Assembly in June or July.

**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 March 2022 RWSD Financial Statements to the Board. Upon a motion by Director Maas, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

**I. Board Action Items:**

**Consider Award of the Roxborough Lift Station Pump Replacement to Velocity Constructors, Inc.**

Upon a motion from Director Thomas and seconded by Director Bane, the Board unanimously awarded the bid for Roxborough Lift Station Pump Replacement to Velocity Construction and authorized staff to sign the notice of award.

**ADJOURN:**

Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:29 a.m.

Secretary of the meeting: \_\_\_\_\_





# ROXBOROUGH WATER AND SANITATION DISTRICT

The Roxborough Water & Sanitation District and Plum Valley Heights Subdistrict of the Roxborough Water & Sanitation District Regular Board meeting will be held in the Community Room at the West Metro Fire Station #15 located at 6222 N Roxborough Park Rd, Littleton, CO 80125. This meeting can also be accessed via video conference at **ZOOM Meeting ID 874 5981 8759; Password: 694389**

Date: Wednesday, July 20, 2022  
Time 8:00 am

**Board of Directors**

Dave Bane, President  
Ken Maas, Vice President  
Keith Lehmann, Secretary  
Christine Thomas, Treasurer  
John Kim, Assistant Secretary

**Term Expiration**

5/2023  
5/2023  
5/2025  
5/2025  
5/2025

- I. Call to Order as the Roxborough Water And Sanitation District (RWSD) Board of Directors regular meeting/Declaration of Quorum/Disclosure of Conflicts of Interest
- II. Public Comment/Public Comment on items not on Agenda
- III. **CONVENE AS THE BOARD OF THE PLUM VALLEY HEIGHTS (PVH) SUBDISTRICT OF THE RWSD**
- IV. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the PVH Subdistrict which is contained in and is part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on June 15, 2022.
- V. Staff Reports
  - a. General Manager’s Report
  - b. Financial Reports
- VI. **Board Action Items:**
  - a. **Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting**

**ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND RECONVENE AS THE RWSD BOARD**

- VII. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the RWSD on June 15, 2020.
  - b. Ratify Payrolls for June 30 and July 15, 2022
  - c. Ratify Payments since June 16, 2022:
  - d. Approve Payments of Claims:
  - e. Approve Pay App #5 for the WTP HSP Serving DWSD in the amount of \$87,219.10
  - f. Approve Pay App #3 for the Rampart Range Road Transmission Main Replacement in the amount of \$322,618.79
- VIII. Staff Reports
  - a. General Manager’s Report
  - b. Legal Counsel Report
  - c. Operation Director’s Report
  - d. Engineering Report/Water Use Graphs
  - e. Financial Report
- IX. **Board Action Items:**
  - a. **Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting**
  - b. **Approve the 2022 Emergency Interconnect Agreement with Denver Water**
- X. **Adjourn**

RECORD OF PROCEEDINGS

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**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  
June 15, 2022**

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 June 15, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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:**

<u>Directors:</u>	Dave Bane	President
	Ken Maas	Vice President
	Christine Thomas	Treasurer
	Keith Lehmann	Secretary
	John Kim	Assistant Secretary
<u>Consultants:</u>	Bill Goetz, TST Infrastructure, LLC	
	Ted Snailum, TWS Financial	
	Alan Pogue, Icenogle Seaver Pogue, PC	
<u>RWSD Staff:</u>	Barbara Biggs	<u>Residents:</u> James Kapp
	Mike Marcum	Brent Robertson
	Lisa Hoover	Stephen Throneberry (via Zoom)
	Lucie Taylor	
	Dorice Vidger	<u>Auditors:</u> Jason Adams, The Adams Group
		Ryan Graham, The Adams Group

**CALL TO ORDER:**

The meeting was called to order at 8:02 a.m. by Director Bane, and public comment was opened on items not on the agenda. It was also established that a quorum was in attendance and there were no conflicts of interest to disclose.

**AUDIT PRESENTATION:**

Jason Adams and Ryan Graham from The Adams Group presented the 2021 Audit. The Board deferred the approval of the 2021 Audit to the July meeting.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the May 18, 2022, Regular Meeting.

**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 April 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehmann, second by Director Thomas, and a unanimous vote, the Board approved the financial report 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 Thomas, second by Director Lehmann, and a unanimous vote, the Board adjourned as the Subdistrict Board and reconvened as the Roxborough Water and Sanitation District Board

**CONSENT AGENDA:**

Upon a motion from Director Lehmann, second by Director Thomas, 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 May 18, 2020.
- b. Ratified Payrolls for May 31 and June 15, 2022
- c. Ratified Payments since May 18, 2022: 101567-101584, 101586-101589, 101591-101600, 101603-101604, 101606-101615, 101618, 101621, 101623.
- d. Approved Payments of Claims: 101585, 101590, 101601-101602, 101605, 101616-101617, 101619-101620, 101622, 101624-101639.
- e. Approved Moltz Construction Change Order #A.2 for \$242,558.07 and 76 days for work related to the sodium hypochlorite generator and the Waterton Road access.
- f. Approved Pay App #4 for the WTP HSP Serving DWSD in the amount of \$112,295.98

**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 provided an update on changes to the residential assessment rate approved by the General Assembly.

**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 April 2022 RWSD Financial Statements to the Board. Upon a motion by Director Maas, second by Director Thomas, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

**I. Board Action Items:**

- a. **Consider James Kapp Appeal of SDC Increase:** Mr. Kapp presented his appeal of the new System Development Charge that went into effect on March 25, 2022. Ms. Biggs explained that the March rate hearing is an annual event with advance public notice on the website, and the updated Schedule of Fees, Rates, and Charges was posted on the website a week before the new rates became effective. Director Maas made a motion to deny the request by James Kapp to reduce his System Development Charge to the 2021 Charge. The motion was seconded by Director Thomas and unanimously approval by the Board.
- b. **Consider Steve Ketchum Appeal of Availability of Service Charges:** Ms. Biggs presented Mr. Ketchum’s appeal of the Availability of Service Charges for the four residential lots on Roxborough Park Road. Availability of Service Charges pay a portion of the cost of the infrastructure that will serve the properties and reserves the water taps. Director Maas made a motion to deny the request by

Steve Ketchum to waive future Availability of Service Charges. The motion was seconded by Director Lehmann and unanimously approval by the Board.

**ADJOURN:**

Upon a motion by Director Thomas, second by Director Bane, and unanimous vote, the meeting was adjourned at 10:25 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 condominium 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

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Date: Wednesday, July 20, 2022

Time 8:00 am

## Board of Directors

Dave Bane, President  
Ken Maas, Vice President  
Keith Lehmann, Secretary  
Christine Thomas, Treasurer  
John Kim, Assistant Secretary

## Term Expiration

5/2023  
5/2023  
5/2025  
5/2025  
5/2025

- I. Call to Order as the Roxborough Water And Sanitation District (RWSD) Board of Directors regular meeting/Declaration of Quorum/Disclosure of Conflicts of Interest
- II. Public Comment/Public Comment on items not on Agenda
- III. **CONVENE AS THE BOARD OF THE PLUM VALLEY HEIGHTS (PVH) SUBDISTRICT OF THE RWSD**
- IV. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the PVH Subdistrict which is contained in and is part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on June 15, 2022.
- V. Staff Reports
  - a. General Manager's Report
  - b. Financial Reports
- VI. **Board Action Items:**
  - a. **Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting**

## ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND RECONVENE AS THE RWSD BOARD

- VII. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the RWSD on June 15, 2020.
  - b. Ratify Payrolls for June 30 and July 15, 2022
  - c. Ratify Payments since June 16, 2022:
  - d. Approve Payments of Claims:
  - e. Approve Pay App #5 for the WTP HSP Serving DWSD in the amount of \$87,219.10
  - f. Approve Pay App #3 for the Rampart Range Road Transmission Main Replacement in the amount of \$322,618.79
- VIII. Staff Reports
  - a. General Manager's Report
  - b. Legal Counsel Report
  - c. Operation Director's Report
  - d. Engineering Report/Water Use Graphs
  - e. Financial Report
- IX. **Board Action Items:**
  - a. **Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting**
  - b. **Approve the 2022 Emergency Interconnect Agreement with Denver Water**
- X. **Adjourn**

## Contractor's Application for Payment No. 5

	Application Period: 5-31-22 to 6-30-22	Application Date: 6/30/2022
To (Owner): Roxborough Water and Sanitation District	From (Contractor): Moltz Construction Inc.	Via (Engineer): TST Infrastructure, LLC
Project: WTP High Service Pump Addition Serving DWSD	Contract: WTP High Service Pump Addition Serving DWSD	
Owner's Contract No.: n/a	Contractor's Project No.:	Engineer's Project No.: 001.383.02

### Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
No. 1	\$45,424.00	
No. 2	\$3,739.22	
No. A.1	\$96,780.00	
No. A.2	\$242,558.07	
No. B.1	\$49,735.00	
<b>TOTALS</b>		
	\$438,236.29	
<b>NET CHANGE BY CHANGE ORDERS</b>		
	<b>\$438,236.29</b>	

1. ORIGINAL CONTRACT PRICE.....	\$ 474,145.00
2. Net change by Change Orders.....	\$ 438,236.29
3. Current Contract Price (Line 1 ± 2).....	\$ 912,381.29
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 619,580.69
5. RETAINAGE:	
a. 5% X \$619,580.69 Work Completed.....	\$ 30,979.03
b. 5% X _____ Stored Material.....	\$ _____
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 30,979.03
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 588,601.66
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 501,382.56
8. AMOUNT DUE THIS APPLICATION.....	\$ 87,219.10
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 323,779.63

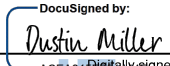
#### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

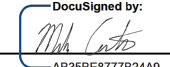
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

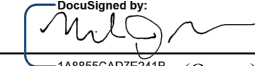
Contractor Signature  DocuSigned by: Dustin Miller  
DN: CN=Dustin Miller, OU=Moltz, OU=USA, OU=Graham Users, DC=graham, DC=local  
Date: 2022.06.30 10:51:36-06'00'

By: **Dustin Miller** Date: \_\_\_\_\_

Payment of: \$ 87,219.10  
(Line 8 or other - attach explanation of the other amount)

is recommended by:  July 13, 2022 | 1:15:33 PM MD  
DocuSigned by: Moltz Construction  
AB35BE8777B24A9... (Date)

Payment of: \$ 87,219.10  
(Line 8 or other - attach explanation of the other amount)

is approved by:  July 13, 2022 | 1:26:48 PM MD  
DocuSigned by: Owner  
1A6855CAD7E241B... (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)



Progress Estimate

Contractor's Application

For (Contract):				Application Number:		5		5										
Application Period:				Application Date:		5-31-22 to 6-30-22		6/30/2022										
A				B		C		D		(C + D)		E		F		G		
Item No.	Item	Contract Information				Work Completed				Stored Materials (Not in C or D)			Total Completed and Stored This Period (D + E)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)		
		Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date	From Prev Period					This Period	Total Stored Materials
1	015000 Mobilization and Equipment	1	LS	8,440.00	\$8,440.00	1	\$8,440.00			1	\$8,440.00				\$8,440.00	100.0%		
2	015000 Pre-Construction and Engineering Management	1	LS	8,550.00	\$8,550.00	1	\$8,550.00			1	\$8,550.00				\$8,550.00	100.0%		
3	015000 Project Management and Supervision	1	LS	8,920.00	\$8,920.00	0.9	\$8,028.00			0.9	\$8,028.00				\$8,028.00	90.0%	\$892.00	
4	015000 General Requirements and Safety	1	LS	8,285.00	\$8,285.00	1	\$8,285.00			1	\$8,285.00				\$8,285.00	100.0%		
5	015000 Bonds and Insurance	1	LS	7,190.00	\$7,190.00	1	\$7,190.00			1	\$7,190.00				\$7,190.00	100.0%		
6	024100 Pipe Demolition	1	LS	5,376.00	\$5,376.00	1	\$5,376.00			1	\$5,376.00				\$5,376.00	100.0%		
7	024100 Scaffold, GPR, Pick Points for Demolition/ Install	1	LS	5,837.00	\$5,837.00	1	\$5,837.00			1	\$5,837.00				\$5,837.00	100.0%		
8	024100 P3 - 2x4 Protective Stud Wall, plywood sheeting, w/3 access doors	1	LS	3,210.00	\$3,210.00	1	\$3,210.00			1	\$3,210.00				\$3,210.00	100.0%		
9	024100 Remove/ Relocate HSP0605-Piping, Valves and Instruments	1	LS	4,495.00	\$4,495.00	1	\$4,495.00			1	\$4,495.00				\$4,495.00	100.0%		
10	024100 Relocate Pump HSP0605 WTG sub	1	LS	6,821.00	\$6,821.00			1	\$6,821.00		\$6,821.00				\$6,821.00	100.0%		
11	033000 Concrete Pipe Support @ 24" Tee P8	1	LS	1,199.00	\$1,199.00	1	\$1,199.00			1	\$1,199.00				\$1,199.00	100.0%		
12	033000 Equipment Pad Concrete (incl)- Electric Eq. Pads E2.0	1	LS	737.00	\$737.00	1	\$737.00			1	\$737.00				\$737.00	100.0%		
13	221123 Pipe and Conduit Paint / Pipe 1D	1	LS	14,718.00	\$14,718.00	0.9	\$13,246.20			0.9	\$13,246.20				\$13,246.20	90.0%	\$1,471.80	
14	260000 Electrical, Instrumentation and Control - See Electrical SOV	1	LS	175,320.00	\$175,320.00	0.814510626	\$142,800.00			0.814510626	\$142,800.00				\$142,800.00	81.5%	\$32,520.00	
15	400506 Drawing P6 Modification Notes and ARV/Pump Drains	1	LS	6,434.00	\$6,434.00	1	\$6,434.00			1	\$6,434.00				\$6,434.00	100.0%		
16	400507 Supply Steel Pipe Support Package	1	LS	13,474.00	\$13,474.00	1	\$13,474.00			1	\$13,474.00				\$13,474.00	100.0%		
17	400507 Install Pipe Supports	1	LS	4,935.00	\$4,935.00	1	\$4,935.00			1	\$4,935.00				\$4,935.00	100.0%		
18	400556 Valve Procurement	1	LS	85,479.00	\$85,479.00	0.75	\$64,109.25			0.75	\$64,109.25				\$64,109.25	75.0%	\$21,369.75	
19	402323 Supply Steel Pipe Package	1	LS	70,886.00	\$70,886.00	1	\$70,886.00			1	\$70,886.00				\$70,886.00	100.0%		
20	402323 Install Steel Pipe, Valves and Fittings	1	LS	33,839.00	\$33,839.00	1	\$33,839.00			1	\$33,839.00				\$33,839.00	100.0%		
21																		
22																		
<b>Totals w/o Change Orders</b>					<b>\$474,145.00</b>		<b>\$411,070.45</b>		<b>\$6,821.00</b>		<b>\$417,891.45</b>				<b>\$6,821.00</b>	<b>\$417,891.45</b>	<b>88.1%</b>	<b>\$56,253.55</b>
<b>Original Contract Change Orders</b>																		
	Change Order No. 1 Additional Steel Pipe	1	LS	45,424.00	\$45,424.00	1	\$45,424.00			1	\$45,424.00				\$45,424.00	100.0%		
	Change Order 2 Additional Caps	1	LS	3,739.22	\$3,739.22	1	\$3,739.22			1	\$3,739.22				\$3,739.22	100.0%		
<b>Totals Original Contract Change Orders</b>					<b>\$49,163.22</b>		<b>\$49,163.22</b>				<b>\$49,163.22</b>				<b>\$49,163.22</b>	<b>100.0%</b>		
<b>Change Orders A</b>																		
<b>Change Order No. A.1 Bathroom Addition</b>																		
	CO A.1 General Conditions			\$12,960.00		0.73182404	\$9,484.44	0.16817596	\$2,179.56	0.9	\$11,664.00			\$2,179.56	\$11,664.00	90.0%		
	CO A.1 OHP, Labor Burden and B&I			\$14,064.00		0.3	\$4,219.20	0.7	\$9,844.80	1	\$14,064.00			\$9,844.80	\$14,064.00	100.0%		
	CO A.1 HM Door, Frame and Hardware			\$2,816.00		0.4999857	\$1,407.96			0.4999857	\$1,407.96				\$1,407.96	50.0%		
	CO A.1 Drywall, Insulation, Base (concrete curb), Signage			\$5,498.00		0.5	\$2,749.00	0.5	\$2,749.00	1	\$5,498.00			\$2,749.00	\$5,498.00	100.0%		
	CO A.1 Framing Materials and Labor			\$8,119.00		1	\$8,119.00			1	\$8,119.00				\$8,119.00	100.0%		
	CO A.1 Paint			\$960.00				1	\$960.00	1	\$960.00			\$960.00	\$960.00	100.0%		
	CO A.1 Accessories and Vanity			\$2,714.00				0.2	\$542.80	0.2	\$542.80			\$542.80	\$542.80	20.0%		
	CO A.1 Plumbing			\$31,571.00				0.8	\$25,256.80	0.8	\$25,256.80			\$25,256.80	\$25,256.80	80.0%		
	CO A.1 HVAC			\$4,696.00		0.75	\$3,522.00	0.25	\$1,174.00	1	\$4,696.00			\$1,174.00	\$4,696.00	100.0%		
	CO A.1 Fire Protection			\$8,220.00														
	CO A.1 Electrical			\$5,162.00		0.406819	\$2,100.00	0.593181	\$3,062.00	1	\$5,162.00			\$3,062.00	\$5,162.00	100.0%		
<b>Totals A.1 Bathroom Addition</b>					<b>\$96,780.00</b>		<b>\$31,601.60</b>		<b>\$45,768.96</b>		<b>\$77,370.56</b>				<b>\$45,768.96</b>	<b>\$77,370.56</b>	<b>79.9%</b>	<b>\$19,409.44</b>
<b>Change Orders A.2</b>																		
<b>Change Order No. A.2 Sodium Hypo Piping</b>																		
	CO A.2 General Conditions			\$4,845.00		1	\$4,845.00			1	\$4,845.00				\$4,845.00	100.0%		
	CO A.2 PVC Labor and Material			\$10,591.00		0.75	\$7,943.25			0.75	\$7,943.25				\$7,943.25	75.0%		
	CO A.2 Procure Circuit Breaker			\$1,386.00		1	\$1,386.00			1	\$1,386.00				\$1,386.00	100.0%		
<b>Totals A.2 Hypo Piping</b>					<b>\$16,822.00</b>		<b>\$14,174.25</b>				<b>\$14,174.25</b>				<b>\$14,174.25</b>	<b>84.3%</b>	<b>\$2,647.75</b>	
<b>Change Order A.2 Sodium Hypo Electrical</b>																		
	CO A.2 Sodium Hypo MC1			\$2,391.00				1	\$2,391.00	1	\$2,391.00			\$2,391.00	\$2,391.00	100.0%		
	CO A.2 Sodium Hypo SVE			\$12,893.00														
<b>Totals A.2 Hypo Electrical</b>					<b>\$15,284.00</b>						<b>\$2,391.00</b>				<b>\$2,391.00</b>	<b>\$2,391.00</b>	<b>15.6%</b>	<b>\$12,893.00</b>
<b>Change Order A.2 Waterton Access</b>																		
	CO A.2 Waterton Access GCs, Burden, OHP and Ins.			\$82,054.07				0.15	\$12,308.11	0.15	\$12,308.11			\$12,308.11	\$12,308.11	15.0%		
	CO A.2 Waterton Access Demolition			\$4,452.00														
	CO A.2 Waterton Access Excavation and Backfill			\$36,326.00														
	CO A.2 Waterton Access Seeding / GEESC			\$3,873.00				0.3	\$1,161.90	0.3	\$1,161.90			\$1,161.90	\$1,161.90	30.0%		
	CO A.2 Waterton Access Electrical			\$31,675.00														
	CO A.2 Waterton Access Asphalt Paving			\$17,396.00														
	CO A.2 Waterton Access Concrete			\$34,676.00														
<b>Totals A.2 Waterton Access</b>					<b>\$210,452.07</b>						<b>\$13,470.01</b>				<b>\$13,470.01</b>	<b>\$13,470.01</b>	<b>6.4%</b>	<b>\$196,982.06</b>

**Progress Estimate**

**Contractor's Application**

A				B	C			D		(C + D)		E			F		G		
Item				Contract Information				Work Completed					Stored Materials (Not in C or D)			Total Completed and Stored This Period (D + E)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Item No.	Description	Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date	From Prev Period	This Period	Total Stored Materials					
<b>Totals Change Orders A.2</b>					<b>\$242,558.07</b>		<b>\$14,174.25</b>		<b>\$15,861.01</b>		<b>\$30,035.26</b>				<b>\$15,861.01</b>	<b>\$30,035.26</b>	<b>12.4%</b>	<b>\$212,522.81</b>	
<b>Totals Change Orders A</b>					<b>\$339,338.07</b>		<b>\$45,775.85</b>		<b>\$61,629.97</b>		<b>\$107,405.82</b>				<b>\$61,629.97</b>	<b>\$107,405.82</b>	<b>31.7%</b>	<b>\$231,932.25</b>	
<b>Change Orders B</b>																			
<b>Change Order No. B.1 Office Addition</b>																			
	CO B.1 General Conditions	1	L.S.	49,735.00	\$49,735.00														
	CO B.1 Demolition/ Remove/ Replace Ceiling Grid				\$20,636.00	0.775344	\$16,000.00	0.124656	\$2,572.40	0.9	\$18,572.40				\$2,572.40	\$18,572.40	90.0%		
	CO B.1 Storefront				\$2,112.00	0.3	\$633.60	0.7	\$1,478.40	1	\$2,112.00				\$1,478.40	\$2,112.00	100.0%		
	CO B.1 Framing Drywall Materials and Labor				\$11,854.00			1	\$11,854.00	1	\$11,854.00				\$11,854.00	\$11,854.00	100.0%		
	CO B.1 Base and Carpet Tile				\$5,261.00	0.5	\$2,630.50	0.5	\$2,630.50	1	\$5,261.00				\$2,630.50	\$5,261.00	100.0%		
	CO B.1 Paint				\$2,878.00			1	\$2,878.00	1	\$2,878.00				\$2,878.00	\$2,878.00	100.0%		
	CO B.1 Signage				\$420.00			1	\$420.00	1	\$420.00				\$420.00	\$420.00	100.0%		
	CO B.1 HVAC				\$200.00														
	CO B.1 Electrical				\$2,195.00	0.5	\$1,097.50		\$1,097.50	0.5	\$1,097.50					\$1,097.50	50.0%		
					\$4,179.00	0.3350083	\$1,400.00	0.3649917	\$1,525.30	0.7	\$2,925.30				\$1,525.30	\$2,925.30	70.0%		
<b>Totals Change Orders B</b>					<b>\$49,735.00</b>		<b>\$21,761.60</b>		<b>\$23,358.60</b>		<b>\$45,120.20</b>				<b>\$23,358.60</b>	<b>\$45,120.20</b>	<b>90.7%</b>	<b>\$4,614.80</b>	
<b>Totals with Change Orders</b>					<b>\$912,381.29</b>		<b>\$527,771.12</b>		<b>\$91,809.57</b>		<b>\$619,580.69</b>				<b>\$91,809.57</b>	<b>\$619,580.69</b>	<b>67.9%</b>	<b>\$292,800.60</b>	

## Contractor's Application for Payment No. 3

	Application Period: June 2022	Application Date: 6/28/2022
To (Owner): Roxborough Water and Sanitation District	From (Contractor): American West Construction, LLC.	Via (Engineer): TST Infrastructure, LLC.
Project: Rampart Range Road Transmission Main Replacement	Contract: Rampart Range Road Transmission Main Replacement	
Owner's Project No.:	Contractor's Project No.: 2205	Engineer's Project No.: 001.379.02

### Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 2,856,515.50
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ 44,760.00
CO #1	\$44,760.00		3. Current Contract Price (Line 1 ± 2).....	\$ 2,901,275.50
			4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	
				\$ 379,858.73
			5. RETAINAGE:	
			a. 5% X \$215,887.73 Work Completed.....	\$ 10,794.39
			b. 5% X \$163,971.00 Stored Material.....	\$ 8,198.55
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 18,992.94
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 360,865.79
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 38,247.00
			8. AMOUNT DUE THIS APPLICATION.....	\$ 322,618.79
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	
				\$ 2,540,409.71
TOTALS	\$44,760.00			
NET CHANGE BY CHANGE ORDERS	\$44,760.00			

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

DocuSigned by:  
*Jon Miklya*  
9633D45C38824C3

**Contractor Signature**

By: *J. Miklya (AWC LLC.)*

Date: 6/28/2022

Payment of: \$ 322,618.79  
(Line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* July 13, 2022 | 1:15:01 PM MDT  
AD35BE8777924A9... (Engineer) (Date)

Payment of: \$ 322,618.79  
(Line 8 or other - attach explanation of the other amount)

is approved by: *[Signature]* July 13, 2022 | 1:24:34 PM MDT  
1A8B55CAD7E241B... (Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

### Progress Estimate

### Contractor's Application

For (Contract): Rampart Range Road Transmission Main Replacement				Application Number: 3										
Application Period: June 2022				Application Date: 6/28/2022										
A		B		C		D		E		F		G		
Item		Contract Information		Work Completed		Stored Materials (Not in C or D)		Total Completed and Stored to Date (D + E)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)			
Bid Item No.	Description	Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date	From Prev Period	This Period	Total Stored Materials
<b>BASE BID -</b>														
<b>RAMPART RANGE ROAD TRANSMISSION MAIN REPLACEMENT (BASE BID):</b>														
<b>GENERAL (\$485,715)</b>														
1	Performance & Payment Bonds	1	LS	\$20,000.00	\$20,000.00	1.00	\$20,000.00				\$20,000.00			
2	Insurance	1	LS	\$20,000.00	\$20,000.00						\$20,000.00			
3	Submittals	1	LS	\$950.00	\$950.00	1.00	\$950.00				\$950.00			
4	Grading, Erosion, & Sediment Control Permit	1	LS	\$6,900.00	\$6,900.00	0.043478	\$300.00	0.051739	\$357.00		\$657.00			
5	Right-Of-Way Permit	1	LS	\$150,000.00	\$150,000.00	0.001333	\$200.00	0.024460	\$3,969.00		\$4,169.00			
6	Other Permits	1	LS	\$3,200.00	\$3,200.00			0.798438	\$2,555.00		\$2,555.00			
7	Contractor Mobilization and Staging	1	LS	\$75,000.00	\$75,000.00			1.00	\$75,000.00		\$75,000.00			
8	Traffic Control	3,805	LF	\$50.00	\$190,250.00	285.00	\$14,250.00	275.00	\$13,750.00		\$28,000.00			
9	Construction Survey	3,805	LF	\$2.00	\$7,610.00	280.00	\$560.00	1,320.00	\$2,640.00		\$3,200.00			
10	As-Built Survey	3,805	LF	\$1.00	\$3,805.00						\$2,640.00			
11	Utility Potholing	16	HR	\$500.00	\$8,000.00	8.00	\$4,000.00	6.00	\$3,000.00		\$7,000.00			
<b>WATER LINE REPLACEMENT (\$546,205)</b>														
12	24" PVC Waterline (0'-8" Deep)	35	LF	\$390.00	\$13,650.00			20.00	\$7,800.00		\$7,800.00			
13	24" PVC Waterline (Additional 0'-8" Feet of Trench Depth)	15	LF	\$250.00	\$3,750.00									
14	24" Ductile Iron Bends & Fittings	14	EA	\$4,300.00	\$60,200.00			1.00	\$4,300.00		\$4,300.00			
15	24" Butterfly Valves	11	EA	\$11,000.00	\$121,000.00			1.00	\$11,000.00		\$11,000.00			
16	24" Watermain Connection	1	LS	\$9,700.00	\$9,700.00									
17	18" PVC Waterline (0'-8" Deep)	10	LF	\$290.00	\$2,900.00								\$2,152.00	\$2,152.00
18	18" Ductile Iron Bends & Fittings	6	EA	\$2,800.00	\$16,800.00									
19	18" Butterfly Valves	2	EA	\$7,000.00	\$14,000.00									
20	18" Watermain Connection	2	LS	\$9,700.00	\$19,400.00									
21	14" DIP Waterline (0'-8" Deep)	5	LF	\$260.00	\$1,300.00			5.00	\$1,300.00		\$1,300.00			
22	14" Ductile Iron Bends & Fittings	2	EA	\$1,700.00	\$3,400.00			2.00	\$3,400.00		\$3,400.00			
23	14" Watermain Connection	1	LS	\$9,700.00	\$9,700.00			1.00	\$9,700.00		\$9,700.00			
24	12" PVC Waterline (0'-8" Deep)	70	LF	\$180.00	\$12,600.00								\$5,710.00	\$5,710.00
25	12" PVC Waterline (Additional 0'-8" Feet of Trench Depth)	70	LF	\$50.00	\$3,500.00									
26	12" Ductile Iron Bends & Fittings	17	EA	\$980.00	\$16,660.00									
27	12" Waterline Lowering	3	LS	\$4,900.00	\$14,700.00									
28	10" PVC Waterline (0'-8" Deep)	125	LF	\$240.00	\$30,000.00								\$6,548.00	\$6,548.00
29	10" PVC Waterline (Additional 0'-8" Feet Depth)	15	LF	\$50.00	\$750.00									
30	10" Ductile Iron Bends & Fittings	6	EA	\$590.00	\$3,540.00									
31	10" Gate Valves	1	EA	\$3,600.00	\$3,600.00									
32	10" Watermain Connection	1	LS	\$9,700.00	\$9,700.00									
33	8" PVC Waterline (0'-8" Deep)	120	LF	\$150.00	\$18,000.00								\$3,974.00	\$3,974.00
34	8" Ductile Iron Bends & Fittings	4	EA	\$690.00	\$2,760.00									
35	8" Gate Valves	2	EA	\$2,800.00	\$5,600.00									
36	8" Watermain Connection	2	LS	\$9,700.00	\$19,400.00									
37	Remove & Dispose of Existing 12" & 14" Asbestos Cement (AC) Pipe	360	LF	\$100.00	\$36,000.00			30.00	\$3,000.00		\$3,000.00			
38	Abandon Existing 10" DIP (In Place)	55	LF	\$35.00	\$1,925.00									
39	Air Vac MH & Assembly	2	EA	\$26,000.00	\$52,000.00									
40	Valve Marker Posts	3	EA	\$540.00	\$1,620.00									
41	Water Trench Over-Excavation	3,805	LF	\$10.00	\$38,050.00									
<b>ASPHALT AND FLATWORK (\$708,630.50)</b>														
42	Remove & Dispose of Asphalt	3,275	SY	\$24.00	\$78,600.00			710.00	\$17,040.00		\$17,040.00			
43	Asphalt Surface Replacement (11")	36,025	SY	\$9.50	\$342,237.50								\$17,040.00	\$17,040.00
44	Mill & Overlay (2" Deep)	3,789	SY	\$31.00	\$117,459.00									
45	Glass Grid Replacement (Provisional Item)	3,532	SY	\$15.25	\$53,863.00									
46	Pavement Marking Paint	3,805	SF	\$2.00	\$7,610.00									
47	Thermoplastic Pavement Marking	250	SF	\$17.50	\$4,375.00									
48	Concrete Curb & Gutter Removal	95	LF	\$18.00	\$1,710.00									
49	Concrete Drainage Pan Removal	317	SY	\$18.00	\$5,706.00									
50	Concrete Sidewalk Removal	487	SY	\$18.00	\$8,766.00									
51	Concrete Curb & Gutter Replacement	95	LF	\$2.00	\$1,900.00									
52	Concrete Drainage Pan Replacement	317	SY	\$140.00	\$44,380.00									
53	Concrete Sidewalk Replacement	487	SY	\$82.00	\$39,934.00									
<b>GRADING, EROSION, AND SEDIMENT CONTROL (\$62,150)</b>														
54	Vehicle Tracking Pad	2	EA	\$2,900.00	\$5,800.00			2.00	\$5,800.00		\$5,800.00			
55	Construction Fence	2,025	LF	\$2.00	\$4,050.00			2075.00	\$4,150.00		\$4,150.00			

**Progress Estimate**

**Contractor's Application**

For (Contract): Rampart Range Road Transmission Main Replacement										Application Number: 3									
Application Period: June 2022										Application Date: 6/28/2022									
A				B		C		D		(C + D)		E			F		G		
Bid Item No.	Item Description	Contract Information			Work Completed				Stored Materials (Not in C or D)			Total Completed and Stored This Period (D + E)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)				
		Item Quantity	Units	Unit Price	Bid Item Value (\$)	Quantity Installed Prev. Period	Quantity Value Prev. Period	Quantity Installed This Period	Quantity Value This Period	Total Estimated Quantity	Value of Work Installed to Date					From Prev. Period	This Period	Total Stored Materials	
56	Curb Snek	21	EA	\$150.00	\$3,150.00												\$3,150.00		
57	Concrete Washout Area	1	EA	\$3,200.00	\$3,200.00												\$3,200.00		
58	Sediment Control Log	1,260	LF	\$2.50	\$3,150.00			799.00	\$1,997.50					\$1,997.50	\$1,997.50	63.4%	\$1,152.50		
59	Erosion Control Blanket	1.4	AC	\$12,000.00	\$16,800.00												\$16,800.00		
60	Additional GESC BMP's	1	LS	\$26,000.00	\$26,000.00												\$26,000.00		
<b>PROVISIONAL ITEMS (\$21,975)</b>																			
61	Trench Stabilization Rock (Provisional Item)	100	CY	\$80.00	\$8,000.00												\$8,000.00		
62	Rock Excavation - Rock Teeth/Ripper (Provisional Item)	300	CY	\$42.00	\$12,600.00												\$12,600.00		
63	Rock Excavation - Pneumatic Chiseling (Provisional Item)	25	CY	\$55.00	\$1,375.00												\$1,375.00		
<b>BASE BID SUBTOTAL:</b>																	<b>\$1,824,675.50</b>		
<b>BID ALTERNATE A:</b>																			
<b>WATERLINE REPLACEMENT (\$985,650)</b>																			
1	24" DIP Waterline (0'-8" Deep)	3,350	LF	\$285.00	\$954,750.00								\$145,587.00	\$145,587.00	\$145,587.00	\$145,587.00	15.2%	\$809,163.00	
2	24" DIP Waterline (Additional 0'-8" Feet Depth)	240	LF	\$35.00	\$8,400.00												\$8,400.00		
3	18" DIP Waterline (0'-8" Deep)	90	LF	\$250.00	\$22,500.00												\$22,500.00		
<b>CATHODIC PROTECTION (\$46,190)</b>																			
4	32 lb. Anodes for Bonded DIP	32	EA	\$830.00	\$26,560.00			2.00	\$1,660.00					\$1,660.00	\$1,660.00	6.3%	\$24,900.00		
5	9 lb. Anodes for DIP Fittings on PVC Pipe	7	EA	\$510.00	\$3,570.00												\$3,570.00		
6	Reference Electrode/Coupon	2	EA	\$430.00	\$860.00			1.00	\$430.00					\$430.00	\$430.00	50.0%	\$430.00		
7	Cathodic Protection (Pipe Joint Bonding)	3,440	LF	\$2.50	\$8,600.00												\$8,600.00		
8	Cathodic Protection (Test/Monitoring Stations)	8	EA	\$825.00	\$6,600.00												\$6,600.00		
<b>BID ALTERNATE "A" SUBTOTAL:</b>																	<b>\$1,031,840.00</b>		
<b>RAMPART RANGE ORIGINAL CONTRACT TOTALS:</b>																	<b>\$2,856,515.50</b>		
																	<b>\$40,260.00</b>		
																	<b>\$172,848.50</b>		
																	<b>7.37%</b>		
																	<b>\$210,553.50</b>		
																	<b>\$163,971.00</b>		
																	<b>\$163,971.00</b>		
																	<b>\$336,819.50</b>		
																	<b>\$377,079.50</b>		
																	<b>13.20%</b>		
																	<b>\$2,479,436.00</b>		
<b>CHANGE ORDERS/WORK CHANGE DIRECTIVES:</b>																			
<i>COI: Item 1 Change Order #01A/WCD #01: Butterfly Valves</i>																			
		13	EA	\$2,779.23	\$36,130.00			1.00	\$2,779.23					\$2,779.23	\$2,779.23	7.7%	\$33,350.77		
<i>COI: Item 2.1 Change Order #01B/WCD #02A: Pavement Marking Mobilization</i>																			
		1	EA	\$3,080.00	\$3,080.00												\$3,080.00		
<i>COI: Item 2.2 Change Order #01B/WCD #02B: Paint Temp. Crosswalk</i>																			
		260	SF	\$8.00	\$2,080.00												\$2,080.00		
<i>COI: Item 2.3 Change Order #01B/WCD #02C: Paint Turn Arrows</i>																			
		36	SF	\$17.50	\$630.00												\$630.00		
<i>COI: Item 2.4 Change Order #01B/WCD #02D: Remove Pavement Markings</i>																			
		296	SF	\$3.50	\$1,036.00												\$1,036.00		
<i>COI: Item 3 Change Order #01C/WCD #03: Seed Mix Change (RVMD Mix)</i>																			
		1.32	AC	\$340.15	\$449.00												\$449.00		
<i>COI: Item 4 Change Order #01D/WCD #04: Air Vac Opening Size Change</i>																			
		1	EA	\$1,355.00	\$1,355.00												\$1,355.00		
<b>CHANGE ORDERS/WCD's SUBTOTAL:</b>																	<b>\$41,980.77</b>		
<b>RAMPART RANGE CONTRACT TOTALS:</b>																	<b>\$2,901,275.50</b>		
																	<b>\$40,260.00</b>		
																	<b>\$175,627.73</b>		
																	<b>7.35%</b>		
																	<b>\$213,332.73</b>		
																	<b>\$210,553.50</b>		
																	<b>\$163,971.00</b>		
																	<b>\$163,971.00</b>		
																	<b>\$339,598.73</b>		
																	<b>\$379,858.73</b>		
																	<b>13.09%</b>		
																	<b>\$2,521,416.77</b>		
<b>Retention (To Date):</b>																<b>\$18,992.94</b>			
<b>Balance to Finish + Retention (To Date):</b>																<b>\$2,540,409.71</b>			



## 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:

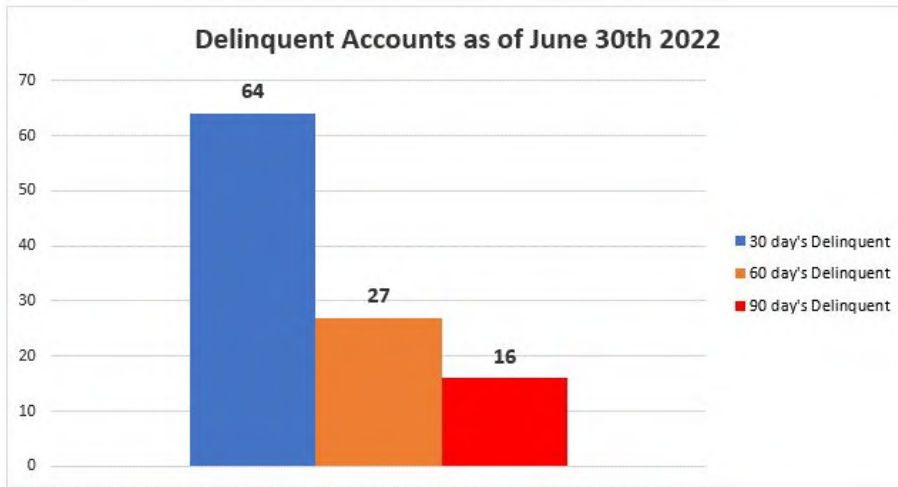
- As of June 30, we had 16 accounts with a past due balance of \$4,944, compared to 17 accounts with a past due balance of \$9,133 as of May 31. Essentially back nearly to pre-pandemic levels.
- We had 6 accounts on the shut off list, but after notices and follow up phone calls all but one paid. The 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.



# ROXBOROUGH WATER AND SANITATION DISTRICT



## 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.

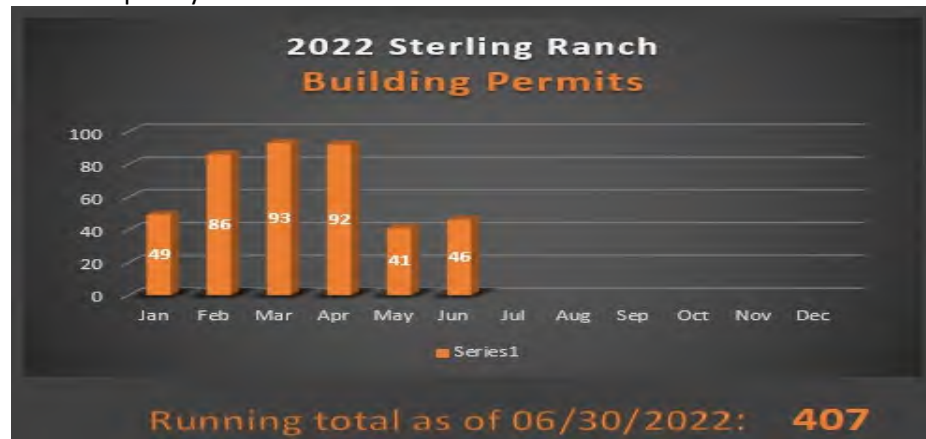


## ROXBOROUGH WATER AND SANITATION DISTRICT

- 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.



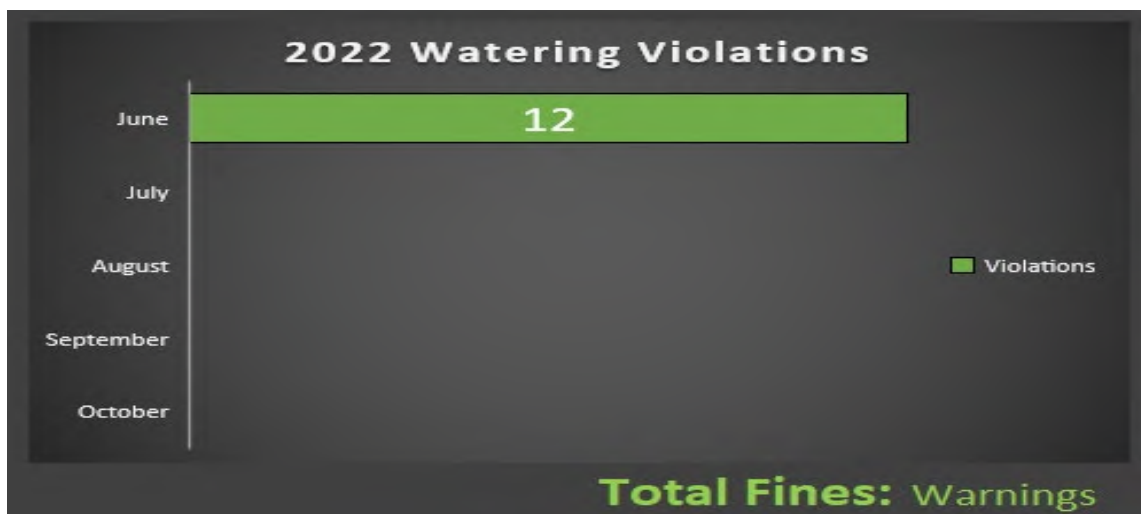


## ROXBOROUGH WATER AND SANITATION DISTRICT

- 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.engagecwcb.org](http://www.engagecwcb.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 1<sup>st</sup> violations, which are warnings with no fine, we're also including the watering schedule in the July bill stuffer.



## Memorandum

TO: Board of Directors

FROM: Barbara Biggs, General Manager

SUBJ: Cyber Risk Assessment Implementation

DATE: July 15, 2022

In 2021 following the cyberattack the previous year, Roxborough Water and Sanitation District (RWSD or District) received a scholarship from the Colorado Special District Property and Liability Insurance Pool (CSD Pool) to complete a comprehensive, third-party cyber risk assessment. The overall grade for the District's cyber security was a B+, with the conclusion that the security the District had implemented was acceptable. With the completion of this assessment, the District's cyber insurance coverage increased from \$200,000 to \$1,000,000.

The cyber risk assessment did identify some areas for improvement in the District security, and this memorandum will summarize the District's response to those recommended improvements. The presentation of this report to the Board of Directors will satisfy the CSD Pool's requirements to maintain the higher cyber insurance coverage.

### I. Security Organization, Personnel Security

While the District was rated "Best in Class" for the Security Team, since the assessment was completed, the District has adopted and is implementing policies consistent with the recommendations of the National Institute of Standards and Technology (NIST). In addition, the District has joined WaterISAC, a cybersecurity association of water and wastewater utilities and the Cyber and Infrastructure Security Agency (CISA) within the Department of Homeland Security and receives twice-weekly security bulletins and attends monthly cybersecurity webinars. The District has entered into a service agreement with ConnectWise for cybersecurity management with their ConnectWise SIEM (formerly Perch) product for network intrusion detection and BitDefender for intrusion prevention. The District has also completed its migration to Microsoft365 and is implementing the cybersecurity training available from Mimecast, the spam filter included with or subscription to Microsoft365.

### II. Vendor Security Management

The cyber risk assessment determined the District's vendor security management as "baseline" and included several recommendations for improvements. Because the District seldom adds new vendors with cyber interfaces with District operations, developing a full vendor security management program was not a good use of limited resources. Instead, the District formally implemented a program to request vendor cyber security policies and cyber security insurance coverage, and worked with one vendor,

American Data Group or ADG the billing software company, to upgrade its database to the more secure mySQL8.

### III. Encryption-Related Capabilities

The cyber security assessment rated the District's encryption-related capabilities as "strong." Some of the recommendations concerned encryption of personal identifying information (PII) and other sensitive data. The District stores no PII on any device or network except for personnel records that are stored on a separate, password protected drive. In addition, the District is in the process of migrating all administrative files, to a secure, encrypted cloud-based file server. The security protocols for the cloud-based file server, Egnyte, were requested and reviewed with the cyber security assessment contractor, NetDiligence.

### IV. Technical Compensating/Contributing Controls

The District was rated "strong" in this category. Since the assessment was completed, the District has completed the total separation of the water, wastewater, and administrative servers. Both water and wastewater operations have fully redundant servers with monthly backups to the cloud and external hard drives stored off-site. The District is in the process of adding separate workstations at the water treatment plant for internet access to allow the process-control SCADA computers to be completely walled off from the internet. Multi-factor authentication for remote operations has proven challenging, and alternatives are still being considered; however, all chemical set points have been locked and can only be changed by the Operator in Responsible Charge. Implementation of ConnectWise SIEM (Perch) with BitDefender significantly enhances the vulnerability scanning and remediation capabilities. The District's NIST policies discussed above include a policy on user activity logs that are backed up and reviewed.

### V. System and Network Operations

The District was rated "strong" in this area. One specific recommendation was that the District upgrade its anti-virus software from WebRootAV to WebRoot End Point Protection, and that has been implemented. The District is still evaluating the value of a formal change management process although the IT administrator and consultant maintain a record of all changes implemented, and mobile device management tools are being evaluated.

### VI. Business Continuity and Disaster Recovery.

NetDiligence determined aspects of the District efforts in this area were both "strong" and "baseline." The analysis recommended the District undertake a business impact analysis in the near-term. Given the 2020 cyberattack, the District's understanding of the business impact is detailed. The report accurately states that billing system recovery from the 2020 attack was challenging. Rather than dedicate limited resources to test recovery scenarios, staff has instead gone to significant lengths to ensure multiple redundant backups to ensure all data would be easily recovered in the event of another attack. The administrative, water operations, and wastewater operations servers have been segregated. All servers are backed up continuously (full and incremental) using Acronis for both on-site and cloud-based backups. In addition, external hard drive

physical backups of all servers are completed monthly and stored in secure, off-site locations. Both water and wastewater operations have fully redundant SCADA servers with no internet access. The District also maintains extensive power backup including 30–45-minute UPS devices, and the office, water treatment plant, and wastewater lift station have backup generators on site that are routinely maintained. Finally, the District incorporated cybersecurity in the updated Emergency Response Plan completed in late 2021.

#### VII. Incident Response Procedures & Functions

The District was rated “strong” in this area. As noted in the report, the District included cyber incident response in the 2018 Emergency Response Plan (ERP), and the ERP was updated in late 2021. The updated ERP was incorporated into the District’s GIS system and is available on all iPads and other electronic devices so that staff has easy access in the event of an emergency. The District has assigned specific roles to the System Security Officer (Lisa Hoover) for first-level response, with escalation to the Director of Operations and General Manager as appropriate. Adding intrusion detection and protection through ConnectWise-SIEM (Perch) and BitDefender provides continuous monitoring of the network specifically addressing the recommendation in the report that the District implement intrusion detection/protection. NetDiligence identified next-generation firewall replacement as an essential need, and twelve new firewalls have been purchased and will be installed before the end of July. Acquisition of the new firewalls includes 3 years of support from the vendor, which will ensure any necessary patches are addressed in a timely manner. Note that supply-chain issues delayed completion of the firewall replacement project.

#### VIII. Privacy

The District was rated “strong” in this category, and no recommendations were made for improvement. It should be noted that the District maintains no personally identifiable information on customers on our network; on-line payments with credit cards are made through a third-party vendor, Point&Pay, that does not store credit card numbers. The only personally identifiable information stored on the District’s servers is employee records, which are stored on a separate, password-protected drive accessible to only the Director of Administration and General Manager.

#### IX. System Scan

The NetDiligence Cyber Risk Assessment included an external scan of the District system. There are five risk levels identified for the scans with emphasis on any results with a risk of 3 or higher. RWSD has no level 4 or 5 findings, which the report notes are excellent and very few client scans have neither level 4 nor 5 findings. A total of 5 level 3 findings were identified, which appears much lower than average, and the District believes these findings will be addressed by installation of the 12 new firewalls.



## ROXBOROUGH WATER AND SANITATION DISTRICT

### Keeping the Water Safe to Drink

Our number one priority is providing safe, reliable, great tasting water to the community. Which is why I am sharing with you what we are doing to monitor for emerging contaminants such as PFAS.

There's been a lot of media attention lately on PFAS chemicals being detected in drinking water. PFAS is an abbreviation for per- and polyfluoroalkyl substances which are manmade chemicals used in metal plating and a wide variety of consumer products including fire-suppressing foam, carpets, paints, polishes, and waxes. Nationwide PFAS is being detected in source waters near manufacturing plants using PFAS in their processes. Here in Colorado, communities near military bases and airports have been seriously impacted by the presence of PFAS chemicals in their water supplies.

The Roxborough community's water supply is mountain snow melt diverted from the South Platte River. Roxborough Water and Sanitation District is fortunate to have excellent source water and working relationship with both Denver Water and the City of Aurora which use the same source. Both entities continue to monitor and share their PFAS data with us.

Denver Water samples the South Platte River above Chatfield Reservoir quarterly for Total PFCs and Total PFCs-Narrative Constituents. Throughout 2020-2021 all their samples came back below the detection limit as measured in parts per trillion (or nanograms/liter or ng/L). The City of Aurora (Aurora) provided data for one of their water treatment plants that sources water from Rampart Reservoir, located in the Roxborough area, for 12 different PFAS chemicals, and all but one were below the detection limit, with one chemical (Perfluorohexanoic acid PFHxA) just slightly above the detection limit at 0.48 parts per trillion (or ng/L). There is currently no Lifetime Health Advisory for PFHxA. The "detection limit" is the lowest level a laboratory can consistently analyze. There were no reportable levels of PFAS in the source water.

The U.S. Environmental Protection Agency (EPA) recently released new Final Lifetime Health Advisories for two PFAS chemicals, Hexafluoropropylene oxide dimer acid (GenX) of 10 parts per trillion (ng/L) and Perfluorobutanesulfonic acid (PFBS) of 2,000 parts per trillion (ng/L). Aurora analyzed for both chemicals and results were below detection. The EPA also released Interim Lifetime Health Advisories for Perfluorooctanesulfonic acid (PFOA) of 0.004 parts per trillion (ng/L) and Perfluorooctanesulfonic acid (PFOS) of 0.020 parts per trillion (ng/L). Aurora also sampled for both chemicals and results were below detection. **One part per trillion can be visualized by thinking of a single drop of food coloring in 18 million gallons of water or a single second out of 32,000 years.**

Continuing to monitor for PFAS, we have signed up to participate in a rigorous sampling program to be implemented by the Water Quality Control Division of the Colorado Department of Public Health and Environment. In early July, contractors working for the state will come out to the District's Larry D. Moore Water Treatment Plant and sample both the raw water entering the plant and the finished drinking water. We should have the results of that sampling by mid to late-August and will do an updated post to share the results. Beginning in 2023, Roxborough's water will be sampled for 29 per- and polyfluoroalkyl substances (PFAS) under

*6222 N. Roxborough Park Rd. Littleton, CO 80125 FAX (303) 933-3649 Phone (303) 979-7286*

*[www.roxwater.org](http://www.roxwater.org)*



## ROXBOROUGH WATER AND SANITATION DISTRICT

EPA's Unregulated Contaminants Monitoring Rules (UCMR 5), and those results will be included in future Water Quality Reports.

While we monitor for emerging contaminants, the water in Roxborough continues to be safe to drink. You can review the current Water Quality Report on this website by clicking [here](#).

# 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 1<sup>st</sup>**



ROXBOROUGH WATER  
AND SANITATION DISTRICT

[www.roxwater.org](http://www.roxwater.org)

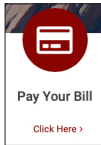
# DON'T USE DOXO.COM TO PAY YOUR WATER BILL

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](http://roxwater.org) and select the "Pay your Bill" button.

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





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## Water Plant

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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.

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## Lift Stations

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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.



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## Field

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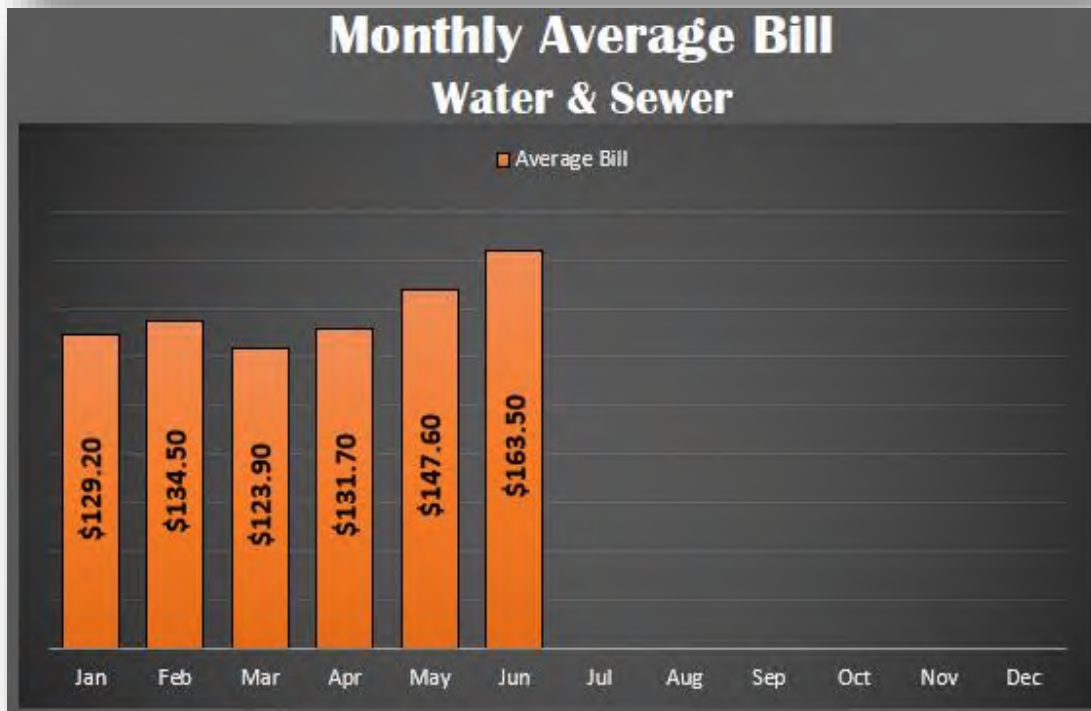
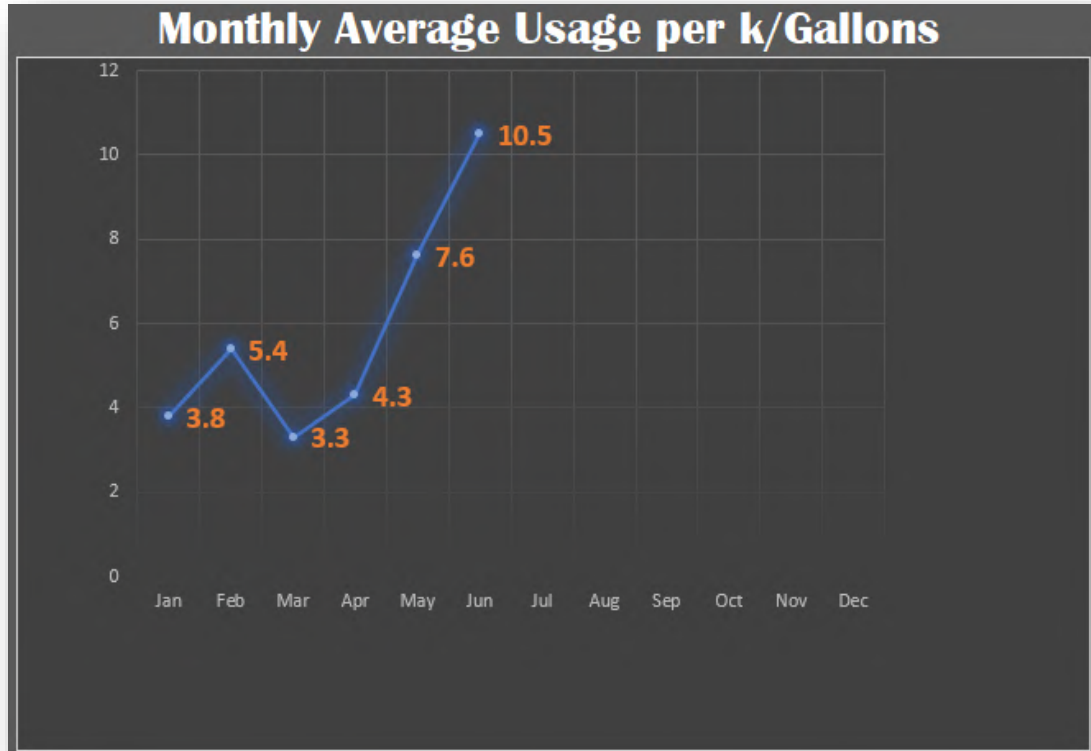
The field had **196** locates for the month of June.

