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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  
April 19, 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 April 19, 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:**

<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 (via zoom)		

<u>RWSD Staff:</u>	Barbara Biggs	<u>Residents:</u>	Stephen Throneberry (via zoom)
	Mike Marcum		Fran Santagata
	Lisa Hoover		
	Lucie Taylor		
	Dorice Vidger		

**CALL TO ORDER:**

The meeting was called to order at 8:01a.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:

- I. Consent Agenda
  - 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 March 15, 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 February 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehmann, second by Director Thomas, and unanimous vote, the Board approved the February 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 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:

- I. Consent Agenda
  - a. Approved the Minutes of the Regular Meeting of the RWSD Board on March 15, 2023.
  - b. Ratified Payrolls for March 31 and April 15
  - c. Ratified Payments since March 15, 2023: Checks – 102400-102440, 102444, 102454, 102456-102460, 102462
  - d. Approved Payments of Claims: Checks – 102441-102443, 102453, 102455, 102461, 102463-102492
  - e. Approved Pay App #14 for the WTP HSP Serving DWSD in the amount of \$303,468.14
  - f. Approved Pay App #11 for the Rampart Range Road Transmission Main Replacement Project in the amount of \$20,242.77

**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 summarized the process and timing for certifying the results of the May 2 election and provided a summary of bills under consideration by the general assembly.

**OPERATIONS:**

Ms. 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 January 2023 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Lehmann, and unanimous vote by the Board, the January 2023 financial reports were approved.

**BOARD ACTION ITEMS:**

**ADJOURN:**

Upon a motion by Director Lehman, second by Director Thomas, and unanimous vote, the meeting was adjourned at 9:13 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

April 19, 2023

##### Valley View Christian Church:

- We still have not received the permanent and temporary construction easements from the Chatfield East Property Owners Association (POA).
- Someone representing the POA reached out directly to the surveyor and asked for a site visit. I've contacted the attorney for the POA and informed her they are not to contact any consultant working for the District.
- The POA is now insisting the easement be staked so they can review it before signing the easements. The church has agreed to cover the cost to have the surveyor stake the easement.
- We have a meeting with church representatives to discuss the Preliminary Design Report for the project on April 18, and I will report on the outcome at the Board meeting.
- We are waiting to follow up with the two property owners regarding the connection to the water main until we meet with the folks from the church.

##### Titan Road Industrial Park:

- Construction has commenced on the luxury condominiums. TST will provide inspection services funded by the property developer.

##### McMakin Property:

- Nothing new to report.

**Roxborough Water and Sanitation - PVH  
Financial Recap  
February 28, 2023**

**General Fund**

1. Property taxes collected for the month total \$ 37,696
2. Specific ownership taxes collected for the month total \$ 3,400
3. Paid \$ 1000 for monthly accounting fees.



# ROXBOROUGH WATER AND SANITATION DISTRICT

## General Manager's Report April 19, 2023

### Information Only

#### Lockheed Martin Mercury Discharge:

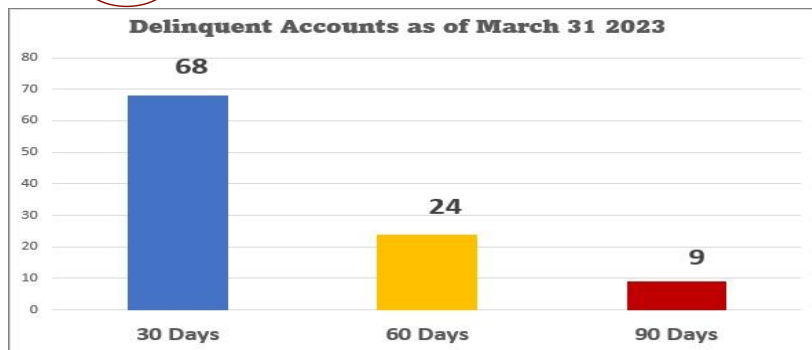
- We received the analytical results from the sampling completed by South Platte Renew. There were low levels of mercury detected in the sludge at the Waterton Lift Station, but results were non-detect at the Roxborough Lift Station.
- We are reviewing the results and will follow up with Lockheed Martin on next steps.

