

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
May 17, 2023**

A regular meeting of the Board of Directors of the Roxborough Water and Sanitation District and the Board of Directors of the Plum Valley Heights Subdistrict was held on May 17, 2022, at 8:00 a.m. The meeting was conducted in person and via Zoom meeting. Notice of the meeting and the Zoom ID and Password were duly posted at the District's Administrative Offices and on the District's website, as required by State law.

ATTENDANCE: Directors: Christine Thomas President
Dave Bane Vice President
Keith Lehmann Secretary
John Kim Treasurer
Loren McFall Assistant Secretary

Consultants: Bill Goetz, TST Infrastructure, LLC
Ted Snailum, TWS Financial
Alan Pogue, Icenogle Seaver Pogue, PC (via zoom)
Kim Seter, Attorney for Ravenna Metro District

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

Residents: Stephen Throneberry (via zoom)

CALL TO ORDER:

The meeting was called to order at 8:00a.m. by Director Bane, it was established that a quorum was in attendance and there were no conflicts of interest to disclose.

- I. Election of Officers – Dave Bane, as a newly re-elected Director, and Loren McFall, as a newly elected Director, took the Oath of Office before a notary public in advance of the meeting. Director Bane opened the floor for nomination of officers. Upon a motion by Director McFall, second by Director Lehman, and unanimous vote, the Board approved the following officers:
 - Christine Thomas, President
 - Dave Bane, Vice President
 - John Kim, Treasurer
 - Keith Lehman, Secretary
 - Loren McFall, Assistant Secretary
- II. Public Comment on items not on Agenda. There was no public comment on items not on the Agenda.
- III. **Board Action Items:**
 - a. Upon a motion by Director Bane, second by Director Lehmann, and unanimous vote, the Board approved Amendment 2 to the Ravenna Inclusion Agreement and authorized the General Manager to execute it.
 - b. Upon a motion by Director Bane, second by Director Lehmann, and unanimous vote, the Board approved the Encroachment Agreement with Ravenna Metro District and River Canyon Real Estate Investments, LLC., and authorized the General Manager to execute it.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote, the Board convened as the Board of the Plum Valley Heights Subdistrict of Roxborough Water and Sanitation District.

CONSENT AGENDA:

Upon a motion by Director Bane, second by Director Lehmann, and unanimous vote, the Board approved

the Consent Agenda which consisted of:

- a. Approved the Minutes of the Regular Meeting of the PVH Subdistrict which are contained in and part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on April 19, 2023.

GENERAL MANAGER’S REPORT:

Ms. Biggs provided a report on recent activities in the Plum Valley Heights Subdistrict. A copy of Ms. Biggs’ report is attached to these minutes.

FINANCIAL PVH:

Ted Snailum of TWS Financial presented the March 2023 Financial Recap for Plum Valley Heights. Upon a motion from Director Bane, second by Director Lehman, and unanimous vote, the Board approved the March 2023 financial reports for Plum Valley Heights.

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

Upon a motion by Director Bane, second by Director Lehman, 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:

Consent Agenda

- a. Approved the Minutes of the Regular Meeting of the RWSD Board on April 19, 2023.
- b. Ratified Payrolls for April 30 and May 15
- c. Ratified Payments since April 19, 2023: Checks – 102493-102528, 102530-102533
- d. Approved Payments of Claims: Checks – 102529, 102534-102570
- e. Approved Pay App #15 for the WTP HSP Serving DWSD in the amount of \$74,612.08
- f. Approved Pay App #12 for the Rampart Range Road Transmission Main Replacement Project in the amount of \$10,450.00
- g. Approved Change Order #7 for the Rampart Range Road Transmission Main Replacement Project for \$0.00 and 35 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 reported on a few legislative initiatives. He will provide detailed legislative report at a future 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 March 2023 RWSD Financial Statements to the Board. Upon a motion by Director McFall, second by Director Bane, and unanimous vote by the Board, the March 2023 financial reports were approved.