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.

Memorandum  
July 14, 2022  
Page 2

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.

Memorandum  
July 14, 2022  
Page 3

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)

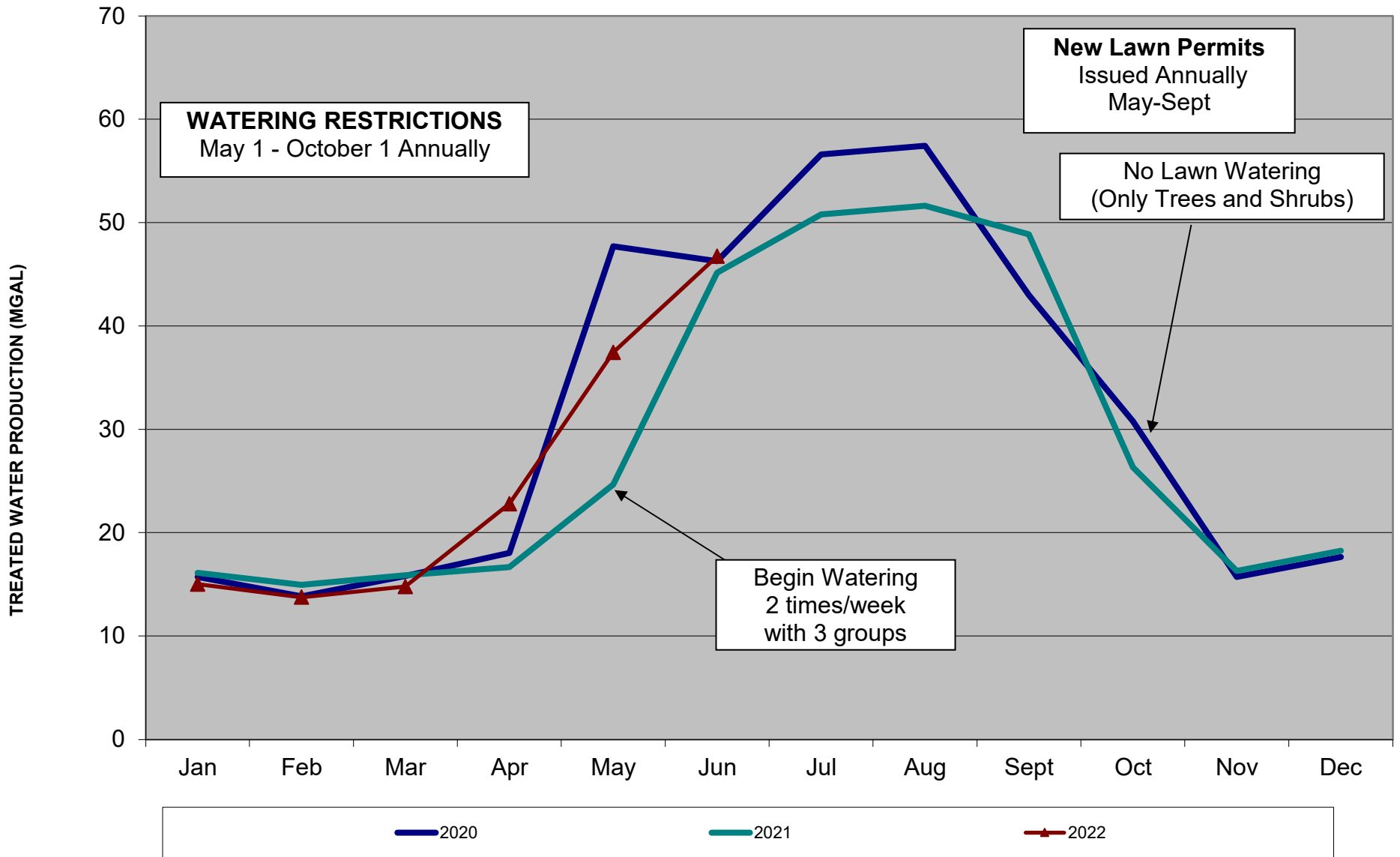
IX. DISTRIBUTION SYSTEM ISOLATION VALVES

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

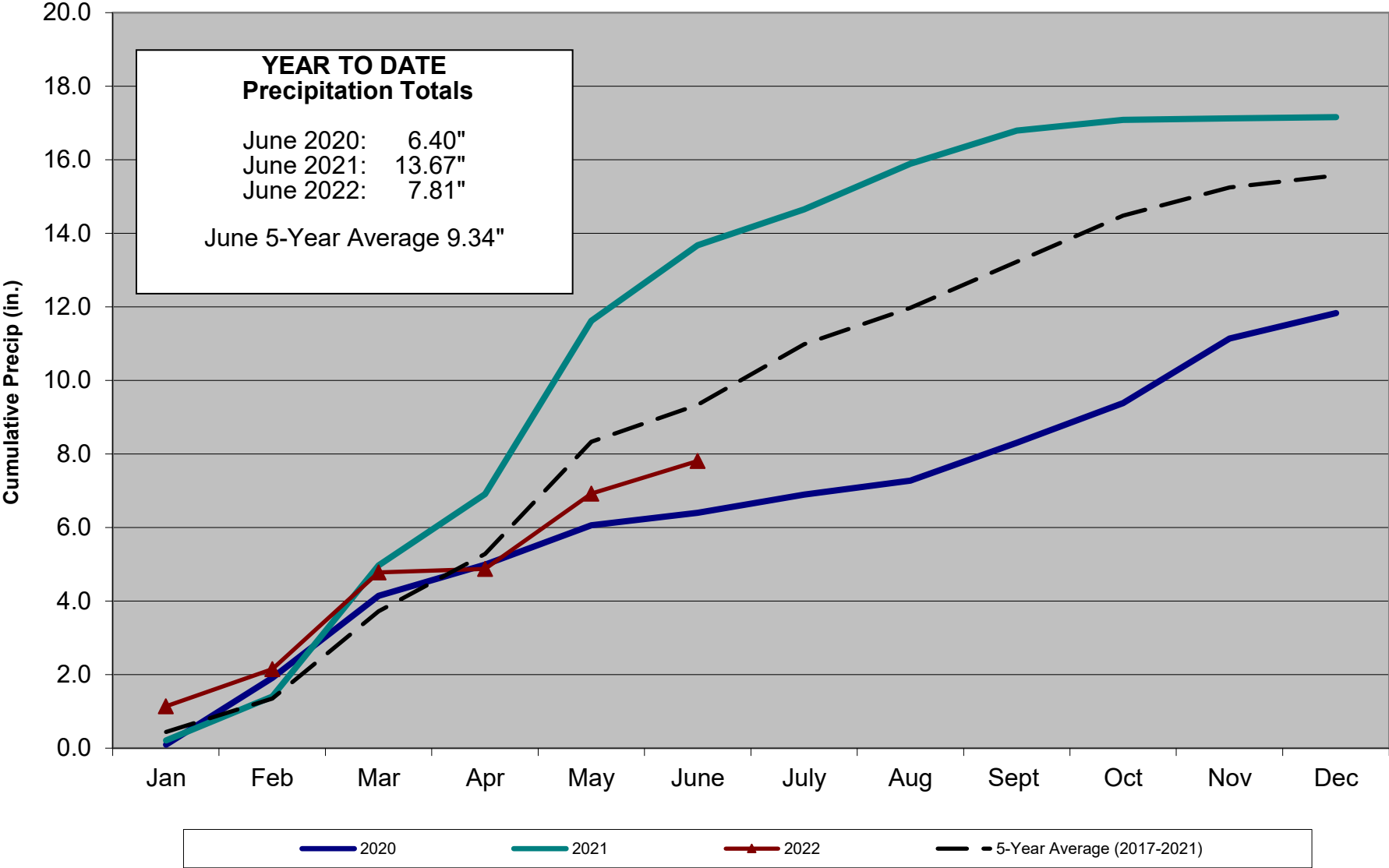
X. SEWER LINING PROJECT

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 DISTRICT TREATED WATER PRODUCTION 2020-2022

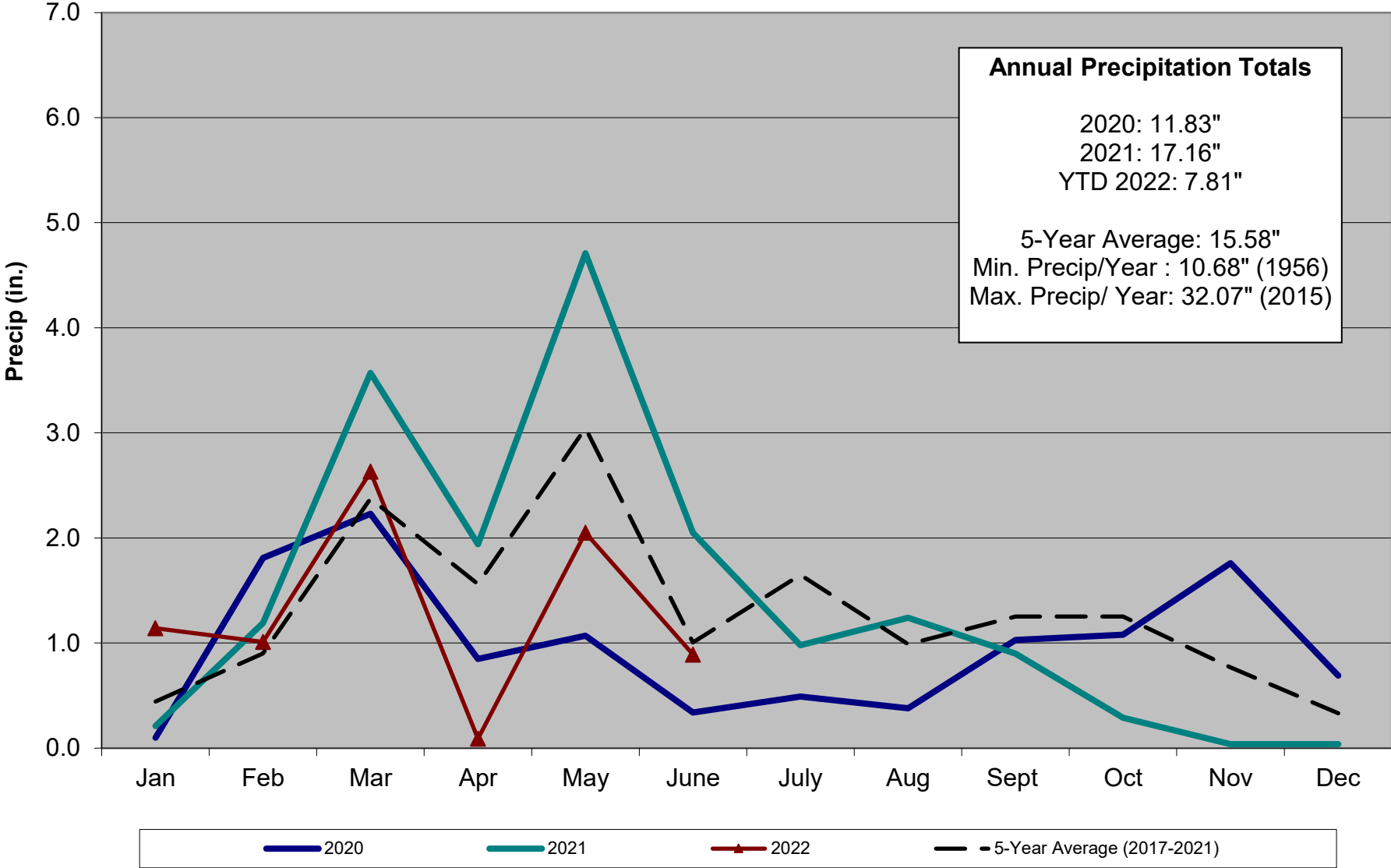


# ROXBOROUGH WATER AND SANITATION DISTRICT CUMULATIVE PRECIPITATION 2020-2022

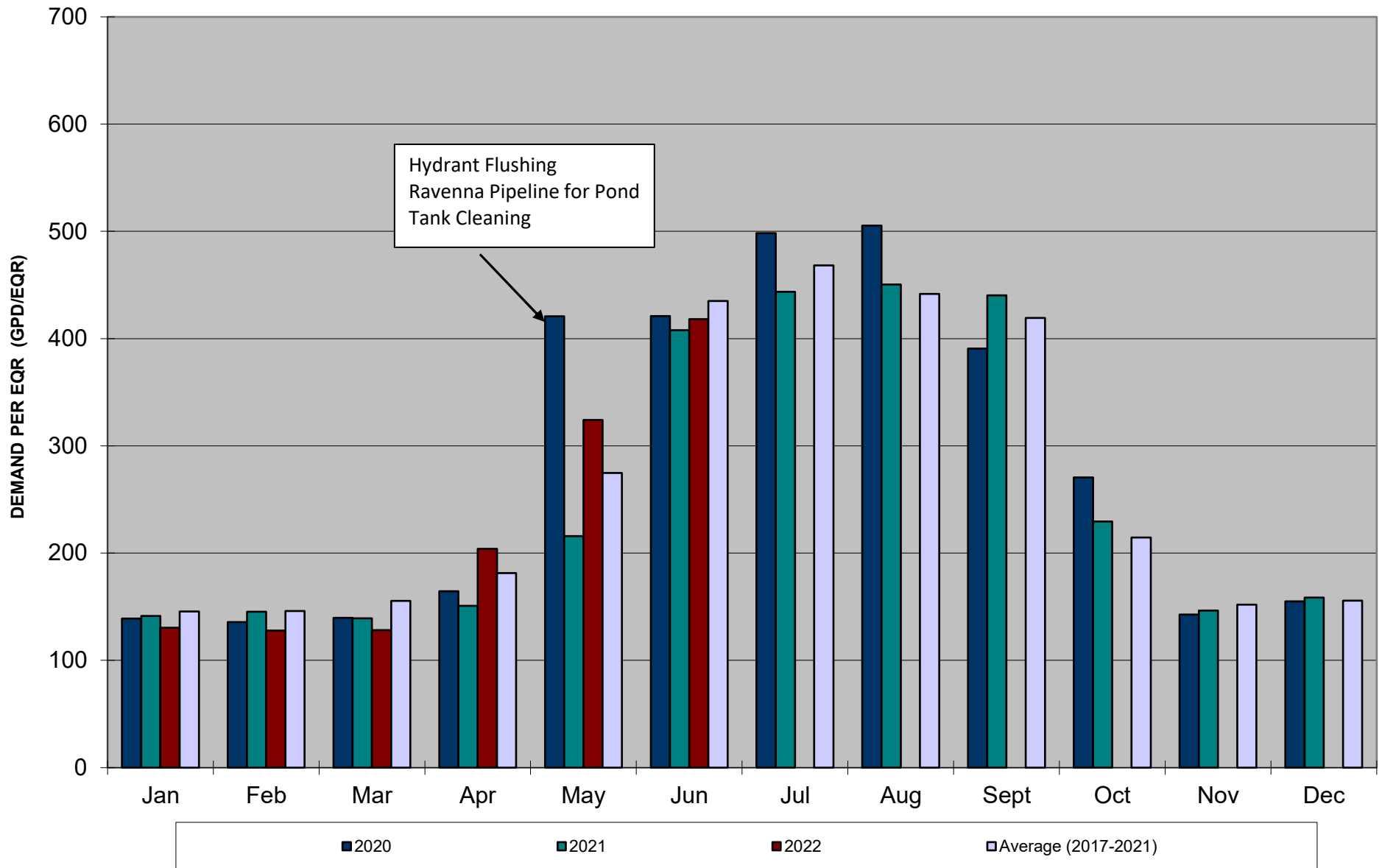




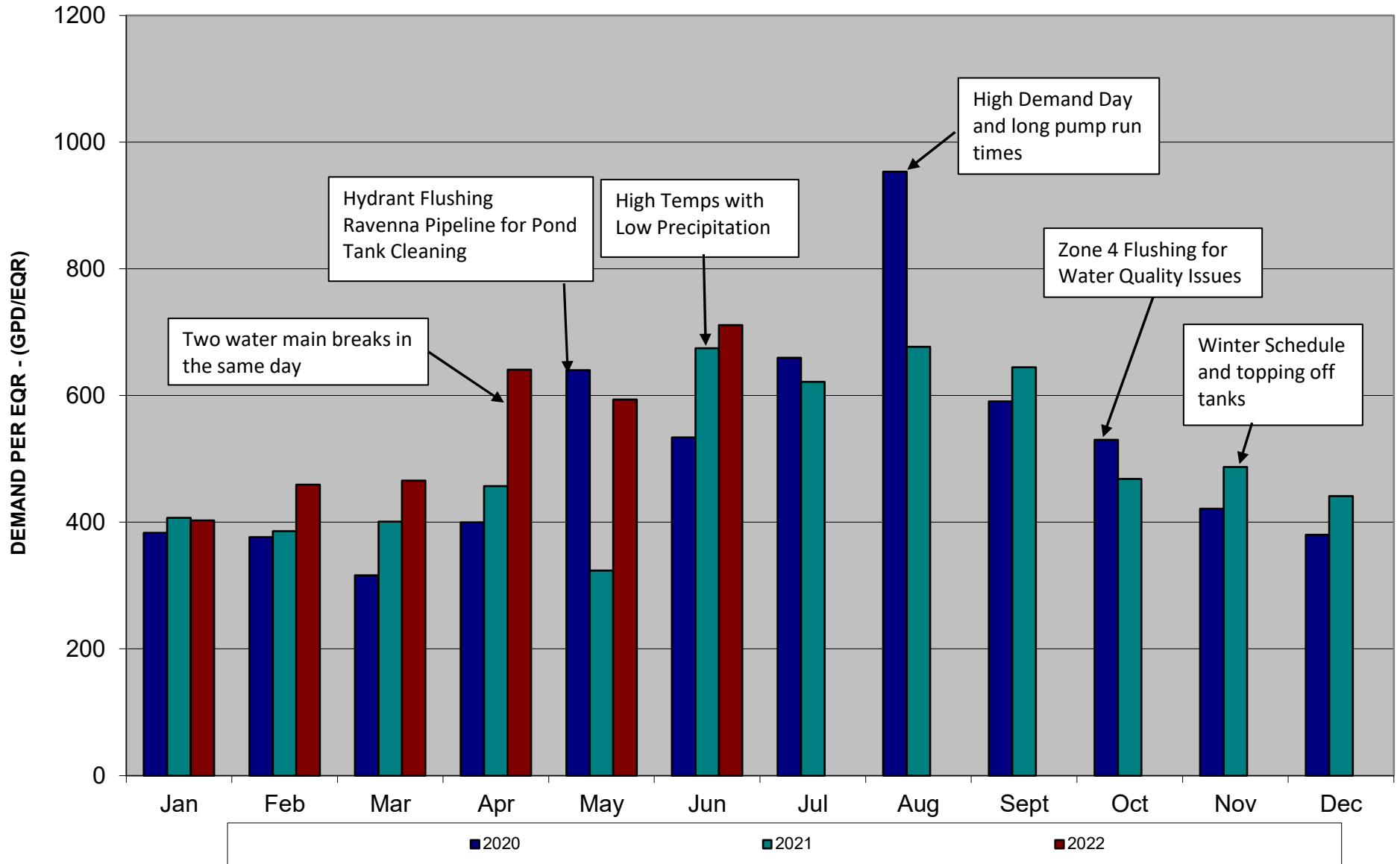
# ROXBOROUGH WATER AND SANITATION DISTRICT PRECIPITATION 2019-2022



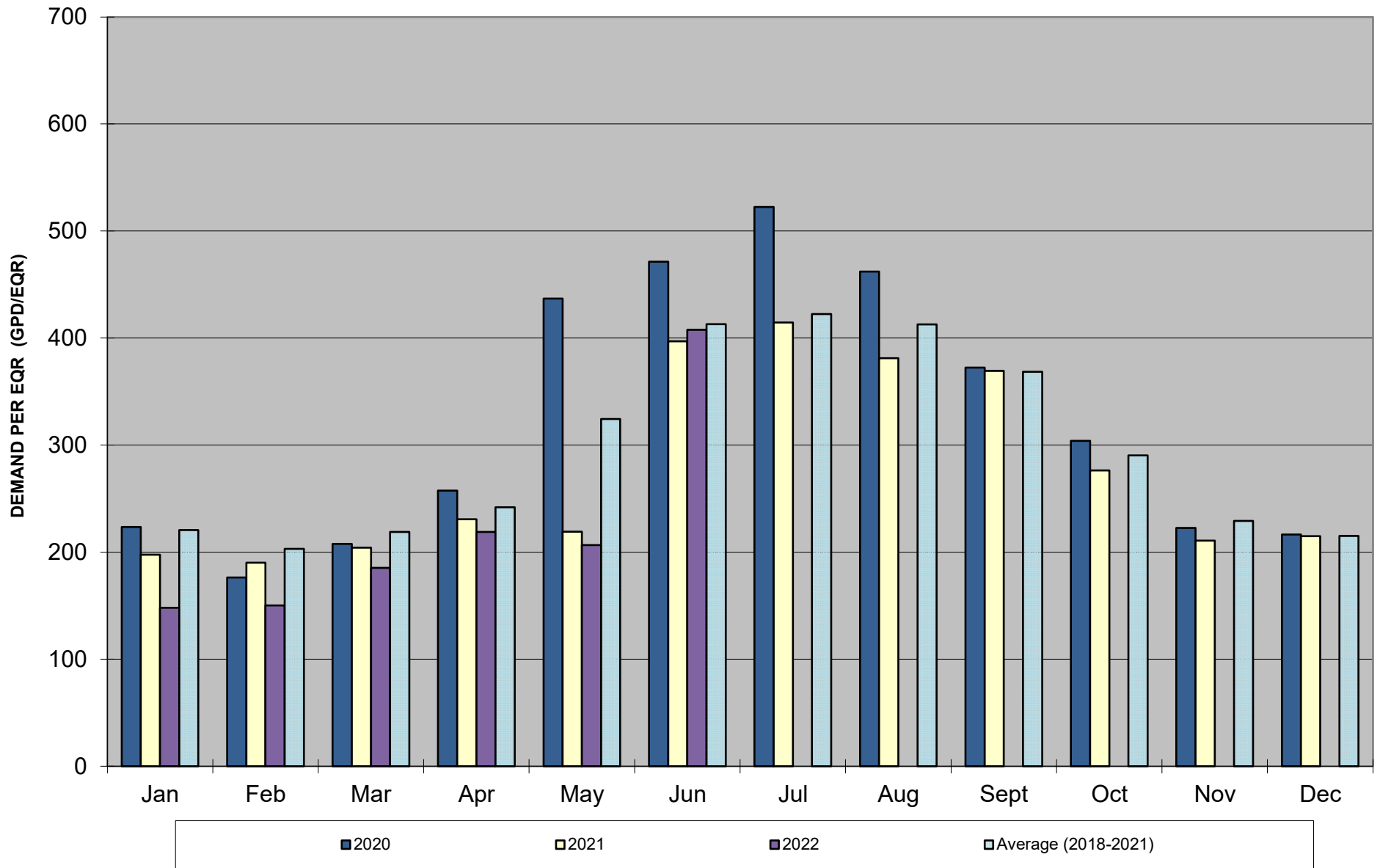
## ROXBOROUGH WATER AND SANITATION DISTRICT AVERAGE DEMAND PER EQR



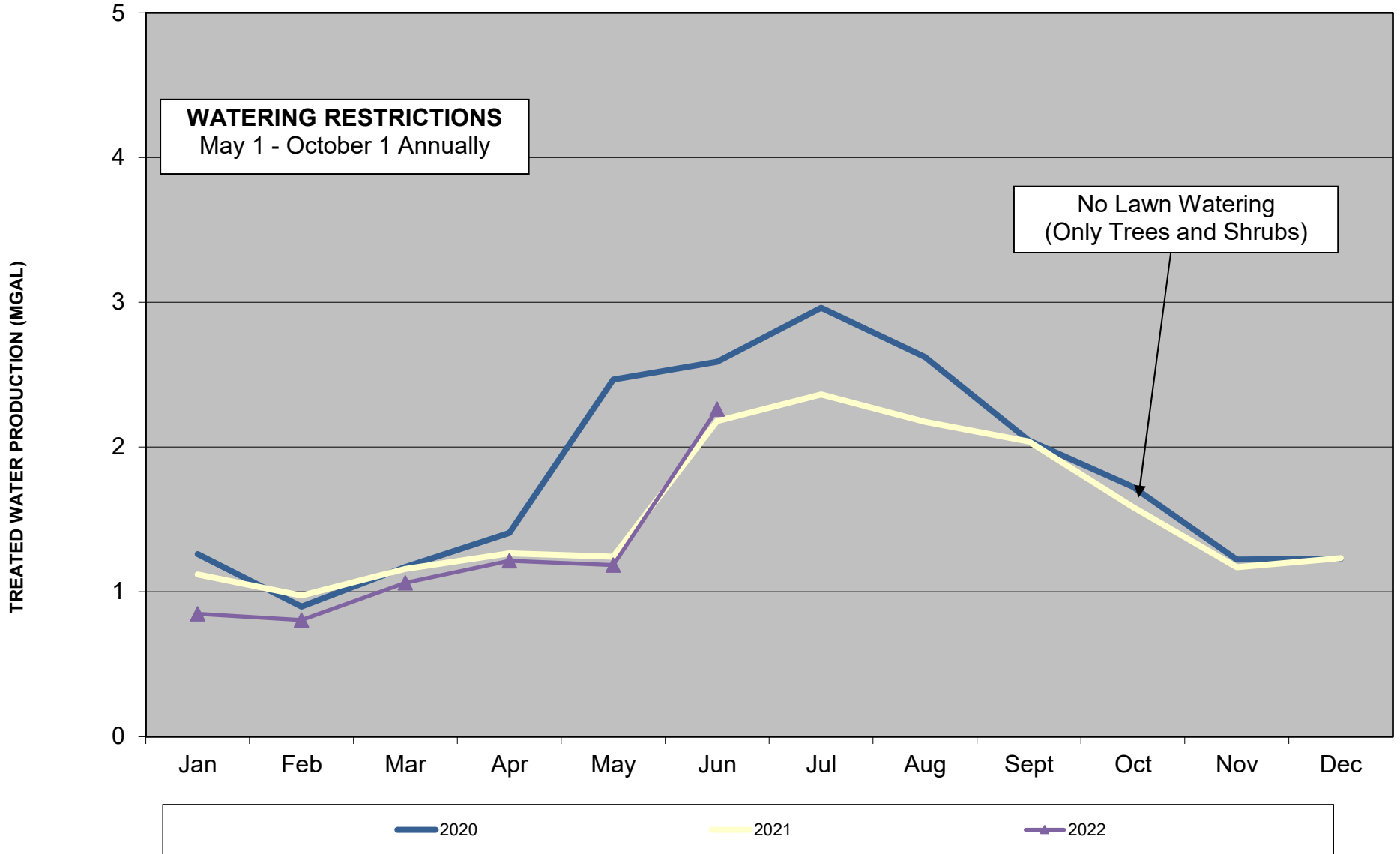
# ROXBOROUGH WATER AND SANITATION DISTRICT MAX DAY DEMAND PER EQR



## ROXBOROUGH NW DOUGLAS COUNTY AVERAGE DEMAND PER EQR



# ROXBOROUGH NW DOUGLAS COUNTY TREATED WATER PRODUCTION 2020-2022



**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

ROXBOROUGH WATER & SANITATION DISTRICT  
FINANCIAL STATEMENTS

May 31, 2022

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## Roxborough Water and Sanitation District Balance Sheet by Class

As of May 31, 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water-Distribution	7-Plum Valley Heights	TOTAL
<b>ASSETS</b>								
Current Assets								
Checking/Savings								
1105-Checking	488,472.05	4,706,946.59	20,683,465.38	4,373,311.09	237,799.61	-19,026,890.77	-789,276.68	10,673,827.27
1111-WF Bond Redemption	0.00	1,663,115.10	0.00	0.00	0.00	0.00	0.00	1,663,115.10
1125-Wells Fargo Savings	0.00	0.00	0.00	0.00	0.00	0.00	1,377,034.83	1,377,034.83
1139-WF Ravenna	0.00	0.00	3,196,997.18	0.00	0.00	0.00	0.00	3,196,997.18
1150-Investment in Colotrust	2,270,695.16	736,867.62	7,069,068.09	7,780,455.41	0.00	0.00	0.00	17,857,086.28
1155-Colotrust Bond Fund	0.00	0.00	358,509.52	497,646.31	0.00	0.00	0.00	856,156.83
1160-System Develop Colo Trust	0.00	0.00	985,114.77	0.00	0.00	0.00	0.00	985,114.77
Total Checking/Savings	2,759,167.21	7,106,929.31	32,293,154.94	12,651,412.81	237,799.61	-19,026,890.77	587,758.15	36,609,331.26
Other Current Assets								
1300-A/R Service	0.00	0.00	884,959.23	320,338.03	0.00	0.00	0.00	1,205,297.26
1310-A/R Availability	0.00	0.00	18,189.04	6,741.54	0.00	0.00	0.00	24,930.58
1350-A/R Taxes	1,790,437.00	836,383.00	0.00	0.00	0.00	0.00	451,429.00	3,078,249.00
1356-Due From NWDC Inclusion	0.00	0.00	6,880.76	0.00	0.00	0.00	0.00	6,880.76
1370-Due From Others	0.00	0.00	9,867.69	0.00	0.00	0.00	0.00	9,867.69
1390-Due From Dominion	0.00	0.00	47,598.57	0.00	0.00	0.00	0.00	47,598.57
1399-Due From Arrowhead	0.00	0.00	140.00	0.00	0.00	0.00	0.00	140.00
1400- Prepaid Insurance	12,512.75	0.00	12,512.75	0.00	0.00	12,512.75	0.00	50,057.20
Total Other Current Assets	1,802,949.75	836,383.00	980,148.04	339,598.52	0.00	12,512.75	451,429.00	4,423,021.06
Total Current Assets	4,562,116.96	7,943,312.31	33,273,302.98	12,991,011.33	237,799.61	-19,014,378.02	1,039,187.15	41,032,352.32
Fixed Assets								
1500- Capital Assets	0.00	0.00	81,512,863.32	15,899,324.43	0.00	0.00	0.00	97,412,207.75
Total Fixed Assets	0.00	0.00	81,512,863.32	15,899,324.43	0.00	0.00	0.00	97,412,207.75
<b>TOTAL ASSETS</b>	<b>4,562,116.96</b>	<b>7,943,312.31</b>	<b>114,786,166.30</b>	<b>28,890,335.76</b>	<b>237,799.61</b>	<b>-19,014,378.02</b>	<b>1,039,187.15</b>	<b>138,444,560.07</b>
<b>LIABILITIES &amp; EQUITY</b>								
Current Liabilities								
Accounts Payable	7,603.09	0.00	17,286.13	20,669.23	28,198.28	233,913.04	1,000.00	308,669.77
2000- Accounts Payable	7,603.09	0.00	17,286.13	20,669.23	28,198.28	233,913.04	1,000.00	308,669.77
Other Current Liabilities								
2015 Accrued Vac/ Sick Leave	20,712.05	0.00	27,961.27	26,925.67	0.00	27,961.27	0.00	103,560.26
2052 - Deferred Rental Income	0.00	0.00	14,599.98	0.00	0.00	0.00	0.00	14,599.98
2055- Ravenna Costs Advanced	0.00	0.00	3,196,997.18	0.00	0.00	0.00	0.00	3,196,997.18
2060 - Deferred Taxes	1,790,437.00	836,383.00	0.00	0.00	0.00	0.00	451,429.00	3,078,249.00
Deferred Income	0.00	0.00	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00
Total Other Current Liabilities	1,811,149.05	836,383.00	3,239,558.43	2,026,925.67	0.00	27,961.27	451,429.00	6,939,406.42
Total Current Liabilities	1,818,752.14	836,383.00	3,256,844.56	2,047,594.90	28,198.28	261,874.31	452,429.00	8,702,076.19
Total Liabilities	1,818,752.14	836,383.00	3,256,844.56	2,047,594.90	28,198.28	261,874.31	452,429.00	8,702,076.19
Equity								
3900- Retained Earnings	1,703,569.08	6,461,468.82	110,860,069.09	25,985,513.99	543,315.63	-18,091,768.63	372,134.20	127,834,302.18
Net Income	1,039,795.74	645,460.49	669,272.65	857,226.87	-333,714.30	-1,184,483.70	214,623.95	1,908,181.70
Total Equity	2,743,364.82	7,106,929.31	111,529,341.74	26,842,740.86	209,601.33	-19,276,252.33	586,758.15	129,742,483.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,562,116.96</b>	<b>7,943,312.31</b>	<b>114,786,166.30</b>	<b>28,890,335.76</b>	<b>237,799.61</b>	<b>-19,014,378.02</b>	<b>1,039,187.15</b>	<b>138,444,560.07</b>

**Roxborough Water and Sanitation District  
Profit & Loss by Class**

May 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	TOTAL
<b>Ordinary Income/Expense</b>								
Income								
5010- Service Charges	0.00	0.00	334,803.01	158,495.71	0.00	0.00	0.00	493,298.72
5100-Availability Charges	0.00	0.00	326.26	136.50	0.00	0.00	0.00	462.76
5101- Service Charges LMA	0.00	0.00	0.00	33,134.82	0.00	0.00	0.00	33,134.82
5200- Property Taxes	776,922.92	382,954.92	0.00	0.00	0.00	0.00	124,272.66	1,284,150.50
5211- Dominion WTP Operations	12,057.59	5,948.26	0.00	0.00	0.00	0.00	3,506.14	21,521.99
5210- Specific Ownership Taxes	0.00	0.00	51,074.22	0.00	0.00	0.00	0.00	51,074.22
5310-Permit Fees	0.00	0.00	1,650.00	1,650.00	0.00	0.00	0.00	3,300.00
5410-Hydrant Water	0.00	0.00	6,611.25	0.00	0.00	0.00	0.00	6,611.25
5510-Potable Irrigation Water	0.00	0.00	12,159.25	0.00	0.00	0.00	0.00	12,159.25
5511-Irrigation Water	0.00	0.00	38,484.79	0.00	0.00	0.00	0.00	38,484.79
5601-Late Fees, Penalties,	0.00	0.00	3,633.04	1,676.96	0.00	0.00	0.00	5,310.00
5610- Miscellaneous Income	0.00	0.00	470.03	460.00	0.00	0.00	0.00	930.03
5611-Inclusion fees-NWDC	0.00	0.00	5,622.10	0.00	0.00	0.00	0.00	5,622.10
5620- Dominion Dist. Operations	0.00	0.00	16,349.59	0.00	0.00	0.00	0.00	16,349.59
5625- Dominion Sewer Conveyance	0.00	0.00	0.00	30,700.00	0.00	0.00	0.00	30,700.00
5640- Dominion Treated Water Us	0.00	0.00	11,223.87	0.00	0.00	0.00	0.00	11,223.87
5650- Dominion Exp Reimbursement	0.00	0.00	15,434.66	0.00	0.00	0.00	0.00	15,434.66
5700- Sys. Development Charge	0.00	0.00	39,795.00	34,500.00	0.00	0.00	0.00	74,295.00
5705 Ravenna SDC	0.00	0.00	21,209.99	0.00	0.00	0.00	0.00	21,209.99
5710- Capital Surcharge	0.00	0.00	11,835.94	13,408.86	0.00	0.00	0.00	25,244.80
5715- Capital Surcharge WTP Sup	0.00	0.00	93,158.33	0.00	0.00	0.00	0.00	93,158.33
5820- Investment Income	1,057.09	250.37	5,499.70	5,691.13	0.00	0.00	182.10	12,680.39
5850 - Reimbursed Exp Other	0.00	0.00	1,925.85	0.00	0.00	0.00	0.00	1,925.85
<b>Total Income</b>	<b>790,047.60</b>	<b>389,153.55</b>	<b>671,266.88</b>	<b>279,853.98</b>	<b>0.00</b>	<b>0.00</b>	<b>127,960.90</b>	<b>2,258,282.91</b>
<b>Gross Profit</b>	<b>790,047.60</b>	<b>389,153.55</b>	<b>671,266.88</b>	<b>279,853.98</b>	<b>0.00</b>	<b>0.00</b>	<b>127,960.90</b>	<b>2,258,282.91</b>
<b>Expense</b>								
6020-Payroll Expenses	9,367.58	0.00	50,053.27	33,797.38	0.00	30,850.76	0.00	124,068.99
6040- Accounting	2,375.00	0.00	2,375.00	2,375.00	0.00	2,375.00	0.00	10,500.00
6050- Contract Labor	0.00	0.00	0.00	3,106.39	0.00	3,106.40	1,000.00	6,212.79
6080- Education	1,028.26	0.00	1,403.27	7,153.27	0.00	1,381.55	0.00	10,966.35
6099- Election	3,252.51	0.00	0.00	0.00	0.00	0.00	0.00	3,252.51
6100- Engineering	1,082.70	0.00	562.50	2,221.25	0.00	16,798.75	0.00	20,665.20
6110-Conservation Rebates	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
6115- GPS/GIS	0.00	0.00	0.00	300.00	0.00	900.00	0.00	1,200.00
6130- Insurance	1,865.00	0.00	1,865.00	1,865.00	0.00	1,865.00	0.00	7,460.00
6140- Lab & Test Fees	0.00	0.00	1,186.50	0.00	0.00	666.00	0.00	1,852.50
6150- Legal	892.88	0.00	892.88	892.88	0.00	1,048.88	0.00	3,727.52
6170 - Meter Expenses	0.00	0.00	0.00	0.00	0.00	2,773.96	0.00	2,773.96
6180- Misc. Expenses	363.65	0.00	468.20	73.04	0.00	73.04	0.00	977.93
6200- Office Expense	2,621.86	0.00	1,740.62	0.00	0.00	146.35	0.00	4,508.83
6210-Operating Supplies	0.00	0.00	15,242.20	0.00	0.00	0.00	0.00	15,242.20
6220- Permits	-355.00	0.00	347.40	500.00	0.00	727.00	0.00	1,219.40
6230- Repairs and Maint	4,755.77	0.00	10,368.72	2,363.50	0.00	8,434.45	0.00	25,922.44
6240- Safety Equipment	0.00	0.00	-1,993.10	-1,973.11	0.00	-1,973.10	0.00	-5,839.31
6250- Treasurers Fees	11,643.70	5,739.32	0.00	0.00	0.00	0.00	1,842.53	19,225.55
6260- Utilities	95.21	0.00	14,281.91	7,459.61	0.00	5,977.36	0.00	27,814.09
6270- Vehicle	0.00	0.00	227.89	177.89	0.00	177.90	0.00	583.68
6280- Water Costs	0.00	0.00	0.00	0.00	0.00	191,739.79	0.00	191,739.79
6300- Bank Service Charges	207.81	0.00	207.81	415.61	0.00	0.00	96.91	928.14
7300- Capital Projects	0.00	0.00	13,455.75	14,880.10	0.00	48,165.45	0.00	76,501.30
7310 - WTP- Dominion Pump	0.00	0.00	0.00	0.00	12,961.53	0.00	0.00	12,961.53
7311- Dominion System Improve.	0.00	0.00	0.00	0.00	15,216.70	0.00	0.00	15,216.70
<b>Total Expense</b>	<b>39,196.93</b>	<b>5,739.32</b>	<b>112,685.82</b>	<b>75,607.81</b>	<b>28,198.23</b>	<b>315,334.54</b>	<b>2,939.44</b>	<b>579,702.09</b>
<b>Net Ordinary Income</b>	<b>750,850.67</b>	<b>383,414.23</b>	<b>558,581.06</b>	<b>204,246.17</b>	<b>-28,198.23</b>	<b>-315,334.54</b>	<b>125,021.46</b>	<b>1,678,580.82</b>
<b>Other Income/Expense</b>								
Other Income								
6900- Transfers In	0.00	462.76	0.00	0.00	0.00	0.00	0.00	462.76

No assurance is provided on these financial statements

**Roxborough Water and Sanitation District  
Profit & Loss by Class**

May 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	TOTAL
6902- Transfers in WTP	0.00	93,158.33	0.00	0.00	0.00	0.00	0.00	93,158.33
Total Other Income	0.00	93,621.09	0.00	0.00	0.00	0.00	0.00	93,621.09
Other Expense								
8000- Transfers to Other Funds	0.00	0.00	326.26	136.50	0.00	0.00	0.00	462.76
8002- Transfers Water Supply SV	0.00	0.00	93,158.33	0.00	0.00	0.00	0.00	93,158.33
9000 -Depreciation Expense	0.00	0.00	165,000.00	69,000.00	0.00	0.00	0.00	234,000.00
Total Other Expense	0.00	0.00	258,484.59	69,136.50	0.00	0.00	0.00	327,621.09
Net Other Income	0.00	93,621.09	-258,484.59	-69,136.50	0.00	0.00	0.00	-234,000.00
Net Income	<b>750,850.67</b>	<b>477,035.32</b>	<b>300,096.47</b>	<b>135,109.67</b>	<b>-28,198.23</b>	<b>-315,334.54</b>	<b>125,021.46</b>	<b>1,444,580.82</b>

## Roxborough Water and Sanitation District Profit & Loss by Class

January through May 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	TOTAL
<b>Ordinary Income/Expense</b>								
Income								
5010- Service Charges	0.00	0.00	1,229,986.78	764,841.67	0.00	0.00	0.00	1,994,828.45
5011- Service Charge Ravenna	0.00	0.00	37,006.56	0.00	0.00	0.00	0.00	37,006.56
5100-Availability Charges	0.00	0.00	49,644.05	16,460.19	0.00	0.00	0.00	66,104.24
5101- Service Charges LIMA	0.00	0.00	0.00	142,044.32	0.00	0.00	0.00	142,044.32
5200- Property Taxes	1,306,957.77	644,215.65	0.00	0.00	0.00	0.00	324,222.49	2,275,395.91
5210- Specific Ownership Taxes	56,380.38	27,790.60	0.00	0.00	0.00	0.00	16,183.88	100,354.86
5211- Dominion WTP Operations	0.00	0.00	254,186.34	12,375.00	0.00	0.00	0.00	24,750.00
5310-Permit Fees	0.00	0.00	12,375.00	0.00	0.00	0.00	0.00	25,674.75
5410-Hydrant Water	0.00	0.00	25,674.75	0.00	0.00	0.00	0.00	19,869.30
5510-Potable Irrigation Water	0.00	0.00	19,869.30	0.00	0.00	0.00	0.00	19,869.30
5511-Irrigation Water	0.00	0.00	85,338.18	0.00	0.00	0.00	0.00	65,338.18
5601-Late Fees, Penalties,	0.00	0.00	12,229.73	5,635.27	0.00	0.00	0.00	17,865.00
5610- Miscellaneous Income	0.00	0.00	24,306.87	491.10	0.00	0.00	0.00	24,797.97
5611-Inclusion Fees-NWDC	0.00	0.00	26,881.15	0.00	0.00	0.00	0.00	26,881.15
5620- Dominion Dist. Operations	0.00	0.00	90,585.92	0.00	0.00	0.00	0.00	90,585.92
5625- Dominion Sewer Conveyance	0.00	0.00	147,460.00	0.00	0.00	0.00	0.00	147,460.00
5640- Dominion Treated Water Us	0.00	0.00	39,132.32	0.00	0.00	0.00	0.00	39,132.32
5650 Dominion Exp Reimbursement	0.00	0.00	140,340.43	170,269.44	0.00	0.00	0.00	310,609.87
5670-Dominion Cap Lease O-Line	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00
5700- Sys. Development Charge	0.00	0.00	169,325.00	0.00	0.00	0.00	0.00	377,507.00
5705 Ravenna SDC	0.00	0.00	208,181.00	0.00	0.00	0.00	0.00	124,177.36
5710- Capital Surcharge	0.00	0.00	124,177.36	0.00	0.00	0.00	0.00	124,177.36
5715- Capital Surcharge WTP Sup	0.00	0.00	59,094.45	65,651.56	0.00	0.00	0.00	124,746.01
5820- Investment Income	3,012.08	509.43	464,800.19	0.00	0.00	0.00	0.00	464,800.19
5850 - Reimbursed Exp Other	0.00	0.00	10,513.69	12,283.68	0.00	0.00	613.92	26,932.80
	0.00	0.00	7,260.71	0.00	0.00	0.00	0.00	7,260.71
<b>Total Income</b>	<b>1,366,350.23</b>	<b>672,515.68</b>	<b>2,921,584.78</b>	<b>1,706,838.23</b>	<b>0.00</b>	<b>0.00</b>	<b>341,020.29</b>	<b>7,008,309.21</b>
<b>Gross Profit</b>	<b>1,366,350.23</b>	<b>672,515.68</b>	<b>2,921,584.78</b>	<b>1,706,838.23</b>	<b>0.00</b>	<b>0.00</b>	<b>341,020.29</b>	<b>7,008,309.21</b>
<b>Expense</b>								
6020-Payroll Expenses	46,320.88	0.00	237,351.76	162,308.75	0.00	138,501.78	0.00	584,481.17
6040- Accounting	11,875.00	0.00	11,875.00	9,500.00	0.00	9,500.00	5,000.00	47,750.00
6050- Contract Labor	5,310.00	0.00	0.00	11,566.24	0.00	14,571.62	0.00	31,447.86
6080- Education	3,455.48	0.00	3,917.18	12,017.38	0.00	2,987.82	0.00	22,377.86
6099- Election	27,303.40	0.00	0.00	0.00	0.00	0.00	0.00	27,303.40
6100- Engineering	7,330.98	0.00	63,842.20	55,919.84	0.00	100,421.12	0.00	227,514.14
6110-Conservation Rebates	0.00	0.00	0.00	0.00	0.00	375.00	0.00	375.00
6115- GPS/GIS	0.00	0.00	0.00	9,252.50	0.00	9,202.50	0.00	18,455.00
6130- Insurance	9,319.50	0.00	9,319.50	9,319.50	0.00	9,319.50	0.00	37,278.00
6140- Lab & Test Fees	0.00	0.00	3,723.50	0.00	0.00	2,921.00	0.00	6,644.50
6150- Legal	12,185.17	0.00	5,352.67	5,029.16	0.00	8,564.16	907.00	32,038.16
6170 - Meter Expenses	2,712.59	0.00	1,842.24	141.68	0.00	96.32	0.00	4,792.83
6180- Misc. Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6185- Littleton Service Fees	13,335.30	0.00	2,455.15	54,350.16	0.00	4,215.45	0.00	74,521.66
6200- Office Expense	19,498.52	0.00	57,999.50	11,821.70	0.00	0.00	0.00	69,821.20
6210-Operating Supplies	21,009.42	0.00	747.22	500.00	0.00	3,127.00	0.00	23,872.74
6220- Permits	2,693.52	0.00	0.00	0.00	0.00	0.00	0.00	2,693.52
6225-Rent	0.00	0.00	48,795.66	36,621.83	0.00	40,642.46	0.00	147,069.37
6230- Repairs and Maint	0.00	0.00	-1,270.03	-1,190.82	0.00	-1,292.79	0.00	-3,753.64
6240- Safety Equipment	19,594.23	9,658.24	100,518.29	31,468.00	0.00	19,409.08	0.00	152,125.76
6250- Treasurers Fees	730.39	0.00	1,207.20	672.51	0.00	669.04	0.00	3,602.30
6260- Utilities	1,053.55	0.00	0.00	0.00	0.00	528,269.25	0.00	528,269.25
6280- Vehicle	0.00	0.00	868.97	1,338.02	0.00	399.91	200.42	3,676.29
6280- Water Costs	868.97	0.00	0.00	0.00	0.00	0.00	0.00	868.97
6300-Bank Service Charges	0.00	38,400.00	0.00	0.00	0.00	0.00	0.00	38,400.00
6420-Loan Administrative Fees	0.00	115,515.50	0.00	0.00	0.00	0.00	0.00	115,515.50
6500- CWRPDA Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6550-CWCB Debt Service	0.00	267,500.00	0.00	0.00	0.00	0.00	0.00	267,500.00
7100-Principal Payments	0.00	82,425.19	0.00	0.00	0.00	0.00	0.00	82,425.19
7150-Ravenna CWCB	0.00	44,460.69	0.00	0.00	0.00	0.00	0.00	44,460.69
7200- Interest Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Roxborough Water and Sanitation District  
Profit & Loss by Class**

January through May 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	TOTAL
7290- Water Rights	0.00	0.00	0.00	0.00	0.00	265.50	0.00	265.50
7300- Capital Projects	120,506.00	0.00	364,321.88	73,000.96	0.00	202,239.47	0.00	760,068.31
7310 - WTP- Dominion Pump	0.00	0.00	0.00	0.00	260,280.93	0.00	0.00	260,280.93
7311- Dominion System Improve.	0.00	0.00	0.00	0.00	73,433.37	0.00	0.00	73,433.37
<b>Total Expense</b>	<b>325,102.90</b>	<b>557,959.62</b>	<b>914,319.48</b>	<b>488,151.17</b>	<b>333,714.30</b>	<b>1,184,483.70</b>	<b>126,396.34</b>	<b>3,930,127.51</b>
<b>Net Ordinary Income</b>	<b>1,041,247.33</b>	<b>114,556.06</b>	<b>2,007,265.30</b>	<b>1,218,687.06</b>	<b>-333,714.30</b>	<b>-1,184,483.70</b>	<b>214,623.95</b>	<b>3,078,181.70</b>
<b>Other Income/Expense</b>								
6900- Transfers In	0.00	66,104.24	0.00	0.00	0.00	0.00	0.00	66,104.24
6902- Transfers In WTP	0.00	464,800.19	0.00	0.00	0.00	0.00	0.00	464,800.19
<b>Total Other Income</b>	<b>0.00</b>	<b>530,904.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>530,904.43</b>
<b>Other Expense</b>								
8000- Transfers to Other Funds	0.00	0.00	49,644.05	16,460.19	0.00	0.00	0.00	66,104.24
8002- Transfers Water Supply SV	0.00	0.00	464,800.19	0.00	0.00	0.00	0.00	464,800.19
9000 -Depreciation Expense	0.00	0.00	825,000.00	345,000.00	0.00	0.00	0.00	1,170,000.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>1,339,444.24</b>	<b>361,460.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,700,904.43</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>530,904.43</b>	<b>-1,339,444.24</b>	<b>-361,460.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,170,000.00</b>
<b>Net Income</b>	<b>1,041,247.33</b>	<b>645,460.49</b>	<b>667,821.06</b>	<b>857,226.87</b>	<b>-333,714.30</b>	<b>-1,184,483.70</b>	<b>214,623.95</b>	<b>1,908,181.70</b>

**Roxborough Water and Sanitation District**  
**Profit & Loss -General Fund**  
**May 2022**

	<u>May 22</u>	<u>Jan - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5200- Property Taxes	776,922.92	1,306,957.77
5210- Specific Ownership Taxes	12,067.59	56,380.38
5820- Investment Income	1,057.09	3,012.08
<b>Total Income</b>	<u>790,047.60</u>	<u>1,366,350.23</u>
<b>Gross Profit</b>	790,047.60	1,366,350.23
<b>Expense</b>		
6020-Payroll Expenses	9,367.58	46,320.88
6040- Accounting	2,375.00	11,875.00
6050- Contract Labor	0.00	5,310.00
6080- Education	1,028.26	3,455.48
6099- Election	3,252.51	27,303.40
6100- Engineering	1,082.70	7,330.98
6130- Insurance	1,865.00	9,319.50
6150- Legal	892.88	12,185.17
6170 - Meter Expenses	0.00	1,451.59
6180- Misc. Expenses	363.65	2,712.59
6200- Office Expense	2,621.86	13,335.30
6220- Permits	-355.00	19,498.52
6225-Rent	0.00	2,693.52
6230- Repairs and Maint	4,755.77	21,009.42
6250- Treasurers Fees	11,643.70	19,594.23
6260- Utilities	95.21	730.39
6270- Vehicle	0.00	1,053.55
6300- Bank Service Charges	207.81	868.97
7300- Capital Projects	0.00	120,506.00
<b>Total Expense</b>	<u>39,196.93</u>	<u>326,554.49</u>
<b>Net Ordinary Income</b>	<u>750,850.67</u>	<u>1,039,795.74</u>
<b>Net Income</b>	<u><u>750,850.67</u></u>	<u><u>1,039,795.74</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Debt Service**  
**May 2022**

	<u>May 22</u>	<u>Jan - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5200- Property Taxes	382,954.92	644,215.65
5210- Specific Ownership Taxes	5,948.26	27,790.60
5820- Investment Income	250.37	509.43
<b>Total Income</b>	<u>389,153.55</u>	<u>672,515.68</u>
<b>Gross Profit</b>	389,153.55	672,515.68
<b>Expense</b>		
6250- Treasurers Fees	5,739.32	9,658.24
6420-Loan Administrative Fees	0.00	38,400.00
6500- CWRPDA Debt Service	0.00	115,515.50
7100-Principal Payments	0.00	267,500.00
7150-Ravenna CWCB	0.00	82,425.19
7200- Interest Payments	0.00	44,460.69
<b>Total Expense</b>	<u>5,739.32</u>	<u>557,959.62</u>
<b>Net Ordinary Income</b>	383,414.23	114,556.06
<b>Other Income/Expense</b>		
<b>Other Income</b>		
6900- Transfers In	462.76	66,104.24
6902- Transfers In WTP	93,158.33	464,800.19
<b>Total Other Income</b>	<u>93,621.09</u>	<u>530,904.43</u>
<b>Net Other Income</b>	93,621.09	530,904.43
<b>Net Income</b>	<u><u>477,035.32</u></u>	<u><u>645,460.49</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Water Treatment**  
**May 2022**