#### Past Due Accounts:

- As of March 31, we had 9 accounts with a past due balance of \$3,568, compared to 5 accounts with a past due balance of \$5,544 as of February 28.
- We had 11 properties on the shut off list last week, and 2 were shut off. All service was restored after payment was received.



### Delinquent Accounts



Total Amount  
Past Due 30 days  
**\$10,274**

Total Amount  
Past Due 60 days  
**\$3,563**

Total Amount  
Past Due 90 days  
**\$3,568**

## March 2023

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

- The piping and controls are complete for the connection from the plant to Dominion's high zone tank, so we should be able to discontinue temporary service to Filing 4 by the end of April.
- Dominion continues to provide updates on their addition of chemical feed at the Titan Road lift station for odor control. Dominion still expects to have a chemical feed system in place by the end of the second quarter of 2023.
- RWSD did a successful pilot test of a Veolia odor control system at the lift station in March and saw very good results. Mike will discuss this in more detail during his report, but the District could realize significant cost savings with very little capital investment with this new product. We are currently doing a second pilot test of a scrubber that will capture and treat air from the open structure at the lift station that causes odors at the site. Dominion will be billed for 50% of the cost of both pilots.



## ROXBOROUGH WATER AND SANITATION DISTRICT

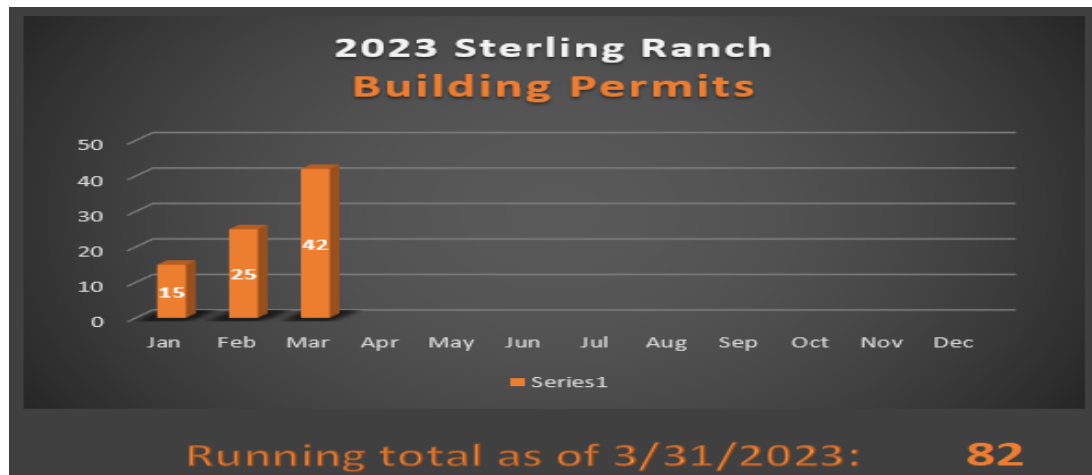
- There were an additional 56 Certificates of Occupancy (CO) issued in Sterling Ranch in January bringing the total number of COs that have been issued in Sterling Ranch to 1,993 for a monthly Wastewater Operations Charge of \$39,860.
- Year to date development summary:



- Based on the number of EQRs in Sterling Ranch, we are completing the design of the replacement of the oldest sections of the O-Line interceptor near the entrance to Ravenna to ensure adequate capacity. Dominion is responsible for 60% of the cost of this pipeline replacement project.
- The next \$1M Capital Improvements fee is due from Dominion when they reach 2,000 EQRs. This will bring the total Capital Improvement funds paid to date to \$3M of the \$5M required under the Wastewater Conveyance Agreement. Dominion was assessed 50% of the cost of the 2022 lift station pump replacement project against this fund as a wastewater capacity improvement and will be assessed 50% of the cost to replace the emergency backup generator at the lift station planned for 2023.
- 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. The March 2023 invoice was \$200,000 based on 1,875 EQRs on 12/31/2022, and payment was received on April 11, 2023.
- 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:

- In response to complaints about air emissions from the sewer lining project, the District will be changing our procedures to provide more notice to residents of upcoming work.
- The Rampart Range Road Transmission Main Replacement Project is complete, restoration of the staging has occurred, and final paving is scheduled for the week of April 24.
- We have resolved all issues with the Roxborough Village Metro District and nearby homeowners regarding the fencing at the Zone 1 tanks.
- Work continues to progress on the Backwash Pond Phase 2 project. The Colorado Department of Public Health and Environment (CDPHE) is revising its permit for discharges from water treatment plants, and the emergency containment basin will allow the District to eliminate three discharge permits.
- The operators have nearly 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 hosted permit writers and drinking water engineers from CDPHE for a tour of the water treatment plant on April 14.
- I will be in Washington, D.C. April 25-26 for a NACWA Board meeting and have requested meetings with the congressional delegation to discuss the District's request for Congressionally Directed Spending to fund upgrades to all the District's water pump stations.
- Ballots for the May 2 Board election were mailed this week, and bios for all 10 candidates for the Board are on the District's website.
- We submitted a grant request to the Colorado Water Conservation Board's turf replacement program on behalf of the Ramparts at Roxborough townhomes.
- Lucie Taylor managed a project to update the District's logo and newsletter. A summary of the changes is attached.

## RWSD's Logo



Numerous logo versions were considered, this logo was chosen for several reasons.

- It brings an updated look to RWSD's brand,
- It integrates the red rocks and the foothills where Roxborough is located,
- It contains the original burgundy color as part of the color scheme, which ties it to our roots,
- It has colorful flair which brings a much more visually appealing look to our logo.

The logo and color scheme will be integrated fully, over time, into to our marketing collateral, customer communications and website. These updates will help drive interest and readership among our customers.

Beginning in June you will start seeing changes to the quarterly newsletters, billing statements, statement inserts, website, welcome kits, letterhead/stationery, business cards, outdoor office signage, car decals and staff uniforms. Some of this will be implemented in 2024 to allow for the most cost-effective approaches to be used, and to ensure we stay within budget this year.