ADJOURN:

Upon a motion by Director Bane, second by Director Lehman, and unanimous vote, the meeting was adjourned at 9:16 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

May 17, 2023

Valley View Christian Church:

- We still have not received the permanent and temporary construction easements from the Chatfield East Property Owners Association (POA).
- We staked the permanent and temporary construction easements, which seems to have satisfied the POA, but now one of the residents that has been asked to provide a temporary construction easement is concerned about the scope of impact to their property.
- We are still working through issues concerning fire protection with the church representatives. We are concerned about fire protection at a facility of this size with a single, dead end water line and have requested the church maintain the existing cistern storage and fire pump as a backup. They have agreed to maintain the existing fire protection system but are now raising concerns with the point of connection of the new potable line.

Titan Road Industrial Park:

- Construction continues on utilities for the luxury condominiums.

McMakin Property:

- Nothing new to report.

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

General Fund

1. Property taxes collected for the month total \$ 89,140
2. Specific ownership taxes collected for the month total \$ 3,581
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report May 17, 2023

Information Only

Lockheed Martin Mercury Discharge:

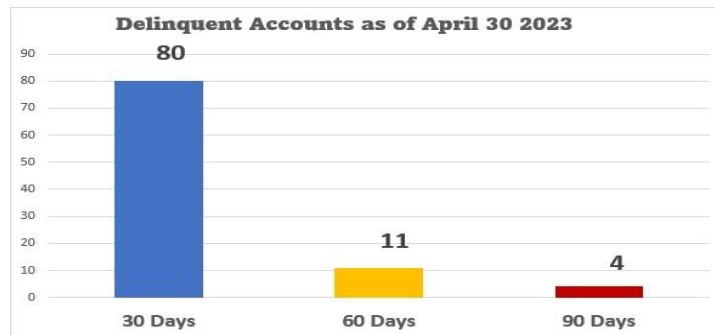
- We have provided the analytical results for the Waterton Lift Station to Lockheed Martin and requested they clean the wet wells and dispose of the materials appropriately.

Past Due Accounts:

- As of April 30, we had 4 accounts with a past due balance of \$3,783, compared to 9 accounts with a past due balance of \$3,568 as of March 31.
- Approximately 80% of the past due balance is one account, which was certified to the County for payment through property taxes last fall. The first half of the payment from the County has been received and the second half will be paid this fall. The resident also received assistance from Hands Across Roxborough. This account should be caught up before the end of the year.
- We had 10 properties on the shut off list at the end of April, and 2 were shut off. All service was restored after payment was received.



Delinquent Accounts



**Total Amount
Past Due 30 days
\$11,809**

**Total Amount
Past Due 60 days
\$1,847**

**Total Amount
Past Due 90 days
\$3,783**

April 2023

Dominion Water and Sanitation District/Sterling Ranch:

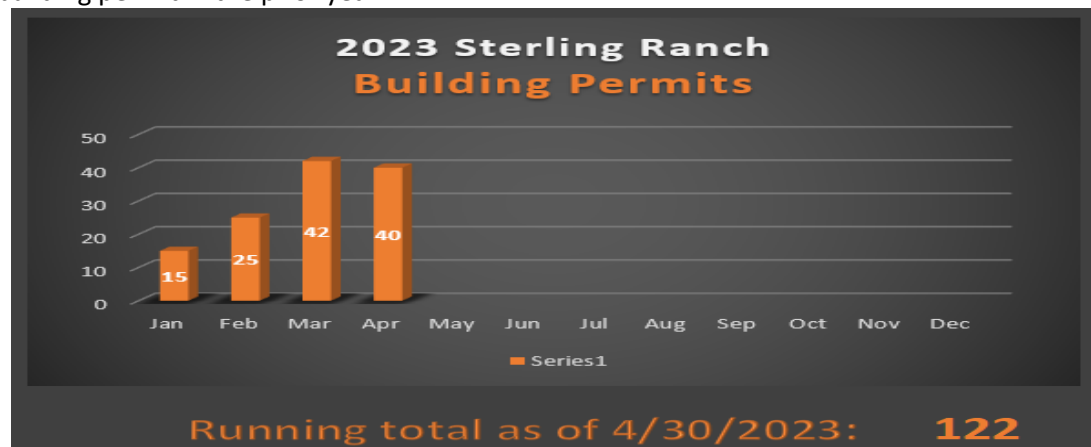
- Temporary service to Sterling Ranch via the PVH water line was closed on May 9.
- No change in the status of Dominion's addition of chemicals to control odors at the Titan Road Lift Station.
- We are currently pilot testing an air scrubber that will capture and treat air from the lift station that causes odors at the site and in Ravenna.
- We have a meeting on Tuesday May 23 with Dominion, Castle Rock, and Dominion's engineers to begin discussions of the design of a new water reclamation facility.
- There were an additional 48 Certificates of Occupancy (CO) issued in Sterling Ranch in January bringing the total number of COs that have been issued in Sterling Ranch to 2,041 for a monthly Wastewater Operations Charge of \$40,820.
- Year to date development summary:



ROXBOROUGH WATER AND SANITATION DISTRICT



- With 2,041 EQRs in Sterling Ranch, the next \$1M Capacity Improvements fee is now due and Dominion has been invoiced. This will bring the total Capacity Improvement funds paid to date to \$3M of the \$5M required under the Wastewater Conveyance Agreement.
- Under the Wastewater Conveyance Agreement, Dominion has a Capital Asset Lease Payment due by March 31 of each year based on the number of EQRs connected to the system as of December 31 of the previous year. Payment of \$200,000 was received April 11.
- Design of the replacement of the approximately 1,000 feet of the O-Line interceptor near the entrance to Ravenna to ensure adequate capacity is progressing. Dominion is responsible for 60% of the cost of this pipeline replacement project.
- Under the Purchase and Sale Agreement for the Wastewater Treatment Plant, RWSD tracks new building permits issued in Sterling Ranch. Dominion is invoiced \$300 for each residential equivalent building permit in the prior year.





ROXBOROUGH WATER AND SANITATION DISTRICT

Projects:

- The Rampart Range Road Transmission Main Replacement Project is complete, but final paving has been delayed due to issues with the Xcel gas line project road repairs.
- Phase 2 of the backwash pond conversion at the water treatment plant is complete.
- The operators completed the post-Actiflo alum addition project at the plant at significant savings to the District.
- The operators have confirmed that manganese is causing the discolored water complaints we periodically receive. The operators will be doing a chlorine oxidation pilot to oxidize, or treat, manganese at the front end of the plant which should keep it from precipitating out in the distribution system.

Public Outreach/Opportunities:

- We received a grant from the Colorado Water Conservation Board's turf replacement program on behalf of the Ramparts at Roxborough townhomes.
- I'll be moderating a panel on drought impacts on water quality at the CWCB's Drought Summit May 31 – June 1.
- I've been asked to coordinate more closely with the Roxborough Park Foundation's Fire Mitigation Committee and will start attending their monthly meetings as I am able.

Water Plant

The water treatment plant has been running smoothly. In April, the plant was operational for **19** days with an average plant production of **1.7** MGD and a max day of **2.2** MGD.

The original High Zone Pump contract remains the same; programming was completed, and testing has begun.

The Backwash Pond Phase 2 project nears an end. Process piping is complete remaining items include a bit of electrical and painting of pipes.

Work remaining on the parking lot is complete.

Work on the Post Alum project is nearly complete, pumps are operational and in service, the only item remaining is the installation of the catwalk extension to access the pumps. It should ship any day now.

We now have pumps available to test the chlorine oxidation pilot. Operations is brainstorming exactly how we intend to run the pilot still. I anticipate it running in the next week or two.

April production was **32** million gallons of treated water, **13.1** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

CDOT has installed the curb and gutter that will greatly reduce flooding at the transition vault site. TST is working on a grading plan to restore the site to its original condition.

The odor scrubber pilot is running at the lift station, we will gather multiple data points during this demonstration. It will run for about 30 days.

April saw **25** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.3** million was conveyed for Sterling Ranch.

Field

The field had **218** locates for the month of April.

The guys are still busy with locates related to the gas lines in Ravenna.