	<u>May 22</u>	<u>Jan - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5010- Service Charges	334,803.01	1,229,986.78
5011- Service Charge Ravenna	0.00	37,006.56
5100-Availability Charges	326.26	49,644.05
5211- Dominion WTP Operations	51,074.22	254,186.34
5310-Permit Fees	1,650.00	12,375.00
5410-Hydrant Water	6,611.25	25,674.75
5510-Potable Irrigation Water	12,159.25	19,869.30
5511-Irrigation Water	38,484.79	85,338.18
5601-Late Fees, Penalties,	3,633.04	12,229.73
5610- Miscellaneous Income	470.03	24,306.87
5611-Inclusion fees-NWDC	5,622.10	26,881.15
5620- Dominion Dist. Operations	16,349.59	90,585.92
5640- Dominion Treated Water Us	11,223.87	39,132.32
5650 Dominion Exp Reimbursement	15,434.66	140,340.43
5700- Sys. Development Charge	39,795.00	208,181.00
5705 Ravenna SDC	21,209.99	124,177.36
5710- Capital Surcharge	11,835.94	59,094.45
5715- Capital Surcharge WTP Sup	93,158.33	464,800.19
5820- Investment Income	5,499.70	10,513.69
5850 - Reimbursed Exp Other	1,925.85	7,260.71
<b>Total Income</b>	<u>671,266.88</u>	<u>2,921,584.78</u>
<b>Gross Profit</b>	671,266.88	2,921,584.78
<b>Expense</b>		
6020-Payroll Expenses	50,053.27	237,351.76
6040- Accounting	2,375.00	11,875.00
6080- Education	1,403.27	3,917.18
6100- Engineering	562.50	63,842.20
6130- Insurance	1,865.00	9,319.50
6140- Lab & Test Fees	1,186.50	3,723.50
6150- Legal	892.88	5,352.67
6180- Misc. Expenses	468.20	1,842.24
6200- Office Expense	1,740.62	2,455.15
6210-Operating Supplies	15,242.20	57,999.50
6220- Permits	347.40	747.22
6230- Repairs and Maint	10,368.72	48,795.66
6240- Safety Equipment	-1,993.10	-1,270.03
6260- Utilities	14,281.91	100,518.29
6270- Vehicle	227.89	1,207.20
6300- Bank Service Charges	207.81	868.97
7300- Capital Projects	13,455.75	364,321.88
<b>Total Expense</b>	<u>112,685.82</u>	<u>912,867.89</u>
<b>Net Ordinary Income</b>	558,581.06	2,008,716.89
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
8000- Transfers to Other Funds	326.26	49,644.05
8002- Transfers Water Supply SV	93,158.33	464,800.19
9000 -Depreciation Expense	165,000.00	825,000.00
<b>Total Other Expense</b>	<u>258,484.59</u>	<u>1,339,444.24</u>
<b>Net Other Income</b>	<u>-258,484.59</u>	<u>-1,339,444.24</u>
<b>Net Income</b>	<u><u>300,096.47</u></u>	<u><u>669,272.65</u></u>



**Roxborough Water and Sanitation District**  
**Profit & Loss -Water Distribution**  
**May 2022**

	<u>May 22</u>	<u>Jan - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
6020-Payroll Expenses	30,850.76	138,501.78
6040- Accounting	2,375.00	9,500.00
6050- Contract Labor	3,106.40	14,571.62
6080- Education	1,381.55	2,987.82
6100- Engineering	16,798.75	100,421.12
6110-Conservation Rebates	100.00	375.00
6115- GPS/GIS	900.00	9,202.50
6130- Insurance	1,865.00	9,319.50
6140- Lab & Test Fees	666.00	2,921.00
6150- Legal	1,048.88	8,564.16
6170 - Meter Expenses	2,773.96	90,078.51
6180- Misc. Expenses	73.04	96.32
6200- Office Expense	146.35	4,215.45
6220- Permits	727.00	3,127.00
6230- Repairs and Maint	8,434.45	40,642.46
6240- Safety Equipment	-1,973.10	-1,292.79
6260- Utilities	5,977.36	19,409.08
6270- Vehicle	177.90	669.04
6280- Water Costs	191,739.79	528,269.25
6300- Bank Service Charges	0.00	399.91
7290- Water Rights	0.00	265.50
7300- Capital Projects	48,165.45	202,239.47
<b>Total Expense</b>	<u>315,334.54</u>	<u>1,184,483.70</u>
<b>Net Ordinary Income</b>	<u>-315,334.54</u>	<u>-1,184,483.70</u>
<b>Net Income</b>	<u><u>-315,334.54</u></u>	<u><u>-1,184,483.70</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Sewer Fund**  
**May 2022**

	<u>May 22</u>	<u>Jan - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5010- Service Charges	158,495.71	764,841.67
5100-Availability Charges	136.50	16,460.19
5101- Service Charges LMA	33,134.82	142,044.32
5310-Permit Fees	1,650.00	12,375.00
5601-Late Fees, Penalties,	1,676.96	5,635.27
5610- Miscellaneous Income	460.00	491.10
5625- Dominion Sewer Conveyance	30,700.00	147,460.00
5650 Dominion Exp Reimbursement	0.00	170,269.44
5670-Dominion Cap Lease O-Line	0.00	200,000.00
5700- Sys. Development Charge	34,500.00	169,326.00
5710- Capital Surcharge	13,408.86	65,651.56
5820- Investment Income	5,691.13	12,283.68
<b>Total Income</b>	<u>279,853.98</u>	<u>1,706,838.23</u>
<b>Gross Profit</b>	279,853.98	1,706,838.23
<b>Expense</b>		
6020-Payroll Expenses	33,797.38	162,306.75
6040- Accounting	2,375.00	9,500.00
6050- Contract Labor	3,106.39	11,566.24
6080- Education	7,153.27	12,017.38
6100- Engineering	2,221.25	55,919.84
6115- GPS/GIS	300.00	9,252.50
6130- Insurance	1,865.00	9,319.50
6140- Lab & Test Fees	0.00	0.00
6150- Legal	892.88	5,029.16
6180- Misc. Expenses	73.04	141.68
6185- Littleton Service Fees	0.00	54,350.16
6200- Office Expense	0.00	4,515.76
6210-Operating Supplies	0.00	11,821.70
6220- Permits	500.00	500.00
6230- Repairs and Maint	2,363.50	36,621.83
6240- Safety Equipment	-1,973.11	-1,190.82
6260- Utilities	7,459.61	31,468.00
6270- Vehicle	177.89	672.51
6300- Bank Service Charges	415.61	1,338.02
7300- Capital Projects	14,880.10	73,000.96
<b>Total Expense</b>	<u>75,607.81</u>	<u>488,151.17</u>
<b>Net Ordinary Income</b>	204,246.17	1,218,687.06
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
8000- Transfers to Other Funds	136.50	16,460.19
9000 -Depreciation Expense	69,000.00	345,000.00
<b>Total Other Expense</b>	<u>69,136.50</u>	<u>361,460.19</u>
<b>Net Other Income</b>	-69,136.50	-361,460.19
<b>Net Income</b>	<u><u>135,109.67</u></u>	<u><u>857,226.87</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Capital Fund**  
**May 2022**

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	May 22	Jan - May 22
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
7310 - WTP- Dominion Pump	12,981.53	260,280.93
7311- Dominion System Improve.	15,216.70	73,433.37
<b>Total Expense</b>	28,198.23	333,714.30
<b>Net Ordinary Income</b>	-28,198.23	-333,714.30
<b>Net Income</b>	-28,198.23	-333,714.30

**Roxborough Water and Sanitation District**  
**Profit & Loss -PVH**  
**May 2022**

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	May 22	Jan - May 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5200- Property Taxes	124,272.66	324,222.49
5210- Specific Ownership Taxes	3,506.14	16,183.88
5820- Investment Income	182.10	613.92
<b>Total Income</b>	127,960.90	341,020.29
<b>Gross Profit</b>	127,960.90	341,020.29
<b>Expense</b>		
6040- Accounting	1,000.00	5,000.00
6150- Legal	0.00	907.00
6250- Treasurers Fees	1,842.53	4,841.77
6300- Bank Service Charges	96.91	200.42
6550-CWCB Debt Service	0.00	115,447.15
<b>Total Expense</b>	2,939.44	126,396.34
<b>Net Ordinary Income</b>	125,021.46	214,623.95
<b>Net Income</b>	125,021.46	214,623.95

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual- General Fund**  
**January through May 2022**

	Jan - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5200- Property Taxes	1,306,957.77	1,790,437.00	-483,479.23	73.0%
5210- Specific Ownership Taxes	56,380.38	120,000.00	-63,619.62	47.0%
5610- Misc Income	0.00	1,000.00	-1,000.00	0.0%
5820- Investment Income	3,012.08	750.00	2,262.08	401.6%
<b>Total Income</b>	<u>1,366,350.23</u>	<u>1,912,187.00</u>	<u>-545,836.77</u>	<u>71.5%</u>
<b>Gross Profit</b>	1,366,350.23	1,912,187.00	-545,836.77	71.5%
<b>Expense</b>				
6020- Payroll Expenses	46,320.88	110,000.00	-63,679.12	42.1%
6040- Accounting	11,875.00	30,000.00	-18,125.00	39.6%
6041- Audit	0.00	30,000.00	-30,000.00	0.0%
6050- Contract Labor	5,310.00	20,000.00	-14,690.00	26.6%
6060- Directors Fee	0.00	8,000.00	-8,000.00	0.0%
6080- Education	3,455.48	30,000.00	-26,544.52	11.5%
6099- Election	27,303.40	30,000.00	-2,696.60	91.0%
6100- Engineering	7,330.98	50,000.00	-42,669.02	14.7%
6130- Insurance	9,319.50	30,000.00	-20,680.50	31.1%
6150- Legal	12,185.17	30,000.00	-17,814.83	40.6%
6180- Misc. Expenses	2,712.59	20,000.00	-17,287.41	13.6%
6200- Office Expense	13,335.30	40,000.00	-26,664.70	33.3%
6220- Permits	19,498.52	5,000.00	14,498.52	390.0%
6225- Rent	2,693.52			
6230- Repairs and Maint	21,009.42	100,000.00	-78,990.58	21.0%
6250- Treasurers Fees	19,594.23	20,000.00	-405.77	98.0%
6260- Utilities	730.39	5,000.00	-4,269.61	14.6%
6270- Vehicle	1,053.55	6,000.00	-4,946.45	17.6%
6300- Bank Service Charges	868.97			
7300- Capital Projects	120,506.00	12,000.00	108,506.00	1,004.2%
<b>Total Expense</b>	<u>325,102.90</u>	<u>576,000.00</u>	<u>-250,897.10</u>	<u>56.4%</u>
<b>Net Ordinary Income</b>	1,041,247.33	1,336,187.00	-294,939.67	77.9%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
8100- Transfer to Other Funds	0.00	700,000.00	-700,000.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>700,000.00</u>	<u>-700,000.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>-700,000.00</u>	<u>700,000.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>1,041,247.33</u></u>	<u><u>636,187.00</u></u>	<u><u>405,060.33</u></u>	<u><u>163.7%</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Debt Service**  
**January through May 2022**

	<u>Jan - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>5200- Property Taxes</b>	644,215.65	836,383.00	-192,167.35	77.0%
<b>5210- Specific Ownership Taxes</b>	27,790.60	80,000.00	-52,209.40	34.7%
<b>5820- Investment Income</b>	509.43	30,000.00	-29,490.57	1.7%
<b>Total Income</b>	<u>672,515.68</u>	<u>946,383.00</u>	<u>-273,867.32</u>	<u>71.1%</u>
<b>Gross Profit</b>	672,515.68	946,383.00	-273,867.32	71.1%
<b>Expense</b>				
<b>6250- Treasurers Fees</b>	9,658.24	15,000.00	-5,341.76	64.4%
<b>6420-Loan Administrative Fees</b>	38,400.00	76,800.00	-38,400.00	50.0%
<b>6500- CWRPDA Debt Service</b>	115,515.50	231,031.00	-115,515.50	50.0%
<b>6550-CWCB Debt Service</b>	0.00	520,881.00	-520,881.00	0.0%
<b>7100-Principal Payments</b>	267,500.00	535,000.00	-267,500.00	50.0%
<b>7150-Ravenna CWCB</b>	82,425.19	82,425.00	0.19	100.0%
<b>7200- Interest Payments</b>	44,460.69	299,514.00	-255,053.31	14.8%
<b>Total Expense</b>	<u>557,959.62</u>	<u>1,760,651.00</u>	<u>-1,202,691.38</u>	<u>31.7%</u>
<b>Net Ordinary Income</b>	114,556.06	-814,268.00	928,824.06	-14.1%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>6900- Transfers In</b>	66,104.24	160,000.00	-93,895.76	41.3%
<b>6902- Transfers In WTP</b>	464,800.19	1,092,000.00	-627,199.81	42.6%
<b>Total Other Income</b>	<u>530,904.43</u>	<u>1,252,000.00</u>	<u>-721,095.57</u>	<u>42.4%</u>
<b>Net Other Income</b>	530,904.43	1,252,000.00	-721,095.57	42.4%
<b>Net Income</b>	<u><u>645,460.49</u></u>	<u><u>437,732.00</u></u>	<u><u>207,728.49</u></u>	<u><u>147.5%</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Water Treatment**  
 January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5010- Service Charges	1,229,986.78	3,200,000.00	-1,970,013.22	38.4%
5011- Service Charge Ravenna	37,006.56			
5100-Availability Charges	49,644.05	120,000.00	-70,355.95	41.4%
5211- Dominion WTP Operations	254,186.34	500,000.00	-245,813.66	50.8%
5310-Permit Fees	12,375.00	1,200.00	11,175.00	1,031.3%
5400-Rental Income	0.00	7,200.00	-7,200.00	0.0%
5410-Hydrant Water	25,674.75	40,000.00	-14,325.25	64.2%
5510-Potable Irrigation Water	19,869.30	40,000.00	-20,130.70	49.7%
5511-Irrigation Water	85,338.18	250,000.00	-164,661.82	34.1%
5601-Late Fees, Penalties,	12,229.73			
5610- Miscellaneous Income	24,306.87	70,000.00	-45,693.13	34.7%
5611-Inclusion fees-NWDC	26,881.15	100,000.00	-73,118.85	26.9%
5620- Dominion Dist. Operations	90,585.92	200,000.00	-109,414.08	45.3%
5640- Dominion Treated Water Us	39,132.32	100,000.00	-60,867.68	39.1%
5650 Dominion Exp Reimbursement	140,340.43			
5700- Sys. Development Charge	208,181.00	275,000.00	-66,819.00	75.7%
5705 Ravenna SDC	124,177.36	250,000.00	-125,822.64	49.7%
5710- Capital Surcharge	59,094.45	80,000.00	-20,905.55	73.9%
5715- Capital Surcharge WTP Sup	464,800.19	1,036,808.00	-572,007.81	44.8%
5820- Investment Income	10,513.69	50,000.00	-39,486.31	21.0%
5850 - Reimbursed Exp Other	7,260.71	20,000.00	-12,739.29	36.3%
<b>Total Income</b>	2,921,584.78	6,340,208.00	-3,418,623.22	46.1%
<b>Gross Profit</b>	2,921,584.78	6,340,208.00	-3,418,623.22	46.1%
<b>Expense</b>				
6020-Payroll Expenses	237,351.76	660,000.00	-422,648.24	36.0%
6040- Accounting	11,875.00	32,500.00	-20,625.00	36.5%
6050- Contract Labor	0.00	15,000.00	-15,000.00	0.0%
6065- Dominion expenses	0.00	20,000.00	-20,000.00	0.0%
6080- Education	3,917.18	25,000.00	-21,082.82	15.7%
6100- Engineering	63,842.20	100,000.00	-36,157.80	63.8%
6130- Insurance	9,319.50	20,000.00	-10,680.50	46.6%
6140- Lab & Test Fees	3,723.50	15,000.00	-11,276.50	24.8%
6150- Legal	5,352.67	37,500.00	-32,147.33	14.3%
6170 - Meter Expenses	1,451.59			
6180- Misc. Expenses	1,842.24	10,000.00	-8,157.76	18.4%
6200- Office Expense	2,455.15	20,000.00	-17,544.85	12.3%
6210-Operating Supplies	57,999.50	120,000.00	-62,000.50	48.3%
6220- Permits	747.22	3,000.00	-2,252.78	24.9%
6230- Repairs and Maint	48,795.66	250,000.00	-201,204.34	19.5%
6240- Safety Equipment	-1,270.03	5,000.00	-6,270.03	-25.4%
6260- Utilities	100,518.29	150,000.00	-49,481.71	67.0%
6270- Vehicle	1,207.20	11,000.00	-9,792.80	11.0%
6280- Water Costs	0.00	48,000.00	-48,000.00	0.0%
6300- Bank Service Charges	868.97			
7300- Capital Projects	364,321.88	500,000.00	-135,678.12	72.9%
7302- Water Taps Centennial	0.00	50,000.00	-50,000.00	0.0%
<b>Total Expense</b>	914,319.48	2,092,000.00	-1,177,680.52	43.7%
<b>Net Ordinary Income</b>	2,007,265.30	4,248,208.00	-2,240,942.70	47.2%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
6900- Transfers In	0.00	500,000.00	-500,000.00	0.0%
<b>Total Other Income</b>	0.00	500,000.00	-500,000.00	0.0%
<b>Other Expense</b>				
8000- Transfers to Other Funds	49,644.05	1,800,000.00	-1,750,355.95	2.8%
8002- Transfers Water Supply SV	464,800.19	1,036,808.00	-572,007.81	44.8%
8100- Transfer to Other Funds	0.00	120,000.00	-120,000.00	0.0%
9000 -Depreciation Expense	825,000.00			

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Water Treatment**  
**January through May 2022**

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	<b>Jan - May 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total Other Expense</b>	1,339,444.24	2,956,808.00	-1,617,363.76	45.3%
<b>Net Other Income</b>	-1,339,444.24	-2,456,808.00	1,117,363.76	54.5%
<b>Net Income</b>	<b>667,821.06</b>	<b>1,791,400.00</b>	<b>-1,123,578.94</b>	<b>37.3%</b>



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Water Distribution**  
**January through May 2022**

	<u>Jan - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>6020-Payroll Expenses</b>	138,501.78	330,000.00	-191,498.22	42.0%
<b>6040- Accounting</b>	9,500.00	32,500.00	-23,000.00	29.2%
<b>6050- Contract Labor</b>	14,571.62	40,000.00	-25,428.38	36.4%
<b>6065- Dominion expenses</b>	0.00	60,000.00	-60,000.00	0.0%
<b>6080- Education</b>	2,987.82	25,000.00	-22,012.18	12.0%
<b>6100- Engineering</b>	100,421.12	150,000.00	-49,578.88	66.9%
<b>6110-Conservation Rebates</b>	375.00	2,500.00	-2,125.00	15.0%
<b>6115- GPS/GIS</b>	9,202.50	25,000.00	-15,797.50	36.8%
<b>6130- Insurance</b>	9,319.50	20,000.00	-10,680.50	46.6%
<b>6140- Lab &amp; Test Fees</b>	2,921.00	14,000.00	-11,079.00	20.9%
<b>6150- Legal</b>	8,564.16	37,500.00	-28,935.84	22.8%
<b>6170 - Meter Expenses</b>	90,078.51	125,000.00	-34,921.49	72.1%
<b>6180- Misc. Expenses</b>	96.32	10,000.00	-9,903.68	1.0%
<b>6200- Office Expense</b>	4,215.45	20,000.00	-15,784.55	21.1%
<b>6210-Operating Supplies</b>	0.00	4,000.00	-4,000.00	0.0%
<b>6220- Permits</b>	3,127.00	5,000.00	-1,873.00	62.5%
<b>6230- Repairs and Maint</b>	40,642.46	200,000.00	-159,357.54	20.3%
<b>6240- Safety Equipment</b>	-1,292.79	2,000.00	-3,292.79	-64.6%
<b>6260- Utilities</b>	19,409.08	70,000.00	-50,590.92	27.7%
<b>6270- Vehicle</b>	669.04	11,000.00	-10,330.96	6.1%
<b>6280- Water Costs</b>	528,269.25	1,552,000.00	-1,023,730.75	34.0%
<b>6300- Bank Service Charges</b>	399.91			
<b>7290- Water Rights</b>	265.50	100,000.00	-99,734.50	0.3%
<b>7300- Capital Projects</b>	202,239.47	5,185,000.00	-4,982,760.53	3.9%
<b>Total Expense</b>	<u>1,184,483.70</u>	<u>8,020,500.00</u>	<u>-6,836,016.30</u>	<u>14.8%</u>
<b>Net Ordinary Income</b>	<u>-1,184,483.70</u>	<u>-8,020,500.00</u>	<u>6,836,016.30</u>	<u>14.8%</u>
<b>Net Income</b>	<u><u>-1,184,483.70</u></u>	<u><u>-8,020,500.00</u></u>	<u><u>6,836,016.30</u></u>	<u><u>14.8%</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Sewer Fund**  
**January through May 2022**

	Jan - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5010- Service Charges	764,841.67	1,600,000.00	-835,158.33	47.8%
5100-Availability Charges	16,460.19	40,000.00	-23,539.81	41.2%
5101- Service Charges LMA	142,044.32	300,000.00	-157,955.68	47.3%
5310-Permit Fees	12,375.00	5,000.00	7,375.00	247.5%
5601-Late Fees, Penalties,	5,635.27			
5610- Miscellaneous Income	491.10	30,000.00	-29,508.90	1.6%
5625- Dominion Sewer Conveyance	147,460.00	240,000.00	-92,540.00	61.4%
5650 Dominion Exp Reimbursement	170,269.44	50,000.00	120,269.44	340.5%
5670-Dominion Cap Lease O-Line	200,000.00	200,000.00	0.00	100.0%
5700- Sys. Development Charge	169,326.00	50,000.00	119,326.00	338.7%
5710- Capital Surcharge	65,651.56	100,000.00	-34,348.44	65.7%
5820- Investment Income	12,283.68	50,000.00	-37,716.32	24.6%
<b>Total Income</b>	<u>1,706,838.23</u>	<u>2,665,000.00</u>	<u>-958,161.77</u>	<u>64.0%</u>
<b>Gross Profit</b>	1,706,838.23	2,665,000.00	-958,161.77	64.0%
<b>Expense</b>				
6020-Payroll Expenses	162,306.75	325,000.00	-162,693.25	49.9%
6040- Accounting	9,500.00	30,000.00	-20,500.00	31.7%
6050- Contract Labor	11,566.24	40,000.00	-28,433.76	28.9%
6065- Dominion expenses	0.00	50,000.00	-50,000.00	0.0%
6080- Education	12,017.38	30,000.00	-17,982.62	40.1%
6100- Engineering	55,919.84	100,000.00	-44,080.16	55.9%
6110-Conservation Rebates	0.00	0.00	0.00	0.0%
6115- GPS/GIS	9,252.50	50,000.00	-40,747.50	18.5%
6130- Insurance	9,319.50	28,000.00	-18,680.50	33.3%
6140- Lab & Test Fees	0.00	1,000.00	-1,000.00	0.0%
6150- Legal	5,029.16	35,000.00	-29,970.84	14.4%
6180- Misc. Expenses	141.68	8,000.00	-7,858.32	1.8%
6185- Littleton Service Fees	54,350.16	950,000.00	-895,649.84	5.7%
6200- Office Expense	4,515.76	20,000.00	-15,484.24	22.6%
6210-Operating Supplies	11,821.70	80,000.00	-68,178.30	14.8%
6220- Permits	500.00	3,000.00	-2,500.00	16.7%
6230- Repairs and Maint	36,621.83	200,000.00	-163,378.17	18.3%
6240- Safety Equipment	-1,190.82	2,000.00	-3,190.82	-59.5%
6260- Utilities	31,468.00	110,000.00	-78,532.00	28.6%
6270- Vehicle	672.51	8,000.00	-7,327.49	8.4%
6300- Bank Service Charges	1,338.02			
7300- Capital Projects	73,000.96	2,000,000.00	-1,926,999.04	3.7%
<b>Total Expense</b>	<u>488,151.17</u>	<u>4,070,000.00</u>	<u>-3,581,848.83</u>	<u>12.0%</u>
<b>Net Ordinary Income</b>	1,218,687.06	-1,405,000.00	2,623,687.06	-86.7%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
6900- Transfers In	0.00	200,000.00	-200,000.00	0.0%
<b>Total Other Income</b>	0.00	200,000.00	-200,000.00	0.0%
<b>Other Expense</b>				
8000- Transfers to Other Funds	16,460.19	600,000.00	-583,539.81	2.7%
9000 -Depreciation Expense	345,000.00			
<b>Total Other Expense</b>	<u>361,460.19</u>	<u>600,000.00</u>	<u>-238,539.81</u>	<u>60.2%</u>
<b>Net Other Income</b>	-361,460.19	-400,000.00	38,539.81	90.4%
<b>Net Income</b>	<u><u>857,226.87</u></u>	<u><u>-1,805,000.00</u></u>	<u><u>2,662,226.87</u></u>	<u><u>-47.5%</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Capital Fund**  
**January through May 2022**

	<u>Jan - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
7310 - WTP- Dominion Pump	260,280.93	1,800,000.00	-1,539,719.07	14.5%
7311- Dominion System Improve.	73,433.37	560,000.00	-486,566.63	13.1%
<b>Total Expense</b>	<u>333,714.30</u>	<u>2,360,000.00</u>	<u>-2,026,285.70</u>	<u>14.1%</u>
<b>Net Ordinary Income</b>	-333,714.30	-2,360,000.00	2,026,285.70	14.1%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
8000- Transfers to Other Funds	0.00	2,360,000.00	-2,360,000.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>2,360,000.00</u>	<u>-2,360,000.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>-2,360,000.00</u>	<u>2,360,000.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>-333,714.30</u></u>	<u><u>-4,720,000.00</u></u>	<u><u>4,386,285.70</u></u>	<u><u>7.1%</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-PVH**  
**January through May 2022**

	Jan - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>5200- Property Taxes</b>	324,222.49	451,429.00	-127,206.51	71.8%
<b>5210- Specific Ownership Taxes</b>	16,183.88	50,000.00	-33,816.12	32.4%
<b>5820- Investment Income</b>	613.92	85.00	528.92	722.3%
<b>Total Income</b>	341,020.29	501,514.00	-160,493.71	68.0%
<b>Gross Profit</b>	341,020.29	501,514.00	-160,493.71	68.0%
<b>Expense</b>				
<b>6040- Accounting</b>	5,000.00	12,000.00	-7,000.00	41.7%
<b>6080- Education</b>	0.00	1,000.00	-1,000.00	0.0%
<b>6100- Engineering</b>	0.00	2,500.00	-2,500.00	0.0%
<b>6150- Legal</b>	907.00	1,000.00	-93.00	90.7%
<b>6250- Treasurers Fees</b>	4,841.77	9,000.00	-4,158.23	53.8%
<b>6300- Bank Service Charges</b>	200.42			
<b>6500- CWRPDA Debt Service</b>	0.00	303,917.00	-303,917.00	0.0%
<b>6550-CWCB Debt Service</b>	115,447.15	115,447.00	0.15	100.0%
<b>Total Expense</b>	126,396.34	444,864.00	-318,467.66	28.4%
<b>Net Ordinary Income</b>	214,623.95	56,650.00	157,973.95	378.9%
<b>Net Income</b>	<b>214,623.95</b>	<b>56,650.00</b>	<b>157,973.95</b>	<b>378.9%</b>

## SUPPLEMENTAL INFORMATION

Roxborough Water & Sanitation District  
May 31, 2022

**Long Term Obligations**

CWCB- 2014 Loan	\$ 15,649,931
CT2015-176 CWCB-PVH Water Supply	\$ 1,999,144
2015 CWRPDA- PVH Infrastructure	\$ 3,711,785
2019-2250 CWCB- Ravenna	\$ 1,390,290
2005 CWRPDA Loan Payable	<u>\$ 2,607,500</u>

**TOTAL LONG TERM LIABILITIES**

**\$ 25,358,650**

**Cash and Reserves Balances**

The board of directors has directed the authority to designate a portion of the cash on hand as operating and capital reserves for both the Water and Sewer Funds. The operating reserves will be in an amount equal to 25% of the budgeted annual expenditures for each fund. These funds will be used to fund any operational expenses in excess of operating cash on hand. The capital reserves will be funded in an amount equal to 20% of the budgeted annual expenditures for the water fund and 10 % of the budgeted annual expenditures for the sewer fund. These funds will be used to fund capital improvements on existing capital assets and acquisitions of new capital assets. The balance in these funds as of May 31, 2022 is as follows:

	General Fund	Debt Service Water Fund	Debt Service Sewer Fund	Capital Projects Fund	Water Fund	Sewer Fund	PVH Fund	Total
Operating Reserve	\$ -	\$ -	\$ -	\$ 237,800	\$ 3,000,000	\$ 1,000,000		\$ 4,237,800
Capital Reserve	-	-	-		1,475,420	397,344		\$ 1,872,764
Operating Cash	<u>2,759,167</u>	<u>1,082,925</u>	<u>6,024,004</u>	<u>-</u>	<u>8,790,844</u>	<u>11,254,069</u>	<u>587,758</u>	<u>\$ 30,498,767</u>
Total Cash on Hand	<u>\$ 2,759,167</u>	<u>\$ 1,082,925</u>	<u>\$ 6,024,004</u>	<u>\$ 237,800</u>	<u>\$ 13,266,264</u>	<u>\$ 12,651,413</u>	<u>\$ 587,758</u>	<u>\$ 36,609,331</u>

**Roxborough Water and Sanitation**  
**Distribution of Cash in Bank- Water Fund**  
**2022**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cash Funds Available</b>												
Cash in Bank - Water Fund	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264							
Total Funds Available	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264	0	0	0	0	0	0	0
<b>Distribution of Available Funds</b>												
Operating Reserve	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000							
25% of Budgeted Expenditures	982,330	1,167,991	1,129,803	1,287,041	1,475,420							
Capital Reserve	9,426,980	9,273,380	9,110,960	8,922,331	8,790,844							
Operating Cash	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264	0	0	0	0	0	0	0
Total Cash	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264	0	0	0	0	0	0	0
<b>Capital Reserve</b>												
Beginning Reserve Balance	791,983	982,330	1,167,991	1,129,803	1,287,041							
Additions to Reserve	250,000	250,000	250,000	250,000	250,000							
Use of Reserves	59,653	64,339	288,188	92,762	61,621							
Ending Reserve Balance	982,330	1,167,991	1,129,803	1,287,041	1,475,420	0	0	0	0	0	0	0

No Assurance is provided on these Financial Statements

**Roxborough Water and Sanitation**  
**Distribution of Cash in Bank-Sewer Fund**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cash Funds Available</b>												
Cash in Bank - Sewer Fund	10,981,406	11,770,546	12,202,348	12,482,496	12,651,413							
<b>Total Funds Available</b>	<u>10,981,406</u>	<u>11,770,546</u>	<u>12,202,348</u>	<u>12,482,496</u>	<u>12,651,413</u>							
<b>Distribution of Available Funds</b>												
Operating Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000							
25% of Budgeted Expenditures												
Capital Reserve	401,129	398,292	403,874	356,888	397,344							
Operating Cash	<u>9,580,277</u>	<u>10,372,254</u>	<u>10,798,474</u>	<u>11,125,608</u>	<u>11,254,069</u>							
<b>Total Available Funds</b>	<u>10,981,406</u>	<u>11,770,546</u>	<u>12,202,348</u>	<u>12,482,496</u>	<u>12,651,413</u>	0	0	0	0	0	0	0
<b>Capital Reserve</b>												
Beginning Reserve Balance	227,224	227,224	227,224	227,224	227,224							
Additions to Reserve	185,000	185,000	185,000	185,000	185,000							
Use of Reserves	-11,095	-13,932	-8,350	-55,336	-14,880							
Ending Reserve Balance	<u>401,129</u>	<u>398,292</u>	<u>403,874</u>	<u>356,888</u>	<u>397,344</u>	0	0	0	0	0	0	0

No Assurance is provided on these Financial Statements



**Roxborough Water and Sanitation**  
**Distribution of Cash in Bank - Debt Service**  
**2022**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cash Funds Available - Water Treatment Plant</b>												
Beginning Cash Balance	913,470	913,470	854,451	865,319	989,767							
Surcharge Collected	92,664	92,940	93,004	93,034	93,158							
Availability of Service Trans.	34,553	0	289	31,414	0							
Payment of Debt	313,918	151,959	82,425	0	0							
Ending Cash Balance	726,769	854,451	865,319	989,767	1,082,925	0	0	0	0	0	0	0
<b>Cash Funds Available - Sewer Debt Service</b>												
Operating Cash	5,552,617	5,382,018	5,601,149	5,640,127	6,024,004							
Total	6,279,386	6,236,469	6,466,468	6,629,894	7,106,929	0	0	0	0	0	0	0

No Assurance is provided on these Financial Statements

Roxborough Water & Sanitation District  
Property Tax  
Schedule  
2022

SUMMARY - DOUGLAS & JEFFERSON COUNTIES

	2022						2022						
	Property Taxes	Delinquent Tax, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	HB 1006 Tax	HB 1006 Treasurer's Fee	Total Amount Received	Percentage of Levied Taxes Received Monthly	Y-T-D	Total Amount Received	Percentage of Levied Taxes Received Monthly	Y-T-D
January	\$ 202		\$ 13,650		\$ 2			\$ 13,854	0.01%	0.01%	\$ 13,854	0.49%	0.49%
February	\$ 32,919		\$ 18,104		\$ (494)			\$ 50,529	1.58%	1.59%	\$ 50,529	2.74%	3.23%
March	\$ 657,250		\$ 16,111		\$ (9,859)			\$ 663,502	31.55%	33.13%	\$ 663,502	35.96%	39.19%
April	\$ 138,053		\$ 21,668		\$ (2,071)			\$ 157,650	6.63%	39.76%	\$ 157,650	8.54%	47.73%
May	\$ 1,159,878		\$ 18,016		\$ (17,383)			\$ 1,160,511	55.67%	95.43%	\$ 1,160,511	62.90%	110.63%
June								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
July								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
August								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
September								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
October								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
November								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
December								\$ -	0.00%	95.43%	\$ -	0.00%	110.63%
TOTAL	\$ 1,988,302	\$ -	\$ 87,549	\$ -	\$ (29,805)	\$ -	\$ -	\$ 2,046,046	95.43%	95.43%	\$ 2,046,046	110.63%	110.63%

No Assurance is provided on these Financial Statements



# ROXBOROUGH WATER AND SANITATION DISTRICT

The Roxborough Water & Sanitation District and Plum Valley Heights Subdistrict of the Roxborough Water & Sanitation District Regular Board meeting will be held in the Community Room at the West Metro Fire Station #15 located at 6222 N Roxborough Park Rd, Littleton, CO 80125. This meeting can also be accessed via video conference at **ZOOM Meeting ID 874 5981 8759; Password: 694389**

Date: Wednesday, July 20, 2022  
Time 8:00 am

### Board of Directors

Dave Bane, President  
Ken Maas, Vice President  
Keith Lehmann, Secretary  
Christine Thomas, Treasurer  
John Kim, Assistant Secretary

### Term Expiration

5/2023  
5/2023  
5/2025  
5/2025  
5/2025

- I. Call to Order as the Roxborough Water And Sanitation District (RWSD) Board of Directors regular meeting/Declaration of Quorum/Disclosure of Conflicts of Interest
- II. Public Comment/Public Comment on items not on Agenda
- III. **CONVENE AS THE BOARD OF THE PLUM VALLEY HEIGHTS (PVH) SUBDISTRICT OF THE RWSD**
- IV. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the PVH Subdistrict which is contained in and is part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on June 15, 2022.
- V. Staff Reports
  - a. General Manager’s Report
  - b. Financial Reports
- VI. **Board Action Items:**
  - a. **Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting**

### ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND RECONVENE AS THE RWSD BOARD

- VII. Consent Agenda
  - a. Approve the Minutes of the Regular Meeting of the RWSD on June 15, 2020.
  - b. Ratify Payrolls for June 30 and July 15, 2022
  - c. Ratify Payments since June 16, 2022:
  - d. Approve Payments of Claims:
  - e. Approve Pay App #5 for the WTP HSP Serving DWSD in the amount of \$87,219.10
  - f. Approve Pay App #3 for the Rampart Range Road Transmission Main Replacement in the amount of \$322,618.79
- VIII. Staff Reports
  - a. General Manager’s Report
  - b. Legal Counsel Report
  - c. Operation Director’s Report
  - d. Engineering Report/Water Use Graphs
  - e. Financial Report
- IX. **Board Action Items:**
  - a. **Approve the 2021 Audit as presented by The Adams Group at the June 15, 2022, Board Meeting**
  - b. **Approve the 2022 Emergency Interconnect Agreement with Denver Water**
- X. **Adjourn**

**AGREEMENT FOR A TREATED WATER EMERGENCY INTERCONNECTION  
AMONG DENVER WATER AND ROXBOROUGH WATER AND SANITATION  
DISTRICT**

THIS AGREEMENT is made and entered into as of the \_\_\_\_\_ day of July, 2022, between the CITY AND COUNTY OF DENVER, acting by and through its BOARD OF WATER COMMISSIONERS ("Denver Water"), a municipal corporation of the State of Colorado, and ROXBOROUGH WATER AND SANITATION DISTRICT ("Roxborough"), a special district duly organized under the laws of the State of Colorado.

WHEREAS, Denver Water owns and operates a municipal water supply system that provides water supply for inhabitants of the City and County of Denver and by contract to certain areas outside the boundaries of the City and County of Denver;

WHEREAS, Roxborough owns and operates a water supply system that provides water service for inhabitants of Roxborough; and

WHEREAS, Denver Water and Roxborough wish to enter into an interconnection agreement that allows Denver Water's and Roxborough's separate water systems to be connected in such a manner that Denver Water could assist Roxborough in providing water service during an emergency;

NOW THEREFORE, Roxborough and Denver Water agree as follows:

1. Treated Water Interconnections. There are currently 2 locations where Denver Water and Roxborough desire to have interconnections. The approximate location of the interconnections is shown on the map attached hereto as **Exhibit A**. The following details regarding each location are described in **Exhibit B**.:

- Ownership
- Maintenance Responsibility
- Inspections
- Activation procedure
- Responsibility for operation

2. This Agreement may be amended, modified, or changed in whole or in part only by written agreement duly authorized and executed in writing.

3. Use of Interconnections. An interconnection shall only be used in the event of an emergency and if Denver Water is capable of providing water service. An emergency for the purposes of this Agreement is a main break, pump, motor, power or other system failure which causes partial or total inability of Roxborough's system to provide fire

protection or municipal service. A shortage of untreated (raw) water available to Roxborough's system shall not be deemed an emergency. Denver Water, in its sole discretion, shall make the final determination as to whether an emergency exists and whether Denver Water is capable of providing water service. When Roxborough is receiving water through a Denver Water Interconnection, Roxborough shall, where applicable, operate its system in accordance with Denver Water's Engineering Standards and Operating Rules and the Operating Procedures attached as **Exhibit B**. Any water provided herein shall be used for purposes consistent with Denver Water's water right decrees, and within the legal boundaries of Roxborough's service area, together with amendments or expansions of those boundaries, provided that the service area must be within the area that is reasonably integrated with the development of the City and County of Denver.

4. Term. This Agreement shall have a term of five years. At the end of the five-year term, this Agreement shall automatically be extended for additional one-year periods unless terminated in writing by either party at least 60 days prior to such automatic extension. Should Roxborough fail to fully comply with the terms of this Agreement and fail to rectify such non-compliance within thirty (30) calendar days of receipt of written notice of non-compliance from Denver Water, access to Denver Water Interconnections shall be disconnected and this Agreement shall terminate and be of no further force and effect. In the event of termination, Roxborough shall bear all expenses to disconnect its access to Denver Water Interconnections.

5. Ownership and Maintenance.

a. Roxborough shall own the backflow prevention device and the pipes, meter vault and other appurtenances that constitute Denver Water Interconnections as described in **Exhibit B**. Denver Water shall own and maintain its facilities up to the connection to Roxborough's facilities at the Conduit 133 connection near the intersection of Rampart Range Road and West Waterton Road and Conduit 27 connection near Roxborough's treatment plant as shown in **Exhibit A**. Denver Water assumes no responsibility for any facility downstream of the connection point.

b. Denver Water shall calibrate and be responsible for maintaining the meter at Denver Water Interconnection. Roxborough agrees to reimburse Denver Water for any costs incurred in calibration and maintenance of the meter, including repair and replacement determined by Denver Water to be necessary.

c. Denver Water, Roxborough shall make periodic inspections of Denver Water Interconnection to ensure that the facilities are being used in compliance with this Agreement.

6. Request for Activation. In the event of an emergency, as defined herein, Roxborough shall request Denver Water to activate one or both of Denver Water Interconnections to deliver water into Roxborough's system. The request for activation shall be given by telephone during regular business hours to the Chief of Water

Resource Strategy or to Denver Water's Dispatcher after regular business hours. If Denver Water approves a request to activate a Denver Water Interconnection, Denver Water employees shall notify Roxborough's employees the interconnect can be activated. A Denver Water employee must be present when the interconnect is activated. Roxborough shall notify Denver Water when its system has been restored to normal operating conditions. Denver Water's employees will then notify Roxborough employees to deactivate the Interconnection. The valves of Denver Water Interconnections shall be physically locked at all other times. For activation duration longer than 48-hours, Roxborough shall provide an update to Denver Water every 24-hours until normal operating conditions are restored unless otherwise agreed upon by Denver Water.

7. Rate for Emergency Water. Roxborough shall pay Denver Water for all water delivered through the interconnections at Denver Water's then current treated water service rate for customers outside Denver Water's Combined Service Area, and any applicable surcharges, including a west slope charge under the Colorado River Cooperative Agreement. In addition to the volumetric charge, Roxborough shall be assessed the current monthly fixed service charge by meter size when the interconnect is activated. If the activation exceeds one month, a monthly charge shall be assessed for the second month. Roxborough shall report the number of gallons used to Denver Water within 24 hours of completing the operation of Denver Water Interconnection pursuant to this Agreement. Payment for such usage will be made to Denver Water within 15 days of the date on Denver Water's invoice.

8. Commingling of Water. This Agreement provides for the possible commingling of potable water from sources controlled by Roxborough with potable water from sources controlled by Denver Water. Roxborough agrees that it is responsible for maintaining potable water quality in compliance with federal and state drinking water standards in its service area beyond the isolating valves of the Interconnections. In this regard, to the extent it legally may, Roxborough expressly bind itself to indemnify, defend and hold harmless Denver Water, its officers, agents, employees and insurers against any liability, loss, damage, fine, sanction, penalty, demand, action, cause of action or expense (including court costs and attorneys' fees) sustained or brought by any person, firm, corporation or other entity or from a failure of Roxborough to comply with applicable federal or state drinking water standards, in connection with or in any way arising from the commingling of water delivered under this Agreement. Neither of the parties waives any provision of the Colorado Governmental Immunity Act.

9. Backflow Prevention Requirement. If a backflow prevention device is not already installed at interconnect location, a device must be installed meeting the current Denver Water Engineering Standards within two-years of the effective date of this Agreement. The plans must be submitted and approved through the Denver Water plan review process meeting the Engineering Standards and inspected by Denver Water for final sign-off before activation may occur. Regular testing and reporting must comply with Denver Water Engineering Standards and Operating Rules.

10. Water Pressure. Denver Water makes no guarantee concerning the pressure or

flow rate of water delivered through the Interconnections. Roxborough recognizes that significant pressure fluctuations may occur and agrees that Denver Water shall not be responsible for any damage attributable to pressure. Denver Water, at times, may need to remove facilities for maintenance and may not be able to supply water to the Interconnections.

11. Water Treatment. Nothing herein shall be deemed or construed as creating an obligation on Denver Water to separate water delivered under this Agreement from any material added to it in use by Roxborough or their customers or as creating any obligation on Denver Water regarding purification of the total mass after use by Roxborough and their customers. Nothing contained herein shall be deemed as imposing on Roxborough any obligation to purify water after use by Roxborough or its customers, any such obligation, if it exists, arising without respect to anything contained in this Agreement.

12. Dominion over Water. All water delivered by Denver Water under this Agreement shall be on a leasehold basis only for purposes for which Denver Water's water rights have been decreed. Neither Roxborough nor their customers shall have any right to make a succession of uses of water delivered under this Agreement. Upon completion of the primary use, all dominion over the water provided hereunder reverts completely to Denver Water. Except as herein specifically provided, all property rights to the water to be furnished hereunder by Denver Water are reserved in Denver Water. Roxborough is not obligated to create any particular volume of return flow. Roxborough shall keep records of effluent discharge and shall assist Denver Water in accounting for Denver Water's water.

13. Consequence of Loss of Dominion. In the event Denver Water's dominion over the return flows is lost as a result of deliveries hereunder, Denver Water may terminate this Agreement immediately.

14. Indemnification. To the extent it legally may, Roxborough shall indemnify, defend, and hold harmless Denver Water from and against all claims including third party claims, damages, costs, liabilities, and court awards, including expenses, and reasonable attorney fees, to the extent caused by the negligence or any wrongful act, error, or omission of Roxborough, its officers, employees, elected officials or agents related to the emergency delivery of water through an interconnection hereunder. Denver Water shall provide Roxborough with prompt notice of any claim for which it may be liable hereunder.

15. Colorado Governmental Immunity Act. Nothing contained in this Agreement shall be considered or construed to be a waiver, in whole or in part, of any of the protections, immunities, or privileges afforded the Parties pursuant to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq.

16. Denver Charter. This Agreement is made under and conformable to the provisions of the Article X of the Charter of the City and County of Denver, which controls the operation of the Denver Municipal Water System. Insofar as applicable, the

Charter provisions are incorporated herein and made a part hereof by this reference and shall supersede any apparently conflicting provision otherwise contained in this Agreement.

17. Venue. This Agreement shall be deemed to be performable in the City and County of Denver, Colorado notwithstanding that either party may find it necessary to take steps in furtherance thereof outside of the City and County. Venue for resolution of any dispute resulting in litigation shall be the Colorado District Court for Denver County. This Agreement shall be governed by and construed under the laws of the State of Colorado.

18. Replacement of Previous Agreements. The terms and conditions of this Agreement replace any previous regarding its subject matter. Specifically, this Agreement terminates, replaces and supersedes that Agreement for Treated Water Emergency Interconnections between Denver Water and Roxborough and Sanitation District dated August 8, 2012.

19. No Operating Obligation. Nothing herein shall be deemed or construed as creating any obligation on Denver Water to operate its facilities in any particular manner.

20. Assignment. No assignment by either party of its rights under this contract shall be binding on the other unless the other party shall have assented to such assignment with the same formality as employed in the execution of this Agreement.

21. Waiver. No party shall waive its rights hereunder by failing to exercise its rights; any such failure shall not affect the right of such party to exercise at some future time the rights not previously exercised.

22. Remedies. None of the remedies provided for under this Agreement need to be exhausted or exercised as a prerequisite to either party's pursuit of further relief to which it may be entitled.

23. Notice. Notice for purposes of this Agreement shall be sent to:



If to Roxborough:

Roxborough Water and Sanitation District  
Barbara Biggs  
General Manager  
6222 North Roxborough Park Road  
Littleton, CO 80125  
barbara@roxwater.org

If to Denver Water:

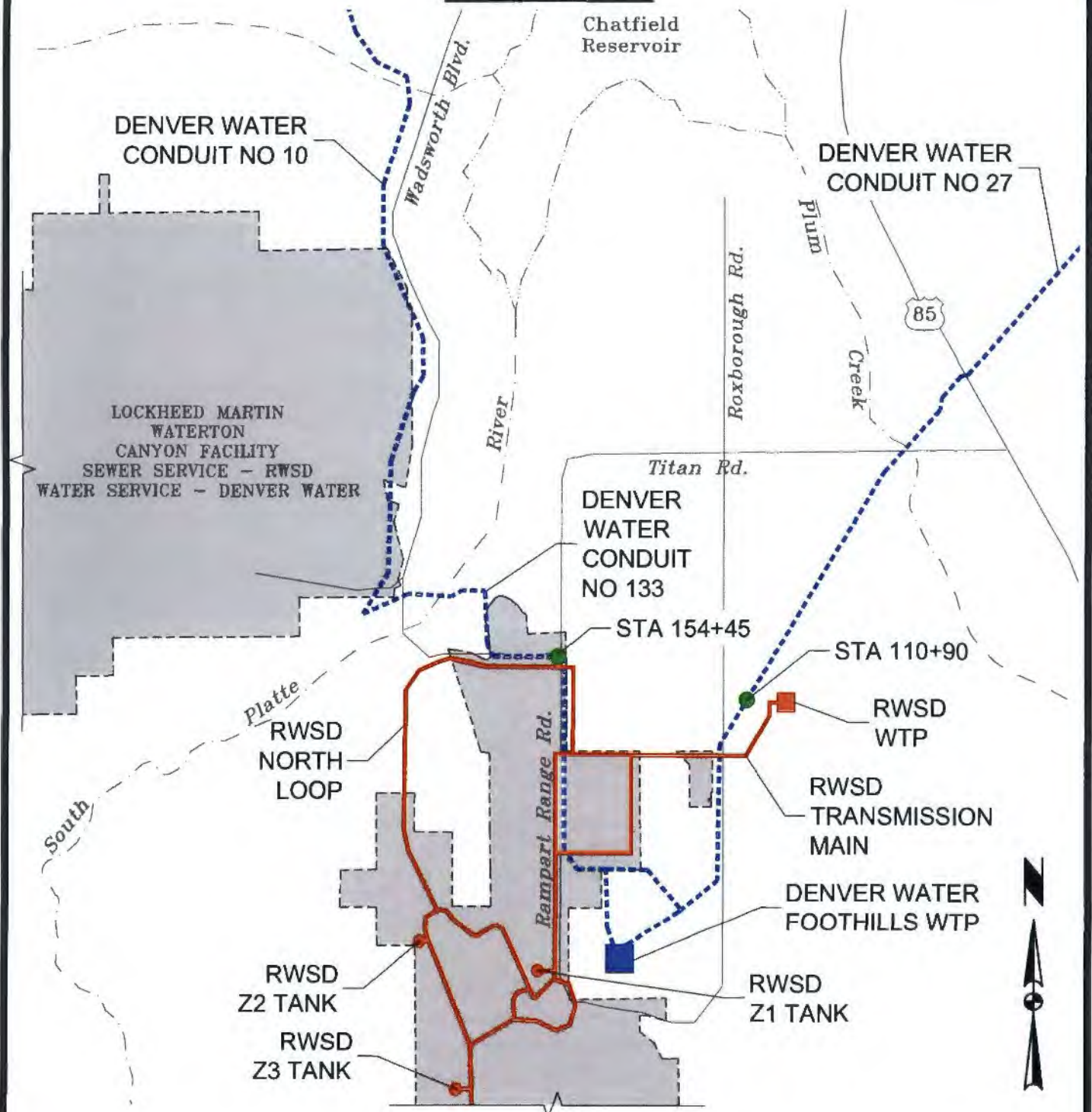
Distributor Relations Manager  
Denver Water Department  
1600 West 12th Avenue  
Denver, Colorado 80204  
Julie.Seagren@denverwater.org

24. Entire Agreement. This Agreement constitutes the entire agreement between Denver Water and the Consultant and replaces all prior written or oral agreements and understandings with regard to the subject matter herein. It may be altered, amended, or repealed only by a duly executed written instrument. The terms of this Agreement shall control in the event of any conflict between the terms of the Agreement and any documents or exhibits attached or incorporated into the Agreement.

25. Effective Date. This Agreement shall become effective on the date it is fully signed by Denver Water.

26. Electronic Signatures and Records. ~~Roxborough~~~~The Consultant~~ consents to the use of electronic signatures by Denver Water. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically in the manner specified by Denver Water. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

# EXHIBIT A-1



## LEDGEND

- RWSD FACILITIES
- - - DENVER WATER FACILITIES
- RWSD DISTRICT BOUNDARY
- CONNECTION LOCATIONS

## ROXBOROUGH WATER AND SANITATION DISTRICT

### DENVER WATER EMERGENCY INTERCONNECT

### CONNECTION LOCATIONS

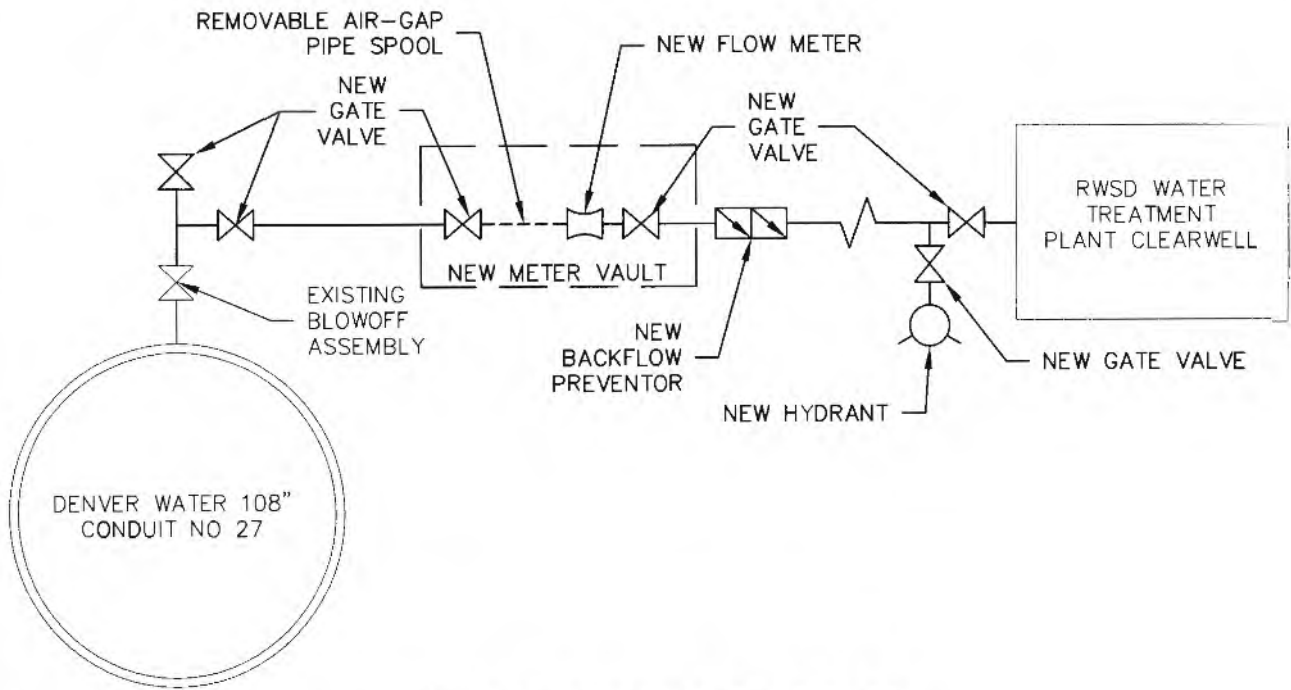


TST INFRASTRUCTURE, LLC  
Consulting Engineers

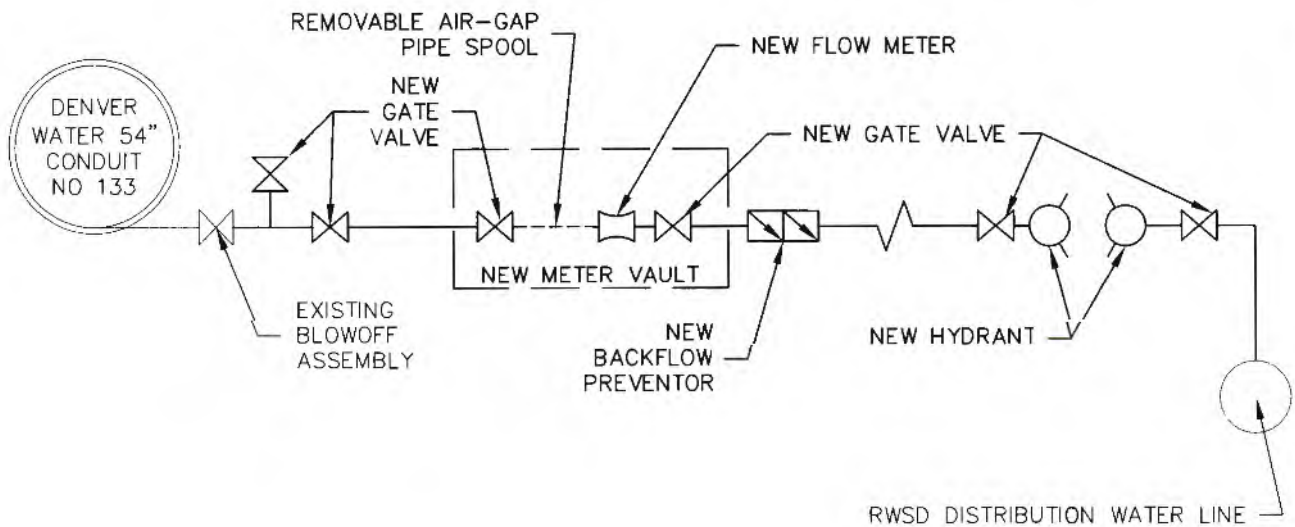
JOB NO.  
001.236.00

DATE  
JUNE, 2012


# EXHIBIT A-1



CONDUIT NO 27 CONNECTION SCHEMATIC



CONDUIT NO 133 CONNECTION SCHEMATIC

<b>ROXBOROUGH WATER AND SANITATION DISTRICT</b>	
 <b>TST</b> TST INFRASTRUCTURE, LLC Consulting Engineers	<b>DENVER WATER EMERGENCY INTERCONNECT</b>
	<b>CONNECTION SCHEMATIC</b>
JOB NO. 001.236.00	DATE JUNE, 2012

## Exhibit B

### Interconnect 1

Information Date: July 1, 2022

Interconnect Name: Denver/Roxborough Interconnect 1 – Conduit 27 at Sta. 110+90

Status: Active

Type: In-line meters, valves, reduced pressure backflow prevention.  
One-way flow from Denver Water to Roxborough.

