

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
November 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 November 16, 2022, at 8:00 a.m. The meeting was Conducted in person in the Community Room at West Metro Fire Rescue Station 15 located at 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
Christine Thomas Treasurer
John Kim Assistant Secretary - Via Zoom

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

RWSD Staff: Barbara Biggs
Lisa Hoover
Mike Marcum
Lucie Taylor
Dorice Vidger
Residents: Stephen Throneberry - Via Zoom
Public: Josh Baile, DWSD – Via Zoom

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.

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 Thomas, 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 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. Approved the PVH Subdistrict 2023 Annual Administrative Matters Resolution (2022-11-02)
- c. Approved the 2023 Meeting Resolution (2022-11-03)

BOARD ACTION ITEMS

- a. **Public Hearing on the 2023 PVH Subdistrict Budget.** Opened the public hearing at 8:02a.m. and closed the public hearing at 8:25a.m.
- b. **Consideration of the 2023 PVH Subdistrict Budget, appropriate sums of money, and certify mill levies.** Upon a motion by Director Lehmann, second by Director Thomas, and unanimous vote, the Board approved the 2023 PVH Subdistrict budget, appropriating sums of money, and certifying mill levies (Resolution 2022-11-01).
- c. **Public Hearing on Fees, Rates and Charges for System Development Charges effective January 1, 2023.** Opened the public hearing at 8:30a.m. and closed the public hearing at 8:32a.m.

- d. **Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08)**
Upon a motion by Director Lehmann, seconded by Director Thomas and unanimous vote, the Board approved the PVH Subdistrict System Development Charge effective January 1, 2023 (Resolution 2022-11-08).

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 September 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Maas, second by Director Thomas, 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 Lehmann, 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 Maas, 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 Board on October 19, 2022.
- b. Ratified Payrolls for October 31, 2022, and November 15, 2022
- c. Ratified Payments since October 19, 2022: Checks: 102010-102033, 102035, 102037, 102039-102055, 102058-102061
- d. Approved Payments of Claims: Checks: 102034, 102036, 102038, 102056-102057, 102062-102080
- e. Approved Pay App #9 for the WTP HSP Serving DWSD in the amount of \$116,842.50
- f. Approved Pay App #7 for the Rampart Range Road Transmission Main Replacement in the amount of \$343,447.57
- g. Approved Pay App #3 for the Pump 201 Addition to Roxborough Lift Station in the amount of \$8,265.00
- h. Approved the 2023 Annual Administrative Matters Resolution (2022-11-05)
- i. Approved the 2023 Meeting Resolution (2022-11-06)
- j. Approved the 2023 Regular Special District Election Resolution (2022-11-07)

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:

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 September 2022 RWSD Financial Statements 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 the 2023 RWSD Budget.** Opened the public hearing at 8:02a.m. and closed the public hearing at 8:25a.m.
- b. **Resolution 2022-11-04 to Adopt 2023 RWSD Budget, appropriate sums of money, and certify mill levies.**
Upon a motion by Director Lehmann, second by Director Thomas, and unanimous vote, the Board approved the 2023 RWSD Budget, appropriating sums of money, and certifying mill levies.

- c. **Public Hearing on Fees, Rates and Charges for PVH Subdistrict System Development Charges for 2023.** Director Bane opened the public hearing at 9:06a.m. closed the public hearing at 9:07a.m.
- d. **Consideration and Approval of PVH Subdistrict 2023 Fees, Rates and Charges Resolution (2022-11-08).** Upon a motion by Director Thomas, second by Director Lehmann and unanimous vote the Board approved the PVH Subdistrict 2023 System Development Charge.
- e. **Public Hearing on Fees, Rates and Charges for Aurora Water Availability/Drought Surcharges for 2023.** Opened the public hearing at 9:08a.m., closed the public hearing at 9:09 a.m.
- f. **Consideration and Approval of Fees, Rates and Charges Resolutions (2022-11-09).** Upon a motion by Director Thomas, second by Director Lehmann, and unanimous vote, the Board approved the Fees, Rates and Charges for Resolution to implement Aurora Water Availability/Drought Surcharges.
- g. **Consideration and Approval of the First Amendment to Inclusion Agreement (Ravenna).** Upon a motion by Director Thomas, second by Director Lehmann, and unanimous vote, the Board approved the First Amendment Inclusion Agreement (Ravenna).
- h. **Consideration and Approval of the First Amendment to the Ravenna Golf Course Water Service Agreement (RCREI).** This item was tabled until a future meeting.
- i. **Consideration and Approval of the agreement for 2022 audit service with The Adams Group.** Upon a motion by Director Thomas, second by Director Lehmann, and unanimous vote, the Board approved the agreement for 2022 audit service with The Adams Group.