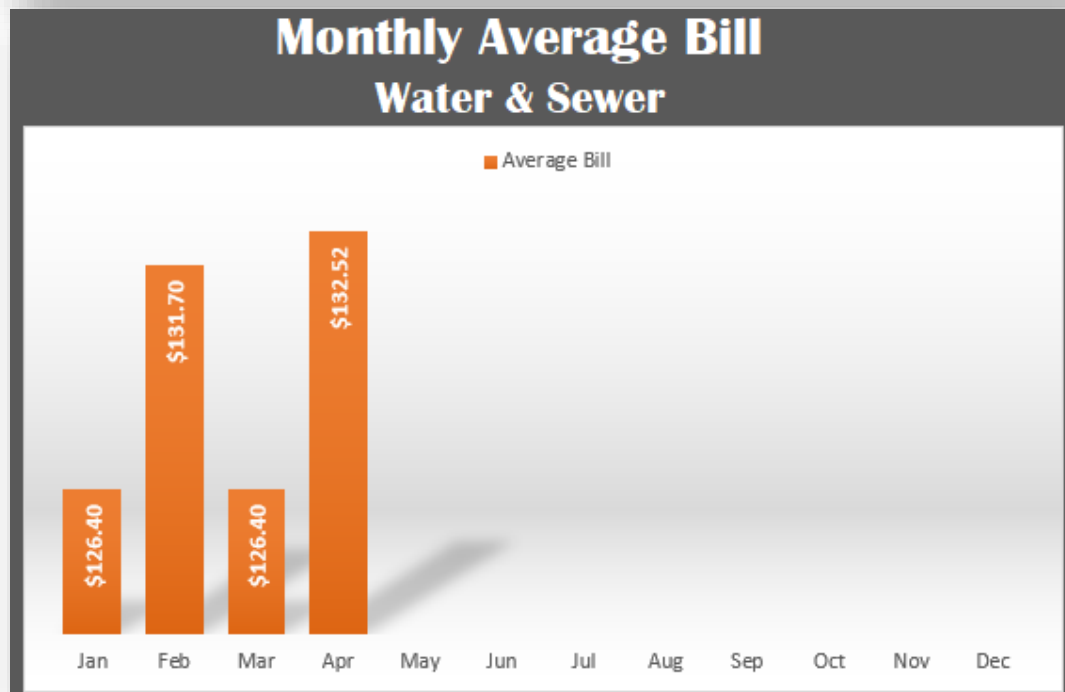
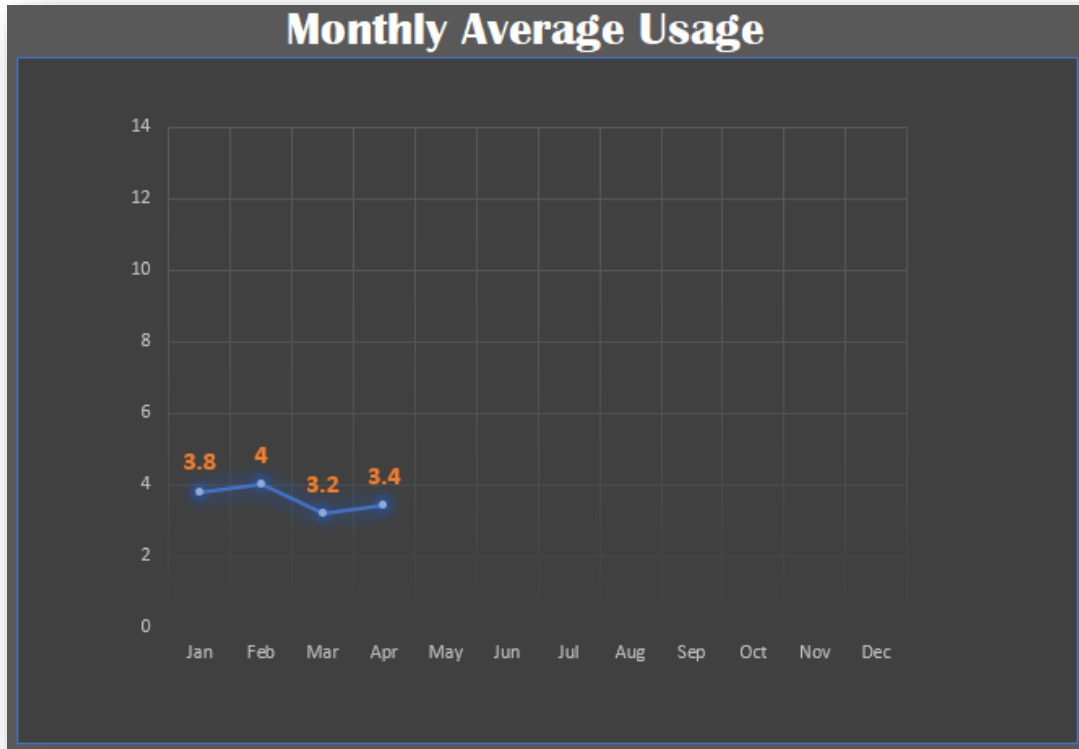
American West is scheduled to start final paving the week of May 16th.