Ownership: Ownership of meter, valves, vaults: Roxborough

Maintenance: Roxborough shall maintain the vault. All maintenance costs shall be solely borne by Roxborough.

Operator: Roxborough

Activation Procedure: Roxborough shall notify the Chief of Water Resource Strategy during business hours or to Denver Water's Dispatcher after hours. Denver Water will unlock the valve on the Interconnect. Roxborough and will be responsible for operating the Interconnect isolation valves.

Roxborough Contacts: Operations Manager, 303-~~870-8837739-7370~~ -  
On Call Phone after hours emergency 303-~~979-7286739-6741~~

DW Contacts: Chief of Water Resource Strategy, 303-628-6276  
Dispatch, 303-628-6000  
After hours emergency, 303-628-6801.

## Interconnect 2

Information Date: July 1, 2022

Interconnect Name: Denver/Roxborough Interconnect 2 – Conduit 133 at Sta. 154+45

Status: Active

Type: In-line meters, valves, reduced pressure backflow prevention.  
One-way flow from Denver Water to Roxborough.

Ownership: Ownership of meter, valves, vaults: Roxborough

Maintenance: Roxborough shall maintain the vault. All maintenance costs shall be solely borne by Roxborough.

Operator: Roxborough

Activation Procedure: Roxborough shall notify the Chief of Water Resource Strategy during business hours or to Denver Water's Dispatcher after hours. Denver Water will unlock the valve on the Interconnect. Roxborough and will be responsible for operating the Interconnect isolation valves.

Roxborough Contacts: Operations Manager, 303-~~870-8837739-7370~~  
On Call Phone after hours emergency 303-~~979-7286739-6741~~

DW Contacts: Chief of Water Resource Strategy, 303-628-6276  
Dispatch, 303-628-6000  
After hours emergency, 303-628-6801.

RECORD OF PROCEEDINGS

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**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  
July 20, 2022**

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 July 20, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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:            Dave Bane                            President  
   Ken Maas                            Vice President  
   Keith Lehmann                    Secretary  
   John Kim                            Assistant Secretary

Consultants:            Bill Goetz, TST Infrastructure, LLC  
   Ted Snailum, TWS Financial  
   Alan Pogue, Icenogle Seaver Pogue, PC (via Zoom)

RWSD Staff:            Barbara Biggs                            Residents:            Stephen Throneberry (via Zoom)  
   Mike Marcum  
   Lisa Hoover  
   Lucie Taylor  
   Dorice Vidger

**CALL TO ORDER:**

The meeting was called to order at 8:00 a.m. by Director Bane, it was also established that a quorum was in attendance and there were no conflicts of interest to disclose. Upon a motion from Director Lehmann, second by Director Kim, and unanimous vote, Director Thomas was excused.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the June 15, 2022, Regular Meeting.

**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 May 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehmann, second by Director Kim, and a unanimous vote, the Board approved the financial report for Plum Valley Heights.

**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.

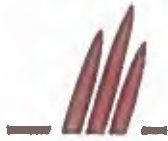
**BOARD ACTION ITEMS:**

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:**

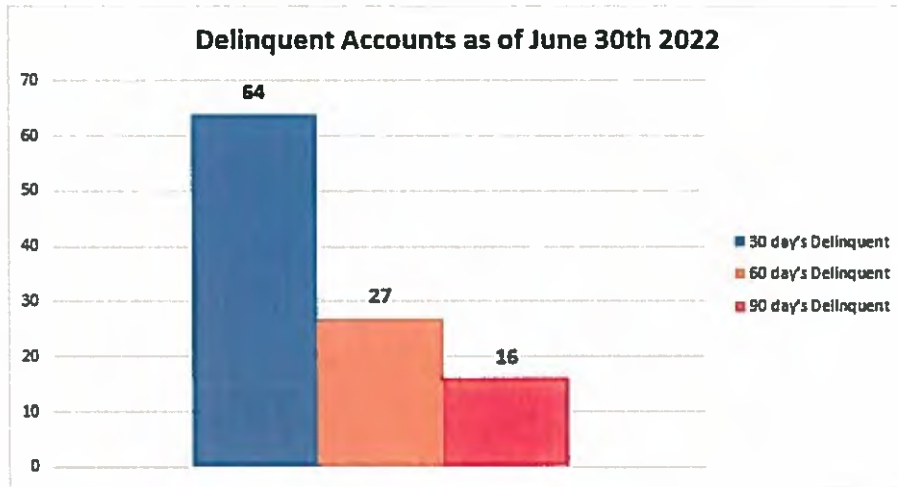
- In 2021 the District completed a cybersecurity audit with NetDiligence through the Colorado Special District's Property & Liability Pool's (CSD Pool) eRisk Hub service. The audit was partially funded through a scholarship provided by CSD Pool, and successful completion of the audit resulted in an increase 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

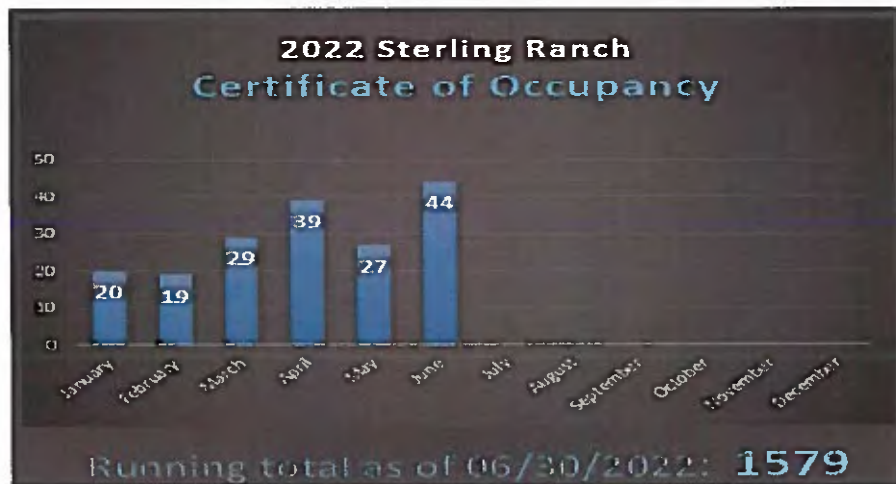
### Dominion Water and Sanitation District/Sterling Ranch:

- 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.

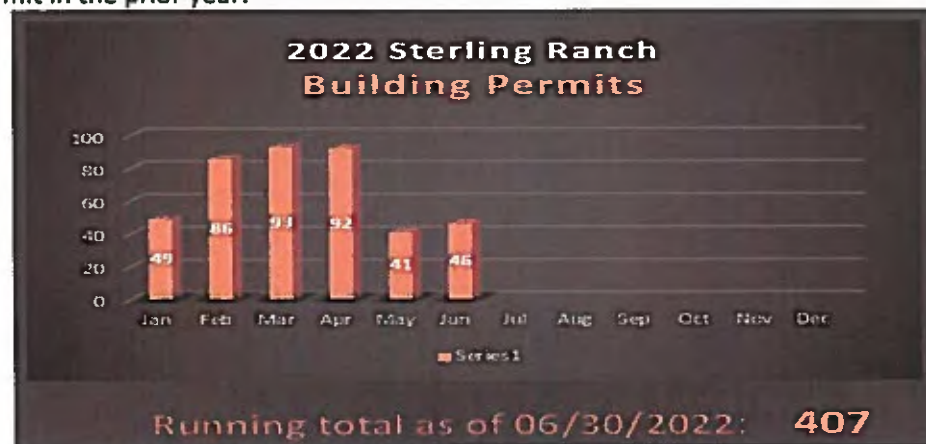


## ROXBOROUGH WATER AND SANITATION DISTRICT

- 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.

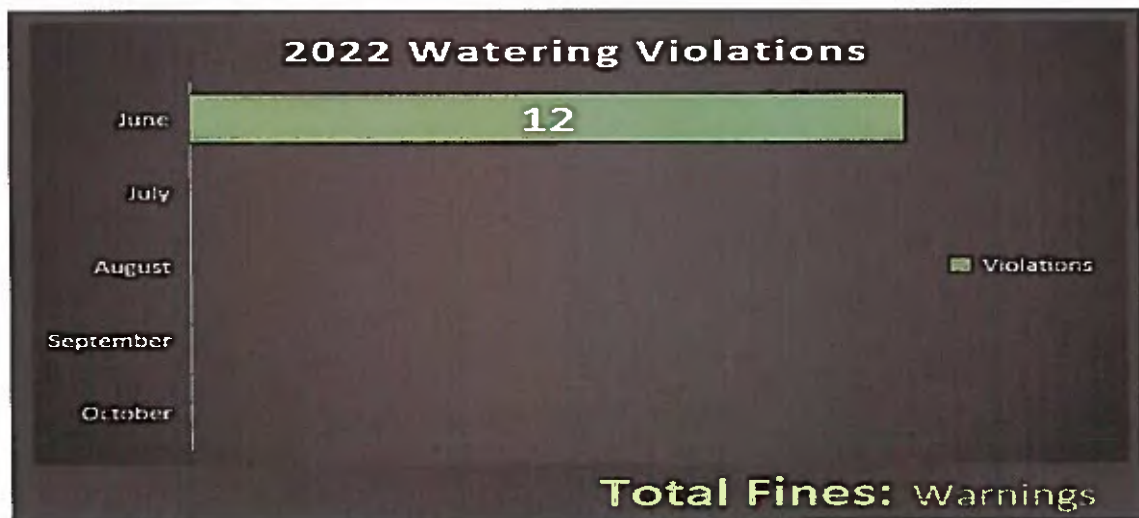


## ROXBOROUGH WATER AND SANITATION DISTRICT

- 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](http://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 1<sup>st</sup> violations, which are warnings with no fine, we're also including the watering schedule in the July bill stuffer.



## Memorandum

TO: Board of Directors

FROM: Barbara Biggs, General Manager

SUBJ: Cyber Risk Assessment Implementation

DATE: July 15, 2022

In 2021 following the cyberattack the previous year, Roxborough Water and Sanitation District (RWSD or District) received a scholarship from the Colorado Special District Property and Liability Insurance Pool (CSD Pool) to complete a comprehensive, third-party cyber risk assessment. The overall grade for the District's cyber security was a B+, with the conclusion that the security the District had implemented was acceptable. With the completion of this assessment, the District's cyber insurance coverage increased from \$200,000 to \$1,000,000.

The cyber risk assessment did identify some areas for improvement in the District security, and this memorandum will summarize the District's response to those recommended improvements. The presentation of this report to the Board of Directors will satisfy the CSD Pool's requirements to maintain the higher cyber insurance coverage.

### I. Security Organization, Personnel Security

While the District was rated "Best in Class" for the Security Team, since the assessment was completed, the District has adopted and is implementing policies consistent with the recommendations of the National Institute of Standards and Technology (NIST). In addition, the District has joined WaterISAC, a cybersecurity association of water and wastewater utilities and the Cyber and Infrastructure Security Agency (CISA) within the Department of Homeland Security and receives twice-weekly security bulletins and attends monthly cybersecurity webinars. The District has entered into a service agreement with ConnectWise for cybersecurity management with their ConnectWise SIEM (formerly Perch) product for network intrusion detection and BitDefender for intrusion prevention. The District has also completed its migration to Microsoft365 and is implementing the cybersecurity training available from Mimecast, the spam filter included with or subscription to Microsoft365.

### II. Vendor Security Management

The cyber risk assessment determined the District's vendor security management as "baseline" and included several recommendations for improvements. Because the District seldom adds new vendors with cyber interfaces with District operations, developing a full vendor security management program was not a good use of limited resources. Instead, the District formally implemented a program to request vendor cyber security policies and cyber security insurance coverage, and worked with one vendor,

American Data Group or ADG the billing software company, to upgrade its database to the more secure mySQL8.

### III. Encryption-Related Capabilities

The cyber security assessment rated the District's encryption-related capabilities as "strong." Some of the recommendations concerned encryption of personal identifying information (PII) and other sensitive data. The District stores no PII on any device or network except for personnel records that are stored on a separate, password protected drive. In addition, the District is in the process of migrating all administrative files, to a secure, encrypted cloud-based file server. The security protocols for the cloud-based file server, Egnyte, were requested and reviewed with the cyber security assessment contractor, NetDiligence.

### IV. Technical Compensating/Contributing Controls

The District was rated "strong" in this category. Since the assessment was completed, the District has completed the total separation of the water, wastewater, and administrative servers. Both water and wastewater operations have fully redundant servers with monthly backups to the cloud and external hard drives stored off-site. The District is in the process of adding separate workstations at the water treatment plant for internet access to allow the process-control SCADA computers to be completely walled off from the internet. Multi-factor authentication for remote operations has proven challenging, and alternatives are still being considered; however, all chemical set points have been locked and can only be changed by the Operator in Responsible Charge. Implementation of ConnectWise SIEM (Perch) with BitDefender significantly enhances the vulnerability scanning and remediation capabilities. The District's NIST policies discussed above include a policy on user activity logs that are backed up and reviewed.

### V. System and Network Operations

The District was rated "strong" in this area. One specific recommendation was that the District upgrade its anti-virus software from WebRootAV to WebRoot End Point Protection, and that has been implemented. The District is still evaluating the value of a formal change management process although the IT administrator and consultant maintain a record of all changes implemented, and mobile device management tools are being evaluated.

### VI. Business Continuity and Disaster Recovery.

NetDiligence determined aspects of the District efforts in this area were both "strong" and "baseline." The analysis recommended the District undertake a business impact analysis in the near-term. Given the 2020 cyberattack, the District's understanding of the business impact is detailed. The report accurately states that billing system recovery from the 2020 attack was challenging. Rather than dedicate limited resources to test recovery scenarios, staff has instead gone to significant lengths to ensure multiple redundant backups to ensure all data would be easily recovered in the event of another attack. The administrative, water operations, and wastewater operations servers have been segregated. All servers are backed up continuously (full and incremental) using Acronis for both on-site and cloud-based backups. In addition, external hard drive

physical backups of all servers are completed monthly and stored in secure, off-site locations. Both water and wastewater operations have fully redundant SCADA servers with no internet access. The District also maintains extensive power backup including 30–45-minute UPS devices, and the office, water treatment plant, and wastewater lift station have backup generators on site that are routinely maintained. Finally, the District incorporated cybersecurity in the updated Emergency Response Plan completed in late 2021.

#### VII. Incident Response Procedures & Functions

The District was rated “strong” in this area. As noted in the report, the District included cyber incident response in the 2018 Emergency Response Plan (ERP), and the ERP was updated in late 2021. The updated ERP was incorporated into the District’s GIS system and is available on all iPads and other electronic devices so that staff has easy access in the event of an emergency. The District has assigned specific roles to the System Security Officer (Lisa Hoover) for first-level response, with escalation to the Director of Operations and General Manager as appropriate. Adding intrusion detection and protection through ConnectWise-SIEM (Perch) and BitDefender provides continuous monitoring of the network specifically addressing the recommendation in the report that the District implement intrusion detection/protection. NetDiligence identified next-generation firewall replacement as an essential need, and twelve new firewalls have been purchased and will be installed before the end of July. Acquisition of the new firewalls includes 3 years of support from the vendor, which will ensure any necessary patches are addressed in a timely manner. Note that supply-chain issues delayed completion of the firewall replacement project.

#### VIII. Privacy

The District was rated “strong” in this category, and no recommendations were made for improvement. It should be noted that the District maintains no personally identifiable information on customers on our network; on-line payments with credit cards are made through a third-party vendor, Point&Pay, that does not store credit card numbers. The only personally identifiable information stored on the District’s servers is employee records, which are stored on a separate, password-protected drive accessible to only the Director of Administration and General Manager.

#### IX. System Scan

The NetDiligence Cyber Risk Assessment included an external scan of the District system. There are five risk levels identified for the scans with emphasis on any results with a risk of 3 or higher. RWSD has no level 4 or 5 findings, which the report notes are excellent and very few client scans have neither level 4 nor 5 findings. A total of 5 level 3 findings were identified, which appears much lower than average, and the District believes these findings will be addressed by installation of the 12 new firewalls.





## ROXBOROUGH WATER AND SANITATION DISTRICT

### Keeping the Water Safe to Drink

Our number one priority is providing safe, reliable, great tasting water to the community. Which is why I am sharing with you what we are doing to monitor for emerging contaminants such as PFAS.

There's been a lot of media attention lately on PFAS chemicals being detected in drinking water. PFAS is an abbreviation for per- and polyfluoroalkyl substances which are manmade chemicals used in metal plating and a wide variety of consumer products including fire-suppressing foam, carpets, paints, polishes, and waxes. Nationwide PFAS is being detected in source waters near manufacturing plants using PFAS in their processes. Here in Colorado, communities near military bases and airports have been seriously impacted by the presence of PFAS chemicals in their water supplies.

The Roxborough community's water supply is mountain snow melt diverted from the South Platte River. Roxborough Water and Sanitation District is fortunate to have excellent source water and working relationship with both Denver Water and the City of Aurora which use the same source. Both entities continue to monitor and share their PFAS data with us.

Denver Water samples the South Platte River above Chatfield Reservoir quarterly for Total PFCs and Total PFCs-Narrative Constituents. Throughout 2020-2021 all their samples came back below the detection limit as measured in parts per trillion (or nanograms/liter or ng/L). The City of Aurora (Aurora) provided data for one of their water treatment plants that sources water from Rampart Reservoir, located in the Roxborough area, for 12 different PFAS chemicals, and all but one were below the detection limit, with one chemical (Perfluorohexanoic acid PFHxA) just slightly above the detection limit at 0.48 parts per trillion (or ng/L). There is currently no Lifetime Health Advisory for PFHxA. The "detection limit" is the lowest level a laboratory can consistently analyze. There were no reportable levels of PFAS in the source water.

The U.S. Environmental Protection Agency (EPA) recently released new Final Lifetime Health Advisories for two PFAS chemicals, Hexafluoropropylene oxide dimer acid (GenX) of 10 parts per trillion (ng/L) and Perfluorobutanesulfonic acid (PFBS) of 2,000 parts per trillion (ng/L). Aurora analyzed for both chemicals and results were below detection. The EPA also released Interim Lifetime Health Advisories for Perfluorooctanesulfonic acid (PFOA) of 0.004 parts per trillion (ng/L) and Perfluorooctanesulfonic acid (PFOS) of 0.020 parts per trillion (ng/L). Aurora also sampled for both chemicals and results were below detection. **One part per trillion can be visualized by thinking of a single drop of food coloring in 18 million gallons of water or a single second out of 32,000 years.**

Continuing to monitor for PFAS, we have signed up to participate in a rigorous sampling program to be implemented by the Water Quality Control Division of the Colorado Department of Public Health and Environment. In early July, contractors working for the state will come out to the District's Larry D. Moore Water Treatment Plant and sample both the raw water entering the plant and the finished drinking water. We should have the results of that sampling by mid to late-August and will do an updated post to share the results. Beginning in 2023, Roxborough's water will be sampled for 29 per- and polyfluoroalkyl substances (PFAS) under

*6222 N. Roxborough Park Rd. Littleton, CO 80125 FAX (303) 933-3649 Phone (303) 979-7286*

*[www.roxwater.org](http://www.roxwater.org)*



## ROXBOROUGH WATER AND SANITATION DISTRICT

EPA's Unregulated Contaminants Monitoring Rules (UCMR 5), and those results will be included in future Water Quality Reports.

While we monitor for emerging contaminants, the water in Roxborough continues to be safe to drink. You can review the current Water Quality Report on this website by clicking [here](#).

# 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 1<sup>st</sup>**



[www.roxwater.org](http://www.roxwater.org)

# 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](http://roxwater.org) and select the "Pay your Bill" button.

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





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## Water Plant

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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.

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## Lift Stations

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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.



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## Field

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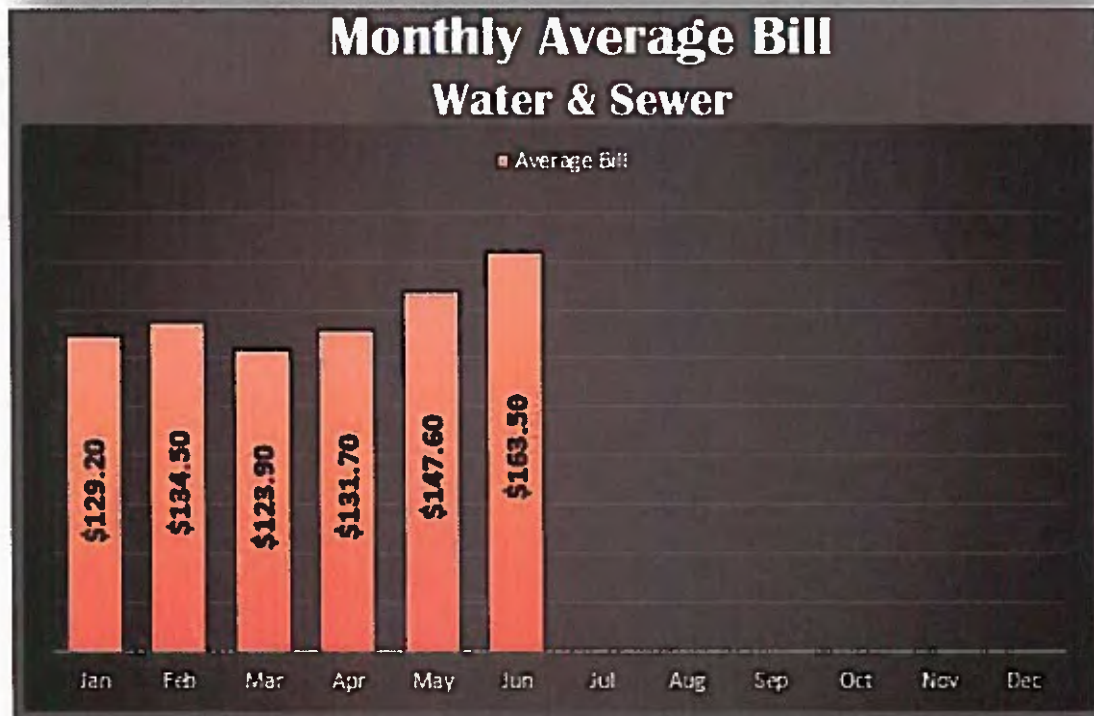
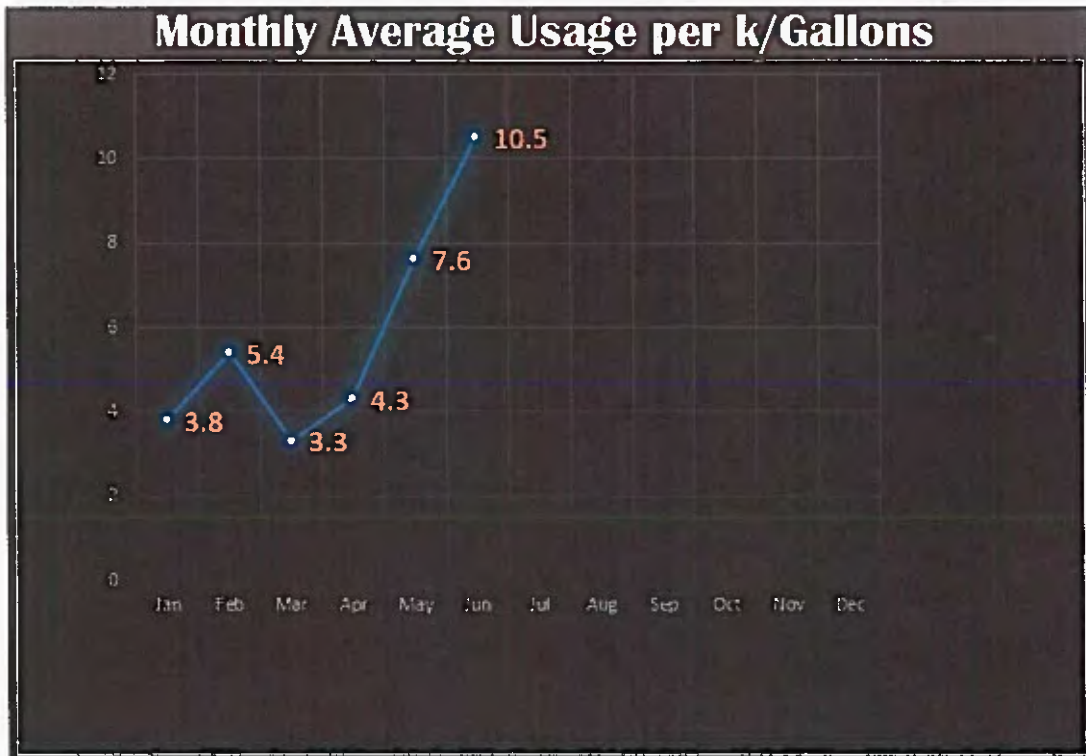
The field had **196** locates for the month of June.

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.



Memorandum  
July 14, 2022  
Page 2

**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.

Memorandum  
July 14, 2022  
Page 3

**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

RECORD OF PROCEEDINGS

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**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  
August 17, 2022**

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 August 17, 2022, at 8:00 a.m. The meeting was conducted in person in the Community Room at West Metro Fire, 6222 N. Roxborough Park Drive, 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:            Dave Bane                            President  
   Ken Maas                            Vice President  
   Christine Thomas                Treasurer  
   John Kim                             Assistant Secretary

Consultants:            Bill Goetz, TST Infrastructure, LLC  
   Ted Snailum, TWS Financial  
   Alan Pogue, Icenogle Seaver Pogue, PC

RWSD Staff:            Barbara Biggs                            Residents:            Stephen Throneberry (via Zoom)  
   Mike Marcum  
   Lisa Hoover  
   Lucie Taylor

**CALL TO ORDER:**

The meeting was called to order at 8:01 a.m. by Director Bane, it was also established that a quorum was in attendance and there were no conflicts of interest to disclose. Upon a motion from Director Thomas, second by Director Kim, and unanimous vote, Director Lehmann was excused.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the July 20, 2022, Regular Meeting.

**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 June 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Kim, and a unanimous vote, the Board approved the financial report 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 Thomas, 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 Thomas, 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 July 20, 2020.
- b. Ratified Payrolls for July 31 and August 15, 2022
- c. Ratified Payments since July 20, 2022: 101752-101799, 101803-101819, 101822, 101825-101829
- d. Approved Payments of Claims: 101800, 101801, 101802,101820, 101821, 101823, 101824, 101830
- e. Approved Pay App #6 for the WTP HSP Serving DWSD in the amount of \$62,751.82
- f. Approved Change Order #2 for Rampart Range Road Transmission Main Replacement to add \$22,728.00 and 36 days.
- g. Approved Pay App #4 for the Rampart Range Road Transmission Main Replacement in the amount of \$668,129.22

**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 provided an overview of the Legislative Summary and how Senate Bill 22-238 could impact RWSD. He will provide further details at the September board meeting on the potential impact the Bill could have to RWSD's mill levy.

**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 June 2022 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Kim, and unanimous vote by the Board, the financial report was approved.

**ADJOURN:**

Upon a motion by Director Kim, second by Director Thomas, and a unanimous vote, the meeting was adjourned at 9:06 a.m.

Secretary of the meeting: Barbara Biggs



## ROXBOROUGH WATER AND SANITATION DISTRICT

### General Manager's Report

#### Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District

August 17, 2022

##### Valley View Christian Church:

- I received a draft easement from the Property Owners Association (POA) late Wednesday afternoon. The POA and their attorney have proposed changes to the District's standard easement most of which are unacceptable to the District. We have provided a response.
- 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:

- Spoke with the owner of the condominium property. The SDCs have been paid for 2 EQRs on the site; they may need to upsize the water tap to 1-1/2", which is 4 EQRs, so additional SDCs will be due. They are submitting their plans to Douglas County, and I reminded them to make sure all RWSD comments have been addressed prior to submission.

##### McMakin Property:

- Nothing new to report.

##### Centennial WSD Connections:

- RWSD continues to work with Centennial WSD to resolve confusion with the meter reads at the 3 master meters that serve Chatfield East, Chatfield Acres, and Titan Road Industrial Park.

**Roxborough Water and Sanitation - PVH  
Financial Recap  
June 30, 2022**

**General Fund**

1. Property taxes collected for the month total \$ 43,916
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 August 17, 2022

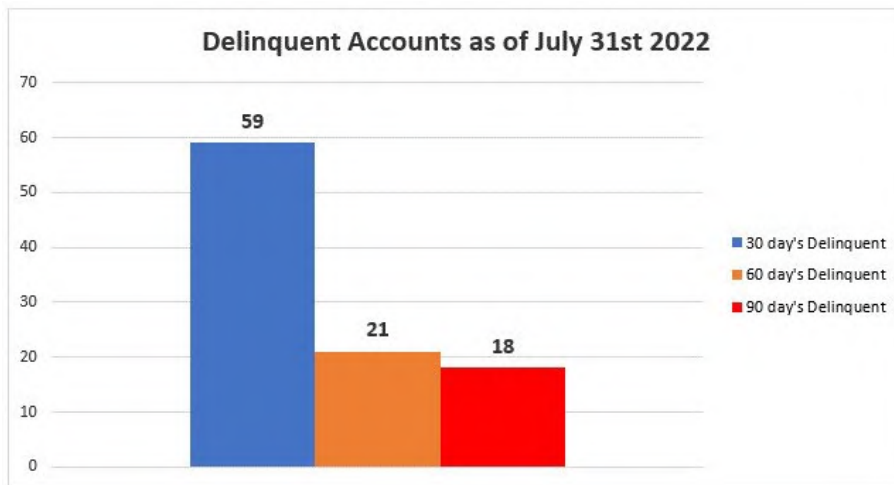
### Information Only

#### Past Due Accounts:

- As of July 31, we had 18 accounts with a past due balance of \$6,806, compared to 16 accounts with a past due balance of \$4,944 as of June 30.
- We had 16 accounts on the shut off list for July, but after notices and follow up phone calls no one's service was interrupted.
- 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  
\$9,746**

**Total Amount  
Past Due 60 days  
\$4,010**

**Total Amount  
Past Due 90 days  
\$6,806**

## July 2022

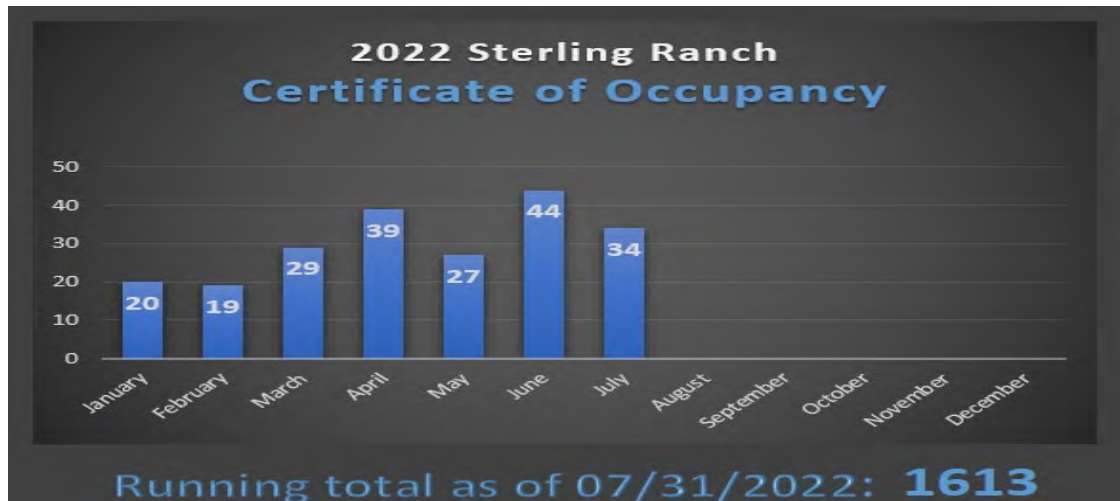




## ROXBOROUGH WATER AND SANITATION DISTRICT

### Dominion Water and Sanitation District/Sterling Ranch:

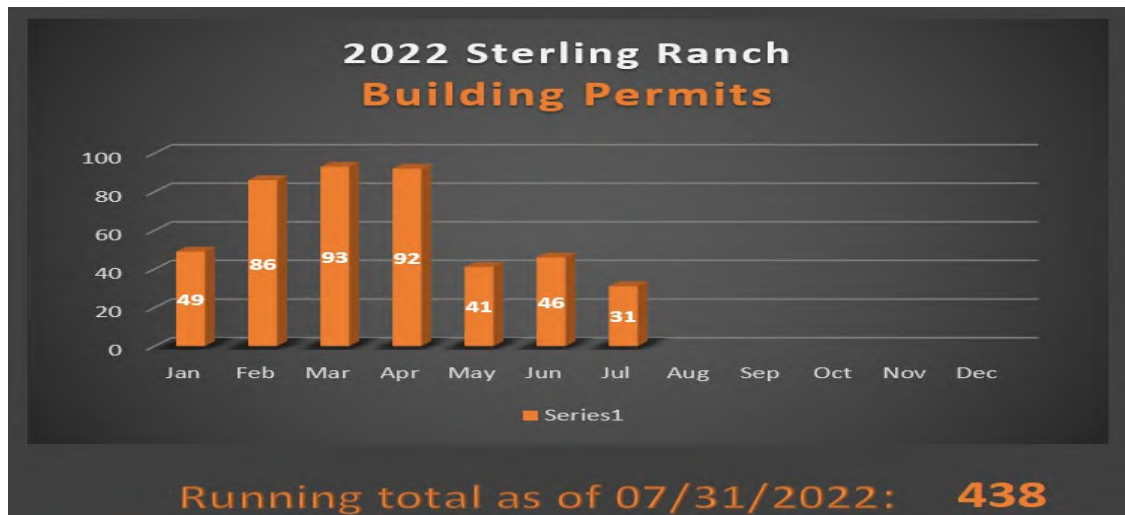
- Day-to-day operations going well.
- The agreement with Dominion and Sterling Ranch to provide temporary service to Filing 4 through August 30, 2022. Due to supply chain issues, Dominion won't have all the components for the yard piping installed until late November, so I have extended the temporary service through November 30, 2022. There may be limited construction use of the temporary interconnect that we will monitor closely.
- Increased chemical addition at the Roxborough Lift Station and maintenance of the biofilter at the Transition Vault seem to have solved the downstream odor issues. Hopefully changes made at the Lift Station and O-Line manholes are helping with the odor issues in Ravenna.
- There were an additional 34 Certificates of Occupancy (CO) issued in Sterling Ranch in July bringing the total number of COs that have been issued in Sterling Ranch to 1,613 for a monthly Wastewater Operations Charge of \$32,260.
- 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.



## ROXBOROUGH WATER AND SANITATION DISTRICT



### Projects:

- Work at the water treatment plant including the high-zone pump serving Dominion, restroom and office addition, and new entrance is proceeding well.
- The change order for Phase 2 of the backwash pond conversion should be ready for approval next month.
- On Monday, a hauling contractor working for America West hit a CORE power line at the staging area for the Rampart Range Road Transmission Main Replacement Project interrupting power to 4,000 residents including both schools (on the first day of school). A truck was damaged, but luckily no one was injured. During a follow up inspection of the staging area, we found that additional safety measures could be taken to try to improve awareness of the power lines. We have met with the contractor and all suggested changes have been implemented.
- We are closely monitoring the expanded traffic control necessary for the next phase of the Rampart Transmission Main replacement project with Douglas County to make sure no adjustments are needed now that school is back in session.

### Public Outreach/Opportunities:

- We continue to do weekly updates on the transmission main replacement project on the website.
- I participated on a panel presentation to the General Assembly's Interim Water Resources and Agriculture Committee on August 4 to discuss the need for more scientific study of per- and poly-fluorinated chemicals.
- 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.



# ROXBOROUGH WATER AND SANITATION DISTRICT





## ICENOGL SEAVR POGUE

### MEMORANDUM

**TO:** Board of Directors, Managers, and other District Representatives

**FROM:** Icenogle Seaver Pogue, P.C.

**DATE:** July 22, 2022

**RE:** Summary of 2022 Legislation

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### INTRODUCTION

The Second Regular Session of the Seventy-Third General Assembly of the State of Colorado (the “General Assembly”) convened on January 12, 2022 and adjourned on May 11, 2022. This memorandum summarizes certain bills enacted into law in 2022 that may impact special districts, either directly or indirectly. The Colorado Revised Statutes (“C.R.S.”) should be consulted for the complete statutory requirements of the legislation discussed herein.

### SPECIAL DISTRICTS

#### **Concerning Special District Director Retirement Benefits** **HB 22-1087**

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House Bill (“HB”) 22-1087 excludes a special district director who began his or her service on or after July 1, 2022 from becoming eligible for membership in the Public Employees’ Retirement Association due to the director’s service as a director. HB 22-1087 took effect on March 24, 2022.

#### **Dissolution of Special Districts** **HB 22-1097**

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Current law allows for municipalities and regional service authorities to file an application for dissolution with a special district’s board of directors. HB 22-1079 expands current law to allow for the board of county commissioners to file with a special district’s board of directors an application for dissolution of the special district if the special district is wholly located in the boundaries of one county. If the special district is located within two or more counties, the board of county commissioners of each county may jointly file the application. After receiving the application, the board of directors are to promptly and in good faith, take the necessary steps to dissolve the district. In addition, HB 22-1079 allows for a board of county commissioners and a special district that is wholly within the county’s boundaries and that has no financial obligations or outstanding debt to mutually consent to dissolution of the special district via court order dissolving the special district without an election. Finally, if more than eighty-five percent (85%) of the special district lies within one or more municipalities, the governing bodies of all such

municipalities also must consent to dissolution via court order without an election. HB 22-1097 will take effect on August 9, 2022, assuming no referendum petition is filed.

## TAXATION

### Correction Property Tax Disclosure Info

**SB 22-164**

Senate Bill 22-164 corrects an incorrect statutory reference in the current law by substituting county assessor with county treasurer as the entity that issues property tax certificates. No other changes were made other than correcting the proper entity. Senate Bill 22-164 took effect on May 6, 2022.

### 2023 and 2024 Property Tax

**SB 22-238**

Senate Bill (“SB”) 22-238 reduces certain property tax assessment rates and taxable valuations for the 2023 and 2024 tax years and requires that the state government reimburse local governments for a portion of the resulting property tax revenue reductions. The impact of SB 22-238 on a special district will depend on (i) the type of special district, (ii) the district’s existing authority to adjust its mill levy to account for the changes set forth in SB 22-238, and (iii) the county where the special district is located. Below is an illustration of the changes set forth in SB 22-238:

#### Defined Terms For Purposes of this Illustration:

- Adjusted Actual Value =
  - Non-residential = Actual Value – (lesser of \$30,000 OR amount necessary to reduce assessed valuation to \$1,000)<sup>1</sup>
  - Residential = Actual Value – (lesser of \$15,000 OR amount necessary to reduce assessed valuation to \$1,000)
- Assessed Valuation = Assessment rate \* Actual Value (or Adjusted Actual Value, if applicable)
- Additional State Revenue = lesser of \$240M or total amount of state revenues exceeding TABOR limits which must be refunded to taxpayers (including projected refunding amounts for state fiscal year commencing July 1, 2022 and then for property tax year commencing January 1, 2023)

Taxable Category	Tax Year 2022	SB 22-238 Rate	Tax Year
Nonresidential (Lodging)	29%	27.9% of Non-Residential Adjusted Actual Value	2023
		29% of the Actual Value	2024 and thereafter

<sup>1</sup> The bill directs assessors to apply assessment rates to the actual value of residential property, less \$15,000, and to the actual value of certain nonresidential property, less \$30,000, so long as these subtractions do not cause the valuation for assessment of the property to fall below \$1,000.

Nonresidential (Agriculture or Renewable Energy)	26.4% <sup>2</sup>	26.4% of Actual Value 29% of Actual Value	2022, 2023, and 2024 2025 and thereafter
Nonresidential (Improved Commercial)	N/A (this is a new taxable category)	27.9% of Nonresidential Adjusted Actual Value 29% of Actual Value	2023 2024 and thereafter
Nonresidential – Other (non-specified <sup>3</sup> )	29%	27.9% of Actual Value 29% of Actual Value	2023 2024 and thereafter
Residential (Multifamily)	6.8% <sup>4</sup>	6.765% of Residential Adjusted Actual Value <sup>5</sup> 6.8% of Actual Value 7.15 of Actual Value	2023 2024 2025 and thereafter
Residential (Other)	6.95%	6.765% of Residential Adjusted Actual Value <sup>6</sup> % calculated per Section 39-1-104.4 (% necessary to equal local government property tax reductions of \$700M in 2023 and 2024) <sup>7</sup> 7.15% of Actual Value	2023 2024 2025

The following excerpts are from the SB 22-238 Revised Fiscal Note, dated May 5, 2022 (“Fiscal Note”):

- The bill requires each county treasurer calculate the 2023 property tax revenue reduction to local governments in their county, other than school districts, as a result of the changes to property tax assessment in the bill. Calculations are submitted to the property tax administrator, who may request additional information to verify their accuracy. Upon receipt of the correct amount for each county, the state treasurer will reimburse local governments as follows:
  - For municipalities, water districts, fire protection districts, sanitation districts, and library districts in counties with over 300,000 people:
    - for jurisdictions where total assessed values for property taxation grew

<sup>2</sup> This rate was historically 29% but was decreased to 26.4% by SB 21-293.

<sup>3</sup> Applies to all other nonresidential property not specified in §§ 39-1-104(1), (1.8)(a), and (1.8)(b)(I), C.R.S. (i.e., all nonresidential other than lodging, agriculture or renewable energy, and improved commercial)

<sup>4</sup> This rate was 7.15% but was decreased to 6.8% for tax year 2022 by SB 21-293.

<sup>5</sup> §39-1-104.3, C.R.S.

<sup>6</sup> §39-1-104.3, C.R.S.

<sup>7</sup> On or before March 31, 2024, the State Property Tax Administrator must provide a report to the legislature with the required calculation equaling \$700M.

- by at least 10 percent between 2022 and 2023, 90 percent of the revenue reduction; and
- for jurisdictions where total assessed values for property taxation grew by less than 10 percent between 2022 and 2023, 100 percent of the revenue reduction; and
- For county government and special districts other than water districts, fire protection districts, sanitation districts, and library districts in counties with over 300,000 people, 65 percent of the revenue reduction.
- Nine counties are projected to have populations over 300,000, including: Adams; Arapahoe; Boulder; Denver; Douglas; El Paso; Jefferson; Larimer; and Weld.

This bill took effect on May 16, 2022.

## **Modifications to Severance Tax**

**HB 22-1391**

The State imposes a severance tax on nonrenewable natural resources that are removed from land including metallic minerals, molybdenum, oil, gas, and coal. The majority of all severance tax collections is from oil and gas production. Current law allows a credit against the severance tax on oil and gas equal to 87.5% of all ad valorem taxes paid to local governments, including special districts, on oil and gas leaseholds and lands, except those imposed on equipment and facilities used for production, transportation, and storage and those paid on stripper wells. Because the credit is a function of property taxes paid, there is generally at least a one-year lag between when production actually occurs and the when the credit is claimed. To address this issue, HB 22-1391 modifies the ad valorem credit allowed on the State’s severance tax on oil and gas. Effective January 1, 2025, the ad valorem tax credit will be calculated on a per-well basis using the following formula:

$$0.7656 \times \text{Gross Income}^8 \times \text{Total Mill Levy}^9$$

In 2021, the Governor signed SB 21-281 into law which requires new metropolitan districts organized on or after July 1, 2021, to pay the State an amount equivalent to the total oil and gas severance tax credits associated with property taxes collected from oil and gas. The impact of the revised severance tax credit calculation on metropolitan districts required to pay the State for oil and gas severance tax credits is still being evaluated.

In addition, HB 22-1391 established a working group consisting of several directors of different departments (including the Office of State Planning and Budgeting, Department of Revenue, Natural Resources, Education and Local Affairs) to develop an implementation plan concerning additional changes to the state severance tax through July 1, 2024. HB 22-1391 takes effect on August 9, 2022, assuming no referendum petition is filed.

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<sup>8</sup> Gross income attributable to the well for the current taxable year.

<sup>9</sup> Total of all mill levies, fixed not later than December 22 of the preceding calendar year pursuant to Section 39-1-111, C.R.S., by all local governments for property at the well’s location.

## ELECTIONS

### **Ballot Measure Campaign Finance**

**SB 22-237**

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SB 22-237 makes changes to the laws governing issue committees and contribution limits under the Fair Campaign Practices Act (“FCPA”). More specifically, SB 22-237 modifies the definition of “major purpose” which is used to determine if an organization has acted as an issue committee and made financial contributions in support or opposition of a ballot issue. SB 22-237 further amends the FCPA by expanding the definition of “earmark” to include an independent expenditure that supports or opposes a candidate, is used for electioneering communication, or is an expenditure greater than \$1,000. Finally, SB 22-237 requires individuals who contribute over \$5,000 in support or opposition of ballot issues to disclose the amount and purpose of the expenditure to the Secretary of State within 48 hours. SB 22-237 took effect on June 7, 2022.

### **The Vote Without Fear Act**

**HB 22-1086**

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Subject to certain exceptions, HB 22-1086 makes it illegal for any person to openly carry a firearm within a polling location, within 100 feet of a drop box, or within 100 feet of any building in which a polling location is located. This prohibition applies to the day of an election, as well as during the time when voting is permitted for any election. Additionally, HB 22-1086 requires that the designated election official visibly place a sign notifying persons of the 100 foot no open carry zone for firearms. HB 22-1086 also extends this prohibition to a central count facility during any ongoing election administration activity. Finally, HB 22-1086 makes clear that a person who violates the prohibition is guilty of a misdemeanor and upon conviction is subject to a fine, imprisonment in county jail, or both. HB 22-1086 took effect on March 30, 2022.

### **Public Official Reporting Requirements Modification**

**HB 22-1156**

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HB 22-1156 modifies the deadline for political candidates to file a campaign expenditure report to 35 days instead of the current 30-day deadline. In addition, HB 22-1156 also exempts candidates seeking reelection from filing an additional disclosure statement if the incumbent has filed an annual report as required by Section 24-6-202(2), C.R.S. HB 22-1156 will take effect on August 9, 2022, provided no referendum petition is filed.

## EMPLOYMENT

### **Workers’ Compensation Injury Notices**

**HB 22-1112**

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HB 22-1112 extends the timeframe for an employee to notify their employer about an on-the-job injury from 4 days to 10 days and updates the public signage regarding workers’ compensation that must be displayed. HB 22-1112 will take effect on August 9, 2022, provided no referendum petition is filed.



## MISCELLANEOUS

### **Resources for Volunteer Firefighters**

**SB 22-002**

SB 22-002 allows for the economic support of local fire departments, including fire protection districts and metropolitan districts that provides fire protection, through reimbursements, a grant program, and a health benefit trust. The funds provided are to be used for wildland fire suppression activity reimbursements, including replacement equipment costs and volunteer firefighter compensation, as well as to fund the replacement or disposal of equipment and a behavioral benefits trust for firefighters. SB 22-002 took effect on June 3, 2022.

### **State Entity Authority for Public-Private Partnerships**

**SB 22-130**

SB 22-130 allows certain state public entities<sup>10</sup> to enter into public-private partnerships with private partners to develop or operate a “public project”<sup>11</sup> subject to oversight and approval by the Department of Personnel and Administration. “Private partners” as defined in SB 22-130 includes “local governments” but does not further define this term.<sup>12</sup> Various other sections of Title 24 include special districts within the definition of “local governments.” Therefore, it is arguable that special districts fall within the scope of the definition “local governments” as used in SB 22-1130. This may allow for greater coordination between special districts and state public entities but will also add additional administrative barriers and state oversight to coordinated public projects. This bill took effect on May 26, 2022.

### **Municipal Bond Supervision Advisory Board**

**SB 22-142**

In 1991, the Colorado Municipal Bond Supervision Advisory Board was created to provide expertise and advice to the State’s Securities Commissioner regarding the State’s regulation and oversight of municipal bonds issuance. SB 22-142 repeals the Municipal Bond Supervision Advisory Board, effective August 9, 2022, assuming no referendum petition is filed.

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<sup>10</sup> “State public entity” means any department, agency, or subdivision of the executive branch of state government; except that state public entity does not include certain state entities that already have specific statutory authority to enter into public private partnerships. *See* C.R.S. § 24-94-102(10).

<sup>11</sup> “Public project” means any construction, alteration, repair, demolition, or improvement of any *state-owned* land, building, structure, facility, asset, or other public improvement suitable for and intended for use in the promotion of the public health, welfare, or safety, and any maintenance programs for the upkeep of such projects. The definition specifically includes but is not limited to a project to civic, child care, utility, telecommunication, cultural, recreational, or educational facilities or services. C.R.S. § 24-94-102(9) (emphasis added).

<sup>12</sup> “Private Partner” means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, *local government*, other private business entity, or any combination thereof. C.R.S. § 24-94-102(6) (emphasis added).

SB 22-169 permits the custodian of public records to deny inspection of records containing data or information that reveals the specific location or could be used to determine the specific location of (i) a plant species as a Colorado plant of greatest conservation need in Colorado's state wildlife action plan; (ii) an individual animal or a group of animals; or an individual animal's or group of animal's breeding or nesting habitat. SB 22-169 will take effect on August 9, 2022, assuming no referendum petition is filed.

**Homeowners Associations Prohibited from Regulating Use of Public Rights-of-way  
HB 22-1139**

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Section 38-33.3-106.5 of the Colorado Common Interest Ownership Act ("CCIOA") prohibits homeowners' associations from adopting certain rules and regulations that are contrary to public policy. HB 22-1139 amends this section of CCIOA and provides that an association shall not prohibit the use of a public right-of-way in accordance with a local government's ordinance, resolution, rule, franchise, license, or charter regarding use of the public right-of-way. HB 22-1139 also prohibits an association from requiring that a public right-of-way be used in a certain manner. Because many metropolitan districts provide covenant enforcement services for associations, covenants should be reviewed for any provisions that may violate HB22-1139. HB 22-1139 will take effect on August 9, 2022, assuming no referendum petition is filed.

**Local Firefighter Safety Resources**

HB 22-1194 makes a transfer of \$5 million to the Local Firefighter Safety and Disease Prevention Fund. The transfer allows the department to purchase protective equipment, fund training, and reimburse local governments, including fire protection districts and metropolitan districts that provides fire protection, and volunteer firefighters for the cost of protective equipment and training. There is no requirement for a grant application nor a peer review process for funds to be distributed. In the event that the Department of Public Safety ("DPS") is unable to spend all of the funds, the department may use funds for any currently authorized purpose of the firefighter safety grant program. HB 22-1194 took effect on March 1, 2022.

**State Grants Investments Local Affordable Housing**

HB 22-1304 creates two housing-related grant programs in the Department of Local Affairs ("DOLA"): the Local Investments in Transformational Affordable Housing Grant Program ("LITAH") and Infrastructure and Strong Communities Grant Program ("ISC").

The LITAH program provides grants to certain governmental entities (including special districts) or nonprofit organizations for affordable housing initiatives. These initiatives include the development and integration of infrastructure tied to an affordable housing development inclusive of funding for capital constructive and infrastructure design. DOLA must establish policies and procedures for the LITAH program by September 1, 2022.

The ISC program requires that the Division of Local Government within DOLA, the Colorado Energy Office, and the Department of Transportation develop a list of sustainable land use practices and provide grants to local governments for investments in infill infrastructure projects that support affordable housing. HB 22-1304 took effect on June 1, 2022.

**Towing Carrier Nonconsensual Tows**

**HB 22-1314**

HB 22-1314 generally imposes limitations and obligations on towing companies and owners of private property that must be followed prior to the nonconsensual towing of a vehicle from private property. Because HB 22-1314 applies to private property there is likely no impact on most special districts. However, private property is not defined for purposes of HB 22-1314 and some special districts may be providing covenant enforcement on property that is privately owned, as such, special districts that are or may in the future engage in towing are encouraged to discuss this bill and other legal considerations related to towing with legal counsel. HB 22-1314 goes into effect on August 9, 2022, assuming no referendum petition is filed.



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## Water Plant

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The water treatment plant has been running smoothly. In July, the plant was operational for **31** days with an average plant production of **2.2** MGD and a max day of **3.2** MGD.

Only minor items remain on the original High Zone Pump contract. We are still awaiting the arrival of the permanent VFD and there are a couple punch list items left.

The bathroom and office change order has not progressed much since last month. We are still waiting for some electrical pieces and need to address some comments from the fire inspection.

The Sodium Hypochlorite generator is installed, the plumbing and electrical are complete we are waiting on some programming and start up to occur from the manufacturer so we can start using it.

Backwash Pond Phase 2 has begun, GESC measures are in place, and we are mainly waiting on parts to arrive. The conduit for the electrical to the southern gate, in the duct bank is installed. They are waiting on permits so it can be inspected before and after pouring the concrete.

July production was **68** million gallons of treated water, **17.4** million gallons of that was for Sterling Ranch.

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## Lift Stations

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The lift stations are running smoothly.

Velocity has mobilized and begun work for the pump replacement project. Parts have arrived, P201 has been relocated into P203 position and demolition is beginning on the old P201 pump pad.

Preliminary design continues at the Transition Vault for the drainage project. Survey was completed last Friday; design will continue once that is reviewed.