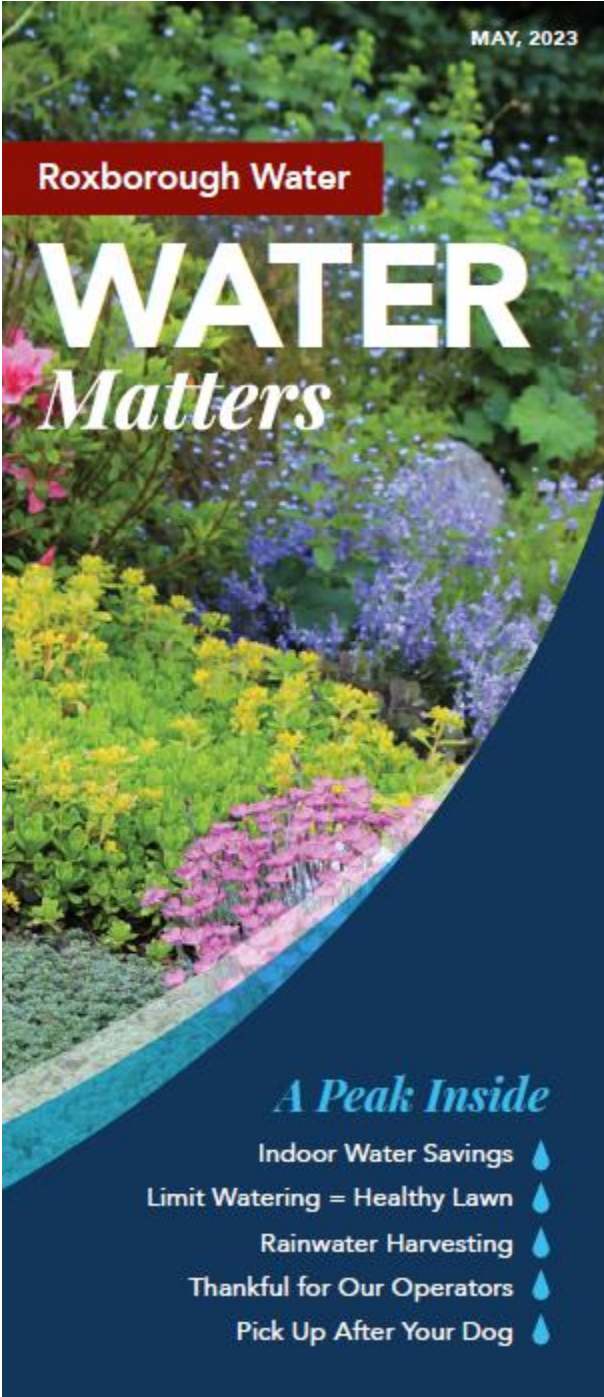
## RWSD's Newsletter Name



Many creative names were submitted, and the list was narrowed and shared with our PR team for input. The final name was selected because of its professional sound and its dual meaning that "quality water *matters* to RWSD and Roxborough residents", and "there are important *matters* to share regarding water".

The winning name was submitted by Toby Tasei – Field Superintendent, and he was awarded a \$50 Visa gift card.





MAY, 2023

Roxborough Water

# WATER

*Matters*

## *A Peak Inside*

- Indoor Water Savings
- Limit Watering = Healthy Lawn
- Rainwater Harvesting
- Thankful for Our Operators
- Pick Up After Your Dog

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## Water Plant

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The water treatment plant has been running smoothly. In March, the plant was operational for **17** days with an average plant production of **1.1** MGD and a max day of **1.4** MGD.

The original High Zone Pump contract remains the same, still waiting for programming to be completed so full start-up procedure can be completed.

The Backwash Pond Phase 2 project continues, landscaping is complete, and the large process piping has begun to be installed.

Work remaining on the parking lot includes stripping and revegetation. South Gate is fully functional with keypad, intercom, and camera.

Work on the Post Alum project continues, pumps are installed, plumbing is nearly complete, electrical conduit has been installed and the catwalk is scheduled to ship the first week of May. The control narrative has been drafted and provided to Browns Hill to get started on the programming.

We are working on a chlorine oxidation pilot next to oxidize manganese at the head of the plant to reduce discolored water calls. The better job we do removing manganese up front helps it from precipitating out in our clear wells and distribution system.

March production was **26** million gallons of treated water, **8.6** million gallons of that was for Sterling Ranch.

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## Lift Stations

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The lift stations are running smoothly.

CDOT has acknowledged receipt of the letter that Barbara sent them, we expect to hear back soon on a construction schedule and potential remediation of the site as a result of the flood damage. We will continue to follow up with them on a regular basis.

We continue to look for solutions to reduce odor at the Roxborough Lift Station. In March we performed a 7-day pilot on a system Veolia offers. This Hydrogen Sulfide Elimination System pilot used peroxide along with a catalyst to remove hydrogen sulfide in the force main. The demonstration was very successful, a permanent installation would have very little capital costs and save an estimated 25% annual savings on O&M costs. We are evaluating the proposal and doing more testing with our current chemicals to make sure we are doing our due diligence prior to deciding.

We are also getting ready to launch another 30-day pilot that would address odor at the lift station site. This is another Veolia product; it is an air scrubber system. Basically, it works by covering the open vaults (where the H<sub>2</sub>S is releasing) and pulling the air through a scrubber that is filled with a catalyst that removes the hydrogen sulfide from the air. The catalyst is replaced every 100 days give or take.

March saw **23** 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 **161** locates for the month of March. Our current WebTMS platform for managing locates is no longer being used as of this year. Our new Utilisphere platform has been set up by Lisa and she has got the guys all trained up on it.