ADJOURN:

Upon a motion by Director Maas, second by Director Lehmann, and unanimous vote, the meeting was adjourned at 9:20a.m.

Secretary of the meeting: 



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.



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 7th in the Wine Grotto at the new Ravenna Clubhouse.

Douglas County American Rescue Plan Act (ARPA) Funds:

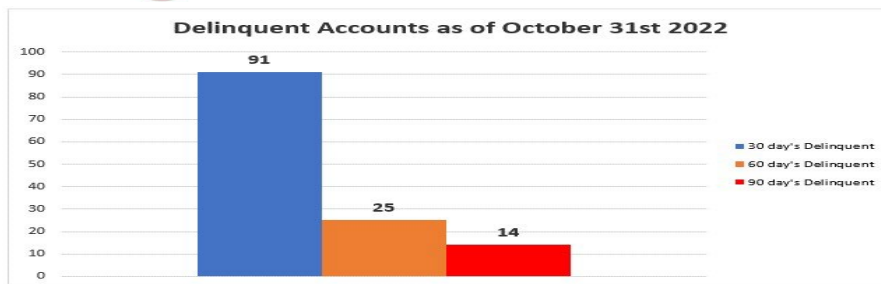
- Attached to this report is an overview of Douglas County’s distribution of ARPA Funds
- I received notice on November 1 that the County had fully allocated the funds, but staff will continue to monitor the unfunded proposals if funds become available.

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.