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

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## Field

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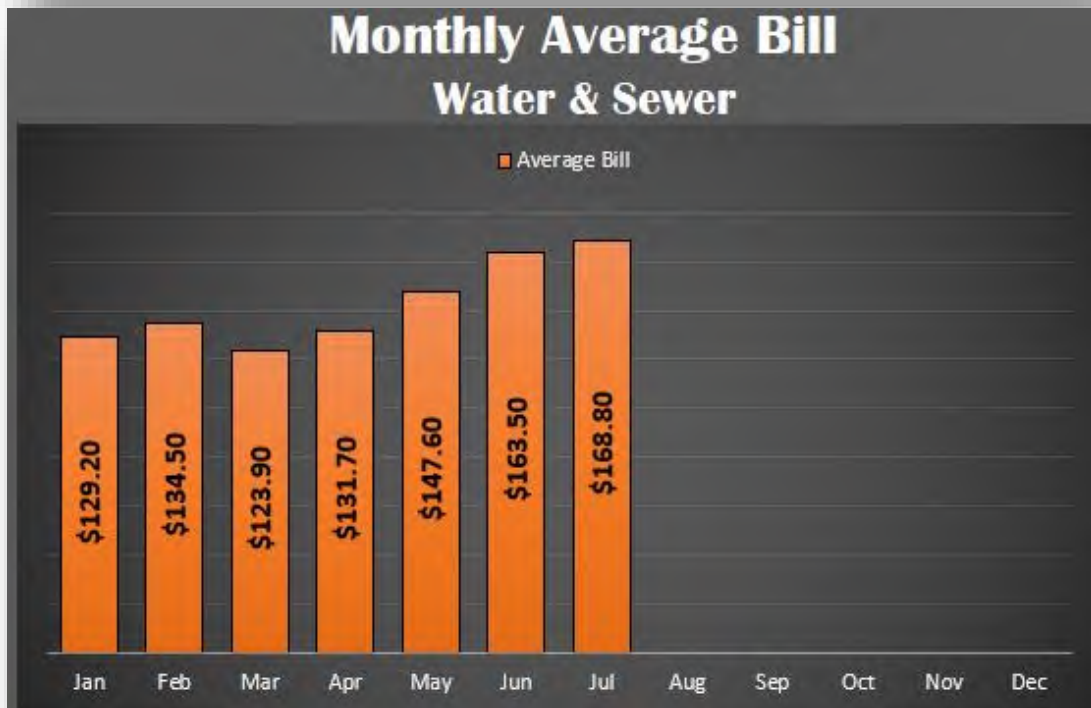
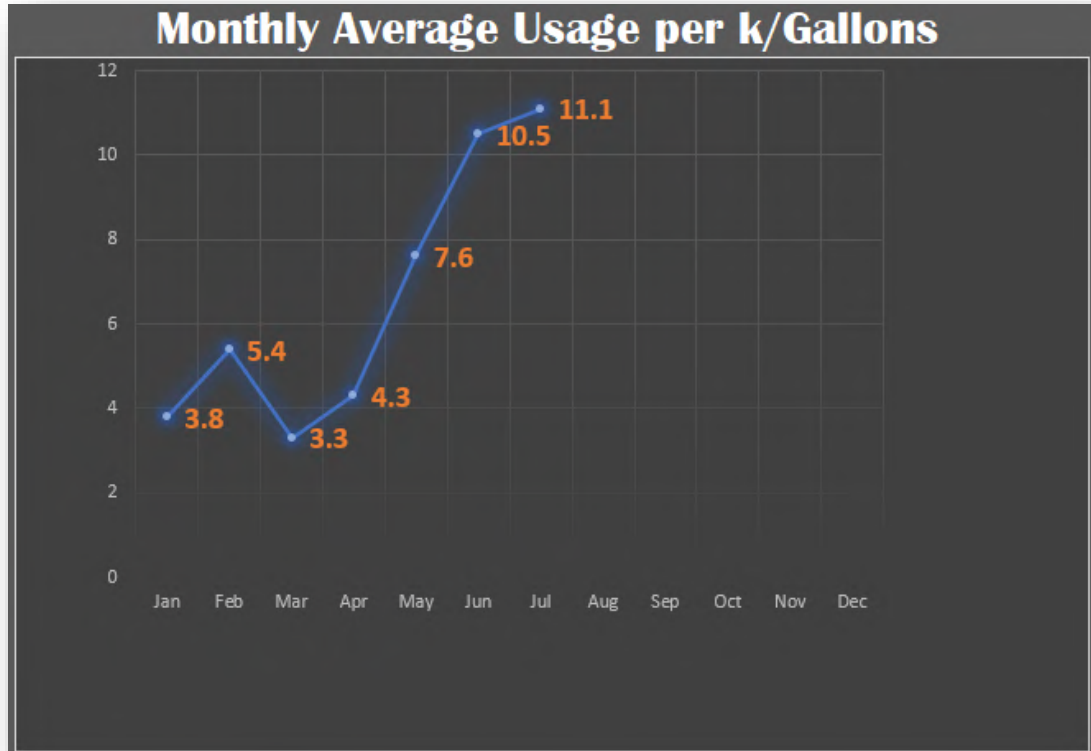
The field had **208** locates for the month of July.

Our endpoint replacement continues to keep the field guys busy; they have replaced just over **600** endpoints already. We will continue to push to complete prior to the CDMA contract ending after this year.

Installation on the pipe continues for the Rampart Transmission Line Project, they have over 2300 feet installed already and the first section of pipe has passed all its testing.



## Monthly Averages



## **MEMORANDUM**

TO: Roxborough Water and Sanitation District  
Board of Directors

FROM: TST Infrastructure, LLC  
Bill Goetz

SUBJECT: Engineering Status Report

DATE: August 11, 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. VVCC has requested changes to the District’s standard easement documents that are generally unacceptable to the District.

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. RAMPART WATER LINE REPLACEMENT**

Installation of pipeline is in progress. To date, approximately 2100 lf of 24” pipeline has been installed. The roadway detour on Rampart Range Road has been shifted to the north to allow for the installation of the remaining 24” pipe.

Memorandum  
August 11, 2022  
Page 2

III. RAMPART PUMP STATION RELOCATION

TST has confirmed the feasibility of the proposed site on Haberer property near the dam based on system hydraulics. Exhibits have been prepared for discussions with Aurora and Haberer.

IV. 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 now expected by the end of August. 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.

V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

A work change directive has been issued to Moltz to begin work on the project. A change order has not yet been prepared pending confirmation of material pricing.

VI. LIFT STATION PUMP 201 REPLACEMENT

The pump was delivered on July 8. Work at the site has commenced with the relocation of the existing pump 201.

VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

A conceptual scope and design requirements have been developed and reviewed with District staff. Survey of the site is in progress and we expect to receive final survey information the week of August 15.



Memorandum  
August 11, 2022  
Page 3

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

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

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. The map will be updated as repairs which impact the proposed paving are completed.

**Financial Recap  
June 30, 2022**

**General Fund**

1. Property taxes collected for the month total \$ 106,567
2. Specific ownership taxes collected for the month total \$ 12,359
3. Paid \$ 3,577 for election expenses
4. Paid \$ 19,553 for audit expenses

**Debt Service Fund**

1. Property taxes collected for the month total \$ 52,528
2. Specific ownership taxes collected for the month total \$ 6,092
3. Transfers in for Debt Surcharge in the amount \$ 93,085

**Water Fund Treatment**

1. Service charges billed for the month were \$ 417,915
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Collected \$ 93,085 in capital surcharges for the WTP
4. SDC collected for the month \$ 29,686
5. Ravenna monthly SDC totaled \$ 21,118
6. Repairs Expenses includes \$ 22,585 to Water Technology Group
7. Capital Project Expense includes \$ 9,658 to TST Engineering

**Water Fund -Distribution**

1. Water Costs for the month \$ 264,345
2. Capital Outlay for the month includes \$ 39,546 to TST

**Sewer Fund**

1. Service charges for the month totaled \$ 158,886
2. Lockheed Martin service charges totaled \$ 31,435 for the month.
3. SDC Collected for the month \$ 70,966
4. Capital Projects includes \$ 104,011 to Browns Hill and \$ 21,618 to American Equipment

**Capital Fund**

1. Paid \$ 14,473 for WTP – Pump
2. Paid \$ 15,244 for Dominion System Improvements
3. Paid \$ 112,296 to Moltz Construction

RECORD OF PROCEEDINGS

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**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 21, 2022**

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 21, 2022, at 8:00 a.m. The meeting was conducted 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:            Dave Bane                            President  
   Ken Maas                            Vice President  
   Keith Lehmann                    Secretary  
   John Kim                            Assistant Secretary

Consultants:            Bill Goetz, TST Infrastructure, LLC  
   Ted Snailum, TWS Financial  
   Alan Pogue, Icenogle Seaver Pogue, PC

RWSD Staff:            Barbara Biggs                            Residents:            Stephen Throneberry  
   Lisa Hoover  
   Dorice Vidger

**CALL TO ORDER:**

The meeting was called to order at 8:01 a.m. by Director Bane, it was established that a quorum was in attendance and there were no conflicts of interest to disclose. Upon a motion from Director Lehman, second by Director Maas, and unanimous vote, Director Thomas was excused.

**PLUM VALLEY HEIGHTS SUBDISTRICT:**

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

- A. Approved the Minutes of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District which are contained in and part of the Roxborough Water and Sanitation District Minutes for the August 17, 2022, Regular Meeting.

**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 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director Kim, and unanimous vote, the Board approved the financial report 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 Lehman, second by Director Maas, 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 Lehman, second by Director Kim, and unanimous vote, the Board approved the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the RWSD on August 17, 2020.
- b. Ratified Payrolls for August 31 and September 15, 2022
- c. Ratified Payments since August 17, 2022: 101831-101847, 101849-101862, 101864-101882, 101889-101895, 101899-101901, 101903
- d. Approved Payments of Claims: 101848, 101863, 101883-101888, 101896-101898, 101902, 101904
- e. Approved Change Order #3 for the WTP HSP Serving DWSD for temporary VFD rental in the amount of \$17,580.00 and 165 days.
- f. Approved Change Order #A.3 for the WTP HSP Serving DWSD for Phase 2 Conversion of Backwash Pond to Emergency Containment Basin in the amount of \$1,171,676.00 and 161 days.
- g. Approved Pay App #7 for the WTP HSP Serving DWSD in the amount of \$89,477.65.
- h. Approved Change Order #3 for Rampart Range Road Transmission Main Replacement to add \$24,171.00 and 2 days.
- i. Approved Pay App #5 for the Rampart Range Road Transmission Main Replacement in the amount of \$630,434.18
- j. Approved Change Order #1 for Roxborough Lift Station Pump Replacement to add \$0.00 and 10 days.
- k. Approve Pay App #1 for the Roxborough Lift Station Pump Replacement Project in the amount of \$81,294.35.
- l. Approved Amendment #2 for the Filter Optimization Study with HDR Engineering in the amount of \$14,523

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

**OPERATIONS:**

Ms. Hoover 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 July 2022 RWSD Financial Statements to the Board. Upon a motion by Director Lehman, second by Director Kim, and unanimous vote by the Board, the financial report was approved.

**BOARD ACTION ITEMS:**

- 1. **Consider approval of the Purchase and Sale Agreement with the Town of Castle Rock for the Meadow Ditch Water Rights and the Bell Mountain Groundwater Rights.** Upon a motion from Director Maas, second by Director Kim, and unanimous vote, the Board approved the Purchase and Sale Agreement with the Town of Castle Rock for the Meadow Ditch Water Rights and the Bell Mountain Groundwater Rights subject to final review by Ms. Biggs and Mr. Pogue and authorized the General Manager to execute the Agreement.

**ADJOURN:**

Upon a motion by Director Lehman, second by Director Maas, and unanimous vote, the meeting was adjourned at 9:01 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 21, 2022

##### Valley View Christian Church:

- We have tentatively agreed on language for the easement from the Property Owners Association (POA) and are waiting for a final draft from their attorney.
- We have agreed on an alignment for the water main that follows the bridle path through the open space. This alignment will simplify post-construction revegetation and provide access for future operation and maintenance.

##### Titan Road Industrial Park:

- Nothing new to report.

##### McMakin Property:

- RWSD reiterated the conditions of the will serve letter for the property for up to 16 equivalent residential units (EQRs).

##### Centennial WSD Connections:

- Issues with reading the meters has been resolved.

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

**General Fund**

1. Property taxes collected for the month total \$ 64,144
2. Specific ownership taxes collected for the month total \$ 3,091
3. Paid \$ 1000 for monthly accounting fees



# ROXBOROUGH WATER AND SANITATION DISTRICT

## General Manager’s Report September 21, 2022

### Information Only

Please plan to attend the Christmas Party for Board members, spouses, staff and partners on December 7 at 5:00 p.m. in the wine grotto at the Clubhouse at Ravenna.

### Ongoing Drought:

- Aurora Water staff will recommend City Council declare a Stage I drought in January 2023.
  - Outdoor watering will only be allowed 2 days per week with no watering allowed between 10:00 a.m. – 6:00 p.m.
  - Will impose Drought/Water Availability Surcharges per 1,000 gallons of use that will need to be added to RWSD rates:

Usage (gal.)	Drought/Water Availability Surcharge			
	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

- In addition to the Surcharges the Water Supply Agreement with Aurora requires RWSD watering restrictions to be at least as stringent as the City’s. This will require us to prohibit watering between 10-6 rather than or current 11-6.
- I have attached an article regarding an agreement on water conservation by several large providers throughout the Colorado basin states.

### Past Due Accounts:

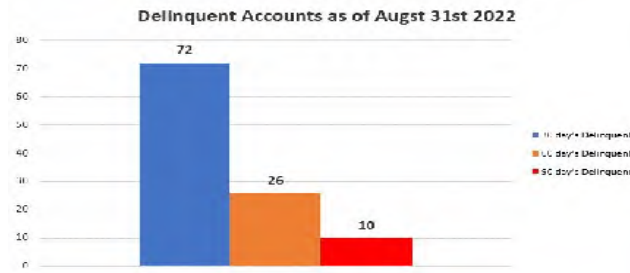
- As of August 31, we had 10 accounts with a past due balance of \$6,301, compared to 18 accounts with a past due balance of \$6,806 as of July 31.
- Nearly half of the past due balance is for one house under construction in Ravenna that has been contacted and committed to making payment.
- Eight (8) accounts were posted for shut-off on 9/6; service was shut-off at 2 residences: one that is vacant, and a second rental property that is under an eviction notice.



# ROXBOROUGH WATER AND SANITATION DISTRICT



## Delinquent Accounts



Total Amount  
Past Due 30 days  
**\$12,583**

Total Amount  
Past Due 60 days  
**\$4,056**

Total Amount  
Past Due 90 days  
**\$6,301**

**August 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. Dominion’s system to serve Filing 4 should be in place by November 30, 2022.
- There has been a rash of odor complaints from residents about the Dominion force main made to RWSD, CDPHE, EPA, and Douglas County. RWSD referred residents and agencies to Dominion staff.
- There were an additional 51 Certificates of Occupancy (CO) issued in Sterling Ranch in July bringing the total number of COs that have been issued in Sterling Ranch to 1,664 for a monthly Wastewater Operations Charge of \$33,280.
- Year to date development summary:

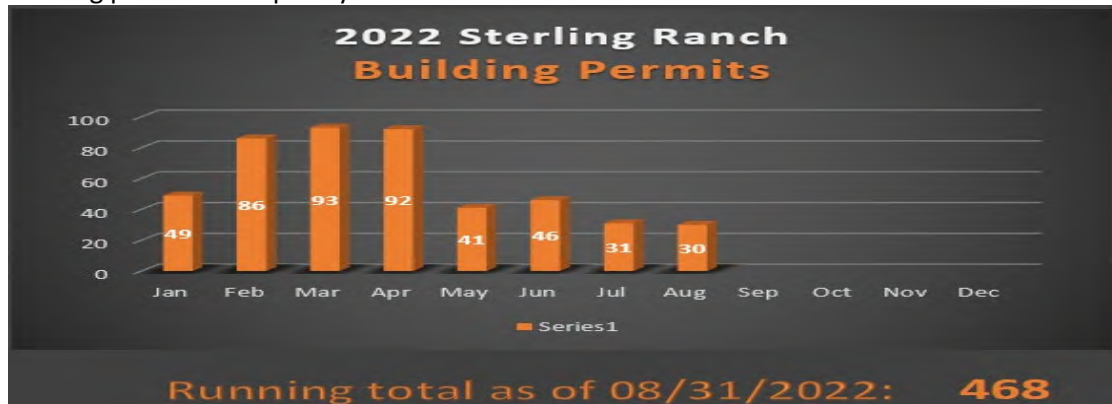






## ROXBOROUGH WATER AND SANITATION DISTRICT

- 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:

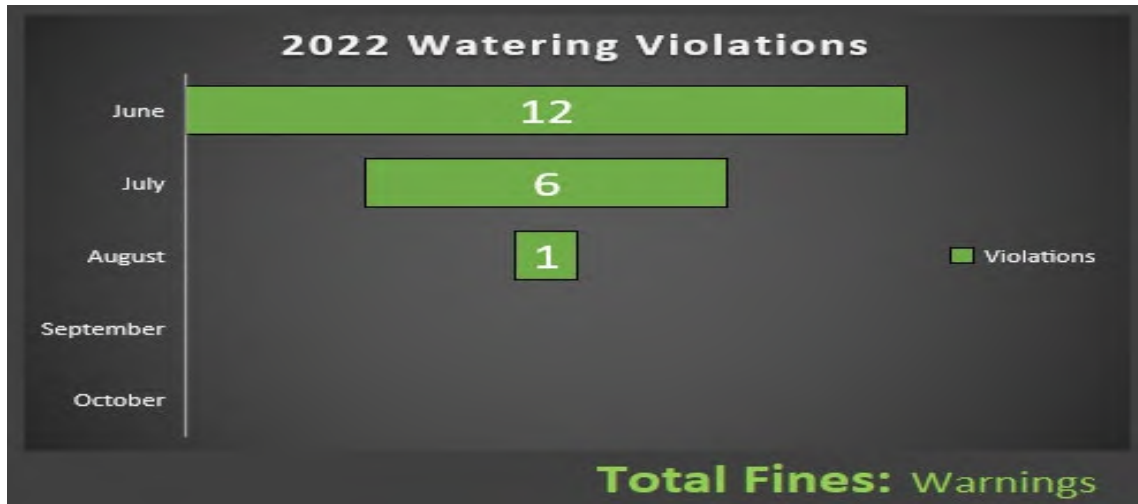
- Work at the water treatment plant including the high-zone pump serving Dominion, restroom, office addition, Phase 2 of the backwash pond conversion, and new entrance is progressing slowly.
- The Rampart Range Road Transmission Main Replacement Project is progressing. The contractor worked overnight 9/1-2, and the District posted all nearby residents and provided ear plugs. Work in the northbound lanes should be complete and the road paved by the end of September.
  - 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.
- Aurora is reviewing the proposed location for the relocated Rampart Pump Station to a parcel owned by Don and Carrie Haberer. Once Aurora has approved the site, negotiations with the Haberers will proceed.

### Public Outreach/Opportunities:

- We continue to do weekly updates on the transmission main replacement project on the website.
- We did additional postings on the overnight work that closed the intersection of Village Circle East (north) and Rampart Range Road.
- 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.



# ROXBOROUGH WATER AND SANITATION DISTRICT





PLEASE JOIN US FOR A

*Christmas*  
PARTY

HOSTED BY

*Roxborough Water + Sanitation District*

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DEC  
7  
5 PM

Wine Grotto  
at the Club at Ravenna

8285 Dante Drive  
Littleton CO 80125

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Appetizers at 5pm  
Dinner will be served at 6pm

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# Major municipal water providers across Colorado River Basin announce commitment to significant reductions in water use

08/24/22

**AUGUST 24, 2022** – Large water providers from across the Colorado River Basin announced today a commitment to substantially expand existing efforts to conserve water, reduce demands and expand reuse and recycling of water supplies.

The agreement includes water providers in both the upper and lower basins of the Colorado River, stretching from Colorado's Front Range to Las Vegas and Los Angeles. The providers invite other utilities in the basin to join in the commitment to increasing water-use efficiency and reducing the demand for water.

The agreement comes amid a two-decade drought on the river that affects 40 million people who rely on it for drinking water, agriculture, power production, landscape irrigation, recreation and more. Demands for water in the basin have exceeded available supply, reducing storage levels in lakes Mead and Powell to critically low levels.

The water providers are outlining their commitments in a Memorandum of Understanding that was delivered to Bureau of Reclamation Commissioner Camille Touton today. Some providers have committed to pursuing the MOU's intent while awaiting final approval through their various governing boards.

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effort as we work to ensure our river and the communities it serves continue to thrive. We sincerely hope our commitment to action inspires other stakeholders that share the river to do the same.”

Specifically, the agreement will focus on several key areas as pathways to cutting water use, including:

1. Develop programs to replace non-functional or passive cool weather turf grass (grass that serves primarily a decorative role and is otherwise unused) with drought- and climate-resistant landscaping, while maintaining vital urban landscapes and tree canopies where appropriate.
2. Increase water reuse and recycling programs where feasible.
3. Continue and expand conservation and efficiency programs to accelerate water savings.

“Achieving the protection storage volumes needed to preserve water and hydropower operations within the Colorado River basin cannot be met by a singular country, basin, state, or water use sector,” continued the letter to BOR. “While municipal water use represents only a small fraction of total Colorado River water use, progress begins with one and then many until we are all moving in the same direction.”

While not all the conservation strategies under consideration may make sense for each community, utilities say the agreement demonstrates the commitment that municipal water providers have not only to coordinating and collaborating on strategies to conserve and manage water demands, but to also help protect the Colorado River system.

Links to the

[letter to the BOR \(https://www.denverwater.org/sites/default/files/mou-cover-letter.pdf\)](https://www.denverwater.org/sites/default/files/mou-cover-letter.pdf), [the MOU \(https://www.denverwater.org/sites/default/files/water-efficiency-mou.pdf\)](https://www.denverwater.org/sites/default/files/water-efficiency-mou.pdf) and a [support letter from the Southeastern Colorado Water Conservancy District \(https://www.denverwater.org/sites/default/files/sewcd-letter-re-mou.pdf\)](https://www.denverwater.org/sites/default/files/sewcd-letter-re-mou.pdf).

### Quotes from signatories to the BOR letter:

“The water supply challenges we are facing on the Colorado River are accelerating at an alarming pace. Everyone who relies on the Colorado River must take bold and immediate action to reduce their use on this vital water source,” said Adel Hagekhalil, general manager of the Metropolitan Water District of Southern California. “This agreement represents our commitment to working with

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(1)  
“With climate change and aridification affecting the entire Basin, improving the health of the Colorado River system requires a swift and collective effort of all water users – in all sectors – to reduce water use and implement actionable strategies, policies and programs to protect this vital resource and balance water supplies with demands,” said John Entsminger, Southern Nevada Water Authority general manager.

“Climate change and overuse of the Colorado River have put us squarely within the crisis we long saw coming. The bottom line now: We all need to work on solutions, no matter our individual impacts on river flows,” said Jim Lochhead, CEO of Denver Water. “While we have long been a conservation leader, Denver Water has consistently said it is prepared to do even more, and the commitments contained in this agreement reflect our readiness to take further important steps to keep more water in the Colorado River Basin.”

“Water issues in the arid west are accelerating,” stated Aurora Water General Manager Marshall Brown. “Aurora is embracing these conservation pathways through Colorado’s largest potable reuse system, an aggressive turf replacement rebate program and a new ordinance that prohibits nonfunctional turf in new developments. We’re doing what needs to be done to ensure a reliable water supply for our community in unpredictable times and we challenge other municipalities to do the same.”

“Colorado Springs Utilities is committed to conservation programming that ensures a clean, reliable water supply for years to come. Building on our customers’ successful 41% reduction in per capita use since 2001, we continue to pursue and implement water efficiency and reuse initiatives that support our vibrant community and make wise use of this valuable resource,” said Colorado Springs Utilities CEO Aram Benyamin.

“The Southeastern Colorado Water Conservancy District supports the efforts of the Upper Colorado River Commission (UCRC), the State of Colorado, and municipal and agricultural water providers in the basin, to collaborate in bringing the system into balance,” said Jim Broderick, executive director of the district.

## CONTACTS

### **Metropolitan Water District of Southern California:**

Bob Muir, [rmuir@mwdh2o.com](mailto:rmuir@mwdh2o.com) (<mailto:rmuir@mwdh2o.com>), 213-324-5213

Maritza Fairfield at [mfairfield@mwdh2o.com](mailto:mfairfield@mwdh2o.com) (<mailto:mfairfield@mwdh2o.com>), [909-816-7722](tel:909-816-7722)  
(<tel:909-816-7722>)

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Todd Hartman, [todd.hartman@denverwater.org](mailto:todd.hartman@denverwater.org) (<mailto:todd.hartman@denverwater.org>);

Travis Thompson, [travis.thompson@denverwater.org](mailto:travis.thompson@denverwater.org) (<mailto:travis.thompson@denverwater.org>);

Media line: [303-628-6700](tel:303-628-6700) (<tel:303-628-6700>).

**Aurora Water:**

Greg Baker, [gbaker@auroragov.org](mailto:gbaker@auroragov.org) (<mailto:gbaker@auroragov.org>), [303-739-7081](tel:303-739-7081) (<tel:303-739-7081>).

**Colorado Springs Utilities:**

Jennifer Jordan, [bjordan@csu.org](mailto:bjordan@csu.org) (<mailto:bjordan@csu.org>), [719-668-3848](tel:719-668-3848) (<tel:719-668-3848>).

**Pueblo Water:**

Joe Cervi, [jcervi@pueblowater.org](mailto:jcervi@pueblowater.org) (<mailto:jcervi@pueblowater.org>), [719-584-0212](tel:719-584-0212) (<tel:719-584-0212>).

**Southeastern Colorado Water Conservancy District:**

Chris Woodka, [chris@secwcd.com](mailto:chris@secwcd.com) (<mailto:chris@secwcd.com>), [719-766-4253](tel:719-766-4253) (<tel:719-766-4253>).

###

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[\(/tap\)](#)

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## Water Plant

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The water treatment plant has been running smoothly. In August, the plant was operational for **31** days with an average plant production of **2.0** MGD and a max day of **3.3** MGD.

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 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, the manufacture has completed the start-up and the only item left is to integrate it into SCADA.

Backwash Pond Phase 2 has begun, parts are beginning to arrive, electrical conduits are installed waiting on Douglas County permitting to continue.

August production was **62** million gallons of treated water, **16.6** million gallons of that was for Sterling Ranch.

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## Lift Stations

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The lift stations are running smoothly.

Velocity is working hard on the new pump installation. We've completed one shut-down for a blind flange installation, this was done so they could start demolition of the old pads. The new pump pedestal has been installed. Anticipated pump start-up is 9/15 but may push due to some lead times to get the specified wire.

August saw **24** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.1** million was conveyed for Sterling Ranch.



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## Field

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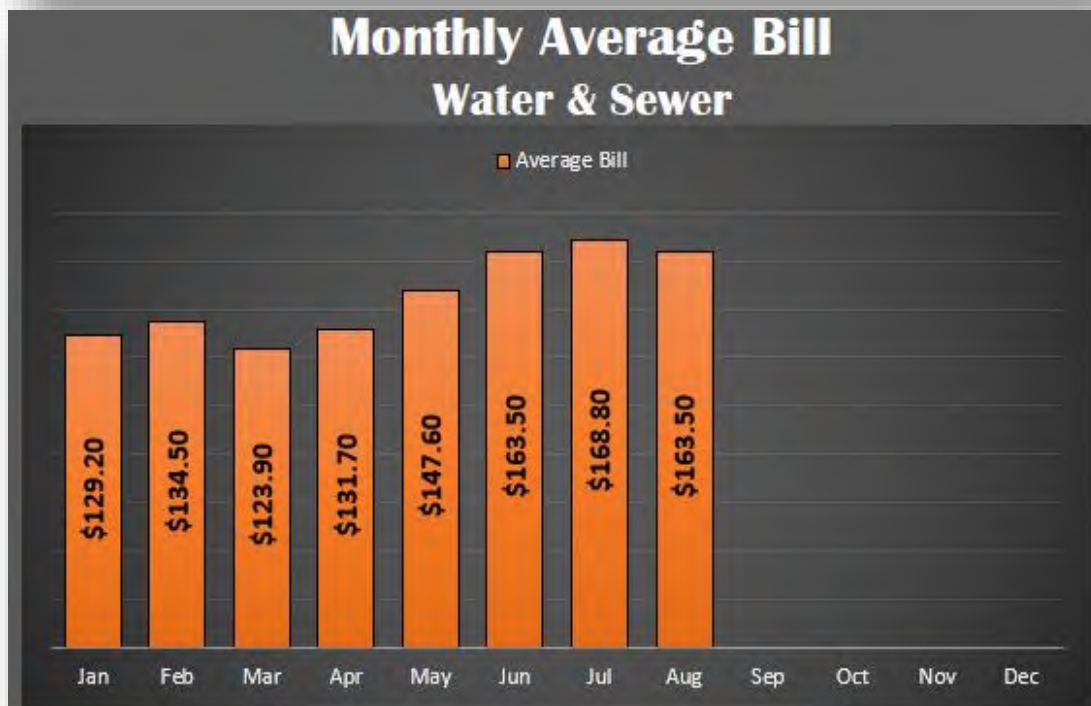
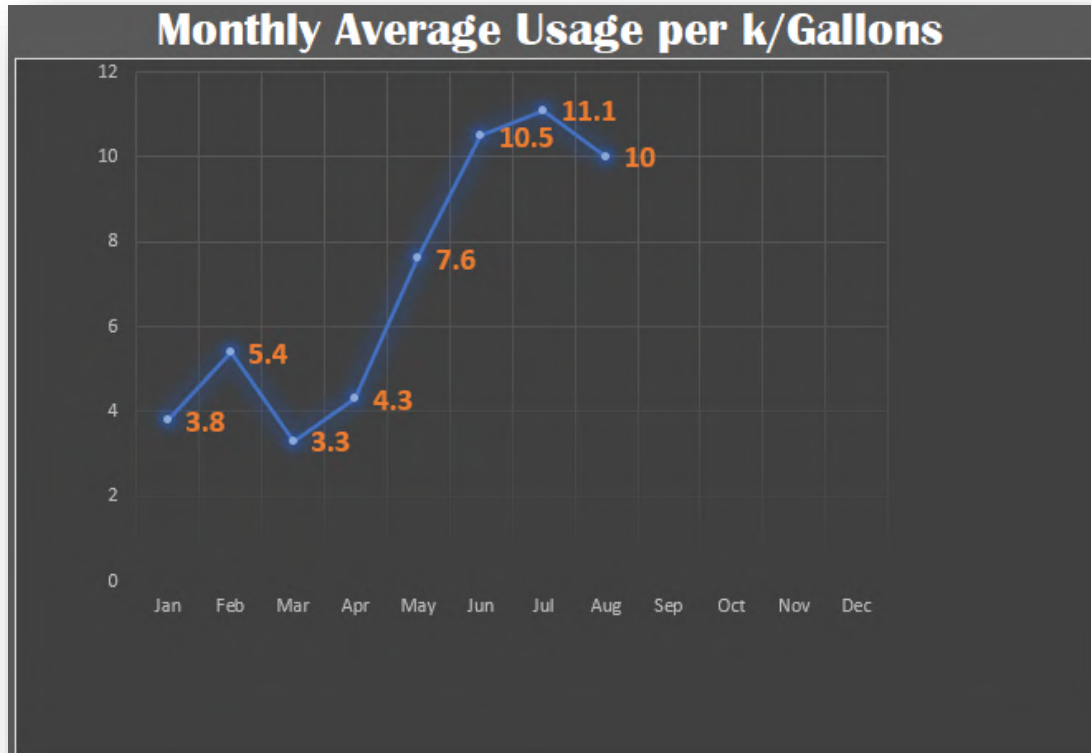
The field had **252** locates for the month of August.

Our endpoint replacement continues to keep the field guys busy; they replaced just over **700** endpoints to date. We will continue to push to complete prior to the CDMA contract ending after this year.

American West continues to install pipe, they had an overnight crossing for the Village Circle East, northern, intersection on 9/1-9/2 which went very smooth. Next steps are paving the north bound lane, shifting traffic, installing the east/ west laterals and testing pipe.



## Monthly Averages



## **MEMORANDUM**

TO: Roxborough Water and Sanitation District  
Board of Directors

FROM: TST Infrastructure, LLC  
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: September 16, 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 – VVC continues to work on obtaining easements for the pipeline. VVCC has requested changes to the District’s standard easement documents that are generally acceptable to the District and a route has been identified.

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 pipeline is in progress. To date, approximately 3,300 lf of 24” pipeline has been installed. The contractor is preparing for asphalt replacement on the north bound lanes.

Memorandum  
September 16, 2022  
Page 2

### III. RAMPART PUMP STATION RELOCATION

A meeting was completed with Aurora on the feasibility of the proposed site on Haberer property near the dam based on system hydraulics. Exhibits have been prepared for discussions with Aurora and Haberer. The meeting was positive and awaiting comments from Aurora.

### IV. 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 now expected by the end of September. The pump is not currently in service pending completion of DWSD's work on their system, which is not expected to occur until late October.

### V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

A change order has been prepared. The water pipe installation to the backwash pond is nearing completion. Additional yard pipe materials for the backwash drain pipe and pump return have been delivered to the site.

### VI. LIFT STATION PUMP 201 REPLACEMENT

The pump and electrical equipment are installed. Startup of electrical equipment is scheduled for September 20<sup>th</sup> and pump startup is scheduled for September 22<sup>nd</sup>.

### VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

A conceptual scope and design requirements have been developed and reviewed with District staff. Survey of the site has been received and is under review.

Memorandum  
September 16, 2022  
Page 3

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.

IX. DISTRIBUTION SYSTEM ISOLATION VALVES

Materials have been ordered and verification of the materials received is in progress. (No Change)

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. The map will be updated as repairs which impact the proposed paving are completed. (No Change)

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

**General Fund**

1. Property taxes collected for the month total \$ 313,282
2. Specific ownership taxes collected for the month total \$ 10,789
3. Paid \$ 9,554 for audit expenses

**Debt Service Fund**

1. Property taxes collected for the month total \$ 154,420
2. Specific ownership taxes collected for the month total \$ 5,318
3. Transfers in for Debt Surcharge in the amount \$ 93,224

**Water Fund Treatment**

1. Service charges billed for the month were \$ 431,952
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Irrigation Water \$ 64,907 for the month.
4. Collected \$ 93,224 in capital surcharges for the WTP
5. SDC collected for the month \$ 39,795
6. Ravenna monthly SDC totaled \$ 29,210
7. Operating Expenses includes \$ 13,561 to DPC Industries and \$ 8,021 to Morton Salt
8. Capital Project Expense includes \$ 51,520 to De Nora Water Tech

**Water Fund -Distribution**

1. Water Costs for the month \$ 322,868
2. Capital Outlay for the month includes \$ 322,619 to American West and \$ 44,810 for engineering.

**Sewer Fund**

1. Service charges for the month totaled \$ 158,162
2. Lockheed Martin service charges totaled \$ 29,053 for the month.
3. SDC Collected for the month \$ 28,844

**Capital Fund**

1. Paid \$ 88,353 for WTP – Pump
2. Paid \$ 10,018 for Dominion System Improvements

**RESOLUTION NO. 2022-11-06**

**RESOLUTION OF  
THE BOARD OF DIRECTORS OF  
ROXBOROUGH WATER AND SANITATION DISTRICT**

**2023 MEETING RESOLUTION**

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., the Board of Directors (the “Board”) of Roxborough Water and Sanitation District (the “District”) shall meet regularly at a time and place designated by the Board; and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., the Board shall meet regularly at a “Location” to be designated by the Board; and

WHEREAS, pursuant to Section 32-1-903(5)(a), C.R.S., the term “Location” means the physical, telephonic, electronic, other virtual place, or combination of such means where a meeting can be attended; and

WHEREAS, Section 32-1-903(1), C.R.S., requires that all meetings of the Board that are held solely at physical locations must be held at physical locations that are within the boundaries of the District or within the boundaries of any county in which the District is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty (20) miles from the District’s boundaries; and

WHEREAS, the provisions of Section 32-1-903(1.5), C.R.S. may be waived only if the following criteria are met: (a) The proposed change of the physical location of the Board appears on the agenda of a meeting of the Board, and (b) A resolution is adopted by the Board stating the reason for which meeting of the Board is to be held in a physical location under than the provisions of Section 32-1-903(1.5), C.R.S., and further stating the date, time, and physical location of such meeting; and

WHEREAS, pursuant to Section 32-1-903(2)(a), C.R.S., special meetings may be held as often as the needs of the District require, upon notice to each director, and may include study sessions at which a quorum of the Board is in attendance, and at which information is presented but no official action can be taken by the Board; and

WHEREAS, Sections 32-1-903(2) and 24-6-402(2)(c), C.R.S. govern meeting notices provided by special districts for all public meetings as set forth below; and

WHEREAS, pursuant to Section 32-1-903(2), C.R.S. notice of the time and location designated for all meetings of the Board shall be provided in accordance with Section 24-6-402, C.R.S.; and

WHEREAS, Section 24-6-402(2)(c)(I), C.R.S. requires the District to annually designate one public place within the boundaries of the District where notice of the Board’s meetings shall be posted no less than twenty-four (24) hours prior to the Board’s meetings, and where possible, the posting shall include specific agenda information; and



WHEREAS, pursuant to Section 24-6-402(2)(c)(III), C.R.S., the District shall be deemed to have given full and timely notice of a public meeting if the District posts the notice, with specific agenda information if available, no less than twenty-four (24) hours prior to the meeting on the public website of the District; and

WHEREAS, if the District posts notice on the District's public website pursuant to Section 24-6-402(2)(c)(III), C.R.S., the District must also designate a public place within its boundaries at which the District may post a notice no less than twenty-four (24) hours prior to a meeting if the District is unable to post notice online in exigent or emergency circumstances; and

WHEREAS, the meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting in accordance with Section 32-1-903(2)(a), C.R.S.; and

WHEREAS, the Board desires to designate the time and place of regular meetings, posting locations for meeting notices, and requirements for emergency meetings pursuant to this 2023 Meeting Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT THAT:

1. The Board hereby determines to hold regular meetings on the third Wednesday of each month at 8:00 A.M. The location of all regular and special meetings of the Board shall be held electronically via Zoom or other reliable electronic or telephonic platform and/or at the office of the District located at 6222 North Roxborough Park Road, which location is within the boundaries of the County where the District is located in accordance with Section 32-1-903(1.5), C.R.S.

2. The Board hereby designates the District's public website, <https://www.roxwater.org/>, as the twenty-four (24) hour posting location for all meeting notices.

3. The Board hereby designates the District office located at 6222 North Roxborough Park Road as the posting location for notices if the District is unable to post a notice online in exigent or emergency circumstances.

4. The meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence shall include the method or procedure, including the conference number or link, by which members of the public can attend the meeting.

5. The designations set forth in Paragraphs 2 and 3 are hereby deemed to be the Board's annual designation of the location where notices of meetings shall be posted twenty-four hours in advance of said meetings and shall be effective until such time as the Board determines to designate a new posting location. The Board shall provide or cause to be provided the address of its website to the Department of Local Affairs.

6. Emergency meetings may be called by the District without notice, if notice is not practicable, by the President or any two (2) Board members in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety, and welfare of the property owners and residents of the District. If possible, notice of such emergency meeting may be given to the members of the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency, and shall be provided to the public via any practicable means available, *if any*, including, but not limited to, posting notice of such emergency meeting on the District's website. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided however, that any action taken at an emergency meeting shall be ratified at the first to occur: (a) the next regular meeting of the District's Board, or (b) the next special meeting of the District's Board.

7. This Resolution shall repeal, supersede, and replace any and all previous resolutions or provisions of previous resolutions adopted by the Board concerning meeting location, time, and posting of notices.

8. This Resolution shall take effect on the date and time of its adoption and shall remain effective until otherwise supplemented or amended by the Board.

(Signature appears on following page.)

ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

ROXBOROUGH WATER AND SANITATION DISTRICT

By: \_\_\_\_\_  
Dave Bane, President

*Signature Page to  
Roxborough Water and Sanitation District  
2023 Meeting Resolution*

**RESOLUTION NO. 2022-11-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
ROXBOROUGH WATER AND SANITATION DISTRICT  
2023 REGULAR SPECIAL DISTRICT ELECTION RESOLUTION**

WHEREAS, the Roxborough Water and Sanitation District (the “District”) was organized pursuant to the Special District Act, Article 1 of Title 32, C.R.S. (the “Act”), after approval of the eligible electors of the District, by order of the District Court in and for Douglas County, Colorado; and

WHEREAS, after organization, District elections to elect members to the Board of Directors of the District (the “Board”) and/or to present certain ballot questions to the eligible electors of the District are governed by the Act; the Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S. (the “Uniform Code”); and the Colorado Local Government Election Code, Article 13.5 of Title 1, C.R.S. (the “Local Government Election Code”) (the Act, Uniform Code, and Local Government Election Code are collectively referred to herein as the “Election Laws”); and

WHEREAS, as of the date of this Resolution, the Board currently includes five (5) members elected to serve on the Board; and

WHEREAS, the term of office for two (2) members of the Board shall expire after his or her successor is elected at the next regular election for the District scheduled to be held on the Tuesday succeeding the first Monday of May, which is May 2, 2023 (the “Election”), in accordance with Section 1-13.5-111(1), C.R.S.; and

WHEREAS, except as otherwise provided below, the term of office for members of the Board elected at the Election are for four (4) years pursuant to Section 32-1-305.5(3)(a), C.R.S.; and

WHEREAS, in accordance with the Election Laws, the Board desires to call the Election for purposes of electing two (2) directors to the Board to each serve a term of four (4) years; and

WHEREAS, pursuant to Section 32-1-804(1), C.R.S., the Board shall govern the conduct of the Election and render all interpretations and make all decisions as to controversies or other matters arising in conducting the Election; and

WHEREAS, pursuant to Section 32-1-804(2), C.R.S., all powers granted by the Board by Part 8, Article 1 of Title 32, for the conduct of regular or special elections may be exercised in the absence of the Board by the secretary or by an assistant secretary appointed by the Board, and the person named by the Board who is responsible for the conducting of the election shall be the designated election official; and

WHEREAS, pursuant to Section 1-13.5-108(1), C.R.S., the designated election official named by the Board shall render all interpretations and shall make all initial decisions as to controversies or other matters arising in operation of the Local Government Election Code; and

WHEREAS, for purposes of the Election, the Board desires to appoint an assistant secretary, who shall be the designated election official for the Election and exercise all powers granted by the Board for the conduct of the Election; and

WHEREAS, Sections 1-13.5-501(1) & -(1.7), C.R.S., require that, between seventy-five (75) and one hundred (100) days before a regular election, the Designated Election Official shall provide public notice of a call for nominations for the election by any one of the following means: publication, as defined in Section 1-13.5-501(2), C.R.S., including the notice as a prominent part of an informational mailing sent by the District to the eligible electors of the District; posting the information of the official website of the District; or, if permitted under Section 1-13.5-501(1.7)(b)(IV), C.R.S., posting the notice in at least three public places within the boundaries of the District and in the office of the Clerk and Recorder of Douglas County; and

WHEREAS, Section 1-13.5-1104(2), C.R.S. requires the Designated Election Official to supervise the distributing, handling, and counting of ballots and the survey of returns, and to take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election; and

WHEREAS, Sections 1-11-103(3) & 32-1-104(1), C.R.S. require the District to certify to the Division the results of any elections held by the District and include the District's business address, telephone number, and contact person; and

WHEREAS, Section 1-13.5-513(1), C.R.S. provides that if the only matter before the electors in an election is the election of persons to office and if, at the close of business day on the sixty-third (63<sup>rd</sup>) day before the election or at any time thereafter, there are not more candidates than offices to be filled at the election, the Designated Election Official shall cancel the election and declare the candidates elected if so instructed by resolution of the governing body; and

WHEREAS, Section 1-11-103(3), C.R.S. provides that if an election is cancelled pursuant to Section 1-13.5-513(1), C.R.S., the District shall file notice and a copy of the resolution of such cancellation with the Colorado Division of Local Government (the "Division"); and

WHEREAS, the Board desires to call an election and set forth herein the procedures for conducting such election as authorized by the Election Laws.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROXBOROUGH WATER AND SANITATION DISTRICT THAT:**

1. The Board hereby calls a regular election of the eligible electors of the District to be held on May 2, 2023, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Election Laws, for the purpose of electing two (2) directors to each serve a four-year term on the Board. Such numbers may change due to one or more vacancies arising on

the Board after the adoption of this Resolution and prior to the Election. The Election shall be conducted as an independent mail ballot election pursuant to Part 11 of the Local Government Election Code and all other relevant provisions of the Election Laws.

2. Pursuant to Section 32-1-804(2), C.R.S., the Board hereby names Stacie Pacheco of Icenogle Seaver Pogue, P.C. as Assistant Secretary to the District for purposes of the Election, who shall be the Designated Election Official for the Election. The Designated Election Official shall act as the primary contact with the Douglas County Clerk and Recorder's office and shall be primarily responsible for ensuring the proper conduct of the Election including, but not limited to, appointing election judges as necessary, appointing the Board of Canvassers, arranging for the required notices of the election and printing of ballots, and directing that all other appropriate actions be accomplished. The Board hereby directs the District's General Counsel to oversee the general conduct of the Election.

3. The Board hereby directs the Designated Election Official to provide public notice of a call for nominations for the Election in accordance with the requirements of Section 1-13.5-501, C.R.S., which shall include information regarding the director offices to be voted upon at the Election, where a self-nomination and acceptance form or letter may be obtained, the deadline for submitting the self-nomination and acceptance form or letter to the Designated Election Official, and information on obtaining an absentee ballot. Public notice shall be provided by publication as defined in Section 1-13.5-501(2), C.R.S.

4. Pursuant to Section 1-13.5-1002(1)(b), C.R.S., applications for absentee voter's ballots may be filed at the Designated Election Official's office (at such address noted in Paragraph 5 below), between the hours of 8:00 a.m. and 5:00 p.m., until the close of business on the Tuesday immediately preceding the Election (April 25, 2023).

5. Pursuant to Section 1-13.5-303, C.R.S., any person who desires to be a candidate for the office of director in the District must file a self-nomination and acceptance form or letter, signed by the candidate and by an eligible elector of the State as a witness to the signature of the candidate, with the Designated Election Official no later than 5:00 P.M. on the day that is sixty-seven (67) days prior to the Election (February 24, 2023). On the date of signing the self-nomination and acceptance form or letter a candidate for director shall be an eligible elector of the District. Pursuant to Section 32-1-103(5), C.R.S., an "eligible elector" means a person who, at the designated time or event, is registered to vote in the State of Colorado and (i) who is a resident of the special district; or (ii) who, or whose spouse or civil union partner, owns taxable real or personal property situated within the boundaries of the special district, whether said person resides within the special district or not. A person who is obligated to pay taxes under a contract to purchase taxable property situated within the boundaries of the special district is considered an "owner" for purposes of this definition. Self-nomination and acceptance forms are available at the Designated Election Official's office located at 4725 S. Monaco St., Suite 360, Denver, Colorado 80237.

6. Pursuant to Sections 1-13.5-513(1) & (6), C.R.S., the Board hereby authorizes and directs the Designated Election Official to cancel the Election and declare the candidates elected if, at the close of business on the sixty-third (63<sup>rd</sup>) day before the Election (February 28,

2023), there are not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, and so long as the only ballot questions are for the election of candidates. The Board further authorizes and directs the Designated Election Official to file cancellation notices with the Douglas County Clerk and Recorder's Office and with the Colorado Division of Local Government, to post notice of the cancellation in the office of the Designated Election Official, and to provide notice by publication of the cancellation of the election. The Designated Election Official also shall notify the candidates that the Election was cancelled and that they were elected by acclamation.

7. In accordance with Sections 1-11-103(3) & 32-1-104(1), C.R.S., the District directs the Designated Election Official to notify the Division of the results of any elections held by the District, including the District's business address, telephone number, and contact person within thirty (30) days after the Election (June 1, 2023).

8. The Designated Election Official and the officers, agents, consultants, and employees, if any, of the District are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.

9. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board, the Designated Election Official, and the officers, agents, consultants, and employees, if any, of the District, and directed toward holding the Election for the purposes stated herein are hereby ratified, approved, and confirmed.

10. All prior acts, orders, or resolutions, or parts thereof, by the District in conflict with this Resolution are hereby repealed, except that this repealer shall not be construed to revive any act, order, or resolution, or part thereof, heretofore repealed.

11. If any section, paragraph, clause, or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.

12. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if necessary, and those costs incurred pursuant to the terms and conditions of an election agreement with the County, if any.

13. This Resolution shall take effect on the date and at the time of its adoption.

(Signature page follows.)

**ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.**

**ROXBOROUGH WATER AND SANITATION  
DISTRICT**

By:           Dave Bane            
Its:           President





# ROXBOROUGH WATER AND SANITATION DISTRICT

## General Manager’s Report November 16, 2022

### Information Only

Thank you for making menu selections for you and your guest for the District’s Board/Staff Christmas Party at 5:00 p.m. on December 7<sup>th</sup> in the Wine Grotto at the new Ravenna Clubhouse.

### Douglas County American Rescue Plan Act (ARPA) Funds:

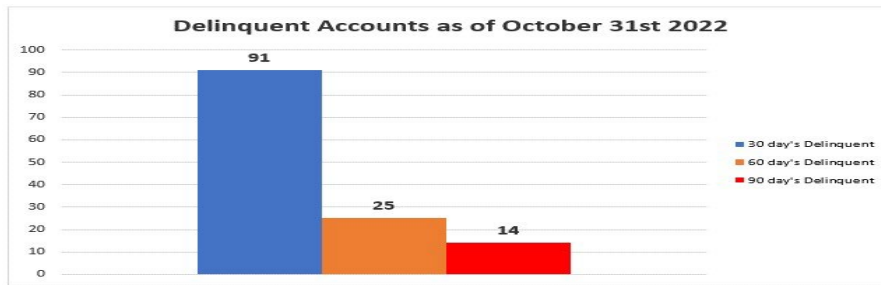
- Attached to this report is an overview of Douglas County’s distribution of ARPA Funds
- I received notice on November 1 that the County had fully allocated the funds, but staff will continue to monitor the unfunded proposals if funds become available.

### Past Due Accounts:

- As of October 31, we had 14 accounts with a past due balance of \$8,051, compared to 10 accounts with a past due balance of \$5,569 as of September 30.
- Ten (10) accounts were flagged for shut off at the end of the month; service was shut-off at 2 residences on November 1. One paid by mid-day on November 1 and service was restored; the other is a rental property owned by a business in Scottsdale, AZ, that paid the bill in full and service was restored on November 3.



### Delinquent Accounts



**Total Amount  
Past Due 30 days  
\$15,330**

**Total Amount  
Past Due 60 days  
\$4,362**

**Total Amount  
Past Due 90 days  
\$8,051**

## OCTOBER 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. Sterling Ranch Development Co. has been cooperating on the limitations on construction water.
- Dominion continues to provide updates on their addition of chemical feed at the Titan Road lift station for odor control and seems to be making progress.

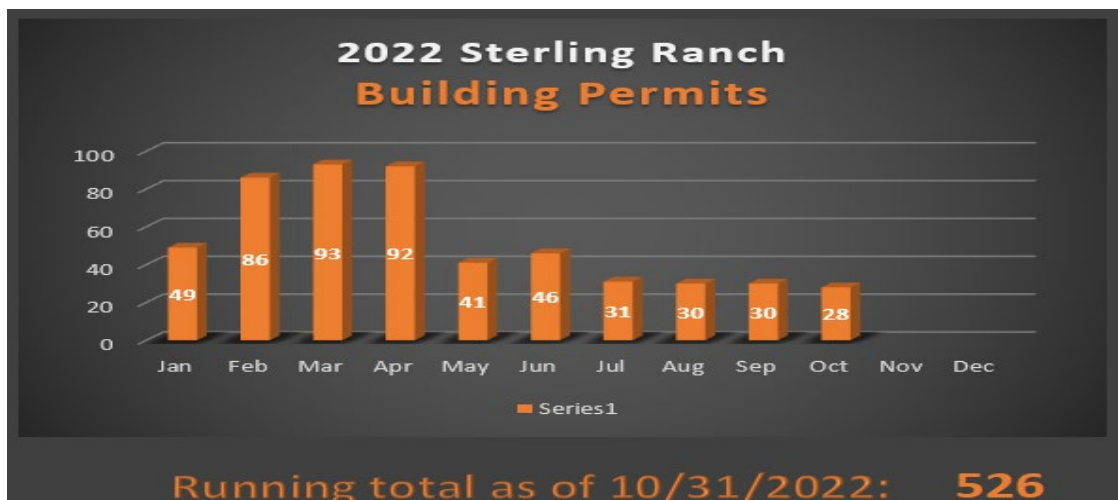


## ROXBOROUGH WATER AND SANITATION DISTRICT

- There were an additional 46 Certificates of Occupancy (CO) issued in Sterling Ranch in October bringing the total number of COs that have been issued in Sterling Ranch to 1,761 for a monthly Wastewater Operations Charge of \$35,220.
- Year to date development summary:



- 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.





## ROXBOROUGH WATER AND SANITATION DISTRICT

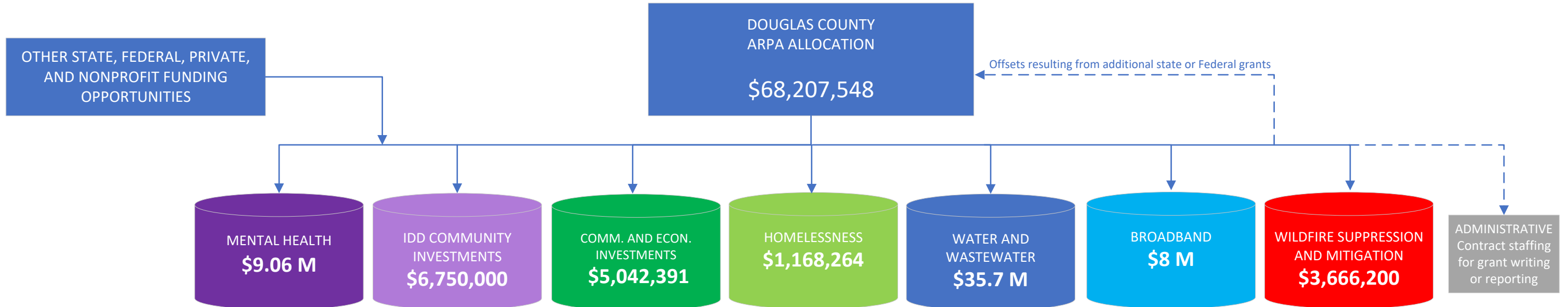
### Projects:

- 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 finally have all the necessary permits and are making progress.
- We have developed a design for a sign for the Roxborough Water and Sanitation District’s Larry D. Moore Water Treatment Plant and will plan a celebration to unveil it in the Spring.
- The Rampart Range Road Transmission Main Replacement Project is progressing slowly. Three of the four lateral tie ins are complete. The fourth lateral should be complete by the 18<sup>th</sup>, with paving to follow.
- We will be meeting with the Roxborough Park Foundation staff in the next few weeks to plan for valve replacement/additions in the Park to make it easier to isolate water line breaks.
- 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.
- The draft 2023 budgets and General Manager’s budget message were posted on the website.
- Two day per week watering limitations ended October 31. Below is the report on recent watering violations for the 2022 season.







Category	Program Description	Amount	Status	Fund Type
MENTAL HEALTH \$9.06 M	988 Implementation	\$137,500	Approved	Categorical Funds
	AllHealth Crisis Stabilization Unit	\$1,800,000	Approved	Categorical Funds
	Community Response Team	\$2,120,000 (Three Years)	Approved	Categorical Funds
	The Care Compact	\$3,064,000 (Three Years)	Approved	Categorical Funds
	Veterans Mental Health	\$404,300 (Three Years)	Approved	Categorical Funds
	Suicide Prevention Grants	\$1,500,000	Approved	Categorical Funds
IDD COMMUNITY INVESTMENTS \$6,750,000	IDD Workforce Support (ACC Elevate and RISE Programs)	\$350,000	Approved	Categorical Funds
	Wellspring Housing Acquisition	\$6,400,000 (with partial repayment)	Approved	Categorical Funds
	IDD Revolving Fund	Up to \$4.4M	General Direction to Proceed	Categorical Funds
	• Tall Tales Ranch		Revenue Replacement Funds	Categorical Funds
COMM. AND ECON. INVESTMENTS \$5,042,391	Park Meadows Business Improvement District Revenue Loss	\$3,052,427	Approved	Categorical Funds
	Park Meadows COVID-19 mitigation expenses	\$132,114	Approved	Categorical Funds
	Advanced Robotics Lab at Legacy Campus (ACC)	\$1,250,000	Approved	Categorical Funds
	Mobile Medical Training Lab (ACC)	\$607,850	Approved	Categorical Funds
HOMELESSNESS \$1,168,264	HEART	\$839,505	Approved	Categorical Funds
	Re-integration Deputy	\$328,759	Approved	Categorical Funds
WATER AND WASTEWATER \$35.7 M	Sedalia Water and Sanitation	\$2,653,134	Approved	Categorical Funds
	Highway 85 Wastewater	\$26.8 M	Approved	Categorical Funds
	Regional Renewable Water Waterline	\$4.3 M	Approved	Categorical Funds
	Louviers Water and Sanitation	\$1,964,000	Approved	Categorical Funds
BROADBAND \$8 M	Broadband Study	\$139,815	Approved	Categorical Funds
	Last Mile Investments		Undecided	Categorical Funds
	Middle Mile Investments		Undecided	Categorical Funds
WILDFIRE SUPPRESSION AND MITIGATION \$3,666,200	Heli-tack Program	\$1,342,800 (1.5 years)	Approved	Categorical Funds
	Mitigation Program	\$2,323,400 (1.5 years)	Approved	Categorical Funds

NOTE

- Category totals exceed ARPA allocation by approximately \$1.2 M. Douglas County anticipates accrued interest, repayments, grants, absorption of some costs into the General Fund in out years, or minor reductions in future categorical allocations will offset this amount.

**Legend**

- Program Description  
Amount Approved or funded program
- Program Description  
Amount General Direction to Proceed
- Program Description  
Amount Undecided
-  Categorical Funds
-  Revenue Replacement Funds



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## Water Plant

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The water treatment plant has been running smoothly. In October, the plant was operational for **27** days with an average plant production of **1.4** MGD and a max day of **2.4** 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.

October production was **39** million gallons of treated water, **11.8** million gallons of that was for Sterling Ranch.

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## Lift Stations

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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.