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

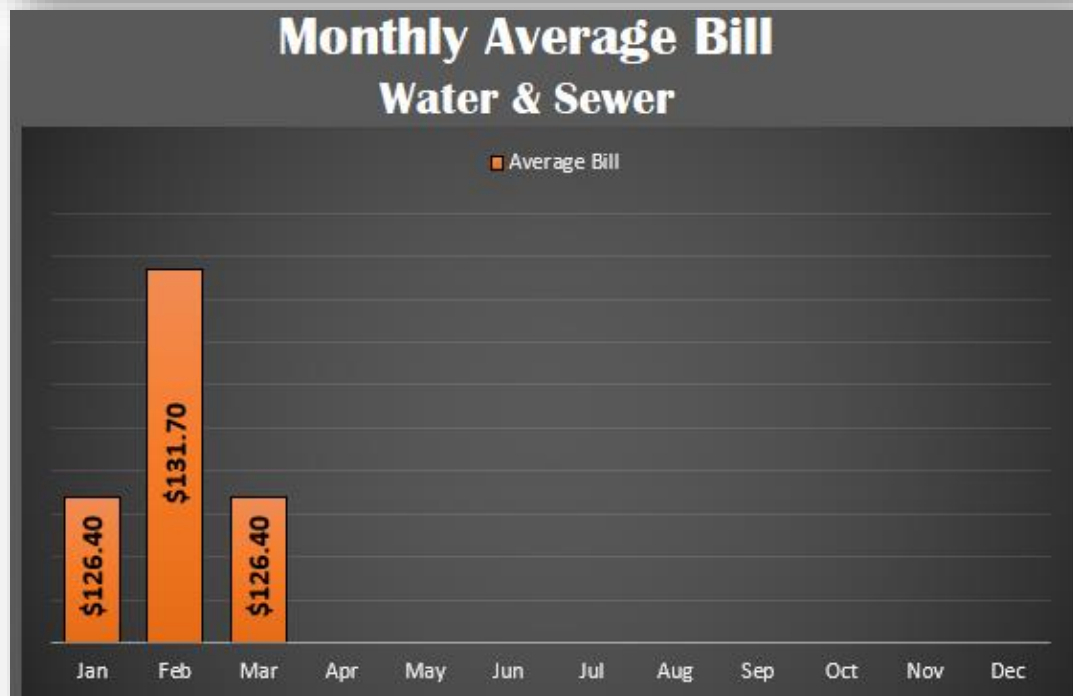
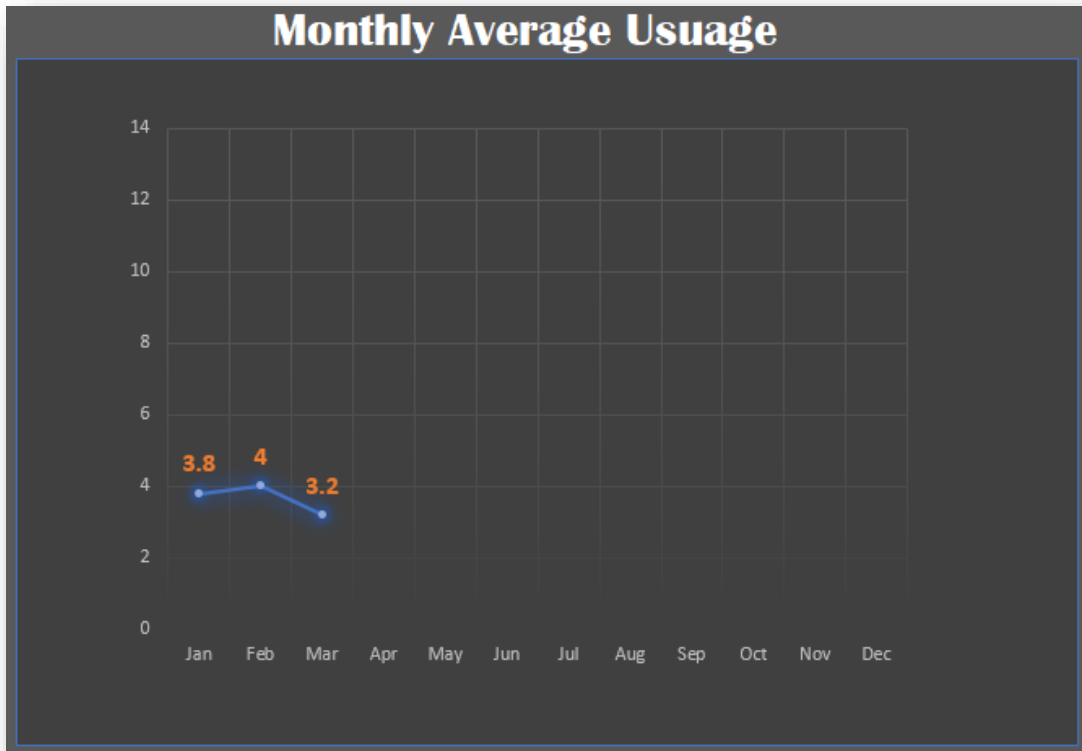
American West is scheduled to start final paving the week of April 24<sup>th</sup>, all other items are complete.