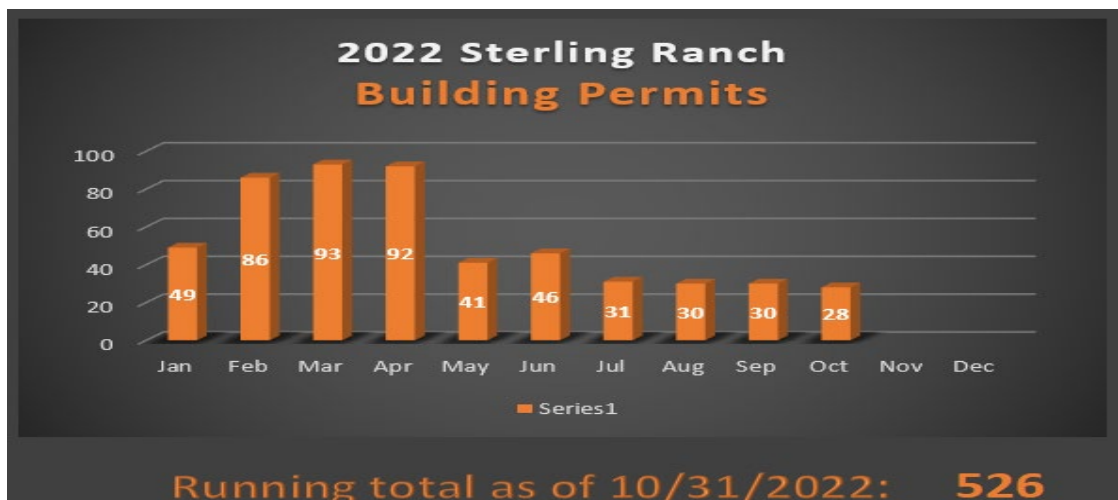


ROXBOROUGH WATER AND SANITATION DISTRICT

- 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

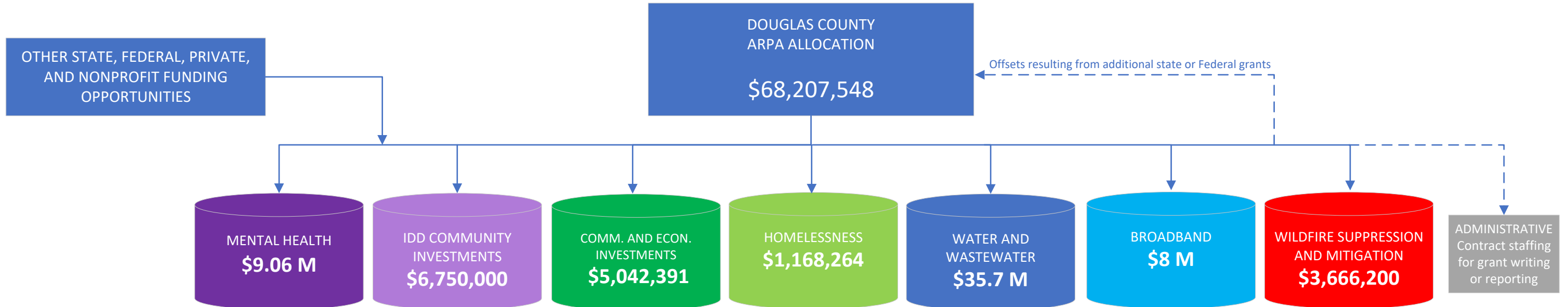
Projects:

- 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 18th, 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	Funding Type
MENTAL HEALTH \$9.06 M	988 Implementation	\$137,500	Approved or funded program	Categorical Funds
	AllHealth Crisis Stabilization Unit	\$1,800,000	Approved or funded program	Categorical Funds
	Community Response Team	\$2,120,000 (Three Years)	Approved or funded program	Categorical Funds
	The Care Compact	\$3,064,000 (Three Years)	Approved or funded program	Categorical Funds
	Veterans Mental Health	\$404,300 (Three Years)	Approved or funded program	Categorical Funds
	Suicide Prevention Grants	\$1,500,000	Approved or funded program	Categorical Funds
IDD COMMUNITY INVESTMENTS \$6,750,000	IDD Workforce Support (ACC Elevate and RISE Programs)	\$350,000	Approved or funded program	Categorical Funds
	Wellspring Housing Acquisition	\$6,400,000 (with partial repayment)	Approved or funded program	Categorical Funds
COMM. AND ECON. INVESTMENTS \$5,042,391	Park Meadows Business Improvement District Revenue Loss	\$3,052,427	Approved or funded program	Revenue Replacement Funds
	Park Meadows COVID-19 mitigation expenses	\$132,114	Approved or funded program	Revenue Replacement Funds
	Advanced Robotics Lab at Legacy Campus (ACC)	\$1,250,000	Approved or funded program	Categorical Funds
	Mobile Medical Training Lab (ACC)	\$607,850	Approved or funded program	Categorical Funds
HOMELESSNESS \$1,168,264	HEART	\$839,505	Approved or funded program	Categorical Funds
	Re-integration Deputy	\$328,759	Approved or funded program	Categorical Funds
WATER AND WASTEWATER \$35.7 M	Sedalia Water and Sanitation	\$2,653,134	Approved or funded program	Categorical Funds
	Highway 85 Wastewater	\$26.8 M	Approved or funded program	Revenue Replacement Funds
	Regional Renewable Water Waterline	\$4.3 M	Approved or funded program	Categorical Funds
	Louviers Water and Sanitation	\$1,964,000	Approved or funded program	Categorical Funds
BROADBAND \$8 M	Broadband Study	\$139,815	Approved or funded program	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 or funded program	Categorical Funds
	Mitigation Program	\$2,323,400 (1.5 years)	Approved or funded program	Categorical Funds
ADMINISTRATIVE	Contract staffing for grant writing or reporting			



IDD Revolving Fund Up to \$4.4M

- Tall Tales Ranch

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



Water Plant

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.

Lift Stations

The lift stations are running smoothly.

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



October saw **22** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.1** million was conveyed for Sterling Ranch.