October saw **22** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.1** million was conveyed for Sterling Ranch.

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## Field

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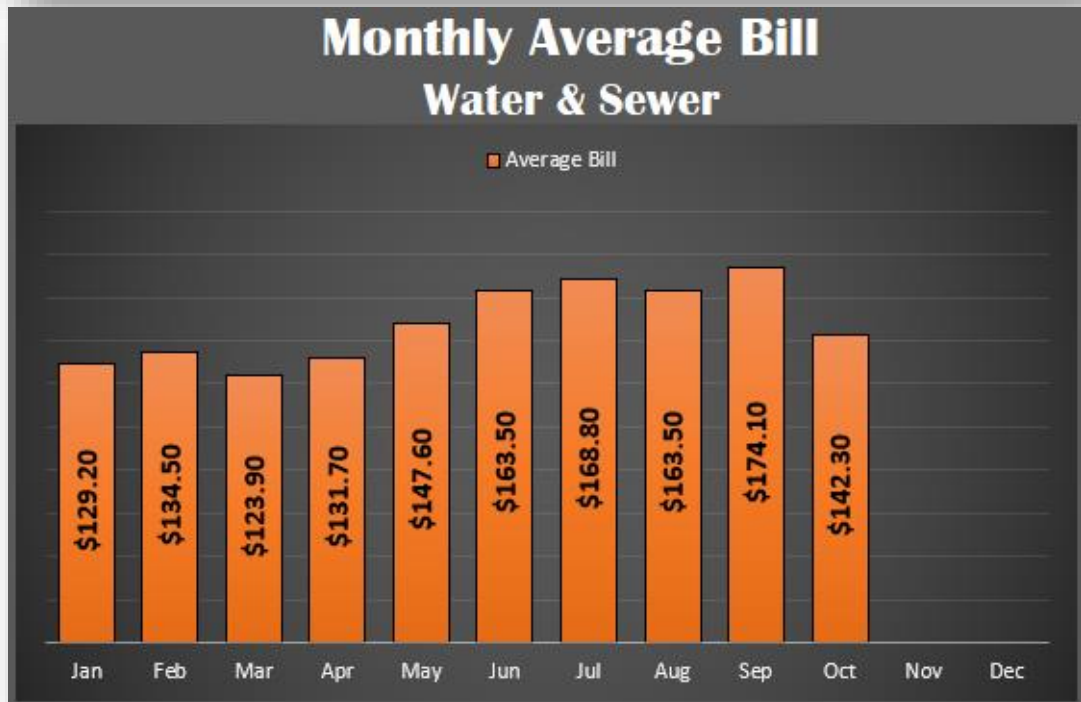
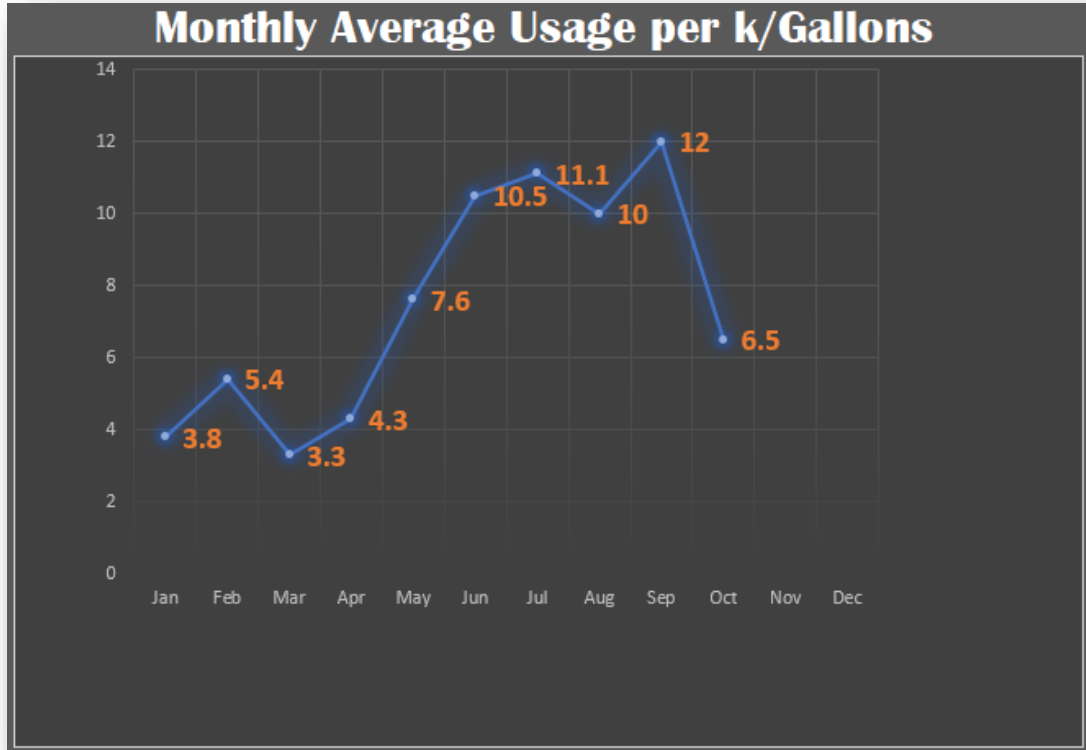
The field had **204** locates for the month of October.

Our endpoint replacement continues to keep the field guys busy; they replaced just over **785** 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: November 9, 2022

### **I. DEVELOPMENT PROJECTS**

Berkeley Homes – 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 – Field survey of the proposed alignment is scheduled for the week of November 7. Design work will begin upon receipt of survey information.

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 additional review comment have been provided. (No Change)

### **II. RAMPART WATER LINE REPLACEMENT**

Paving of the mainline trench has been completed, work is in progress on the Rampart Range Road crossings to connect the new transmission main to the existing distribution pipelines. To date, three of the four connections have been completed and work on the fourth crossing is in progress.

### **III. RAMPART PUMP STATION RELOCATION**

TST is reviewing additional information provided by Aurora to confirm design feasibility. New cost estimates will be developed for the proposed location.



Memorandum  
November 9, 2022  
Page 2

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 November 17, however the reliability of the proposed date is again 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 new pump has not been successfully started up, and troubleshooting is in progress to determine the cause of the issues. Troubleshooting work at the site is scheduled to resume on November 10.

VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

Preliminary design options have been developed based on the field survey information. Options are under consideration by staff.

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. (No Change)

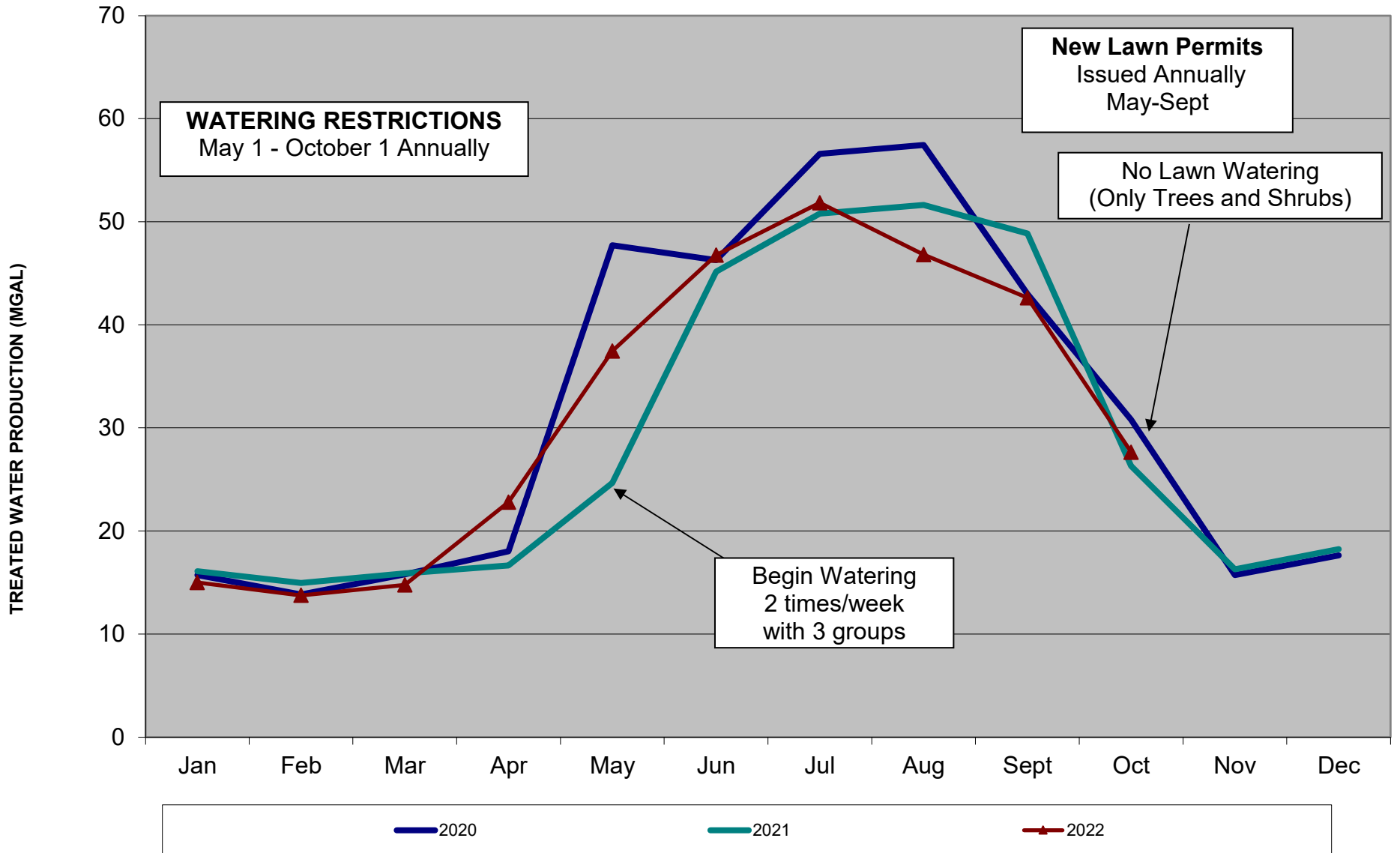
IX. DISTRIBUTION SYSTEM ISOLATION VALVES

Planning of installation sequence has been completed and staff is reviewing the proposed sequence with Foundation staff.

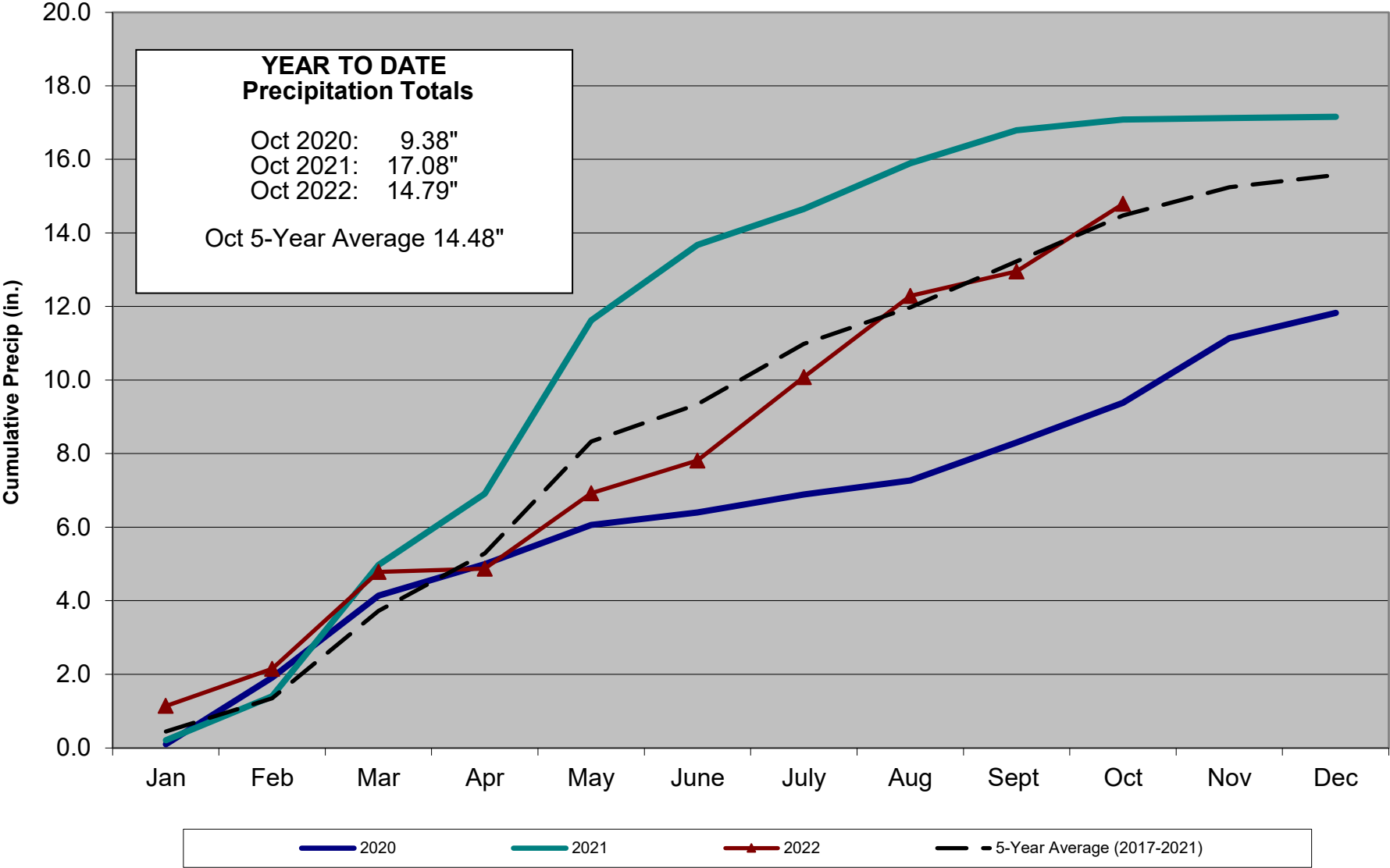
X. SEWER LINING PROJECT

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

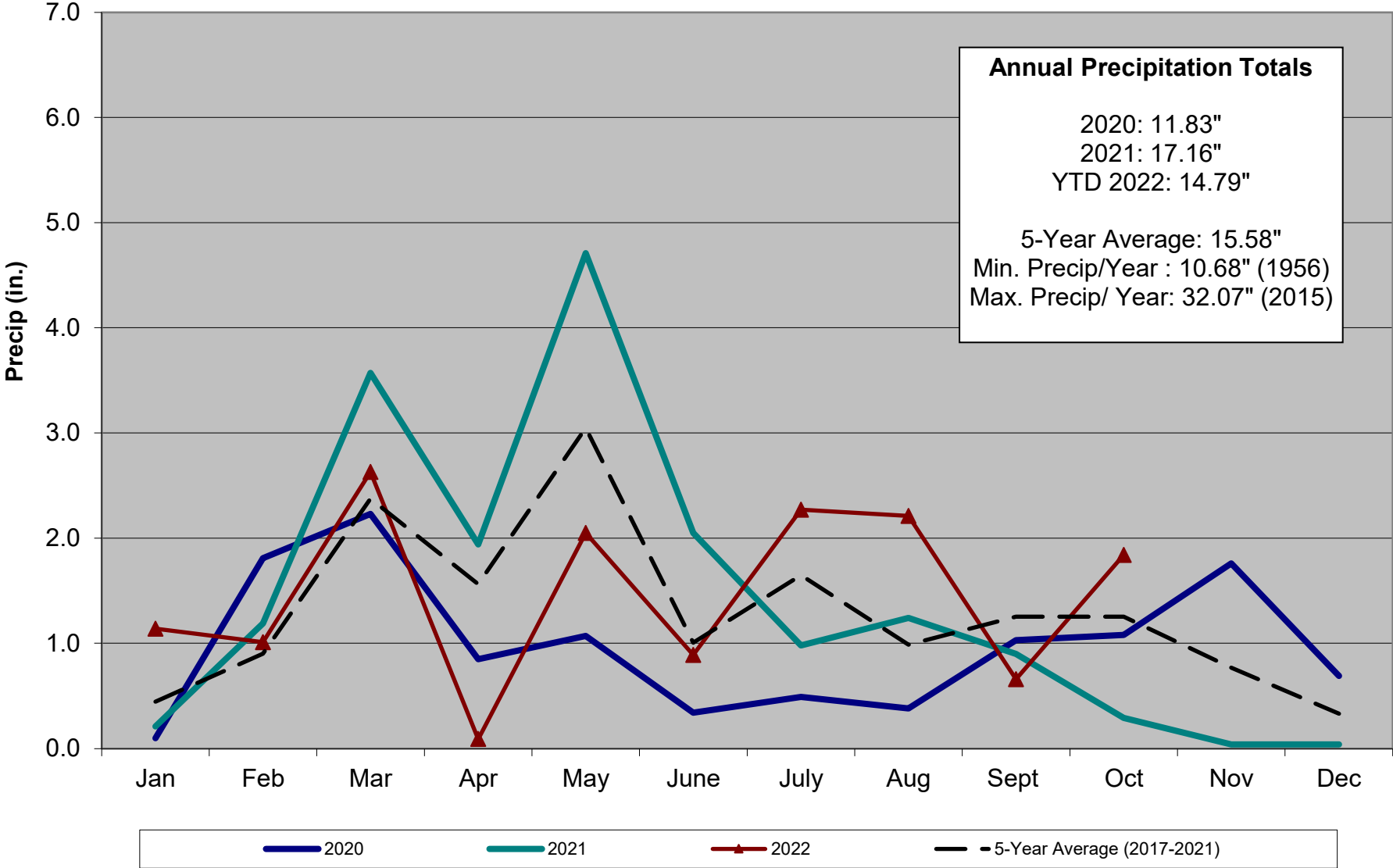
# ROXBOROUGH WATER AND SANITATION DISTRICT TREATED WATER PRODUCTION 2020-2022



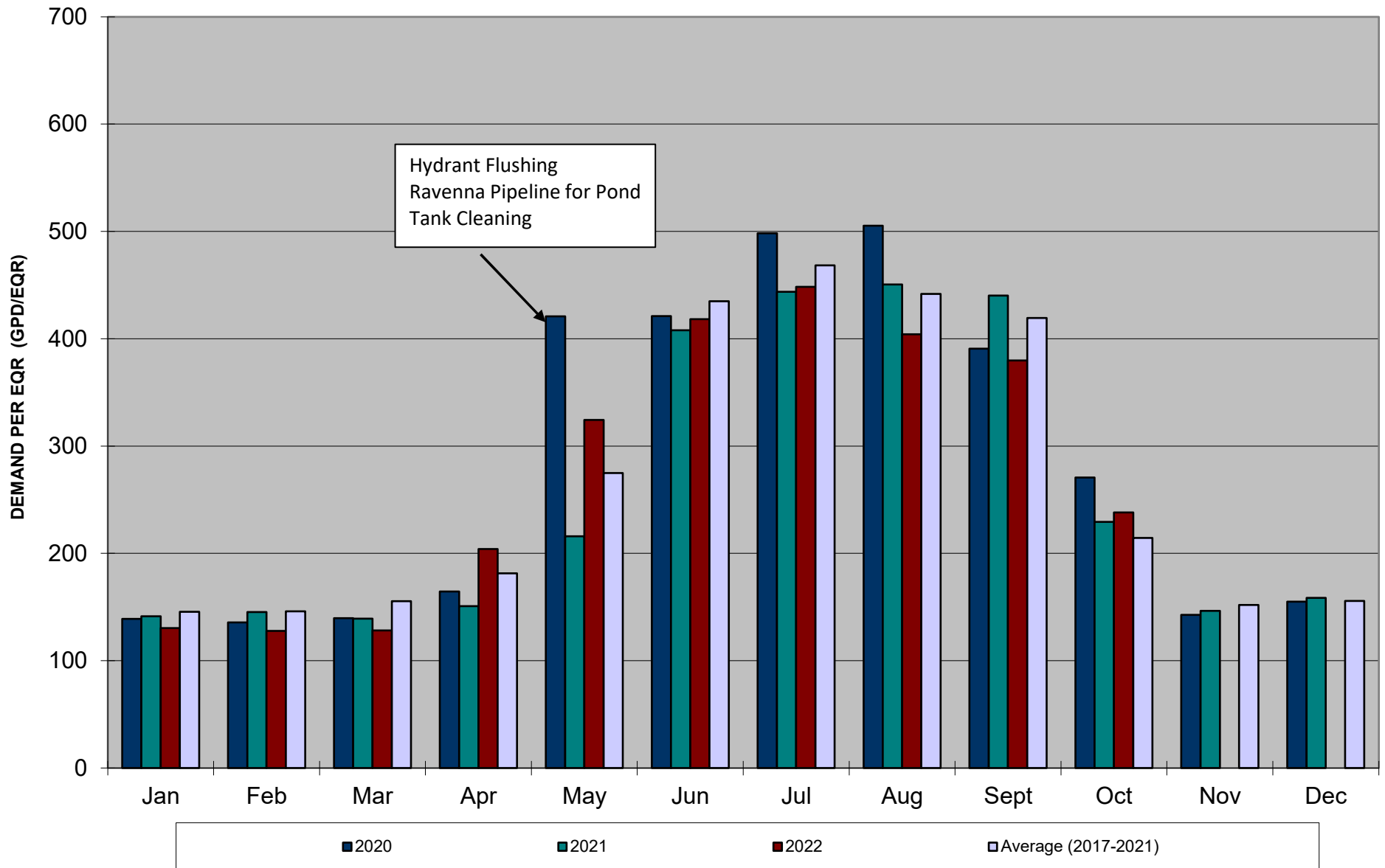
# ROXBOROUGH WATER AND SANITATION DISTRICT CUMULATIVE PRECIPITATION 2020-2022



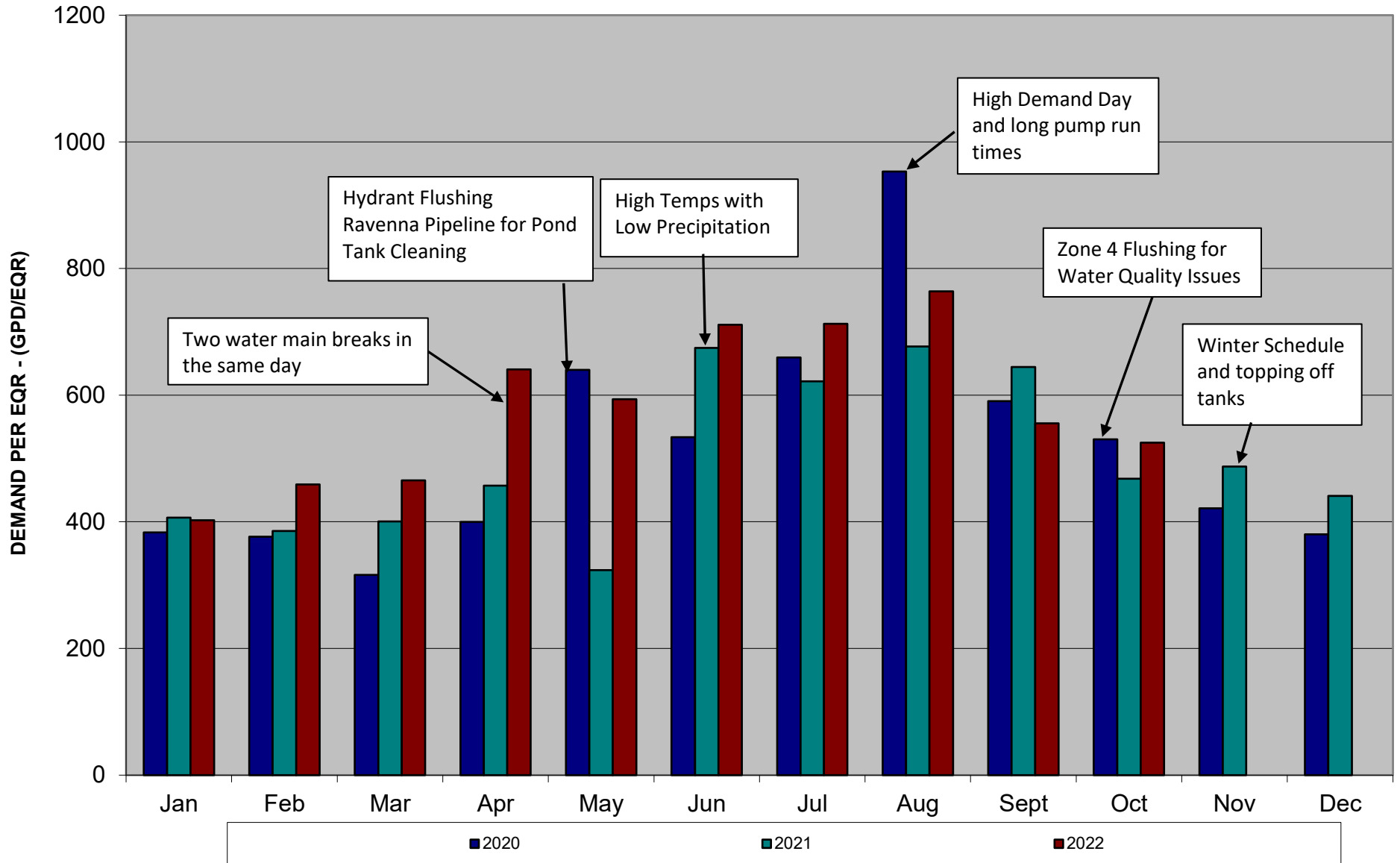
# ROXBOROUGH WATER AND SANITATION DISTRICT PRECIPITATION 2019-2022



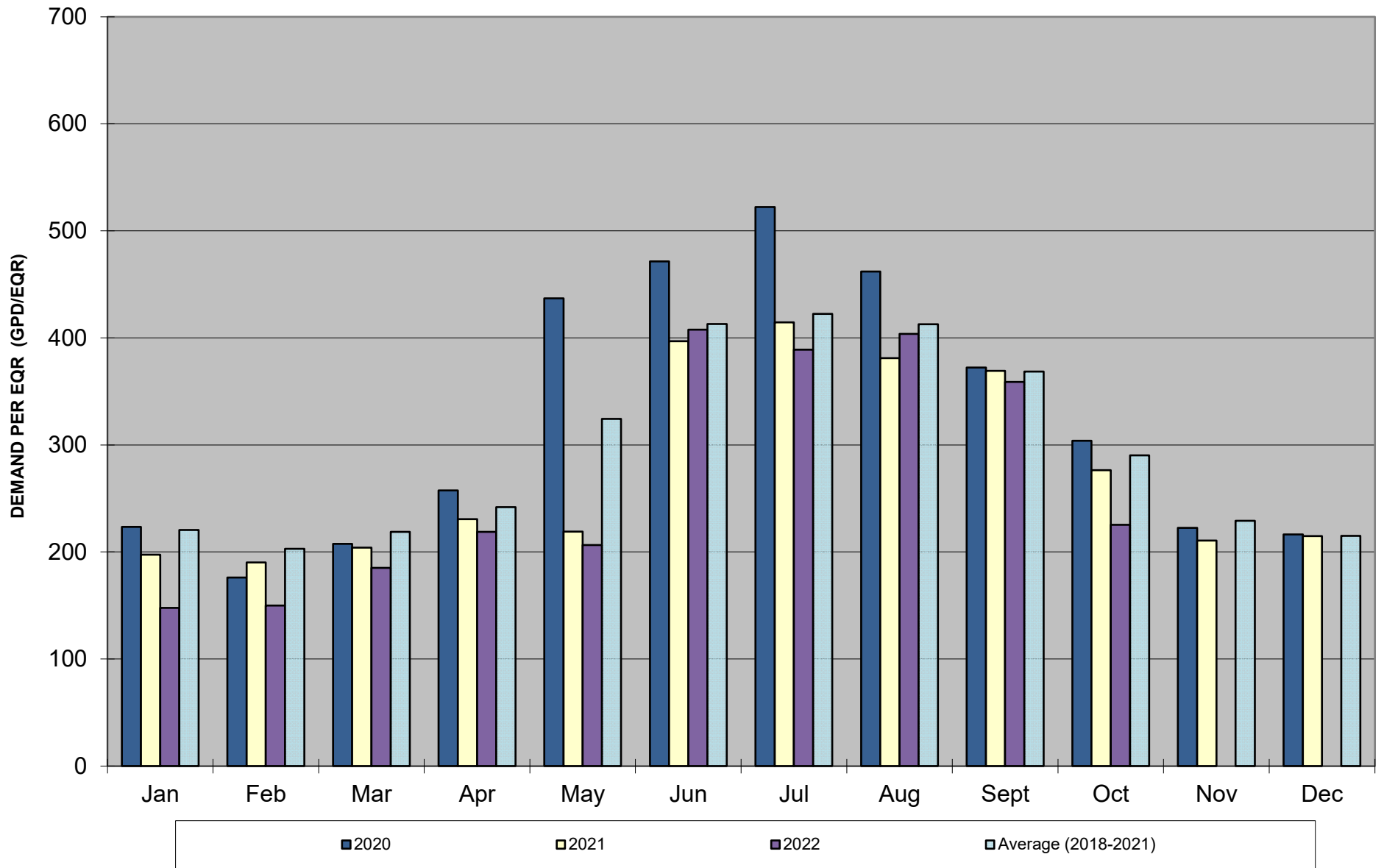
## ROXBOROUGH WATER AND SANITATION DISTRICT AVERAGE DEMAND PER EQR



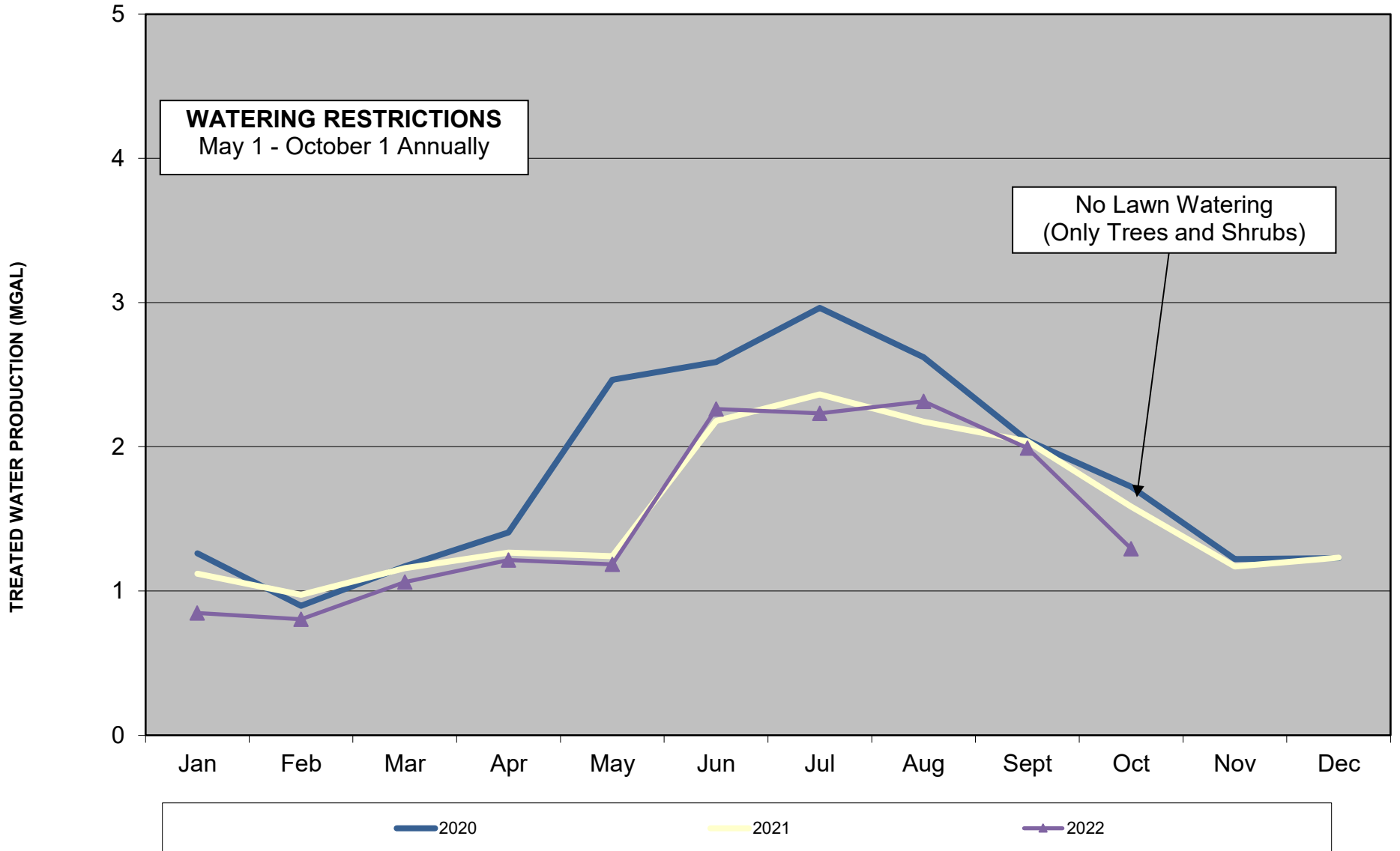
# ROXBOROUGH WATER AND SANITATION DISTRICT MAX DAY DEMAND PER EQR



## ROXBOROUGH NW DOUGLAS COUNTY AVERAGE DEMAND PER EQR



# ROXBOROUGH NW DOUGLAS COUNTY TREATED WATER PRODUCTION 2020-2022





**Roxborough Water and Sanitation  
Financial Recap  
September 30, 2022**

**General Fund**

1. Property taxes collected for the month total \$ 2,974
2. Specific ownership taxes collected for the month total \$ 15,516

**Debt Service Fund**

1. Property taxes collected for the month total \$ 1,466
2. Specific ownership taxes collected for the month total \$ 7,648
3. Transfers in for Debt Surcharge in the amount \$ 93,653

**Water Fund Treatment**

1. Service charges billed for the month were \$ 464,318
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Irrigation Water \$ 69,596 for the month.
4. Collected \$ 93,653 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 21,418
6. Capital Project Expense includes \$ 12,211 for engineering

**Water Fund -Distribution**

1. Water Costs for the month \$ 246,777
2. Capital Outlay for the month includes \$ 630,434 to American West and \$ 33,750 for engineering.

**Sewer Fund**

1. Service charges for the month totaled \$ 158,449
2. Lockheed Martin service charges totaled \$ 27,285 for the month.

**Capital Fund**

1. Paid \$ 90,206 for WTP – Pump
2. Paid \$ 93,122 for Dominion System Improvements

ROXBOROUGH WATER & SANITATION DISTRICT  
FINANCIAL STATEMENTS

September 30, 2022

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## Roxborough Water and Sanitation District Balance Sheet by Class

As of September 30, 2022

ASSETS	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	Unclassified	TOTAL
Current Assets									
Checking/Savings	312,295.92	5,413,633.16	22,792,357.60	4,020,518.44	117,549.77	-22,368,376.76	-1,097,193.59	0.00	9,190,794.57
1105-Checking	0.00	1,663,115.10	0.00	0.00	0.00	0.00	0.00	0.00	1,663,115.10
1111-WF Bond Redemption	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125-Wellis Fargo Savings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1139 -WF Ravenna	2,774,077.35	518,244.12	7,116,101.87	7,830,612.58	0.00	0.00	1,515,296.82	0.00	3,156,266.92
1150-Investment in Colortrust	0.00	0.00	360,823.23	500,857.94	0.00	0.00	0.00	0.00	18,239,033.92
1155- Colortrust Bond Fund	0.00	0.00	991,472.47	0.00	0.00	0.00	0.00	0.00	991,472.47
1160 -System Develop Colo Trust	0.00	0.00	34,457,752.35	12,351,988.96	117,549.77	-22,368,376.76	418,093.36	0.00	35,658,313.33
Total Checking/Savings	3,066,313.27	7,594,992.38	815,445.29	12,351,988.96	117,549.77	-22,368,376.76	418,093.36	0.00	0.00
Other Current Assets	0.00	0.00	8,189.18	318,512.59	0.00	0.00	0.00	0.00	1,133,957.88
1300-A/R Service	0.00	0.00	0.00	2,640.85	0.00	0.00	0.00	0.00	10,830.03
1310-A/R Availability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,076,249.00
1350-A/R Taxes	1,790,437.00	836,383.00	0.00	0.00	0.00	0.00	451,429.00	0.00	0.00
1356-Due From NWDC Inclusion	0.00	0.00	6,419.58	0.00	0.00	0.00	0.00	0.00	6,419.58
1370- Due From Others	0.00	0.00	15,844.30	0.00	0.00	0.00	0.00	0.00	15,844.30
1390- Due from Dominion	0.00	0.00	47,039.29	200,000.00	0.00	0.00	0.00	0.00	247,039.29
1400- Prepaid Insurance	5,052.75	0.00	5,052.75	5,058.95	0.00	5,052.75	0.00	0.00	20,217.20
Total Other Current Assets	1,795,489.75	836,383.00	897,990.39	526,212.39	0.00	5,052.75	451,429.00	0.00	4,512,557.28
Total Current Assets	4,861,803.02	8,431,375.38	35,355,742.74	12,878,201.35	117,549.77	-22,368,324.01	869,522.36	0.00	40,170,870.61
Fixed Assets	0.00	0.00	83,305,633.32	17,591,630.43	0.00	0.00	0.00	0.00	100,897,263.75
1600- Capital Assets	0.00	0.00	83,305,633.32	17,591,630.43	0.00	0.00	0.00	0.00	100,897,263.75
Total Fixed Assets	0.00	0.00	83,305,633.32	17,591,630.43	0.00	0.00	0.00	0.00	100,897,263.75
<b>TOTAL ASSETS</b>	<b>4,861,803.02</b>	<b>8,431,375.38</b>	<b>118,661,376.06</b>	<b>30,469,831.78</b>	<b>117,549.77</b>	<b>-22,368,324.01</b>	<b>869,522.36</b>	<b>0.00</b>	<b>141,068,134.36</b>
LIABILITIES & EQUITY									
Current Liabilities									
Accounts Payable	6,149.45	0.00	17,093.30	9,930.00	12,555.50	296,283.92	1,000.00	0.00	333,002.17
2000- Accounts Payable	6,149.45	0.00	17,093.30	9,930.00	12,555.50	296,283.92	1,000.00	0.00	333,002.17
Total Accounts Payable	6,149.45	0.00	17,093.30	9,930.00	12,555.50	296,283.92	1,000.00	0.00	333,002.17
Other Current Liabilities	0.00	0.00	27,961.27	26,925.67	0.00	27,961.27	0.00	0.00	82,848.21
2016 Accrued Vac/Sick Leave	0.00	0.00	14,599.98	0.00	0.00	0.00	0.00	0.00	14,599.98
2052- Deferred Rental Income	0.00	0.00	3,196,997.16	0.00	0.00	0.00	0.00	0.00	3,196,997.16
2055- Ravenna Costs Advanced	1,790,437.00	0.00	0.00	0.00	0.00	0.00	451,429.00	0.00	3,076,249.00
2050- Deferred Taxes	0.00	0.00	0.00	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
Deferred Income	0.00	0.00	3,239,558.43	2,026,925.67	0.00	27,961.27	451,429.00	0.00	8,372,694.37
Total Other Current Liabilities	1,790,437.00	836,383.00	3,256,641.73	2,036,855.67	12,555.50	314,245.19	452,429.00	0.00	8,705,696.54
Total Current Liabilities	1,796,586.45	836,383.00	3,256,641.73	2,036,855.67	12,555.50	314,245.19	452,429.00	0.00	8,705,696.54
Equity									
3900 -Retained Earnings	1,722,045.09	6,481,468.82	113,262,058.09	28,170,991.99	543,315.63	-18,091,768.63	372,134.20	0.00	132,770,245.18
Net Income	1,363,171.49	1,133,523.56	2,112,676.24	261,884.12	-438,321.96	-4,565,600.57	44,939.16	0.00	-107,807.36
Total Equity	3,085,216.57	7,594,992.38	115,404,734.33	28,432,976.11	104,994.27	-22,677,569.20	417,093.36	0.00	132,962,437.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,881,803.02</b>	<b>8,431,375.38</b>	<b>118,661,376.06</b>	<b>30,469,831.78</b>	<b>117,549.77</b>	<b>-22,368,324.01</b>	<b>869,522.36</b>	<b>0.00</b>	<b>141,068,134.36</b>

**Roxborough Water and Sanitation District  
Profit & Loss by Class  
September 2022**

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	TOTAL
<b>Ordinary Income/Expense</b>								
Income								
5010- Service Charges	0.00	0.00	464,318.30	159,449.14	0.00	0.00	0.00	623,767.44
5101- Service Charges LMA	0.00	0.00	0.00	27,284.85	0.00	0.00	0.00	27,284.85
5200- Property Taxes	2,974.06	1,465.95	0.00	0.00	0.00	0.00	2,162.34	6,602.35
5210- Specific Ownership Taxes	15,516.25	7,648.15	0.00	0.00	0.00	0.00	4,331.13	27,495.53
5211- Dominion WTP Operations	0.00	0.00	51,074.22	0.00	0.00	0.00	0.00	51,074.22
5310-Permit Fees	0.00	0.00	825.00	825.00	0.00	0.00	0.00	1,650.00
5410-Hydrant Water	0.00	0.00	23,238.75	0.00	0.00	0.00	0.00	23,238.75
5510-Potable Irrigation Water	0.00	0.00	9,856.00	0.00	0.00	0.00	0.00	9,856.00
5511-Irrigation Water	0.00	0.00	69,595.87	0.00	0.00	0.00	0.00	69,595.87
5601-Late Fees, Penalties,	0.00	0.00	4,033.13	1,516.87	0.00	0.00	0.00	5,550.00
5610- Miscellaneous Income	0.00	0.00	593.26	577.50	0.00	0.00	0.00	1,170.76
5611-Inclusion fees-NWDC	0.00	0.00	5,608.07	0.00	0.00	0.00	0.00	5,608.07
5620- Dominion Dist. Operations	0.00	0.00	16,349.59	0.00	0.00	0.00	0.00	16,349.59
5625- Dominion Sewer Conveyance	0.00	0.00	0.00	34,300.00	0.00	0.00	0.00	34,300.00
5640- Dominion Treated Water Us	0.00	0.00	12,797.70	0.00	0.00	0.00	0.00	12,797.70
5650- Dominion Exp Reimbursement	0.00	0.00	50,038.65	0.00	0.00	0.00	0.00	50,038.65
5700- Sys. Development Charge	0.00	0.00	135.00	16,541.00	0.00	0.00	0.00	16,676.00
5705 Ravenna SDC	0.00	0.00	21,417.53	0.00	0.00	0.00	0.00	21,417.53
5710- Capital Surcharge	0.00	0.00	11,894.65	13,076.64	0.00	0.00	0.00	24,971.29
5715- Capital Surcharge WTP Sup	0.00	0.00	93,652.83	0.00	0.00	0.00	0.00	93,652.83
5820- Investment Income	5,934.85	1,096.57	18,236.20	17,942.75	0.00	0.00	497.53	43,707.90
<b>Total Income</b>	24,425.16	10,210.67	853,664.95	271,513.75	0.00	0.00	6,991.00	1,166,805.53
<b>Gross Profit</b>	24,425.16	10,210.67	853,664.95	271,513.75	0.00	0.00	6,991.00	1,166,805.53
<b>Expense</b>								
6020-Payroll Expenses	9,327.31	0.00	46,899.22	33,744.97	0.00	29,498.63	0.00	121,470.13
6040- Accounting	2,375.00	0.00	2,375.00	2,375.00	0.00	2,375.00	1,000.00	10,500.00
6050- Contract Labor	0.00	0.00	0.00	2,806.47	0.00	2,806.47	0.00	5,612.94
6080- Education	1,580.89	0.00	293.75	293.75	0.00	718.54	0.00	2,886.93
6100- Engineering	2,599.45	0.00	3,977.50	2,330.00	0.00	5,957.50	0.00	14,864.45
6115- GPS/GIS	0.00	0.00	0.00	770.00	0.00	545.00	0.00	1,315.00
6130- Insurance	1,865.00	0.00	1,865.00	1,865.00	0.00	1,865.00	0.00	7,480.00
6140- Lab & Test Fees	0.00	0.00	69.00	0.00	0.00	264.00	0.00	353.00
6150- Legal	1,175.00	0.00	1,012.50	1,012.50	0.00	1,828.01	0.00	5,028.01
6170- Meter Expenses	0.00	0.00	0.00	0.00	0.00	1,619.80	0.00	1,619.80
6180- Misc. Expenses	791.93	0.00	550.87	150.38	0.00	469.57	0.00	1,962.75
6200- Office Expense	2,704.31	0.00	456.33	789.60	0.00	813.52	0.00	4,763.76
6210-Operating Supplies	0.00	0.00	1,660.61	14,708.43	0.00	0.00	0.00	16,369.04
6220- Permits	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6230- Repairs and Maint	5,661.43	0.00	5,511.61	89,655.10	0.00	27,793.79	0.00	128,621.93
6250- Treasurers Fees	42.22	20.81	0.00	0.00	0.00	0.00	0.00	95.47
6260- Utilities	234.27	0.00	16,757.12	8,821.91	0.00	9,071.33	32.44	34,884.63
6270- Vehicle	0.00	0.00	735.55	750.54	0.00	807.74	0.00	2,293.83
6280- Water Costs	0.00	0.00	0.00	0.00	0.00	246,777.36	0.00	246,777.36
7300- Capital Projects	0.00	0.00	12,210.80	48,875.71	0.00	682,759.60	0.00	743,846.11
7310 -WTP- Dominion Pump	0.00	0.00	0.00	0.00	90,205.65	0.00	0.00	90,205.65
7311- Dominion System Improve.	0.00	0.00	0.00	0.00	93,121.85	0.00	0.00	93,121.85
<b>Total Expense</b>	29,356.81	20.81	96,364.86	208,949.36	183,327.50	1,015,970.86	1,032.44	1,535,052.64
<b>Net Ordinary Income</b>	-4,931.65	10,189.86	757,270.09	62,564.39	-183,327.50	-1,015,970.86	5,958.56	-386,247.11
<b>Other Income/Expense</b>								
Other Income								
6900- Transfers In	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	200,000.00
6902- Transfers In WTP	0.00	93,652.83	0.00	0.00	0.00	0.00	0.00	93,652.83
<b>Total Other Income</b>	0.00	93,652.83	0.00	0.00	200,000.00	0.00	0.00	293,652.83

**Roxborough Water and Sanitation District**  
**Profit & Loss by Class**  
 September 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	TOTAL
Other Expense								
8000- Transfers to Other Funds	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00
8002- Transfers Water Supply SV	0.00	0.00	93,652.83	0.00	0.00	0.00	0.00	93,652.83
8000 -Depreciation Expense	0.00	0.00	165,000.00	69,000.00	0.00	0.00	0.00	234,000.00
Total Other Expense	0.00	0.00	458,652.83	69,000.00	0.00	0.00	0.00	527,652.83
Net Other Income	0.00	93,652.83	-458,652.83	-69,000.00	200,000.00	0.00	0.00	-234,000.00
Net Income	<b>-4,931.55</b>	<b>103,842.89</b>	<b>298,617.26</b>	<b>-6,435.61</b>	<b>16,672.50</b>	<b>-1,015,970.86</b>	<b>5,998.56</b>	<b>-602,247.11</b>

# Roxborough Water and Sanitation District Profit & Loss by Class

January through September 2022

Ordinary Income/Expense	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water-Distribution	7-Plum Valley Heights	Unclassified	TOTAL
Income									
5016- Service Charges	0.00	0.00	2,954,902.91	1,400,102.79	0.00	0.00	0.00	0.00	4,355,005.70
5017- Service Charge Ravenna	0.00	0.00	83,140.44	0.00	0.00	0.00	0.00	0.00	83,140.44
5100- Availability Charges	0.00	0.00	71,666.60	23,762.94	0.00	0.00	0.00	0.00	95,429.54
5101- Service Charges LIMA	0.00	0.00	0.00	259,340.27	0.00	0.00	0.00	0.00	259,340.27
5200- Property Taxes	1,751,190.26	863,183.35	0.00	0.00	0.00	0.00	448,390.14	0.00	3,062,753.78
5211- Specific Contribution Taxes	107,015.61	52,749.43	0.00	0.00	0.00	0.00	30,464.62	0.00	190,229.66
5310- Permit Fees	0.00	0.00	458,483.22	20,623.00	0.00	0.00	0.00	0.00	479,106.22
5410- Hydrant Water	0.00	0.00	89,453.47	0.00	0.00	0.00	0.00	0.00	89,453.47
5510- Potable Irrigation Water	0.00	0.00	35,022.50	0.00	0.00	0.00	0.00	0.00	35,022.50
5511- Irrigation Water	0.00	0.00	20,573.20	11,976.80	0.00	0.00	0.00	0.00	32,550.00
5610- Misc. Fees, Penalties	0.00	0.00	20,899.39	2,763.13	0.00	0.00	0.00	0.00	23,662.52
5611- Lateral In-Line	0.00	0.00	155,964.28	0.00	0.00	0.00	0.00	0.00	155,964.28
5620- Inclusion Dist. Operations	0.00	0.00	0.00	278,940.00	0.00	0.00	0.00	0.00	278,940.00
5625- Dominion Sewer & Water Use	0.00	0.00	98,651.94	0.00	0.00	0.00	0.00	0.00	98,651.94
5640- Dominion Tap Water Use	0.00	0.00	290,094.36	170,269.44	0.00	0.00	0.00	0.00	460,363.80
5650- Dominion Exp Reimbursement	0.00	0.00	349,636.00	283,677.00	0.00	0.00	0.00	0.00	633,313.00
5700- Dominion Cap Lease O-Line	0.00	0.00	217,877.57	0.00	0.00	0.00	0.00	0.00	217,877.57
5705- Sys. Development Charge	0.00	0.00	108,533.46	118,357.23	0.00	0.00	0.00	0.00	226,890.69
5710- Capital Surcharge	0.00	0.00	898,244.58	65,652.46	0.00	0.00	0.00	0.00	963,897.04
5715- Capital Surcharge WTP Sup	18,188.01	5,244.22	95,216.85	0.00	0.00	0.00	2,389.89	0.00	116,838.97
5820- Investment Income	0.00	0.00	23,505.59	0.00	0.00	0.00	0.00	0.00	23,505.59
5850- Reimbursed Exp Other	0.00	0.00	6,324,608.11	2,837,487.10	0.00	0.00	481,234.65	0.00	12,440,890.86
<b>Total Income</b>	<b>1,876,394.11</b>	<b>921,177.00</b>	<b>6,324,608.10</b>	<b>2,837,487.10</b>	<b>0.00</b>	<b>0.00</b>	<b>481,234.65</b>	<b>0.00</b>	<b>12,440,890.86</b>
Expense									
6020-Payroll Expenses	62,219.55	0.00	436,061.12	306,368.10	0.00	262,795.92	0.00	0.00	1,067,444.69
6040-Accounting	21,375.00	0.00	21,375.00	21,375.00	0.00	19,000.00	9,000.00	0.00	92,125.00
6041-Audit	29,107.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,107.03
6080-Contract Labor	3,310.00	0.00	0.00	22,917.55	0.00	25,922.94	0.00	0.00	54,150.49
6080-Contract Labor	6,738.74	0.00	6,163.30	15,177.08	0.00	6,617.31	0.00	0.00	34,716.43
6095-Election	27,303.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,303.40
6100-Engineering	0.00	0.00	82,178.45	75,122.74	0.00	133,343.52	0.00	0.00	290,644.71
6110-Conservation Rebates	0.00	0.00	0.00	0.00	0.00	22,772.86	0.00	0.00	22,772.86
6118-GPS/GIS	16,779.50	0.00	16,779.50	10,472.50	0.00	14,922.50	0.00	0.00	52,954.00
6130-Insurance	0.00	0.00	4,728.50	16,779.50	0.00	16,779.50	0.00	0.00	48,377.50
6140-Lab & Test Fees	17,468.55	0.00	9,568.05	9,460.54	0.00	6,625.00	0.00	0.00	43,122.14
6170-Legal	5,303.20	0.00	-32,730.91	0.00	0.00	17,351.03	907.00	0.00	6,730.22
6180-Misc. Expenses	27,523.31	0.00	3,515.59	4,221.67	0.00	100,370.16	0.00	0.00	135,630.73
6188-Litigation Service Fees	0.00	0.00	5,268.06	587,053.37	0.00	796.09	0.00	0.00	592,117.52
6200-Office Expense	20,488.52	0.00	106,359.94	96,399.13	0.00	11,374.19	0.00	0.00	233,621.78
6210-Operating Supplies	2,683.52	0.00	1,327.22	2,500.00	0.00	5,132.00	0.00	0.00	11,642.74
6220-Permits	36,988.24	0.00	-701.61	0.00	0.00	-1,120.00	0.00	0.00	35,166.63
6225-Rent	28,255.92	0.00	121,283.95	202,248.50	0.00	148,573.15	0.00	0.00	620,361.52
6230-Repairs and Maint	1,579.06	0.00	165,569.48	65,107.90	0.00	54,696.71	0.00	0.00	242,883.09
6240-Safety Equipment	1,272.50	0.00	2,573.12	1,988.60	0.00	1,547.28	0.00	0.00	7,381.50
6250-Transit Fees	1,087.05	0.00	1,087.05	163.06	0.00	1,613,348.99	6,704.71	0.00	1,622,826.81
6270-Vehicles	0.00	0.00	0.00	1,596.10	0.00	618.00	0.00	0.00	2,294.10
6290-Water Costs	0.00	0.00	0.00	0.00	0.00	0.00	299.75	0.00	299.75
6300-Bank Service Charges	0.00	38,400.00	0.00	0.00	0.00	0.00	0.00	0.00	38,400.00
6420-Loan Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6500-CHRP/PA Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	303,916.88	0.00	303,916.88
6550-CWCB Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	115,447.15	0.00	115,447.15
7100-Principal Payments	0.00	595,000.00	0.00	0.00	0.00	0.00	0.00	0.00	595,000.00
7150-Principal CWCB	0.00	82,435.16	0.00	0.00	0.00	0.00	0.00	0.00	82,435.16
7200-Interest Payments	0.00	52,560.50	0.00	0.00	0.00	0.00	0.00	0.00	52,560.50
7290-Water Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7300-Capital Projects	159,529.80	0.00	466,616.87	522,217.61	0.00	2,360.00	0.00	0.00	1,148,724.28
7310-WTP, Dominion Pump	0.00	0.00	0.00	0.00	112,295.98	0.00	0.00	0.00	112,295.98
7311-Dominion System Improve.	0.00	0.00	0.00	0.00	518,760.85	2,121,963.42	0.00	0.00	2,142,724.32
<b>Total Expense</b>	<b>513,222.62</b>	<b>721,327.56</b>	<b>1,417,020.68</b>	<b>1,930,720.04</b>	<b>838,321.36</b>	<b>4,585,800.57</b>	<b>436,275.49</b>	<b>0.00</b>	<b>10,442,688.32</b>
<b>Net Ordinary Income</b>	<b>1,363,171.49</b>	<b>199,849.44</b>	<b>4,907,587.42</b>	<b>906,747.06</b>	<b>-838,321.36</b>	<b>-4,585,800.57</b>	<b>44,959.16</b>	<b>0.00</b>	<b>1,998,192.64</b>

**Roxborough Water and Sanitation District**  
**Profit & Loss by Class**  
 January through September 2022

	1-General Fund	2-Debt Service	3-Water-Treatment	4-Sewer	5-Capital Fund	6-Water- Distribution	7-Plum Valley Heights	Unclassified	TOTAL
Other Income/Expense									
Other Income	0.00	95,429.54	0.00	0.00	400,000.00	0.00	0.00	0.00	495,429.54
6900- Transfers In	0.00	838,244.58	0.00	0.00	0.00	0.00	0.00	0.00	838,244.58
6902- Transfers in WTP	0.00	933,674.12	0.00	0.00	400,000.00	0.00	0.00	0.00	1,333,674.12
Total Other Income	0.00	1,867,348.24	0.00	0.00	800,000.00	0.00	0.00	0.00	2,667,348.24
Other Expense									
8000- Transfers to Other Funds	0.00	0.00	471,686.60	23,762.94	0.00	0.00	0.00	0.00	495,449.54
8002- Transfers Water Supply SV	0.00	0.00	838,244.58	0.00	0.00	0.00	0.00	0.00	838,244.58
8000- Depreciation Expense	0.00	0.00	1,485,000.00	621,000.00	0.00	0.00	0.00	0.00	2,106,000.00
Total Other Expense	0.00	0.00	2,794,931.18	644,762.94	0.00	0.00	0.00	0.00	3,439,694.12
Net Other Income	0.00	933,674.12	-2,794,931.18	-644,762.94	400,000.00	0.00	0.00	0.00	-2,106,000.00
Net Income	1,363,171.49	1,133,523.56	2,112,676.24	261,964.12	-438,321.36	-4,585,800.57	44,959.16	0.00	-107,807.36