The sewer lining project is 95% complete a few small sections of 6" pipe remain that will require further action before being able to line. These few remaining sections should be complete soon.

The water quality analyzer at the Zone 4 Pump Station is installed, upon start-up it was discovered it was missing an analog card needed to get reads back to SCADA. The manufacturer is getting that card sent out.

The valve project in the Park is getting ready to kick off, we have met with RPF and are coordinating their paving schedule with our installation schedule. The intent is to install in front of them which would save on asphalt patches for the whole project where we overlap.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Bill Goetz

SUBJECT: Engineering Status Report

DATE: May 10, 2023

I. DEVELOPMENT PROJECTS

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

Valley View Christian Church – Easement documents are under review by VVCC. RWSD and TST met with VVCC representatives to discuss project requirements. VVCC subsequently provided a draft fire department permit application for RWSD review and the District has provided several sets of review and follow up comments.

Sherwin Williams Store – Plans have been approved. A construction schedule has not been received.

Titan Road Vehicle Storage (Luxury Condominiums) – Installation of water line has continued slowly. Completion of the water line is dependent upon timing of other construction at the site.

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

Valvoline Instant Oil Change – A third drawing submittal has been reviewed and comments have been sent to the developer.

Christian Brothers Automotive – Two drawing submittals have been reviewed and comments have been sent to the developer.

Starbuck's - A third drawing submittal has been reviewed and comments have been sent to the developer.

Memorandum
May 10, 2023
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II. RAMPART WATER LINE REPLACEMENT

Revegetation is largely complete. Asphalt replacement at the north intersection of Village Circle East and Rampart Range Road, and at other Rampart Range Road crossings remains. Scheduling of asphalt replacement is dependent on weather and coordination with the Xcel project to the north of the intersection.

III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. An L&E presubmittal meeting with Douglas County has been completed, and Douglas County will require an L&E submittal for the project. Preliminary design of the project is in progress.

IV. WTP HIGH ZONE PUMP FOR DWSD

The permanent VFD has been received, installed, and partially tested. Final testing and adjustment will occur when the associated DWSD work has been completed, which is currently expected to occur sometime in May. (No Change)

V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

Work on the project is nearly complete. Remaining work includes installation of the irrigation system at the pond, revegetation of all work areas, and installation of electrical panels at the pond.

VI. TRANSITION VAULT DRAINAGE IMPROVEMENTS

CDOT installation of curb to divert roadway drainage away from the site is complete. Review of addition improvements/cleanup required has been suspended pending completion of CDOT work.

Memorandum
May 10, 2023
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VII. GIS

District mapping will be updated pending completion of sewer lining and receipt of as-built information.

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

Field survey work has been completed and work on the Preliminary Engineering Report is in progress.

IX. WATER PUMP STATION UPGRADES

Preliminary engineering will be completed by the end of May and will be followed immediately by preliminary design.

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

General Fund

1. Property taxes collected for the month total \$ 418,635
2. Specific ownership taxes collected for the month total \$ 9,163
3. Permits includes \$ 3,600 to Employers Council

Debt Service Fund

1. Property taxes collected for the month total \$ 134,870
2. Specific ownership taxes collected for the month total \$ 2,952
3. Transfers in for Debt Surcharge in the amount \$ 93,745

Water Fund Treatment

1. Service charges billed for the month were \$ 214,683
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Irrigation Water \$ 6,779 for the month.
4. Collected \$ 93,745 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 22,154
6. SDC includes \$ 50,000 from Valley View Church

Water Fund -Distribution

1. Water Costs for the month \$ 77,004
2. Capital project costs of \$ 91,672 for the month including \$ 77,240 to American West

Sewer Fund

1. Service charges for the month totaled \$ 158,115
2. Lockheed Martin service charges totaled \$ 31,235 for the month.
3. Dominion Sewer Conveyance income of \$ 39,860
4. Capital Expenses for the month \$ 537,221 including \$ 526,165 to QP Services for Sewer Lining Project

Capital Fund

1. Capital Expenses related to Valley View Church \$ 6,244
2. Paid \$ 128,454 for Dominion WTP Pump