Field

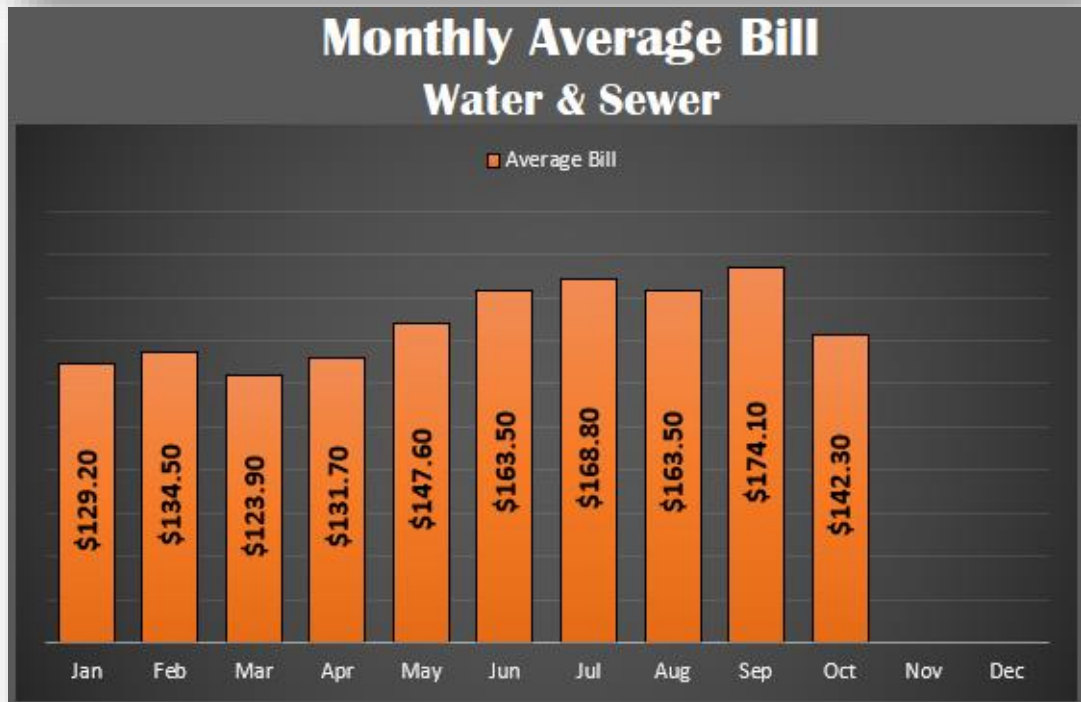
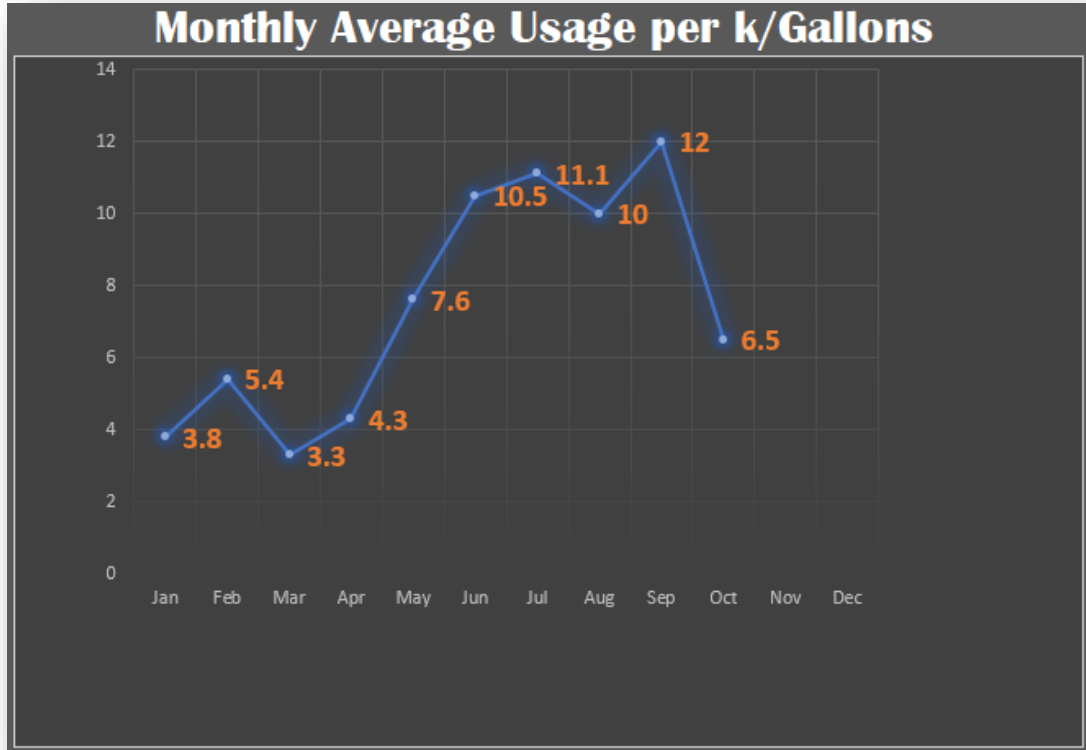
The field had **204** locates for the month of October.

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
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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
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