**Roxborough Water and Sanitation District**  
**Profit & Loss -General Fund**  
**September 2022**

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5200- Property Taxes	2,974.06	1,751,190.29
5210- Specific Ownership Taxes	15,516.25	107,015.81
5820- Investment Income	5,934.85	18,188.01
<b>Total Income</b>	<u>24,425.16</u>	<u>1,876,394.11</u>
<b>Gross Profit</b>	24,425.16	1,876,394.11
<b>Expense</b>		
6020-Payroll Expenses	9,327.31	82,219.55
6040- Accounting	2,375.00	21,375.00
6041- Audit	0.00	29,107.03
6050- Contract Labor	0.00	5,310.00
6080- Education	1,580.89	6,738.74
6099- Election	0.00	27,303.40
6100- Engineering	2,599.45	24,384.08
6130- Insurance	1,865.00	16,779.50
6150- Legal	1,175.00	17,468.55
6180- Misc. Expenses	791.93	5,303.20
6200- Office Expense	2,704.31	27,523.31
6220- Permits	1,000.00	20,498.52
6225-Rent	0.00	2,693.52
6230- Repairs and Maint	5,661.43	36,668.24
6240- Safety Equipment	0.00	395.63
6250- Treasurers Fees	42.22	26,255.92
6260- Utilities	234.27	1,309.08
6270- Vehicle	0.00	1,272.50
6300- Bank Service Charges	0.00	1,087.05
7300- Capital Projects	0.00	159,529.80
<b>Total Expense</b>	<u>29,356.81</u>	<u>513,222.62</u>
<b>Net Ordinary Income</b>	<u>-4,931.65</u>	<u>1,363,171.49</u>
<b>Net Income</b>	<u><u>-4,931.65</u></u>	<u><u>1,363,171.49</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Debt Service**  
**September 2022**

	<u>Sep 22</u>	<u>Jan - Sep 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5200- Property Taxes	1,465.95	863,183.35
5210- Specific Ownership Taxes	7,648.15	52,749.43
5820- Investment Income	1,096.57	5,244.22
<b>Total Income</b>	<u>10,210.67</u>	<u>921,177.00</u>
<b>Gross Profit</b>	10,210.67	921,177.00
<b>Expense</b>		
6250- Treasurers Fees	20.81	12,941.87
6420-Loan Administrative Fees	0.00	38,400.00
7100-Principal Payments	0.00	535,000.00
7150-Ravenna CWCB	0.00	82,425.19
7200- Interest Payments	0.00	52,560.50
<b>Total Expense</b>	<u>20.81</u>	<u>721,327.56</u>
<b>Net Ordinary Income</b>	10,189.86	199,849.44
<b>Other Income/Expense</b>		
<b>Other Income</b>		
6900- Transfers In	0.00	95,429.54
6902- Transfers In WTP	93,652.83	838,244.58
<b>Total Other Income</b>	<u>93,652.83</u>	<u>933,674.12</u>
<b>Net Other Income</b>	93,652.83	933,674.12
<b>Net Income</b>	<u><u>103,842.69</u></u>	<u><u>1,133,523.56</u></u>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Water Treatment**  
**September 2022**

	Sep 22	Jan - Sep 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5010- Service Charges	464,318.30	2,954,902.91
5011- Service Charge Ravenna	0.00	83,140.44
5100-Availability Charges	0.00	71,666.60
5211- Dominion WTP Operations	51,074.22	458,483.22
5310-Permit Fees	825.00	20,625.00
5410-Hydrant Water	23,238.75	69,453.47
5510-Potable Irrigation Water	9,856.00	63,022.80
5511-Irrigation Water	69,595.87	357,067.21
5601-Late Fees, Penalties,	4,033.13	29,573.20
5610- Miscellaneous Income	593.26	20,999.39
5611-Inclusion fees-NWDC	5,608.07	50,517.23
5620- Dominion Dist. Operations	16,349.59	155,984.28
5640- Dominion Treated Water Us	12,797.70	96,661.94
5650 Dominion Exp Reimbursement	50,038.85	290,094.36
5700- Sys. Development Charge	135.00	349,636.00
5705 Ravenna SDC	21,417.53	217,877.57
5710- Capital Surcharge	11,894.65	106,533.43
5715- Capital Surcharge WTP Sup	93,652.83	838,244.58
5820- Investment Income	18,236.20	66,218.88
5850 - Reimbursed Exp Other	0.00	23,905.59
<b>Total Income</b>	<b>853,664.95</b>	<b>6,324,608.10</b>
<b>Gross Profit</b>	<b>853,664.95</b>	<b>6,324,608.10</b>
<b>Expense</b>		
6020-Payroll Expenses	48,899.22	436,061.12
6040- Accounting	2,375.00	21,375.00
6080- Education	293.75	6,183.30
6100- Engineering	3,977.50	82,178.45
6130- Insurance	1,865.00	16,779.50
6140- Lab & Test Fees	89.00	4,726.50
6150- Legal	1,012.50	9,568.05
6170 - Meter Expenses	0.00	-32,730.91
6180- Misc. Expenses	550.87	3,515.59
6200- Office Expense	456.33	5,268.06
6210-Operating Supplies	1,660.61	106,359.94
6220- Permits	0.00	1,327.22
6230- Repairs and Maint	5,511.61	121,263.95
6240- Safety Equipment	0.00	-701.61
6260- Utilities	16,757.12	165,569.48
6270- Vehicle	735.55	2,573.12
6300- Bank Service Charges	0.00	1,087.05
7300- Capital Projects	12,210.80	466,616.87
<b>Total Expense</b>	<b>96,394.86</b>	<b>1,417,020.68</b>
<b>Net Ordinary Income</b>	<b>757,270.09</b>	<b>4,907,587.42</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
8000- Transfers to Other Funds	200,000.00	471,666.60
8002- Transfers Water Supply SV	93,652.83	838,244.58
9000 -Depreciation Expense	165,000.00	1,485,000.00
<b>Total Other Expense</b>	<b>458,652.83</b>	<b>2,794,911.18</b>
<b>Net Other Income</b>	<b>-458,652.83</b>	<b>-2,794,911.18</b>
<b>Net Income</b>	<b>298,617.26</b>	<b>2,112,676.24</b>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Water Distribution**  
**September 2022**

	Sep 22	Jan - Sep 22
<b>Ordinary Income/Expense</b>		
Expense		
6020-Payroll Expenses	29,498.63	262,795.92
6040- Accounting	2,375.00	19,000.00
6050- Contract Labor	2,806.47	25,922.94
6080- Education	718.54	6,617.31
6100- Engineering	5,957.50	133,343.52
6110-Conservation Rebates	0.00	22,772.86
6115- GPS/GIS	545.00	14,922.50
6130- Insurance	1,865.00	16,779.50
6140- Lab & Test Fees	264.00	6,625.00
6150- Legal	1,828.01	17,391.03
6170 - Meter Expenses	1,619.80	100,370.16
6180- Misc. Expenses	469.57	796.09
6200- Office Expense	813.52	11,374.19
6220- Permits	0.00	5,132.00
6230- Repairs and Maint	27,793.79	148,573.15
6240- Safety Equipment	0.00	-1,120.00
6260- Utilities	9,071.33	54,636.71
6270- Vehicle	807.74	1,547.28
6280- Water Costs	246,777.36	1,613,348.99
6300- Bank Service Charges	0.00	618.00
7290- Water Rights	0.00	2,360.00
7300- Capital Projects	682,759.60	2,121,993.42
<b>Total Expense</b>	<b>1,015,970.86</b>	<b>4,585,800.57</b>
<b>Net Ordinary Income</b>	<b>-1,015,970.86</b>	<b>-4,585,800.57</b>
<b>Net Income</b>	<b>-1,015,970.86</b>	<b>-4,585,800.57</b>

**Roxborough Water and Sanitation District**  
**Profit & Loss -Sewer Fund**  
**September 2022**

	Sep 22	Jan - Sep 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5010- Service Charges	159,449.14	1,400,102.79
5100-Availability Charges	0.00	23,762.94
5101- Service Charges LMA	27,284.85	259,340.27
5310-Permit Fees	825.00	20,625.00
5601-Late Fees, Penalties,	1,516.87	11,976.80
5610- Miscellaneous Income	577.50	2,763.13
5625- Dominion Sewer Conveyance	34,300.00	278,940.00
5650 Dominion Exp Reimbursement	0.00	170,269.44
5670-Dominion Cap Lease O-Line	0.00	200,000.00
5700- Sys. Development Charge	16,541.00	285,677.00
5710- Capital Surcharge	13,076.64	118,357.25
5820- Investment Income	17,942.75	65,652.48
<b>Total Income</b>	<u>271,513.75</u>	<u>2,837,467.10</u>
<b>Gross Profit</b>	271,513.75	2,837,467.10
<b>Expense</b>		
6020-Payroll Expenses	33,744.97	306,368.10
6040- Accounting	2,375.00	21,375.00
6050- Contract Labor	2,806.47	22,917.55
6080- Education	293.75	15,177.08
6100- Engineering	2,330.00	75,122.74
6115- GPS/GIS	770.00	10,472.50
6130- Insurance	1,865.00	16,779.50
6140- Lab & Test Fees	0.00	0.00
6150- Legal	1,012.50	9,460.54
6180- Misc. Expenses	150.38	4,221.67
6185- Littleton Service Fees	0.00	587,053.37
6200- Office Expense	789.60	10,573.49
6210-Operating Supplies	14,708.43	56,339.13
6220- Permits	0.00	2,500.00
6230- Repairs and Maint	89,655.10	202,248.50
6240- Safety Equipment	0.00	-622.40
6260- Utilities	8,821.91	65,107.90
6270- Vehicle	750.54	1,688.60
6280- Water Costs	0.00	163.06
6300- Bank Service Charges	0.00	1,556.10
7300- Capital Projects	48,875.71	522,217.61
<b>Total Expense</b>	<u>208,949.36</u>	<u>1,930,720.04</u>
<b>Net Ordinary Income</b>	62,564.39	906,747.06
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
8000- Transfers to Other Funds	0.00	23,762.94
9000 -Depreciation Expense	69,000.00	621,000.00
<b>Total Other Expense</b>	<u>69,000.00</u>	<u>644,762.94</u>
<b>Net Other Income</b>	<u>-69,000.00</u>	<u>-644,762.94</u>
<b>Net Income</b>	<u><u>-6,435.61</u></u>	<u><u>261,984.12</u></u>



**Roxborough Water and Sanitation District**  
**Profit & Loss -Capital Fund**  
**September 2022**

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	Sep 22	Jan - Sep 22
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
7300- Capital Projects	0.00	112,295.98
7310 - WTP- Dominion Pump	90,205.65	518,760.85
7311- Dominion System Improve.	93,121.85	207,264.53
<b>Total Expense</b>	183,327.50	838,321.36
<b>Net Ordinary Income</b>	-183,327.50	-838,321.36
<b>Other Income/Expense</b>		
<b>Other Income</b>		
6900- Transfers In	200,000.00	400,000.00
<b>Total Other Income</b>	200,000.00	400,000.00
<b>Net Other Income</b>	200,000.00	400,000.00
<b>Net Income</b>	16,672.50	-438,321.36





**Roxborough Water and Sanitation District**  
**Profit & Loss-PVH**  
**September 2022**

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	Sep 22	Jan - Sep 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
5200- Property Taxes	2,162.34	448,380.14
5210- Specific Ownership Taxes	4,331.13	30,464.62
5820- Investment Income	497.53	2,389.89
<b>Total Income</b>	6,991.00	481,234.65
<b>Gross Profit</b>	6,991.00	481,234.65
<b>Expense</b>		
6040- Accounting	1,000.00	9,000.00
6150- Legal	0.00	907.00
6250- Treasurers Fees	32.44	6,704.71
6300- Bank Service Charges	0.00	299.75
6500- CWRPDA Debt Service	0.00	303,916.88
6550-CWCB Debt Service	0.00	115,447.15
<b>Total Expense</b>	1,032.44	436,275.49
<b>Net Ordinary Income</b>	5,958.56	44,959.16
<b>Net Income</b>	5,958.56	44,959.16



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual- General Fund**  
**January through September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5200- Property Taxes	1,751,190.29	1,790,437.00	-39,246.71	97.8%
5210- Specific Ownership Taxes	107,015.81	120,000.00	-12,984.19	89.2%
5610- Misc Income	0.00	1,000.00	-1,000.00	0.0%
5820- Investment Income	18,188.01	750.00	17,438.01	2,425.1%
<b>Total Income</b>	<u>1,876,394.11</u>	<u>1,912,187.00</u>	<u>-35,792.89</u>	<u>98.1%</u>
<b>Gross Profit</b>	1,876,394.11	1,912,187.00	-35,792.89	98.1%
<b>Expense</b>				
6020- Payroll Expenses	82,219.55	110,000.00	-27,780.45	74.7%
6040- Accounting	21,375.00	30,000.00	-8,625.00	71.3%
6041- Audit	29,107.03	30,000.00	-892.97	97.0%
6050- Contract Labor	5,310.00	20,000.00	-14,690.00	26.6%
6060- Directors Fee	0.00	8,000.00	-8,000.00	0.0%
6080- Education	6,738.74	30,000.00	-23,261.26	22.5%
6099- Election	27,303.40	30,000.00	-2,696.60	91.0%
6100- Engineering	24,384.08	50,000.00	-25,615.92	48.8%
6130- Insurance	16,779.50	30,000.00	-13,220.50	55.9%
6150- Legal	17,468.55	30,000.00	-12,531.45	58.2%
6180- Misc. Expenses	5,303.20	20,000.00	-14,696.80	26.5%
6200- Office Expense	27,523.31	40,000.00	-12,476.69	68.8%
6220- Permits	20,498.52	5,000.00	15,498.52	410.0%
6225- Rent	2,693.52			
6230- Repairs and Maint	36,668.24	100,000.00	-63,331.76	36.7%
6240- Safety Equipment	395.63			
6250- Treasurers Fees	26,255.92	20,000.00	6,255.92	131.3%
6260- Utilities	1,309.08	5,000.00	-3,690.92	26.2%
6270- Vehicle	1,272.50	6,000.00	-4,727.50	21.2%
6300- Bank Service Charges	1,087.05			
7300- Capital Projects	159,529.80	12,000.00	147,529.80	1,329.4%
<b>Total Expense</b>	<u>513,222.62</u>	<u>576,000.00</u>	<u>-62,777.38</u>	<u>89.1%</u>
<b>Net Ordinary Income</b>	1,363,171.49	1,336,187.00	26,984.49	102.0%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
8100- Transfer to Other Funds	0.00	700,000.00	-700,000.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>700,000.00</u>	<u>-700,000.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>-700,000.00</u>	<u>700,000.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><b>1,363,171.49</b></u>	<u><b>636,187.00</b></u>	<u><b>726,984.49</b></u>	<u><b>214.3%</b></u>



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Debt Service**  
**January through September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5200- Property Taxes	863,183.35	836,383.00	26,800.35	103.2%
5210- Specific Ownership Taxes	52,749.43	80,000.00	-27,250.57	65.9%
5820- Investment Income	5,244.22	30,000.00	-24,755.78	17.5%
<b>Total Income</b>	<u>921,177.00</u>	<u>946,383.00</u>	<u>-25,206.00</u>	<u>97.3%</u>
<b>Gross Profit</b>	921,177.00	946,383.00	-25,206.00	97.3%
<b>Expense</b>				
6250- Treasurers Fees	12,941.87	15,000.00	-2,058.13	86.3%
6420-Loan Administrative Fees	38,400.00	76,800.00	-38,400.00	50.0%
6500- CWRPDA Debt Service	0.00	231,031.00	-231,031.00	0.0%
6550-CWCB Debt Service	0.00	520,881.00	-520,881.00	0.0%
7100-Principal Payments	535,000.00	535,000.00	0.00	100.0%
7150-Ravenna CWCB	82,425.19	82,425.00	0.19	100.0%
7200- Interest Payments	52,560.50	299,514.00	-246,953.50	17.5%
<b>Total Expense</b>	<u>721,327.56</u>	<u>1,760,651.00</u>	<u>-1,039,323.44</u>	<u>41.0%</u>
<b>Net Ordinary Income</b>	199,849.44	-814,268.00	1,014,117.44	-24.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
6900- Transfers In	95,429.54	160,000.00	-64,570.46	59.6%
6902- Transfers In WTP	838,244.58	1,092,000.00	-253,755.42	76.8%
<b>Total Other Income</b>	<u>933,674.12</u>	<u>1,252,000.00</u>	<u>-318,325.88</u>	<u>74.6%</u>
<b>Net Other Income</b>	933,674.12	1,252,000.00	-318,325.88	74.6%
<b>Net Income</b>	<u><u>1,133,523.56</u></u>	<u><u>437,732.00</u></u>	<u><u>695,791.56</u></u>	<u><u>259.0%</u></u>



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Water Treatment**  
**January through September 2022**

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5010- Service Charges	2,954,902.91	3,200,000.00	-245,097.09	92.3%
5011- Service Charge Ravenna	83,140.44			
5100-Availability Charges	71,666.60	120,000.00	-48,333.40	59.7%
5211- Dominion WTP Operations	458,483.22	500,000.00	-41,516.78	91.7%
5310-Permit Fees	20,625.00	1,200.00	19,425.00	1,718.8%
5400-Rental Income	0.00	7,200.00	-7,200.00	0.0%
5410-Hydrant Water	69,453.47	40,000.00	29,453.47	173.6%
5510-Potable Irrigation Water	63,022.80	40,000.00	23,022.80	157.6%
5511-Irrigation Water	357,067.21	250,000.00	107,067.21	142.8%
5601-Late Fees, Penalties,	29,573.20			
5610- Miscellaneous Income	20,999.39	70,000.00	-49,000.61	30.0%
5611-Inclusion fees-NWDC	50,517.23	100,000.00	-49,482.77	50.5%
5620- Dominion Dist. Operations	155,984.28	200,000.00	-44,015.72	78.0%
5640- Dominion Treated Water Us	96,661.94	100,000.00	-3,338.06	96.7%
5650 Dominion Exp Reimbursement	290,094.36			
5700- Sys. Development Charge	349,636.00	275,000.00	74,636.00	127.1%
5705 Ravenna SDC	217,877.57	250,000.00	-32,122.43	87.2%
5710- Capital Surcharge	106,533.43	80,000.00	26,533.43	133.2%
5715- Capital Surcharge WTP Sup	838,244.58	1,036,808.00	-198,563.42	80.8%
5820- Investment Income	66,218.88	50,000.00	16,218.88	132.4%
5850 - Reimbursed Exp Other	23,905.59	20,000.00	3,905.59	119.5%
<b>Total Income</b>	<b>6,324,608.10</b>	<b>6,340,208.00</b>	<b>-15,599.90</b>	<b>99.8%</b>
<b>Gross Profit</b>	<b>6,324,608.10</b>	<b>6,340,208.00</b>	<b>-15,599.90</b>	<b>99.8%</b>
<b>Expense</b>				
6020-Payroll Expenses	436,061.12	660,000.00	-223,938.88	66.1%
6040- Accounting	21,375.00	32,500.00	-11,125.00	65.8%
6050- Contract Labor	0.00	15,000.00	-15,000.00	0.0%
6065- Dominion expenses	0.00	20,000.00	-20,000.00	0.0%
6080- Education	6,183.30	25,000.00	-18,816.70	24.7%
6100- Engineering	82,178.45	100,000.00	-17,821.55	82.2%
6130- Insurance	16,779.50	20,000.00	-3,220.50	83.9%
6140- Lab & Test Fees	4,726.50	15,000.00	-10,273.50	31.5%
6150- Legal	9,568.05	37,500.00	-27,931.95	25.5%
6170 - Meter Expenses	-32,730.91			
6180- Misc. Expenses	3,515.59	10,000.00	-6,484.41	35.2%
6200- Office Expense	5,268.06	20,000.00	-14,731.94	26.3%
6210-Operating Supplies	106,359.94	120,000.00	-13,640.06	88.6%
6220- Permits	1,327.22	3,000.00	-1,672.78	44.2%
6230- Repairs and Maint	121,263.95	250,000.00	-128,736.05	48.5%
6240- Safety Equipment	-701.61	5,000.00	-5,701.61	-14.0%
6260- Utilities	165,569.48	150,000.00	15,569.48	110.4%
6270- Vehicle	2,573.12	11,000.00	-8,426.88	23.4%
6280- Water Costs	0.00	48,000.00	-48,000.00	0.0%
6300- Bank Service Charges	1,087.05			
7300- Capital Projects	466,616.87	500,000.00	-33,383.13	93.3%
7302- Water Taps Centennial	0.00	50,000.00	-50,000.00	0.0%
<b>Total Expense</b>	<b>1,417,020.68</b>	<b>2,092,000.00</b>	<b>-674,979.32</b>	<b>67.7%</b>
<b>Net Ordinary Income</b>	<b>4,907,587.42</b>	<b>4,248,208.00</b>	<b>659,379.42</b>	<b>115.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
6900- Transfers In	0.00	500,000.00	-500,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>500,000.00</b>	<b>-500,000.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000- Transfers to Other Funds	471,666.60	1,800,000.00	-1,328,333.40	26.2%
8002- Transfers Water Supply SV	838,244.58	1,036,808.00	-198,563.42	80.8%
8100- Transfer to Other Funds	0.00	120,000.00	-120,000.00	0.0%
9000 -Depreciation Expense	1,485,000.00			





**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Water Treatment**  
**January through September 2022**

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	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total Other Expense</b>	2,794,911.18	2,956,808.00	-161,896.82	94.5%
<b>Net Other Income</b>	-2,794,911.18	-2,456,808.00	-338,103.18	113.8%
<b>Net Income</b>	<u>2,112,676.24</u>	<u>1,791,400.00</u>	<u>321,276.24</u>	<u>117.9%</u>



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Water Distribution**  
**January through September 2022**

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
6020-Payroll Expenses	262,795.92	330,000.00	-67,204.08	79.6%
6040- Accounting	19,000.00	32,500.00	-13,500.00	58.5%
6050- Contract Labor	25,922.94	40,000.00	-14,077.06	64.8%
6065- Dominion expenses	0.00	60,000.00	-60,000.00	0.0%
6080- Education	6,617.31	25,000.00	-18,382.69	26.5%
6100- Engineering	133,343.52	150,000.00	-16,656.48	88.9%
6110-Conservation Rebates	22,772.86	2,500.00	20,272.86	910.9%
6115- GPS/GIS	14,922.50	25,000.00	-10,077.50	59.7%
6130- Insurance	16,779.50	20,000.00	-3,220.50	83.9%
6140- Lab & Test Fees	6,625.00	14,000.00	-7,375.00	47.3%
6150- Legal	17,391.03	37,500.00	-20,108.97	46.4%
6170 - Meter Expenses	100,370.16	125,000.00	-24,629.84	80.3%
6180- Misc. Expenses	796.09	10,000.00	-9,203.91	8.0%
6200- Office Expense	11,374.19	20,000.00	-8,625.81	56.9%
6210-Operating Supplies	0.00	4,000.00	-4,000.00	0.0%
6220- Permits	5,132.00	5,000.00	132.00	102.6%
6230- Repairs and Maint	148,573.15	200,000.00	-51,426.85	74.3%
6240- Safety Equipment	-1,120.00	2,000.00	-3,120.00	-56.0%
6260- Utilities	54,636.71	70,000.00	-15,363.29	78.1%
6270- Vehicle	1,547.28	11,000.00	-9,452.72	14.1%
6280- Water Costs	1,613,348.99	1,552,000.00	61,348.99	104.0%
6300- Bank Service Charges	618.00			
7290- Water Rights	2,360.00	100,000.00	-97,640.00	2.4%
7300- Capital Projects	2,121,993.42	5,185,000.00	-3,063,006.58	40.9%
<b>Total Expense</b>	<b>4,585,800.57</b>	<b>8,020,500.00</b>	<b>-3,434,699.43</b>	<b>57.2%</b>
<b>Net Ordinary Income</b>	<b>-4,585,800.57</b>	<b>-8,020,500.00</b>	<b>3,434,699.43</b>	<b>57.2%</b>
<b>Net Income</b>	<b>-4,585,800.57</b>	<b>-8,020,500.00</b>	<b>3,434,699.43</b>	<b>57.2%</b>



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Sewer Fund**  
**January through September 2022**

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5010- Service Charges	1,400,102.79	1,600,000.00	-199,897.21	87.5%
5100-Availability Charges	23,762.94	40,000.00	-16,237.06	59.4%
5101- Service Charges LMA	259,340.27	300,000.00	-40,659.73	86.4%
5310-Permit Fees	20,625.00	5,000.00	15,625.00	412.5%
5601-Late Fees, Penalties,	11,976.80			
5610- Miscellaneous Income	2,763.13	30,000.00	-27,236.87	9.2%
5625- Dominion Sewer Conveyance	278,940.00	240,000.00	38,940.00	116.2%
5650 Dominion Exp Reimbursement	170,269.44	50,000.00	120,269.44	340.5%
5670-Dominion Cap Lease O-Line	200,000.00	200,000.00	0.00	100.0%
5700- Sys. Development Charge	285,677.00	50,000.00	235,677.00	571.4%
5710- Capital Surcharge	118,357.25	100,000.00	18,357.25	118.4%
5820- Investment Income	65,652.48	50,000.00	15,652.48	131.3%
<b>Total Income</b>	<b>2,837,467.10</b>	<b>2,665,000.00</b>	<b>172,467.10</b>	<b>106.5%</b>
<b>Gross Profit</b>	<b>2,837,467.10</b>	<b>2,665,000.00</b>	<b>172,467.10</b>	<b>106.5%</b>
<b>Expense</b>				
6020-Payroll Expenses	306,368.10	325,000.00	-18,631.90	94.3%
6040- Accounting	21,375.00	30,000.00	-8,625.00	71.3%
6050- Contract Labor	22,917.55	40,000.00	-17,082.45	57.3%
6065- Dominion expenses	0.00	50,000.00	-50,000.00	0.0%
6080- Education	15,177.08	30,000.00	-14,822.92	50.6%
6100- Engineering	75,122.74	100,000.00	-24,877.26	75.1%
6110-Conservation Rebates	0.00	0.00	0.00	0.0%
6115- GPS/GIS	10,472.50	50,000.00	-39,527.50	20.9%
6130- Insurance	16,779.50	28,000.00	-11,220.50	59.9%
6140- Lab & Test Fees	0.00	1,000.00	-1,000.00	0.0%
6150- Legal	9,460.54	35,000.00	-25,539.46	27.0%
6180- Misc. Expenses	4,221.67	8,000.00	-3,778.33	52.8%
6185- Littleton Service Fees	587,053.37	950,000.00	-362,946.63	61.8%
6200- Office Expense	10,573.49	20,000.00	-9,426.51	52.9%
6210-Operating Supplies	56,339.13	80,000.00	-23,660.87	70.4%
6220- Permits	2,500.00	3,000.00	-500.00	83.3%
6230- Repairs and Maint	202,248.50	200,000.00	2,248.50	101.1%
6240- Safety Equipment	-622.40	2,000.00	-2,622.40	-31.1%
6260- Utilities	65,107.90	110,000.00	-44,892.10	59.2%
6270- Vehicle	1,688.60	8,000.00	-6,311.40	21.1%
6280- Water Costs	163.06			
6300- Bank Service Charges	1,556.10			
7300- Capital Projects	522,217.61	2,000,000.00	-1,477,782.39	26.1%
<b>Total Expense</b>	<b>1,930,720.04</b>	<b>4,070,000.00</b>	<b>-2,139,279.96</b>	<b>47.4%</b>
<b>Net Ordinary Income</b>	<b>906,747.06</b>	<b>-1,405,000.00</b>	<b>2,311,747.06</b>	<b>-64.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
6900- Transfers In	0.00	200,000.00	-200,000.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>200,000.00</b>	<b>-200,000.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
8000- Transfers to Other Funds	23,762.94	600,000.00	-576,237.06	4.0%
9000 -Depreciation Expense	621,000.00			
<b>Total Other Expense</b>	<b>644,762.94</b>	<b>600,000.00</b>	<b>44,762.94</b>	<b>107.5%</b>
<b>Net Other Income</b>	<b>-644,762.94</b>	<b>-400,000.00</b>	<b>-244,762.94</b>	<b>161.2%</b>
<b>Net Income</b>	<b>261,984.12</b>	<b>-1,805,000.00</b>	<b>2,066,984.12</b>	<b>-14.5%</b>



**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-Capital Fund**  
**January through September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
Expense				
7300- Capital Projects	112,295.98			
7310 - WTP- Dominion Pump	518,760.85	1,800,000.00	-1,281,239.15	28.8%
7311- Dominion System Improve.	207,264.53	560,000.00	-352,735.47	37.0%
<b>Total Expense</b>	<u>838,321.36</u>	<u>2,360,000.00</u>	<u>-1,521,678.64</u>	<u>35.5%</u>
<b>Net Ordinary Income</b>	<u>-838,321.36</u>	<u>-2,360,000.00</u>	<u>1,521,678.64</u>	<u>35.5%</u>
<b>Other Income/Expense</b>				
Other Income				
6900- Transfers In	400,000.00			
<b>Total Other Income</b>	<u>400,000.00</u>			
Other Expense				
8000- Transfers to Other Funds	0.00	2,360,000.00	-2,360,000.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>2,360,000.00</u>	<u>-2,360,000.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>400,000.00</u>	<u>-2,360,000.00</u>	<u>2,760,000.00</u>	<u>-16.9%</u>
<b>Net Income</b>	<u><u>-438,321.36</u></u>	<u><u>-4,720,000.00</u></u>	<u><u>4,281,678.64</u></u>	<u><u>9.3%</u></u>





**Roxborough Water and Sanitation District**  
**Profit & Loss Budget vs. Actual-PVH**  
**January through September 2022**

	<u>Jan - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5200- Property Taxes	448,380.14	451,429.00	-3,048.86	99.3%
5210- Specific Ownership Taxes	30,464.62	50,000.00	-19,535.38	60.9%
5820- Investment Income	2,389.89	85.00	2,304.89	2,811.6%
<b>Total Income</b>	<u>481,234.65</u>	<u>501,514.00</u>	<u>-20,279.35</u>	<u>96.0%</u>
<b>Gross Profit</b>	481,234.65	501,514.00	-20,279.35	96.0%
<b>Expense</b>				
6040- Accounting	9,000.00	12,000.00	-3,000.00	75.0%
6080- Education	0.00	1,000.00	-1,000.00	0.0%
6100- Engineering	0.00	2,500.00	-2,500.00	0.0%
6150- Legal	907.00	1,000.00	-93.00	90.7%
6250- Treasurers Fees	6,704.71	9,000.00	-2,295.29	74.5%
6300- Bank Service Charges	299.75			
6500- CWRPDA Debt Service	303,916.88	303,917.00	-0.12	100.0%
6550-CWCB Debt Service	115,447.15	115,447.00	0.15	100.0%
<b>Total Expense</b>	<u>436,275.49</u>	<u>444,864.00</u>	<u>-8,588.51</u>	<u>98.1%</u>
<b>Net Ordinary Income</b>	<u>44,959.16</u>	<u>56,650.00</u>	<u>-11,690.84</u>	<u>79.4%</u>
<b>Net Income</b>	<u><b>44,959.16</b></u>	<u><b>56,650.00</b></u>	<u><b>-11,690.84</b></u>	<u><b>79.4%</b></u>



## SUPPLEMENTAL INFORMATION



Roxborough Water & Sanitation District  
September 30, 2022

**Long Term Obligations**

CWCB- 2014 Loan	\$ 15,649,931
CT2015-176 CWCB-PVH Water Supply	\$ 1,999,144
2015 CWRPDA- PVH Infrastructure	\$ 3,596,269
2019-2250 CWCB- Ravenna	\$ 1,390,290
2005 CWRPDA Loan Payable	<u>\$ 2,340,000</u>
<b>TOTAL LONG TERM LIABILITIES</b>	<b>\$ 24,975,634</b>

**Cash and Reserves Balances**

The board of directors has directed the authority to designate a portion of the cash on hand as operating and capital reserves for both the Water and Sewer Funds. The operating reserves will be in an amount equal to 25% of the budgeted annual expenditures for each fund. These funds will be used to fund any operational expenses in excess of operating cash on hand. The capital reserves will be funded in an amount equal to 20% of the budgeted annual expenditures for the water fund and 10 % of the budgeted annual expenditures for the sewer fund. These funds will be used to fund capital improvements on existing capital assets and acquisitions of new capital assets. The balance in these funds as of September 30, 2022 is as follows:

	General Fund	Debt Service		Capital Projects Fund	Water		Sewer		Total
		Water Fund	Sewer Fund		Fund	Fund	Fund	Fund	
Operating Reserve	\$ -	\$ -	\$ -	\$ 117,550	\$ 3,000,000	\$ 1,000,000	\$ -	\$ 4,117,550	
Capital Reserve	-	-	-	-	432,609	363,348	-	795,957	
Operating Cash	<u>3,086,313</u>	<u>1,173,652</u>	<u>6,421,340</u>	<u>-</u>	<u>8,656,766</u>	<u>10,988,641</u>	<u>418,093</u>	<u>30,744,805</u>	
Total Cash on Hand	<u>\$ 3,086,313</u>	<u>\$ 1,173,652</u>	<u>\$ 6,421,340</u>	<u>\$ 117,550</u>	<u>\$ 12,089,375</u>	<u>\$ 12,351,989</u>	<u>\$ 418,093</u>	<u>\$ 35,658,312</u>	



**Roxborough Water and Sanitation**  
**Distribution of Cash in Bank- Water Fund**  
**2022**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cash Funds Available</b>												
Cash in Bank - Water Fund	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264	13,355,702	13,115,799	12,742,292	12,089,375			
Total Funds Available	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264	13,355,702	13,115,799	12,742,292	12,089,375	0	0	0
<b>Distribution of Available Funds</b>												
Operating Reserve 25% of Budgeted Expenditures	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000			
Capital Reserve	982,330	1,167,991	1,129,803	1,287,041	1,475,420	1,674,977	1,473,562	877,579	432,609			
Operating Cash	9,426,980	9,273,380	9,110,960	8,922,331	8,790,844	8,680,725	8,642,237	8,864,713	8,656,766			
Total Cash	13,409,310	13,441,371	13,240,763	13,209,372	13,266,264	13,355,702	13,115,799	12,742,292	12,089,375	0	0	0
<b>Capital Reserve</b>												
Beginning Reserve Balance	791,983	982,330	1,167,991	1,129,803	1,287,041	1,475,420	1,674,977	1,473,562	877,579			
Additions to Reserve	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000			
Use of Reserves	59,653	64,339	288,188	92,762	61,621	50,443	451,415	845,983	694,970			
Ending Reserve Balance	982,330	1,167,991	1,129,803	1,287,041	1,475,420	1,674,977	1,473,562	877,579	432,609	0	0	0





**Roxborough Water and Sanitation  
Distribution of Cash in Bank- Sewer Fund**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cash Funds Available</b>												
Cash in Bank - Sewer Fund	10,981,406	11,770,546	12,202,348	12,482,496	12,651,413	12,720,215	12,442,296	12,301,329	12,351,989			
Total Funds Available	10,981,406	11,770,546	12,202,348	12,482,496	12,651,413	12,720,215	12,442,296	12,301,329	12,351,989			
<b>Distribution of Available Funds</b>												
Operating Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			
25% of Budgeted Expenditures												
Capital Reserve	401,129	398,292	403,874	356,888	397,344	268,434	379,315	173,715	363,348			
Operating Cash	9,580,277	10,372,254	10,798,474	11,125,608	11,254,069	11,451,781	11,062,981	11,127,614	10,988,641			
Total Available Funds	10,981,406	11,770,546	12,202,348	12,482,496	12,651,413	12,720,215	12,442,296	12,301,329	12,351,989	0	0	0
<b>Capital Reserve</b>												
Beginning Reserve Balance	227,224	227,224	227,224	227,224	227,224	227,224	227,224	227,224	227,224			
Additions to Reserve	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000			
Use of Reserves	-11,095	-13,932	-8,350	-55,336	-14,880	-143,790	-32,909	-238,509	-48,876			
Ending Reserve Balance	401,129	398,292	403,874	356,888	397,344	268,434	379,315	173,715	363,348	0	0	0

No Assurance is provided on these Financial Statements



**Roxborough Water and Sanitation  
Distribution of Cash in Bank – Debt Service  
2022**

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cash Funds Available - Water Treatment Plant</b>												
Beginning Cash Balance	913,470	913,470	854,451	865,319	989,767	1,082,925	1,176,010	1,297,865	1,079,999			
Surcharge Collected	92,664	92,940	93,004	93,034	93,158	93,085	93,224	93,483	93,653			
Availability of Service Trans.	34,553	0	289	31,414	0	0	28,631	694	0			
Payment of Debt	313,918	151,959	82,425	0	0	0	0	312,043	0			
Ending Cash Balance	726,769	854,451	865,319	989,767	1,082,925	1,176,010	1,297,865	1,079,999	1,173,652	0	0	0
<b>Cash Funds Available - Sewer Debt Service</b>												
Operating Cash	5,552,617	5,382,018	5,601,149	5,640,127	6,024,004	6,082,551	6,241,116	6,259,192	6,421,340			
Total	6,279,386	6,236,469	6,466,468	6,629,894	7,106,929	7,258,561	7,538,981	7,339,191	7,594,992	0	0	0

No Assurance is provided on these Financial Statements



Roxborough Water & Sanitation District  
 Property Tax  
 Schedule  
 2022

SUMMARY – DOUGLAS & JEFFERSON COUNTIES

	2022										2022			
	Property Taxes	Delinquent Tax, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	HB 1006 Tax	HB 1006 Treasurer's Fee	Total Amount Received	Percentage of Levied Taxes Received		Total Amount Received		Percentage of Levied Taxes Received	
									Monthly	Y-T-D	Monthly	Y-T-D	Monthly	Y-T-D
January	\$ 202		\$ 13,650		\$ 2		\$ 13,854	0.01%	0.01%	\$ 13,854	0.49%	0.49%		
February	\$ 32,919		\$ 18,104		\$ (494)		\$ 50,529	1.58%	1.59%	\$ 50,529	2.74%	3.23%		
March	\$ 657,250		\$ 16,111		\$ (9,859)		\$ 663,502	31.55%	33.13%	\$ 663,502	35.96%	39.19%		
April	\$ 138,053		\$ 21,668		\$ (2,071)		\$ 157,650	6.63%	39.76%	\$ 157,650	8.54%	47.73%		
May	\$ 1,159,878		\$ 18,016		\$ (17,383)		\$ 1,160,511	55.67%	95.43%	\$ 1,160,511	62.90%	110.63%		
June	\$ 159,095		\$ 18,451		\$ (2,387)		\$ 175,159	7.64%	103.07%	\$ 175,159	9.49%	120.13%		
July	\$ 531,846		\$ 19,198		\$ (7,016)		\$ 544,028	25.53%	128.60%	\$ 544,028	29.49%	149.61%		
August	\$ 31,963		\$ 17,871		\$ (480)		\$ 49,354	1.53%	130.13%	\$ 49,354	2.67%	152.29%		
September	\$ 4,440		\$ 23,164				\$ 27,604	0.21%	130.34%	\$ 27,604	1.50%	153.78%		
October							\$ -	0.00%	130.34%	\$ -	0.00%	153.78%		
November							\$ -	0.00%	130.34%	\$ -	0.00%	153.78%		
December							\$ -	0.00%	130.34%	\$ -	0.00%	153.78%		
TOTAL	\$ 2,715,646	\$ -	\$ 166,233	\$ -	\$ (39,688)	\$ -	\$ 2,842,191	130.34%	130.34%	\$ 2,842,191	153.78%	153.78%		

No Assurance is provided on these Financial Statements  
 18



STATE OF COLORADO  
COUNTY OF DOUGLAS  
COUNTY OF JEFFERSON  
ROXBOROUGH WATER AND SANITATION DISTRICT  
2023 BUDGET RESOLUTION NO. 22-11-04

The Board of Directors (the “Board”) of Roxborough Water and Sanitation District, Douglas and Jefferson Counties, Colorado, held a regular meeting on Wednesday, the 16th day of November, 2022 at 8:00 a.m. at 6222 North Roxborough Park Road, Littleton, Colorado.

The following members of the Board of Directors were present:

David Bane – President  
Kenneth Maas – Vice-President  
Keith Lehmann – Secretary  
Christine Thomas – Treasurer  
John Kim – Assistant Secretary

Also present: Barbara Biggs, Lucie Taylor, Mike Marcum, Roxborough Water and Sanitation District; Ted Snailum, TWS Financial, Inc.; Bill Goetz, TST Infrastructure; and Alan D. Pogue, Esq., Icenogle Seaver Pogue, P.C.

The President reported that, prior to the meeting, notification was provided to each of the Directors of the date, time, and place of the meeting and the purpose for which it was called. It was further reported that the meeting is a regular meeting of the Board and that a Notice of Regular Meeting was posted to the District website at [Roxwater.org](http://Roxwater.org) and to the best of his knowledge remained posted to the date of this meeting.

At the Board’s regular meeting held on November 16, 2022, the President stated that proper publication was made to allow the Board to conduct a public hearing on the District’s 2023 budget. The President opened the public hearing on the District’s proposed 2023 budget for public comment, if any, and then the public hearing was closed. Upon discussion of the District’s proposed 2023 budget by members of the Board, Director Thomas moved that the Board adopt the following Resolution:

**RESOLUTION NO. 22-11-04**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN, AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT, FOR ROXBOROUGH WATER AND SANITATION DISTRICT, DOUGLAS AND JEFFERSON COUNTIES, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2023, AND ENDING ON THE LAST DAY OF DECEMBER, 2023.

WHEREAS, the Board of Directors (the “Board”) of Roxborough Water and Sanitation District (the “District”) has authorized its staff to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board for its consideration; and

WHEREAS, due and proper notice was published on Thursday, November 10, 2022 in the *Canyon Courier* and the *Douglas County News Press*, indicating (i) the date and time of the hearing at which the adoption of the proposed budget will be considered; (ii) that the proposed budget is available for inspection by the public at a designated place; and (iii) that any interested elector of the District may file any objections to the proposed budget at any time prior to the final adoption of the budget by the District; and

WHEREAS, a public hearing on the proposed budget was opened on Wednesday, November 16, 2022, at which time any objections of the electors of the District were considered; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT OF DOUGLAS AND JEFFERSON COUNTIES, COLORADO:

Section 1. Summary of 2023 Revenues and 2023 Expenditures. That the estimated revenues and expenditures for each fund for fiscal year 2023, as more specifically set forth in the budget attached hereto, are accepted and approved.

Section 2. Adoption of Budget. That the budget attached hereto as Exhibit A and incorporated herein by this reference, is approved and adopted as the budget of Roxborough Water and Sanitation District for fiscal year 2023. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization.

Section 3. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated and no other.

Section 4. Budget Certification. That the budget shall be certified by Director Lehmann, Secretary of the District, and made a part of the public records of the District, and a certified copy of the approved and adopted budget shall be filed with the Colorado Department of Local Affairs Division of Local Government.

Section 5. 2023 Levy of General Property Taxes.

a) That the foregoing budget indicates that the amount of property taxes necessary to be collected from property located within the District's boundaries in Jefferson County for the General Fund representing general operating expenses of the District is \$608,854, and that the 2022 valuation for assessment for property located within the District's boundaries in Jefferson County, as certified by the Jefferson County Assessor, is \$98,075,688. That for the purposes of meeting all general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 6.208 mills upon each dollar of the total valuation of assessment of all taxable property within the District located in Jefferson County for the year 2023.

b) That the foregoing budget indicates that the amount of property taxes necessary to be collected from property located within the District's boundaries in Douglas County for the General Fund representing general operating expenses of the District is \$1,152,435, and that the

2022 valuation for assessment for property located within the District's boundaries in Douglas County, as certified by the Douglas County Assessor, is \$185,637,140. That for the purposes of meeting all general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 6.208 mills upon each dollar of the total valuation of assessment of all taxable property within the District located in Douglas County for the year 2023.

Section 6. 2023 Levy of Debt Retirement Expenses.

a) That the amount of property taxes required to be collected from property located within the District's boundaries in Jefferson County for payment of Debt Service is \$196,151 and that the 2022 valuation for assessment for property located within the District's boundaries in Jefferson County, as certified by the Jefferson County Assessor, is \$98,075,688. That for the purposes of meeting all debt retirement expenses of the District during the 2023 budget year, there is hereby levied a tax of 2.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District located in Jefferson County for the year 2023.

b) That the amount of property taxes required to be collected from property located within the District's boundaries in Douglas County for payment of Debt Service is \$371,274, and that the 2022 valuation for assessment for property located within the District's boundaries in Douglas County, as certified by the Douglas County Assessor, is \$185,637,140. That for the purposes of meeting all debt retirement expenses of the District during the 2023 budget year, there is hereby levied a tax of 2.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District located in Douglas County for the year 2023.

Section 7. Certification to County Commissioners. That General Counsel is hereby authorized and directed to certify to the County Commissioners of Douglas and Jefferson Counties, the mill levies for the District hereinabove determined and set. That said certification shall be in substantially the following form:

**[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY.]**

# CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of Jefferson County, Colorado

On behalf of the Roxborough Water and Sanitation District,  
(taxing entity)<sup>A</sup>

the Board of Directors  
(governing body)<sup>B</sup>

of the Roxborough Water and Sanitation District  
(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 98,075,688 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 98,075,688 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** \_\_\_\_\_ for budget/fiscal year 2023.  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	6.208 mills	\$ 608,854
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>6.208</b> mills	<b>\$ 608,854</b>
3. General Obligation Bonds and Interest <sup>J</sup>	0.000 mills	\$ 0.00
4. Contractual Obligations <sup>K</sup>	2.000 mills	\$ 196,151
5. Capital Expenditures <sup>L</sup>	0.000 mills	\$ 0.00
6. Refunds/Abatements <sup>M</sup>	0.000 mills	\$ 0.00
7. Other <sup>N</sup> (specify): _____	0.000 mills	\$ 0.00
	_____ mills	\$ _____
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	<b>8.208</b> mills	<b>\$ 805,005</b>

Contact person: Alan D. Pogue Daytime phone: 303-292-9100  
(print)

Signed: \_\_\_\_\_ Title: General Counsel

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

- |    |                   |       |
|----|-------------------|-------|
| 1. | Purpose of Issue: | _____ |
|    | Title:            | _____ |
|    | Date of Issue:    | _____ |
|    | Principal Amount: | _____ |
|    | Maturity Date:    | _____ |
|    | Levy:             | _____ |
|    | Revenue:          | _____ |
|    |                   |       |
| 2. | Purpose of Issue: | _____ |
|    | Title:            | _____ |
|    | Date of Issue:    | _____ |
|    | Coupon Rate:      | _____ |
|    | Maturity Date:    | _____ |
|    | Levy:             | _____ |
|    | Revenue:          | _____ |

**CONTRACTS<sup>K</sup>:**

- |    |                   |                             |
|----|-------------------|-----------------------------|
| 1. | Purpose of Issue: | Public Water Infrastructure |
|    | Title:            | Clean Water Revenue Bonds   |
|    | Date of Issue:    | May 5, 2005                 |
|    | Principal Amount: | Original \$10,000,000       |
|    | Maturity Date:    | September 1, 2026           |
|    | Levy:             | 2.000                       |
|    | Revenue:          | \$196,151                   |
|    |                   |                             |
| 2. | Purpose of Issue: | _____                       |
|    | Title:            | _____                       |
|    | Date of Issue:    | _____                       |
|    | Coupon Rate:      | _____                       |
|    | Maturity Date:    | _____                       |
|    | Levy:             | _____                       |
|    | Revenue:          | _____                       |

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

# CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of Douglas County, Colorado

On behalf of the Roxborough Water and Sanitation District,  
(taxing entity)<sup>A</sup>

the Board of Directors,  
(governing body)<sup>B</sup>

of the Roxborough Water and Sanitation District,  
(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 185,637,140 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 185,637,140 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** \_\_\_\_\_ for budget/fiscal year 2023.  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	6.208 mills	\$ 1,152,435
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>6.208</b> mills	<b>\$ 1,152,435</b>
3. General Obligation Bonds and Interest <sup>J</sup>	0.000 mills	\$ 0.00
4. Contractual Obligations <sup>K</sup>	2.000 mills	\$ 371,274
5. Capital Expenditures <sup>L</sup>	0.000 mills	\$ 0.00
6. Refunds/Abatements <sup>M</sup>	0.000 mills	\$ 0.00
7. Other <sup>N</sup> (specify): _____	0.000 mills	\$ 0.00
	_____ mills	\$ _____
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	<b>8.208</b> mills	<b>\$ 1,523,709</b>

Contact person: Alan D. Pogue Daytime phone: 303-292-9100  
(print)

Signed: \_\_\_\_\_ Title: General Counsel

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

- |    |                   |       |
|----|-------------------|-------|
| 1. | Purpose of Issue: | _____ |
|    | Title:            | _____ |
|    | Date of Issue:    | _____ |
|    | Principal Amount: | _____ |
|    | Maturity Date:    | _____ |
|    | Levy:             | _____ |
|    | Revenue:          | _____ |
|    |                   |       |
| 2. | Purpose of Issue: | _____ |
|    | Title:            | _____ |
|    | Date of Issue:    | _____ |
|    | Coupon Rate:      | _____ |
|    | Maturity Date:    | _____ |
|    | Levy:             | _____ |
|    | Revenue:          | _____ |

**CONTRACTS<sup>K</sup>:**

- |    |                   |                             |
|----|-------------------|-----------------------------|
| 1. | Purpose of Issue: | Public Water Infrastructure |
|    | Title:            | Clean Water Revenue Bonds   |
|    | Date of Issue:    | May 5, 2005                 |
|    | Principal Amount: | Original \$10,000,000       |
|    | Maturity Date:    | September 1, 2026           |
|    | Levy:             | 2.000                       |
|    | Revenue:          | \$371,274                   |
|    |                   |                             |
| 2. | Purpose of Issue: | _____                       |
|    | Title:            | _____                       |
|    | Date of Issue:    | _____                       |
|    | Coupon Rate:      | _____                       |
|    | Maturity Date:    | _____                       |
|    | Levy:             | _____                       |
|    | Revenue:          | _____                       |

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

The foregoing Resolution was seconded by Director \_\_\_\_\_.

ADOPTED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

ROXBOROUGH WATER AND SANITATION DISTRICT

By: David Bane  
Its: President

CERTIFICATION OF RESOLUTION

I, Keith Lehmann, Secretary, for the Roxborough Water and Sanitation District (the "District"), do hereby certify that the annexed and foregoing Resolution is a true copy from the Records of the proceedings of the Board of said District, on file with Icenogle Seaver Pogue, P.C., general counsel to the District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District, this 16th day of November, 2022.