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, a small amount of electrical and programming will be required before starting up.

We walked the Zone 1 pump station site with Roxborough Village Metro District to discuss adding a wrought iron fence to enhance security. They were supportive of our proposal and requested we stake out the final layout. Once this is completed, we will have the contractor walk it for final footage and get it going along with the fence at the Lift Station.

## Monthly Averages



**MEMORANDUM**

TO: Roxborough Water and Sanitation District  
Board of Directors

FROM: TST Infrastructure, LLC  
Bill Goetz

SUBJECT: Engineering Status Report

DATE: April 14, 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. A meeting with VVCC to review the Preliminary Engineering Report has been scheduled for April 18.

Sherwin Williams Store – A fourth drawing submittal has been reviewed and comments have been sent to the developer and a fifth drawing submittal has been received and is under review.

Titan Road Vehicle Storage (Luxury Condominiums) – Installation of water line is in progress with approximately 1000 lf of 1500 lf installed.

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

Valvoline Instant Oil Change – A second drawing submittal has been received and comments have been sent to the developer. Required easements are complete.

Christian Brothers Automotive - A second drawing submittal was received and is under review.

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

Memorandum  
April 14, 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 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.

## 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.

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

Installation of yard piping has been completed. Installation of interior piping continues and is expected to be completed by the end of April. At that time work remaining will be limited to the installation of electrical panels which are expected to be received in mid-May.

## VI. LIFT STATION PUMP 201 REPLACEMENT

The apparent cause of cavitation has been identified and can be corrected with minor operational changes.

## VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

CDOT has agreed to design improvements to their facilities to reduce the flow that has impacted the Transition Vault. Design of District improvements has been suspended pending review of CDOT's proposed design. (No Change)

Memorandum  
April 14, 2023  
Page 3

VIII. GIS

Maps have been prepared to track 2023 sewer system cleaning. Maps will also be updated based on sewer lining pending receipt of information.

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

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

**Roxborough Water and Sanitation  
Financial Recap  
February 28, 2023**

**General Fund**

1. Property taxes collected for the month total \$ 44,052
2. Specific ownership taxes collected for the month total \$ 12,568
3. Repairs Expense includes \$ 2348 to Browns Hill

**Debt Service Fund**

1. Property taxes collected for the month total \$ 14,192
2. Specific ownership taxes collected for the month total \$ 4,048
3. Transfers in for Debt Surcharge in the amount \$ 93,556
4. Paid \$ 468,621 for February debt service

**Water Fund Treatment**

1. Service charges billed for the month were \$ 231,563
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Irrigation Water \$ 8,042 for the month.
4. Collected \$ 93,556 in capital surcharges for the WTP
5. Paid \$ 26,133 in Utility Costs for the month
6. Paid \$ 21,925 to Signarama DTC Signs

**Water Fund -Distribution**

1. Water Costs for the month \$ 58,973
2. Capital project costs of \$ 107,246 including \$ 94,835 to Intermountain Sales for the month.

**Sewer Fund**

1. Service charges for the month totaled \$ 157,640
2. Lockheed Martin service charges totaled \$ 29,850 for the month.
3. Dominion Sewer Conveyance income of \$ 38,740
4. Paid \$ 15,608 to DPC Industries for Operating Supplies

**Capital Fund**

1. Capital Expenses related to Valley View Church \$ 8,013
2. Paid \$ 44,126 for Dominion System Improvements
3. Paid \$ 111,530 for Dominion WTP Pump