(S E A L)

\_\_\_\_\_  
Keith Lehmann, Secretary



**EXHIBIT A**

Budget Message  
Budget Document

**Roxborough Water and Sanitation District  
Projected Budget 2023**

10/27/2022 0:00

**Roxborough Water & Sanitation District**  
**Property Tax Summary Information**  
**For the Years Ended and Ending December 31**

	ACTUAL 2021	ESTIMATED 2022	Projected 2023
<b>ASSESSED VALUATION</b>			
Douglas County			
Residential	\$ 141,595,540	\$ 153,196,050	\$ 152,191,880
Commercial	\$ 14,984,870	\$ 16,608,170	\$ 17,469,170
Agricultural	\$ 43,460	\$ 41,000	\$ 37,310
Natural Resources	\$ 440	\$ 440	\$ 440
State Assessed	\$ 37,500	\$ 47,900	\$ 52,600
Vacant Land	\$ 23,920,240	\$ 13,262,560	\$ 10,218,960
Personal Property	\$ 4,664,740	\$ 4,983,300	\$ 5,666,780
	<u>185,246,790</u>	<u>188,139,420</u>	<u>185,637,140</u>
Adjustments - New Growth	-	-	-
Certified Assessed Value	<u>\$ 185,246,790</u>	<u>\$ 188,139,420</u>	<u>\$ 185,637,140</u>
<b>ASSESSED VALUATION</b>			
Jefferson County			
Commercial	\$ 793,763	\$ 1,243,104	\$ 1,215,916
Industrial	\$ 61,390,715	\$ 96,143,375	\$ 94,040,621
Vacant	\$ 1,786,516	\$ 2,797,844	\$ 2,736,652
State Assessed	\$ 53,856	\$ 84,344	\$ 82,499
	<u>64,024,850</u>	<u>100,268,667</u>	<u>98,075,688</u>
Adjustments	-	-	-
Certified Assessed Value	<u>\$ 64,024,850</u>	<u>\$ 100,268,667</u>	<u>\$ 98,075,688</u>
<b>MILL LEVY</b>			
General	6.208	6.208	6.208
Debt Service	3.06	2.9	2
Temporary Mill Levy Reduction (pursuant to C.R.S.39-5-121)	-	-	-
Refund and Abatements	-	-	-
Total Mill Levy	<u>9.268</u>	<u>9.108</u>	<u>8.208</u>
<b>PROPERTY TAXES</b>			
General	\$ 1,547,478	\$ 1,790,437	\$ 1,761,289
Debt Services	762,771	836,383	567,426
Temporary Mill Levy Reduction	-	-	-
Refund and Abatement	-	-	-
Levied Property Taxes	<u>\$ 2,310,250</u>	<u>\$ 2,626,821</u>	<u>\$ 2,328,715</u>
<b>PROPERTY TAXES</b>			
General	\$ 1,547,478	\$ 1,790,437	\$ 1,761,289
Debt Service	762,771	836,383	567,426
	<u>\$ 2,310,250</u>	<u>\$ 2,626,821</u>	<u>\$ 2,328,715</u>

**Roxborough Water & Sanitation District Summary**  
**Forecasted 2023 Budget as Projected**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

	ACTUAL	ESTIMATED	projected
	2021	2022	2023
BEGINNING FUNDS AVAILABLE	\$ 26,528,055	\$ 29,438,605	\$ 28,985,871
REVENUE			
General Fund	1,794,628	1,921,437	1,887,289
Debt Service Fund	786,622	897,383	677,426
Capital Projects Fund	0	1,060,000	4,565,000
Water Fund	8,203,476	7,838,187	10,692,205
Sewer Fund	3,047,185	3,780,000	3,218,000
Total Revenue	<u>13,831,911</u>	<u>15,497,007</u>	<u>21,039,920</u>
TRANSFERS IN	1,998,402	1,957,000	1,952,000
Total Funds Available	<u>42,358,368</u>	<u>46,892,612</u>	<u>51,977,791</u>
EXPENDITURES			
General	467,257	658,803	773,500
Debt Service	1,698,482	1,760,651	1,757,824
Capital Projects	3,273	1,060,000	1,205,000
Water Fund	5,819,577	7,226,829	9,912,500
Sewer Fund	2,232,772	2,399,406	4,521,500
Total Expenditures	<u>10,221,361</u>	<u>13,105,689</u>	<u>18,170,324</u>
TRANSFERS OUT	2,698,402	2,178,187	5,461,808
Total Expenditures and Transfers Out Requiring Appropriation	<u>12,919,763</u>	<u>15,283,875</u>	<u>23,632,132</u>
ENDING FUNDS AVAILABLE	<u>29,438,605</u>	<u>31,608,737</u>	<u>28,345,659</u>

**Roxborough Water & Sanitation District**  
**General Fund**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

	ACTUAL 2021	Budget 2022	ESTIMATED 2022	Projected 2023	Jul-22
<b>BEGINNING FUNDS AVAILABLE</b>	\$ 1,094,674	\$ 1,722,045	\$ 1,722,045	\$ 1,720,114	
<b>REVENUE</b>					
Property Taxes	1,459,961	1,790,437	1,790,437	1,761,289	\$1,726,807
Specific Ownership Taxes	134,293	120,000	120,000	120,000	79,529
Investment Income	374	750	10,000	5,000	7,189
Miscellaneous Income	200,000	1,000	1,000	1,000	
Total Revenue	1,794,628	1,912,187	1,921,437	1,887,289	1,813,525
<b>TRANSFERS IN</b>					
Capital Projects Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Total Funds Available	2,889,302	3,634,232	3,643,482	3,607,403	1,813,525
<b>EXPENDITURES</b>					
Payroll/Taxes/Benefits	109,432	110,000	120,000	130,000	64,332
Accounting/Audit	28,500	30,000	28,500	31,500	16,625
Audit	30,375	30,000	30,000	30,000	29,107
Bank Charges	1,890		2,000	2,000	1,087
Capital Outlay		12,000	150,000	75,000	120,506
Contract Labor	1,862	20,000	10,000	10,000	5,310
Data Recovery	11,597		-	-	
Director's Fees	8,000	8,000	8,000	8,000	
Education	8,083	30,000	8,000	20,000	4,612
Election Expense	112	30,000	27,303	30,000	27,303
Engineering	25,945	50,000	36,000	40,000	20,803
Insurance	25,291	30,000	25,000	30,000	13,050
Legal Fees	21,247	30,000	25,000	25,000	14,403
Miscellaneous Expense	8,150	20,000	7,000	10,000	3,715
Office Expense	48,107	40,000	40,000	40,000	21,478
Permits/Dues/Subscriptions	18,066	5,000	35,000	30,000	19,499
Rent	2,694	5,000	5,000	5,000	2,693
Repairs & Maintenance	90,526	100,000	50,000	205,000	28,765
Treasurers' Fees	21,900	20,000	45,000	45,000	25,892
Utilities	3,409	5,000	2,000	2,000	937
Vehicle Expense	2,071	6,000	5,000	5,000	1,273
Total Expenditures	467,257	581,000	658,803	773,500	421,390
<b>TRANSFERS OUT</b>					
Capital Projects Fund		-	-	-	
PVH Subdistrict		-	-		
Water Fund	500,000	500,000	500,000	500,000	-
Sewer Fund	200,000	200,000	200,000	200,000	-
Total Transfers Out	700,000	700,000	700,000	700,000	-
Total Expenditures and Transfers Out Requiring Appropriation	1,167,257	1,281,000	1,358,803	1,473,500	421,390
<b>ENDING FUND BALANCE</b>	\$ 1,722,045	\$ 2,353,232	\$ 2,284,679	\$ 2,133,903	\$ 1,392,135
<b>EMERGENCY RESERVE</b>	\$ -	\$ 17,430	\$ 19,764	\$ 23,205	\$ 12,642

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**Roxborough Water & Sanitation District**  
**Debt Service Fund**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

	Actual 2021	Budget 2022	Estimated 2022	Projected 2023	Jul-22
<b>BEGINNING FUNDS AVAILABLE</b>	\$ 6,136,517	\$ 6,523,059	\$ 6,523,059	\$ 6,916,792	
<b>REVENUE</b>					
Property Taxes	719,633	836,383	836,383	567,426	851,164
Specific Ownership Taxes	66,195	80,000	60,000	80,000	39,201
Investment Income	794	30,000	1,000	30,000	2,366
<b>Total Revenue</b>	<b>786,622</b>	<b>946,383</b>	<b>897,383</b>	<b>677,426</b>	<b>892,731</b>
<b>TRANSFERS IN</b>					
Water Fund- Avail Service	156,604	120,000	120,000	120,000	71,177
Water Supply Fund	1,087,917	1,092,000	1,092,000	1,092,000	651,109
Ravenna CWCB Loan					
Sewer Fund - Avail Service	53,881	40,000	45,000	40,000	23,558
<b>Total Transfers In</b>	<b>1,298,402</b>	<b>1,252,000</b>	<b>1,257,000</b>	<b>1,252,000</b>	<b>745,844</b>
<b>Total Funds Available</b>	<b>8,221,541</b>	<b>8,721,442</b>	<b>8,677,442</b>	<b>8,846,217</b>	<b>1,638,575</b>
<b>EXPENDITURES</b>					
Treasurer's Fees	10,330	15,000	15,000	15,000	12,763
Loan Administrative Fee	76,800	76,800	76,800	76,800	38,400
Principal W05A105-CWRPDA	520,000	535,000	535,000	545,000	267,500
Interest W05A105-CWRPDA	32,283	74,783	74,783	61,956	8,018
Ravenna CWCB	82,425	82,425	82,425	82,425	82,425
Principal D15A356-PVH-CWRPDA	228,828	231,031	231,031	233,236	115,516
Interest D15A356-PVH-CWRPDA	74,186	72,886	72,886	71,586	36,443
Principal CT2015-176 PVH-CWCB	51,296	52,861	52,861	54,473	
Interest CT2015-176 PVH-CWCB	64,151	62,586	62,586	60,974	
Principal C150346-CWCB	453,288	468,020	468,020	483,231	
Interest C150346-CWCB	523,355	508,623	508,623	493,412	
Less PVH Loans	(418,460)	(419,364)	(419,364)	(420,269)	
<b>Total Expenditures</b>	<b>1,698,482</b>	<b>1,760,651</b>	<b>1,760,651</b>	<b>1,757,824</b>	<b>561,065</b>
<b>TRANSFERS OUT</b>					
Capital Project	-	-	-	-	-
<b>Total Transfers Out</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures and Transfers Out</b>					
<b>Requiring Appropriation</b>	<b>1,698,482</b>	<b>1,760,651</b>	<b>1,760,651</b>	<b>1,757,824</b>	<b>561,065</b>
<b>ENDING FUNDS AVAILABLE</b>	<b>\$ 6,523,059</b>	<b>\$ 6,960,791</b>	<b>\$ 6,916,792</b>	<b>\$ 7,088,393</b>	<b>\$ 1,077,510</b>

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**Roxborough Water & Sanitation District**  
**Capital Projects Fund**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

	ACTUAL 2021	Budget 2022	ESTIMATED 2022	Projected 2023	Jul-22
BEGINNING FUNDS AVAILABLE	\$ 546,589	\$ 543,316	\$ 543,316	\$ 543,316	\$ 1,293,316
REVENUE					
Transfer from Sewer Fund		560,000	560,000	0	
Transfer from Water Fund		1,800,000	500,000	3,565,000	200,000
Ravenna Phase 3/4					
System Capacity Improvements-		0			
Misc Dominion EQR				1,000,000	0
Investment Income		0		0	0
Total Revenue	<u>0</u>	<u>2,360,000</u>	<u>1,060,000</u>	<u>4,565,000</u>	<u>200,000</u>
TRANSFERS IN					
General Fund					
Debt Service Fund					
Sewer Fund					
Water Fund			0		
Total Transfers In	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Funds Available	<u>546,589</u>	<u>2,903,316</u>	<u>1,603,316</u>	<u>5,108,316</u>	<u>1,493,316</u>
EXPENDITURES					
Water Treatment-Dominion		1,800,000	500,000		363,107
Valley View CC	3,273		0	1,205,000	0
Ravenna Phase 3/4				2,360,000	
System Cap. Improvements-DWSD WW Conv.	0	560,000	560,000	250,000	210,992
Total Expenditures	<u>3,273</u>	<u>2,360,000</u>	<u>1,060,000</u>	<u>3,815,000</u>	<u>574,099</u>
TRANSFERS OUT					
Debt Service Fund	0			0	0
General Fund	0			0	0
Total Transfers Out	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures and Transfers Out Requiring Appropriation	<u>3,273</u>	<u>2,360,000</u>	<u>1,060,000</u>	<u>3,815,000</u>	<u>574,099</u>
ENDING FUNDS AVAILABLE	<u>\$ 543,316</u>	<u>\$ 543,316</u>	<u>\$ 543,316</u>	<u>\$ 1,293,316</u>	<u>\$ 919,217</u>

**Roxborough Water & Sanitation District**  
**Water Fund**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

	Actual 2021	Budget 2022	Estimated 2022	Projected 2023	Jul-22
<b>BEGINNING FUNDS AVAILABLE</b>	\$ 10,267,784	\$ 11,207,162	\$ 11,207,162	\$ 9,876,083	
<b>REVENUE</b>					
Service Charges	3,992,814	3,200,000	3,600,000	3,200,000	2,162,994
Permit Fees	10,725	1,200	35,000	1,200	18,975
Hydrant Water	75,788	40,000	80,000	40,000	41,045
Miscellaneous Income	123,646	70,000	75,000	70,000	44848
Potable Irrigation Water	60,816	40,000	75,000	40,000	40,422
Irrigation Raw Water	457,724	250,000	375,000	250,000	218,189
Availability Charges	156,604	120,000	122,000	120,000	71,177
Rental Income		7,200	-	7,200	
Investment Income	46,716	50,000	55,000	50,000	32,170
System Development Charge	666,477	275,000	475,000	275,000	277,662
Ravenna SDC	291,096	250,000	300,000	250,000	174,505
WCC Water Line Project				1,205,000	
Ravenna Bond Proceeds		0	-	3,196,997	
Inclusion Fees		100,000	60,000	50,000	39,303
Expense Reimbursements Other	11,220	20,000	30,000	20,000	17,265
Dominion WTP Operations	575,816	500,000	625,000	500,000	356,334
Dominion Distribution Operations	279,714	200,000	200,000	200,000	123,285
Dominion Treated Water Usage	37,205	100,000	125,000	100,000	77,726
Dominion Reimbursement Capital	192,091	0	350,000	0	209,945
Cap Surcharges- Water Supply	1,087,917	1,036,808	1,116,187	1,036,808	651,109
Capital - Surcharges	137,107	80,000	140,000	80,000	82,765
<b>Total Operating Revenue</b>	<b>8,203,476</b>	<b>6,340,208</b>	<b>7,838,187</b>	<b>10,692,205</b>	<b>4,639,719</b>
Transfers other Funds					
General Fund	500,000	500,000	500,000	500,000	
<b>Total Transfers In</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	
<b>Total Funds Available</b>	<b>18,971,260</b>	<b>18,047,370</b>	<b>19,545,349</b>	<b>21,068,288</b>	
<b>Expenditures</b>					
Payroll/Taxes/Benefits	954,036	990,000	947,829	1,085,000	541,899
Accounting	52,250	65,000	64,000	65,000	30,875
Bank Charges		0	3,000	0	1,705
Contract Labor	35,261	55,000	40,000	55,000	20,276
Dominion	4,472	80,000	30,000	80,000	-
Education	15,208	50,000	20,000	50,000	9,492
Engineering	344,083	250,000	375,000	375,000	201,879
GIS and Asset Management	20,240	25,000	20,000	50,000	11,528
Conservation Rebates	600	2,500	25,000	25,000	22,673
Insurance	47,025	40,000	50,000	50,000	26,100
Lab & Test Fees	31,168	29,000	25,000	25,000	7,996
Legal Fees	34,548	75,000	50,000	75,000	20,352
Meter Expense	53,983	125,000	100,000	125,000	62,936
Miscellaneous Expense	24,980	20,000	6,000	20,000	2,664
Office Expense	29,750	40,000	30,000	40,000	13,689
Operating Supplies/Chemicals	103,771	124,000	150,000	175,000	96,451
Permits/Dues/Subscriptions	6,506	8,000	9,000	8,000	4,454
Repairs & Maintenance	456,111	450,000	425,000	475,000	226,196
Safety Equipment/Uniform	2,474	7,000	7,000	7,000	(2,217)
Utilities	223,057	225,000	290,000	315,000	168,517
Tap Fees Centennial	10,870	50,000	50,000	50,000	-
Vehicle Expense	13,636	22,000	5,000	15,000	2,059
Water Cost	2,224,412	1,600,000	2,000,000	2,050,000	1,115,482
Water Rights- Meadow Ditch	37,748	100,000	5,000	2,500	1,328
Capital Outlay	1,093,388	5,685,000	2,500,000	4,695,000	1,047,656
	-	-	-	-	-
<b>Total Expenditures</b>	<b>5,819,577</b>	<b>10,117,500</b>	<b>7,226,829</b>	<b>9,912,500</b>	<b>3,633,990</b>
<b>Transfers Out</b>					
Transfer to Capital Fund		1,800,000	200,000	3,565,000	200,000
Transfers Out	700,000	-	-	-	-
Water Supply fund	1,087,917	1,036,808	1,116,187	1,036,808	651,109
Debt Service Fund	156,604	120,000	122,000	120,000	71,177
<b>Total Transfers Out</b>	<b>1,944,521</b>	<b>2,956,808</b>	<b>1,438,187</b>	<b>4,721,808</b>	<b>922,286</b>
<b>Total Expenditures and Transfers Out</b>					
<b>Requiring Appropriation</b>	<b>7,764,098</b>	<b>13,074,308</b>	<b>8,665,015</b>	<b>14,634,308</b>	<b>4,556,276</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 11,207,162</b>	<b>\$ 4,973,062</b>	<b>\$ 10,880,333</b>	<b>6,433,980</b>	

This financial information should be read only in connection with the accompanying accountant's report and summary of significant assumptions



**Roxborough Water & Sanitation District**  
**Sewer Fund**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

	Actual 2021	Budget 2022	Estimated 2022	Projected 2023	Jul-22
<b>BEGINNING FUNDS AVAILABLE</b>	\$ 8,482,491	\$ 9,443,023	\$ 9,443,023	\$ 9,929,566	\$ 9,929,566
<b>REVENUE</b>					
Service Charges	1,698,940	1,600,000	1,850,000	1,800,000	1,081,890
Service Charges - LMA	289,101	300,000	350,000	300,000	202,533
Dominion Capital Lease O-Line	150,000	200,000	200,000	200,000	200,000
Permit Fees	20,625	5,000	20,000	33,000	18,975
Miscellaneous Income	17,484	30,000	20,000	20,000	11,393
Availability Charges	53,881	40,000	40,000	40,000	23,558
Investment Income	55,334	50,000	55,000	55,000	32,190
System Development Charge	487,760	50,000	460,000	200,000	269,136
Dominion WWTP Operations		0	-	0	
Dominion Sewer Conveyance	124,474	240,000	350,000	360,000	211,360
Dominion Collection Operations		0	-	0	
Dominion Reimbursements	949	50,000	275,000	50,000	170,269
Capital - Surcharges	148,637	100,000	160,000	160,000	92,091
<b>Total Operating Revenue</b>	<b>3,047,185</b>	<b>2,665,000</b>	<b>3,780,000</b>	<b>3,218,000</b>	<b>2,313,395</b>
<b>Transfers In</b>					
Water Fund	-				
General Fund	200,000	200,000	200,000	200,000	
<b>Total Transfers In</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>
<b>Total Funds Available</b>	<b>11,729,676</b>	<b>12,308,023</b>	<b>13,423,023</b>	<b>13,347,566</b>	<b>12,242,961</b>
<b>Expenditures</b>					
Payroll/Taxes/Benefits	336,029	325,000	406,906	485,000	237,362
Accounting	26,125	30,000	28,500	31,500	16,625
Bank Charges			3,000	3,000	1,556
Contract Labor	35,261	40,000	30,000	30,000	17,271
Education	7,411	30,000	25,000	25,000	13,499
Engineering	125,128	100,000	120,000	125,000	67,603
GIS- Asset Management	2,725	50,000	20,000	25,000	9,553
Insurance	23,202	28,000	30,000	30,000	13,050
Dominion Expense	9,098	50,000	-	0	
Lab & Test Fees	1,579	1,000	-	1,000	
Legal Fees	17,448	35,000	15,000	15,000	7,247
Littleton Service Fees	921,915	950,000	950,000	1,100,000	530,174
Miscellaneous Expense	2,409	8,000	1,000	1,000	429
Office Expense	21,646	20,000	15,000	15,000	8,182
Operating Supplies/Chemicals	45,343	80,000	50,000	100,000	24,315
Permits/Dues/Subscriptions	2,100	3,000	1,000	1,000	500
Repairs & Maintenance	144,310	200,000	150,000	150,000	73,384
Safety Equipment/Uniform	1,260	2,000	2,000	2,000	-1,018
Utilities	86,552	110,000	100,000	100,000	47,702
Vehicle Expense	5,911	8,000	2,000	2,000	716
Capital Outlay	417,320	2,000,000	450,000	2,280,000	234,832
			-		
<b>Total Expenditures</b>	<b>2,232,772</b>	<b>4,070,000</b>	<b>2,399,406</b>	<b>4,521,500</b>	<b>1,302,982</b>
<b>Transfers Out</b>					
Operating Reserve		-	-		
Transfer to Capital Fund		560,000	-	-	483,000
Debt Service Fund	53,881	40,000	40,000	40,000	23,558
<b>Total Transfers Out</b>	<b>53,881</b>	<b>600,000</b>	<b>40,000</b>	<b>40,000</b>	<b>506,558</b>
<b>Total Expenditures and Transfers Out</b>	<b>2,286,653</b>	<b>4,670,000</b>	<b>2,439,406</b>	<b>4,561,500</b>	<b>1,326,540</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 9,443,023</b>	<b>\$ 7,638,023</b>	<b>\$ 10,983,617</b>	<b>\$ 8,786,066</b>	<b>#####</b>

This financial information should be read only in connection with the accompanying accountant's report and summary of significant assumptions

**Roxborough Water & Sanitation District**  
**Water Fund-Distribution**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

Actual	Budget	Estimated	Projected
2021	2022	2022	2023

Expenditures

Payroll/Taxes/Benefits	338,303	330,000	347,829	360,000
Accounting	26,125	32,500	32,500	32,500
Bank charges			2,000	
Contract Labor	35,261	40,000	35,000	40,000
Dominion	4,282	60,000	-	60,000
Education	7,367	25,000	10,000	25,000
Engineering	230,575	150,000	225,000	200,000
GIS & Asset Management	20,240	25,000	20,000	25,000
Conservation Rebates	600	2,500	40,000	25,000
Insurance	23,823	20,000	25,000	25,000
Lab & Test Fees	15,429	14,000	7,000	10,000
Legal Fees	22,958	37,500	25,000	37,500
Meter Expense	53,983	125,000	165,000	125,000
Miscellaneous Expense	4,761	10,000	1,000	10,000
Office Expense	23,029	20,000	20,000	20,000
Operating Supplies/Chemicals	2,690	4,000	-	0
Permits/Dues/Subscriptions	5,799	5,000	6,000	5,000
Repairs & Maintenance	253,554	200,000	225,000	225,000
Safety Equipment/Uniform	1,269	2,000	2,000	2,000
Utilities	72,543	75,000	60,000	75,000
Tap Fees Centennial		0	-	0
Vehicle Expense	6,836	11,000	2,500	5,000
Water Cost	2,220,598	1,552,000	2,000,000	2,000,000
Water Rights-Meadow Ditch	34,060	100,000	2,500	2,500
Capital Outlay	210,236	5,185,000	1,250,000	3,555,000
<b>Total Expenditures</b>	<b>3,614,321</b>	<b>8,025,500</b>	<b>4,503,329</b>	<b>6,864,500</b>

**Roxborough Water & Sanitation District**  
**Water Fund-Treatment**  
**Projected 2023**  
**With 2021 Actual and 2022 Estimated**  
**For the Years Ended and Ending December 31**

Actual	Budget	Estimated	Adopted
2021	2022	2022	2023

Jul-22

Expenditures

Payroll/Taxes/Benefits	615,733	660,000	600,000	725,000	338999
Accounting	26,125	32,500	31,500	32,500	16625
Bank charges			2,000		1087
Contract Labor		15,000	-	15,000	
Dominion	190	20,000	-	20,000	
Education	7,841	25,000	10,000	25,000	5023
Engineering	113,508	100,000	150,000	175,000	77056
GIS Asset Management		0	-	25,000	
Conservation Rebates		0	-	0	
Insurance	23,202	20,000	25,000	25,000	13050
Lab & Test Fees	15,739	15,000	10,000	15,000	4303
Legal Fees	11,590	37,500	15,000	37,500	7355
Meter Expense		0	(33,000)	0	-32731
Miscellaneous Expense	20,219	10,000	5,000	10,000	2443
Office Expense	6,721	20,000	10,000	20,000	4815
Operating Supplies/Chemicals	101,081	120,000	175,000	175,000	96451
Permits/Dues/Subscriptions	707	3,000	3,000	3,000	1327
Repairs & Maintenance	202,557	250,000	200,000	250,000	105623
Safety Equipment/Uniform	1,205	5,000	5,000	5,000	-1097
Utilities	150,514	150,000	230,000	240,000	133613
Tap Fees Centennial	10,870	50,000	-	50,000	
Vehicle Expense	6,800	11,000	5,000	10,000	1346
Water Cost	3,814	48,000	50,000	50,000	
Water Rights	3,688	0	-	0	
Capital Outlay	883,152	500,000	711,542	1,140,000	415066

Total Expenditures

2,205,256	2,092,000	2,205,042	3,048,000	1,190,354
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## CERTIFICATION OF VALUATION BY DOUGLAS COUNTY ASSESSOR

Name of Jurisdiction: **4007 - Roxborough Water & Sanitation District**  
 IN DOUGLAS COUNTY ON **8/16/2022**

New Entity: No

### USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (8.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(c) AND 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2021 IN DOUGLAS COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$188,138,420
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$188,837,140
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$188,837,140
5. NEW CONSTRUCTION: **	\$2,837,028
6. INCREASED PRODUCTION OF PRODUCING MINES: †	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ‡	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD W/ OR LAND (39-1-30(1)(a) C.R.S.):	\$0
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a) C.R.S.):	\$4,297,521
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (29-10-114(1)(a)(i)(B) C.R.S.):	\$513.11

\* This value reflects personal property exemptions if enacted by the jurisdiction as authorized by Art. X, Sec. 50(8)(a), Colo.  
 \*\* New construction is defined as taxable real property structures and the personal property connected with the structure.  
 † Jurisdiction must submit respective certifications (Forms DLO 82 AND 82A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.  
 ‡ Jurisdiction must apply (Form DLO 88B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

### USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b), C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2021 IN DOUGLAS COUNTY, COLORADO ON AUGUST 25, 2022

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: †	\$2,280,789,243
<b>ADDITIONS TO TAXABLE REAL PROPERTY:</b>	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: ‡	\$53,349,447
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: †	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
(If land under a structure is platted up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)	
<b>DELETIONS FROM TAXABLE REAL PROPERTY:</b>	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$0
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$0

† This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.  
 ‡ Construction is defined as newly constructed taxable real property structures.  
 † Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-6-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY: \$2

NOTE: All values must be certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2022

IN ACCORDANCE WITH 39-6-128(1), C.R.S. THE ASSESSOR PROVIDES:  
 HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\* \$108,852

\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-6-119 (b), C.R.S.

**Type of Authority:** Water & Sanitation  
**Tax Authority:** 4007

	Value Type	Real Actual Value	Personal Actual Value	Real Assessed Value	Personal Assessed Value
Roxborough Water & Sanitation District	Agricultural	141,348	0	37,310	0
Roxborough Water & Sanitation District	Commercial	37,783,078	10,350,704	10,980,000	3,010,400
Roxborough Water & Sanitation District	Exempt	61,688,670	63,870	14,861,030	5,820
Roxborough Water & Sanitation District	Industrial	22,446,338	234,388	6,508,170	84,860
Roxborough Water & Sanitation District	Natural Resources	1,461	0	440	0
Roxborough Water & Sanitation District	Residential	2,189,518,800	0	162,161,580	0
Roxborough Water & Sanitation District	State Assessed	181,234	8,636,124	62,800	2,662,300
Roxborough Water & Sanitation District	Vacant Land	36,237,385	0	10,218,980	0
<b>Total for Authority</b>		<b>2,337,278,648</b>	<b>18,622,608</b>	<b>194,661,390</b>	<b>5,872,680</b>



August 26, 2022

ROXBOROUGH WATER & SAN DIST  
BARBARA BUDGE, GENERAL MANAGER  
8222 N ROXBOROUGH PARK RD  
LITTLETON CO 80125

**SCOT KERGAARD**

Assessor

OFFICE OF THE ASSESSOR  
100 Jefferson County Parkway  
Golden, CO 80419-2500  
Phone: 303-271-8800  
Fax: 303-271-8818  
Website: <http://assessor.jeffco.us>  
E-mail Address: [assessor@jeffco.us](mailto:assessor@jeffco.us)

Code # 4788

### CERTIFICATION OF VALUATION

The Jefferson County Assessor reports a taxable assessed valuation for your taxing entity for 2022 of:

**698,075,668**

The breakdown of the taxable valuation of your property is enclosed.

As further required by CRS 39-5-126(1), you are hereby notified to officially certify your levy to the Board of County Commissioners no later than December 15.

CRS 39-1-111(5) requires that this office transmit a notification by December 10 of any changes to valuation made after the original certification.

**SCOT KERGAARD**  
Jefferson County Assessor

END

**CERTIFICATION OF VALUATION BY  
JEFFERSON COUNTY ASSESSOR**

New Tax Entity

YES  NO

Date: August 25, 2022

**NAME OF TAX ENTITY: ROXBOROUGH WATER & SAN DIST**

**USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY**

IN ACCORDANCE WITH 29-6-121(1.5) AND 29-6-121(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1. \$	100,268,667
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2. \$	98,075,688
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$	0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$	98,075,688
5. NEW CONSTRUCTION: *	5. \$	0
6. INCREASED PRODUCTION OF PRODUCING MINE: †	6. \$	0
7. ANNEXATIONS/INCLUSIONS:	7. \$	0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ‡	8. \$	0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): †	9. \$	0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). (Includes all revenues collected on valuation not previously certified:	10. \$	0
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (29-10-114(1)(a)(B), C.R.S.):	11. \$	0

‡ This value reflects personal property exemptions if created by the jurisdiction as authorized by Art. X, Sec 20(8)(b), Colo. Constitution  
 \* New construction is defined as: Taxable real property structures and the personal property associated with the structure.  
 † Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the value to be treated as growth in the limit calculation. use Form DLO 518 & 52A.  
 ‡ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLO 518.

**USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY**

IN ACCORDANCE WITH ART X, SEC.20, COLO. CONSTITUTION AND 29-9-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$	257,521,990
<b>ADDITIONS TO TAXABLE REAL PROPERTY</b>		
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2. \$	0
3. ANNEXATIONS/INCLUSIONS:	3. \$	0
4. INCREASED MINING PRODUCTION: §	4. \$	0
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$	0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$	0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$	0

**DELETIONS FROM TAXABLE REAL PROPERTY**

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$	0
9. DISCONNECTIONS/EXCLUSIONS:	9. \$	0
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$	0

‡ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.  
 \* Construction is defined as newly constructed taxable real property structures.  
 † Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 29-6-121(1.5) C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1. \$	338,274,270
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IN ACCORDANCE WITH 29-6-121(1.5), C.R.S., THE ASSESSOR PROVIDES:

HE21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **	\$	26,615
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\*\* The tax revenue lost due to this exempted value will be calculated to the tax entity by the County Treasurer in accordance with 29-6-118(5)(D), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.



- IX. Board Action Items:**
  - a. Public Hearing on the 2023 RWSD Budget**
  - b. Resolution 2022-11-04 to Adopt 2023 RWSD Budget, appropriate sums of money, and certify mill levies**
  - c. Public Hearing on Fees, Rates and Charges for PVH Subdistrict System Development Charges for 2023**
  - d. Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08)**
  - e. Public Hearing on Fees, Rates and Charges for Aurora Water Availability/Drought Surcharges for 2023**
  - f. Consideration and Approval of Fees, Rates and Charges Resolutions (2022-11-09)**
  - g. Consideration and Approval of the First Amendment to Inclusion Agreement (Ravenna)**
  - h. Consideration and Approval of the First Amendment to the Ravenna Golf Course Water Service Agreement (RCREI)**
  - i. Consideration and Approval of the agreement for 2022 audit service with The Adams Group**
  
- X. Adjourn**



## **RESOLUTION NO. 22-11-08**

### **A JOINT RESOLUTION OF THE BOARDS OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT AND PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT APPROVING AND ADOPTING CHANGES TO THE SYSTEM DEVELOPMENT CHARGES FOR THE REAL PROPERTY WITHIN THE BOUNDARIES OF THE SUBDISTRICT**

**WHEREAS**, pursuant to Section 32-1-1001(1)(j), C.R.S., Roxborough Water and Sanitation District (the “District”) is authorized to fix and from time to time increase or decrease fees, rates, tolls, penalties or charges for services, programs, or facilities furnished by the District; and

**WHEREAS**, Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the “Subdistrict”) possesses all of the rights, privileges, and immunities of the District pursuant to Section 32-1-1101(1)(f)(II), C.R.S.; and

**WHEREAS**, pursuant to Joint Resolution No. 15-11-17 adopted by the Board of Directors of the District (the “District Board”) and the Board of Directors of the Subdistrict (the “Subdistrict Board,” and together with the District Board, the “Boards”) on November 18, 2015 (the “2015 Resolution”), the Boards fixed certain fees and surcharges for (a) the real property included in the boundaries of the Subdistrict as of the date of the 2015 Resolution and (b) any real property to be included in the boundaries of the Subdistrict in the future; and

**WHEREAS**, pursuant to Joint Resolution No. 17-10-09 adopted by the Boards on October 18, 2017 (the “2017 Resolution”), the Boards fixed and imposed system development charges for (a) the real property included in the boundaries of the Subdistrict prior to September 1, 2017 (referred to therein as the “Existing Subdistrict Property”), and (b) any real property included in the boundaries of the Subdistrict on and after October 18, 2017 (referred to therein as the “Future Subdistrict Property”); and

**WHEREAS**, as provided in the 2017 Resolution, the system development charges are payable upon connection to the District’s municipal water system and are subject to increase on and after September 1, 2019; and

**WHEREAS**, pursuant to Joint Resolution No. 20-08-01 adopted by the Boards on August 19, 2020 and recorded in the Office of the Douglas County Clerk and Recorder on November 4, 2020, at Reception Number 2020107782 (the “2020 Resolution”), the Boards fixed and increased system development charges for (a) the real property included in the boundaries of the Subdistrict prior to September 1, 2017, and (b) any real property included in the boundaries of the Subdistrict on and after October 18, 2017; and

**WHEREAS**, pursuant to Section 32-1-1001(2)(a), C.R.S., the Boards may fix or increase fees, rates, tolls, penalties or charges for domestic water or sanitary sewer services

only after consideration of the action at a public meeting held at least thirty (30) days after providing notice to customers stating that the action is being considered and stating the date, time and place of the meeting at which the action is being considered (“Notice”) in one of the ways specified in Section 32-1-1001(2)(a), C.R.S.; and

**WHEREAS**, in accordance with Section 32-1-1001(2)(a)(III), C.R.S., Notice was provided to the District’s and Subdistrict’s customers by posting the Notice on the official website of the District, which includes the Subdistrict (www.roxwater.org) at least thirty days in advance of the public meeting; and

**WHEREAS**, at a public meeting held on November 16, 2022, the Boards considered fixing and/or increasing the system development charges, to the extent not previously paid, for (a) the real property included in the boundaries of the Subdistrict prior to September 1, 2017, and (b) any real property included in the boundaries of the Subdistrict on and after October 18, 2017, and took such actions as set forth herein.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARDS OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT AND PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT AS FOLLOWS:

1. System Development Charge for Pre-September 1, 2017, Subdistrict Inclusions. A system development charge of Fifteen Thousand Six Hundred Eighty Dollars (\$15,680) per equivalent residential unit (“EQR”) is imposed on each property included in the boundaries of the Subdistrict prior to September 1, 2017, for which a system development charge has not been paid as of the date of this Resolution.
2. Availability of Service Charge – Applicability. Pursuant to the 2017 Resolution and the 2020 Resolution, the properties included in the boundaries of the Subdistrict prior to September 1, 2017, were required to connect to the District’s municipal water system no later than September 1, 2019. Accordingly, each property included in the boundaries of the Subdistrict prior to September 1, 2017, that is not connected to the District’s municipal water system as of September 1, 2019 is subject to and shall be charged the District’s availability of service charge commencing on September 1, 2019, continuing until the required connection to the District’s municipal water system is made.
3. Douglas County Tap Fee. Pursuant to the 2015 Resolution and the 2017 Resolution, the District Board will collect the “Douglas County Tap Fee” on behalf of Douglas County to repay certain project costs advanced by Douglas County to permit the District to acquire raw water to supply the property included in the Subdistrict prior to September 1, 2017. Two Thousand Dollars (\$2,000) of the system development charges imposed on the property included in the Subdistrict

prior to September 1, 2017, shall be considered the Douglas County Tap Fee.<sup>1</sup>

4. System Development Charge for Post-October 18, 2017, Subdistrict Inclusions. A system development charge of Twenty-Three Thousand Five Hundred Dollars (\$23,500) per EQR is imposed on each property included in the boundaries of the Subdistrict on and after October 18, 2017, for which a system development charge has not been paid as of the date of this Resolution.
5. Payment Due Upon Connection. The system development charges imposed herein shall be paid at the time the property connects to the District's municipal water system.
6. No Separate System Development Charge. The system development charges imposed herein are intended to replace the system development charges imposed pursuant to the 2020 Resolution. Nothing in this Resolution shall be construed to impose an additional or different system development charge on any property for which a system development charge has been paid in full.
7. Charges Subject to Increase. The system development charges imposed herein are subject to increase by action of the Boards.
8. Perpetual Lien. Pursuant to Section 32-1-1001(1)(j)(I), C.R.S., until paid, the charges set forth herein shall constitute a perpetual lien on and against the property served, and any such lien may be foreclosed in the same manner as provided by the laws of the State of Colorado for the foreclosure of mechanics' liens.
9. Delinquencies. Pursuant to Section 32-1-1101(1)(e), C.R.S., the District Board and/or the Subdistrict Board may elect by resolution to certify any delinquent charges imposed herein to the Douglas County Treasurer to be collected and paid over by the County Treasurer in the same manner as taxes.
10. Other Fees, Rates, Tolls, and Charges. The properties now within and included in the future within the Subdistrict are subject to all other fees, rates, tolls, and charges imposed by the District and the Subdistrict from time to time.
11. Recording. This Resolution shall be recorded in the Office of the Douglas County Clerk and Recorder against the property included in the boundaries of the Subdistrict as of the date of this Resolution, as depicted in Exhibit A, attached hereto, and against any property included in the boundaries of the Subdistrict in the future.

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<sup>1</sup> The system development charges imposed on any real property included in the boundaries of the Subdistrict on and after October 18, 2017, do not include a Douglas County Tap Fee. Douglas County did not advance funds to acquire raw water to supply this property.

12. Actions to Effectuate Resolution. The District's General Manager and legal counsel are authorized and directed to take all actions necessary and appropriate to effectuate this Resolution and the imposition of all fees, rates, tolls, penalties, and charges contemplated hereunder. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the District Board, the Subdistrict Board, the District's General Manager, legal counsel, and the officers, agents, and employees of the District and directed toward effectuating the purposes stated herein are hereby ratified, approved, and confirmed.
13. Repealer. All prior acts, orders, or resolutions, or parts thereof, by the District and/or Subdistrict in conflict with this Resolution are hereby repealed, except that this repealer shall not be construed to revive any act, order, or resolution or part thereof, heretofore repealed.
14. Effective Date. This Resolution shall be effective upon its adoption and shall remain effective until rescinded, repealed, or otherwise modified by the Boards.

(Signature Page Follows.)

APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER, 2022.

**ROXBOROUGH WATER & SANITATION  
DISTRICT**

---

By: Dave Bane, President

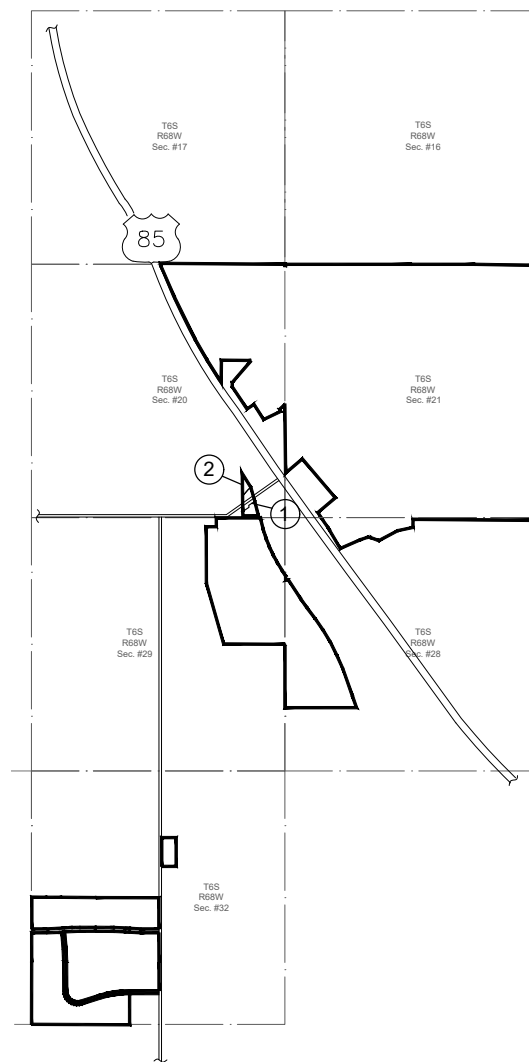
**PLUM VALLEY HEIGHTS  
SUBDISTRICT OF THE ROXBOROUGH  
WATER AND SANITATION DISTRICT**

---

By: Dave Bane, President

Exhibit A

Boundaries of the Plum Valley Heights Subdistrict  
of the Roxborough Water and Sanitation District



**EXCLUSION SUMMARY**

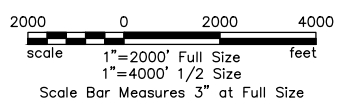
① TRACT 5  
RECORDED IN SOUTHEAST 1/4 OF THE  
SOUTHEAST 1/4 20-6-668, RECEPTION  
#0000051, DOUGLAS COUNTY CLERK AND  
RECORDER

② TRACT 5R  
RECORDED IN SOUTHEAST 1/4 OF THE  
SOUTHEAST 1/4 20-6-668, RECEPTION  
#0000051, DOUGLAS COUNTY CLERK AND  
RECORDER

**LEGEND**

———— DISTRICT BOUNDARY LINE

----- SECTION LINE



NOTE: THIS MAP SHOWS DISTRICT BOUNDARIES, CURRENT AS OF JANUARY 31, 2022.  
FOR ANY QUESTIONS, PLEASE CONTACT BARBARA J. BIGGS, GENERAL MANAGER AT  
(303)979-7286 OR BY MAIL AT 6222 N. ROXBOROUGH PARK ROAD, LITTLETON, CO 80125.

<b>PLUM VALLEY HEIGHTS SUBDISTRICT OF THE ROXBOROUGH WATER AND SANITATION DISTRICT</b>	
<b>TST</b>	
TST INFRASTRUCTURE, LLC Consulting Engineers	
<b>LGID #66528</b>	
<b>SUBDISTRICT BOUNDARY MAP</b>	
JOB NO. 001.385.00	DATE JANUARY 31, 2022

**RESOLUTION NO. 22-11-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT APPROVING AND ADOPTING CHANGES TO THE DISTRICT'S WATER AND WASTEWATER SERVICE RATES AND CHARGES, AND AMENDING THE DISTRICT'S SCHEDULE OF FEES**

**WHEREAS**, pursuant to Section 32-1-1001(1)(j), C.R.S., Roxborough Water and Sanitation District (the "District") is authorized to fix and from time to time increase or decrease fees, rates, tolls, penalties or charges for services, programs, or facilities furnished by the District; and

**WHEREAS**, pursuant to section 32-1-1001(1)(k), C.R.S., the District is authorized to furnish services and facilities without the boundaries of the District and to establish fees, rates, tolls, penalties or charges for such services and facilities; and

**WHEREAS**, pursuant to Section 32-1-1006(1)(h)(I), C.R.S., the District may assess availability of service or facilities charges solely for the purpose of paying principal of and interest on outstanding indebtedness; and

**WHEREAS**, the Plum Valley Heights Subdistrict of the Roxborough Water and Sanitation District (the "Subdistrict") possesses all of the rights, privileges, and immunities of the District and is subject to its service plan pursuant to Section 32-1-1101(1)(f)(II), C.R.S.; and

**WHEREAS**, in addition to resolutions adopted annually by the District to set water and wastewater rates and charges, the Board of Directors of the District (the "District Board") and the Board of Directors of the Subdistrict (the "Subdistrict Board") have adopted resolutions fixing certain fees and charges, including the following:

- A. District Resolution No. 14-03-01 Imposing Availability of Service Charges for Retirement of Debt Incurred to Acquire a Permanent Water Supply and to Construct Regional Wastewater Improvements;
- B. Joint Resolution No. 15-11-17 Fixing Certain Fees and Surcharges for Real Property within the Boundaries of the Subdistrict;
- C. District Resolution No. 16-10-07, Fixing the Fee to Be Charged to Dominion Water and Sanitation District for Water Treatment Services;
- D. District Resolution No. 17-09-07 Authorizing the Imposition of System Development Charges for the Inclusion of Property Comprising the Ravenna Metropolitan District into the Boundaries of the District;
- E. Joint Resolution No. 17-10-09 Fixing System Development Charges for Real Property within the Real Property to be Included within the boundaries of the Subdistrict;



F. District Resolution No. 18-09-11 Adopting Changes to the Monthly Surcharge Imposed Against the Property in the Ravenna Metropolitan District as Included into the Boundaries of the District;

G. Joint Resolution No. 20-08-01 Approving and Adopting Changes to the System Development Charges for the Real Property within the Boundaries of the Subdistrict; and

H. Joint Resolution No. 22-11-08 Approving and Adopting Changes to the System Development Charges for the Real Property within the Boundaries of the Subdistrict.

**WHEREAS**, pursuant to Section 8.1 of the District’s Rules and Regulations, current fees, rates, tolls, penalties and charges imposed by the District are set forth in “Exhibit A, Schedule of Fees, Rates and Charges” (the “Schedule of Fees”) to the District’s Rules and Regulations, and the Schedule of Fee may be amended from time to time; and

**WHEREAS**, pursuant to the District’s policy for the setting of water and wastewater service rates, as adopted by the District Board on March 17, 2010 via Resolution No. 10-03-01, the District Board has reviewed the District’s water and wastewater service rates set forth in the Schedule of Fees; and

**WHEREAS**, the District Board has determined to amend certain rates, fees and/or charges set forth in the Schedule of Fee; and

**WHEREAS**, pursuant to Section 32-1-1001(2)(a), C.R.S., the Board may fix or increase fees, rates, tolls, penalties or charges for domestic water or sanitary sewer services only after consideration of the action at a public meeting held at least thirty (30) days after providing notice to its customers stating that the action is being considered and stating the date, time and place of the meeting at which the action is being considered (“Notice”) in one of the ways specified in Section 32-1-1001(2)(a), C.R.S.; and

**WHEREAS**, in accordance with Section 32-1-1001(2)(a)(III), C.R.S., Notice was provided to the District’s customers by posting the Notice on the official website of the District ([www.roxwater.org](http://www.roxwater.org)), which includes the Subdistrict, at least thirty days in advance of the public meeting; and

**WHEREAS**, at a public meeting held on November 16, 2022, the Board considered changes to the District’s water and wastewater service rates and charges, reviewed the District’s Schedule of Fees, and took such actions as set forth herein.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ROXBOROUGH WATER AND SANITATION DISTRICT AS FOLLOWS:

1. Amendment to Schedule of Fees. The Schedule of Fees attached hereto in **Exhibit A** and incorporated herein by this reference is hereby approved and adopted, to be effective as of December 25, 2022, and shall remain in effect until modified by the Board.

2. Actions to Effectuate Resolution. The District's General Manager, legal counsel, and the officers, agents, and employees of the District are authorized and directed to take all actions necessary and appropriate to effectuate this Resolution and the fixing of all fees, rates, tolls, penalties, and charges contemplated hereunder. All actions not inconsistent with the provisions of this Resolution heretofore taken and directed toward effectuating the purposes stated herein are hereby ratified, approved, and confirmed.

3. Effective Date of Resolution. This Resolution shall take effect upon adoption.

(Signature page follows.)

APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER, 2022.

**ROXBOROUGH WATER & SANITATION  
DISTRICT**

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By: Dave Bane, President

**EXHIBIT A**  
Schedule of Fees  
Effective December 25, 2022

**SCHEDULE OF FEES, RATES AND CHARGES (Exhibit A)**

**Approved March 16, 2022 – Effective March 25, 2022**

**The Board of Directors typically reviews rates in March each year, but these fees, rates and charges are subject to change at any time by the Board of Directors.**

**1.0 RESIDENTIAL AND COMMERCIAL CUSTOMER FEES, RATES AND CHARGES**

**Water**

<b>Residential and Commercial Monthly Base Water Charges per EQR*</b>	
<b>Service Charge</b>	<b>Per month</b>
Water Treatment and Distribution	\$ 37.00
Water System Replacement Fund	\$ 3.00
<b>Monthly Surcharges Added to the Monthly Base Charge:</b>	
Water Supply Fund (Roxborough & Ravenna) <sup>1</sup>	\$ 25.00
Extended System Development Charge (Ravenna) <sup>2</sup>	\$ 100.00
Ongoing Inclusion Fee (Subdistrict- Plum Valley Heights, Chatfields & TRIP) <sup>3</sup>	\$ 25.48
<b>Residential Water Usage (per 1,000 gallons)</b>	
Tier 1: 0-5,000	\$ 5.30
Tier 2: 5,001-10,000	\$ 5.75
Tier 3: 10,001-20,000	\$ 7.00
Tier 4: 20,001-40,000	\$ 8.50
Tier 5: 40,001 and up	\$ 13.75
<b>Commercial Water Usage (per 1k gallons) <i>Examples 1" Tap= 2 EQR's</i></b>	
Tier 1: 0-10,000	\$ 5.30
Tier 2: 10,001-20,000	\$ 5.75
Tier 3: 20,001-40,000	\$ 7.00
Tier 4: 40,001-80,000	\$ 8.50
Tier 5: 80,001 and up	\$ 13.75
*EQR is 3/4" tap Equivalent Residential Unit	
Notes:	
1. Water Supply Fund is assessed for all customers in Roxborough Park, Roxborough Village, Chatfield Farms and Ravenna to repay the 2013 CWCB Loan for the purchase of a permanent water supply.	
2. Because residents of Ravenna previously paid significant tap fees to the former water provider, Roxborough agreed to allow them to pay the District's System Development Charge (SDC) at \$100/month for 15 years (Dec. 2034).	
3. An Inclusion Fee of \$3,700 per EQR was due to the District for each customer in the Plum Valley Heights Subdistrict (Plum Valley Heights, Chatfield East, Chatfield Acres, Chatfield Estates and TRIP) that was payable \$500 at the time of the Inclusion and \$25.48 per month of 10 years (Aug 2027). Residents of the PVH Subdistrict pay a debt service mill levy to pay for construction of the municipal water system and purchase water to serve them, therefore, they do not pay the \$25 Water Supply Fund.	

<b>Aurora Imposed Drought/Water Availability Surcharges (per 1,000 gallons)</b>					
The water availability surcharges will be in addition to the Water Usage Rates described above.					
<b>Tier</b>	<b>Usage (gal)</b>	<b>Normal</b>	<b>Stage I</b>	<b>Stage II</b>	<b>Stage III</b>
I	0-5,000	\$0.00	\$0.00	\$0.00	\$0.00
II	5,001-10,000	\$0.00	\$0.91	\$2.72	\$8.21
III	10,001-20,000	\$0.00	\$1.00	\$2.98	\$9.00
IV	20,001 and up	\$0.00	\$1.54	\$4.59	\$13.84

**Sewer**

<b>Residential and Commercial Monthly Base Sewer Charges per EQR*</b>	
Sewer Collection and Treatment	\$ 42.50
Sewer System Replacement Fund	\$ 3.00
<b>Commercial</b>	
Non-Metered Sewer Usage (per 1,000 gal. water usage)	\$ 2.16
Metered Sewer Flow (per 1,000 gal. of sewer flow)	\$ 3.97

**\*EQR (Equivalent Residential Unit) Conversion Chart**

Water Tap Size	Multiplier (EQR)
¾"	1
1"	2
1 ½"	4
2"	8

**Irrigation (SDC) Rates and Water Usage Charges**

Irrigation water connection size will be charged at 1.5 times the established Equivalent Residential Unit rates for the Monthly Base Water Charge and, for new connections, the water portion of the System Development Charge plus the Connection Permit.

**2.0 NEW DEVELOPMENT FEES, RATES AND CHARGES**

**2.A Availability of Service Charge (ASC)**

Vacant property will be billed an ASC when water and/or sewer service lines are available within 100' of the property line. ASC are billed quarterly, in advance, per lot or per acre (4.5 units per acre)

	Quarterly Billing for ASC	
	Lot	Acre
<b>TOTAL</b>	<b>\$231.38</b>	<b>\$1041.22</b>
Water	\$163.13	\$734.09
Sewer	\$ 68.25	\$307.13

**2.B Field Work Permit**

Fees will be determined after review of the construction plans. Fees will be paid prior to the Pre-Construction Conference and prior to the start of construction. Additional fees will be charged to the Developer if re-inspections are necessary.

**2.C System Development Charges (SDC)**

SDCs must be paid prior to obtaining a Water and Sewer Connection Permit and Availability of Service Certificate/Letter. Ravenna Properties are charged for the Water portion of the SDC monthly by agreement. (Ref. Section 1 Water, Footnote 2)

<b>Total SDC for Water &amp; Sewer</b>	<b>\$52,393.00</b>
<b>Water Total SDC</b>	<b>\$35,852.00</b>
New Facilities	\$3,877.00
Existing Facilities Buy In- Adjusted	\$26,419.00
Water Supply	\$5,556.00
<b>Sewer Total SDC (Ravenna)</b>	<b>\$16,541.00</b>
New Facilities	\$494.00
Existing Facilities Buy In- Adjusted	\$ 10,391.00
Outside Treatment	\$5,656.00
<b>Subdistrict (included prior to 09/01/2017)</b>	<b>\$15,680.00</b>
<b>Subdistrict (included on or after 10/18/2017)</b>	<b>\$23,400.00</b>

**2.D System Development Charge Extension**

The applicant may extend the SDC for a period of six (6) months by paying the current extension fee and paying the difference between the original and current SDC, if any. The extension request must be made prior to the expiration of the Connection Permit/Availability of Service Certificate. There is no limit to the number of extensions for an individual property.

Water Extension Fee	\$250.00
Sewer Extension Fee	\$250.00
<b>Total</b>	<b>\$500.00</b>

**2.E 2022 SYSTEM DEVELOPMENT CHARGE- CREDIT FOR PRE-PAID TAP FEES\***

Pre-paid Taps (water tap fees purchased prior to 12/16/80) are credited based on the calculations under the following tables. The credit goes toward the existing facilities portion of the SDC.

**SDC Credit for Pre-Paid Tap Fee \$880**

	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
SDC Owned Lot	\$450	\$430	\$880
CCI Adjustment Factor **	7.16	7.16	7.16
<b>SDC Credit</b>	<b>\$3,222</b>	<b>\$3,079</b>	<b>\$6,301</b>

**SDC Credit for Pre-Paid Tap Fee \$990**

	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
SDC Owned Lot	\$506	\$484	\$990
CCI Adjustments Factor **	6.63	6.63	6.63
<b>SDC Credit</b>	<b>\$3,355</b>	<b>\$3,209</b>	<b>\$6,564</b>

**SDC Credit for Pre-Paid Tap Fee \$1,200**

	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
SDC Owned Lot	\$614	\$586	\$1,200
CCI Adjustments Factor **	6.63	6.63	6.63
<b>SDC Credit</b>	<b>\$4,071</b>	<b>\$3,885</b>	<b>\$7,956</b>

*\*\*CCI Adjustment Factor is calculated using the Construction Cost Index (CCI) annual average for each year published by Engineering News Record.*

**2.F Connection Permit, Inclusion and Plan Review Fees**

<b>Total Connection Permit- Water &amp; Sewer 1 EQR (3/4") Tap Size</b>	<b>\$1,650.00</b>
Permit Fee	\$1,000.00
Meter Fee	\$ 550.00
Transfer Fee	\$ 25.00
Chatfield Watershed	\$ 25.00
Water Resources Development Fee	\$ 50.00
Stub In Fee (Water and Sewer Each)	\$ 300.00
Inclusion Fee – District	\$3,200.00
Inclusion Fee – Subdistrict	\$ 500.00
Plan Review Application	\$ 750.00

*One inspection is part of a Permit cost. A charge of \$50 will be assessed for each additional inspection if required. A charge of \$100 is assessed for an emergency inspection.*

*Inclusion Fee of \$3,200, for the District, plus \$500, for the Subdistrict, per EQR or \$14,400 per acre, for the District, plus \$2,250, for the Subdistrict, prior to inclusion. Legal, engineering, and administrative costs as determined by the District must be escrowed with the District prior to any negotiations with the developer for reimbursement of any and all costs incurred by the District.*

*\$750 plus \$25.00 per lot will be charged for Plan Review. If more than two construction plan reviews are necessary, the developer will be charged for additional reviews.*

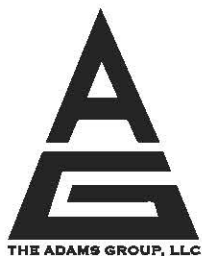
**2. G Hydrant Meter Charges**

Damage Deposit	\$1300.00 (Any unused portion will be refunded upon return of the meter in good condition and account paid in full)
Service Charge	\$50 per month or any portion of a month. Not prorated
Water Use	\$13.75 per 1,000 gallons



### 3.0 General Charges and Fees

Account Transfer Fee	\$25.00
Fax: Send or Receive	\$3.00 1 <sup>st</sup> page and \$1.00 additional
Insufficient Funds	\$20 per check or ACH return
Late Fees- Service Account SDC/Availability Account	\$15 per month if not paid by the 20 <sup>th</sup> of month 1% per month of outstanding balance
Money order obtained for cash instead of check	\$5.00
Shut off Fee	\$100.00
Copies	\$.25 per page
CORA (CO Open Records Act)	\$.25 per page plus \$33.85/hr
Credit Card Payments	\$2.95 plus \$2.00 per \$100 paid
Electronic check	\$2.95 per transaction
Bankruptcy Reconnection Fee	\$150 deposit
Illegal Service Line Connection (water or sewer)	\$1,000.00
Meter Tampering	\$1,000 and up (per RWSD Management)
Home Occupied – Meter Not Set	\$1,000
Unmetered water usage (Jumper)	\$300
Improper Water Meter Set (re-inspection)	\$50
New Sod or Seed Permit Watering Exemption	\$10
Watering Violations	Warning- 1 <sup>st</sup> Offense \$50- 2 <sup>nd</sup> Offense \$100- 3 <sup>rd</sup> Offense \$200- 4 <sup>th</sup> Offense (will also be shut off with additional \$100 fee) All fees must be paid before service is restored
Administrative Fees and Emergency/After Hours Fees	The District will invoice to cover the costs required of our employees to do work required by Developers, etc. to make changes to the District's Infrastructure. There is a \$100 emergency after hours call fee.
Emergency After Hours Call	\$100
Director of Operations	\$100/ Hr x 1.5 for Overtime
Facility Operator/Field Superintendent	\$75/ Hr x 1.5 for Overtime
Field Technician	\$50/ Hr x 1.5 for Overtime
Office Staff	\$45/ Hr x 1.5 for Overtime



THE ADAMS GROUP, LLC

CERTIFIED  
PUBLIC  
ACCOUNTANTS

October 15, 2022

Board of Directors  
Roxborough Water and Sanitation District  
6222 N. Roxborough Park Road  
Littleton, CO 80125

Dear Board:

We are pleased to confirm our understanding of the services we are to provide the Roxborough Water and Sanitation District for the year ended December 31, 2022. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund including the related notes to the financial statements, which collectively comprise the basic financial statements of the Roxborough Water and Sanitation District as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Roxborough Water and Sanitation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Roxborough Water and Sanitation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Statement - General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the Roxborough Water and Sanitation District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Individual fund statements and schedules

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the first paragraph when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Roxborough Water and Sanitation District's financial statements. Our report will be addressed to the Board of Roxborough Water and Sanitation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than modified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, and each major fund of the Roxborough Water and Sanitation District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the

supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about your ability to continue as a going concern for a reasonable period of time.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Roxborough Water and Sanitation District's

compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

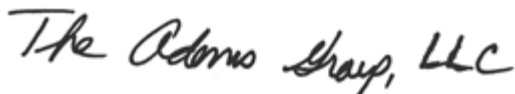
**Engagement Administration, Fees, and Other**

We understand that your staff will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Jason Adams is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee will not exceed \$22,000 for the audit plus an additional \$8,500 for the inclusion of Plum Valley Heights. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Roxborough Water and Sanitation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



The Adams Group, LLC  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Roxborough Water and Sanitation District.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_