

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
August 16, 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 August 16, 2023, 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	Vice President
	Keith Lehmann	Secretary
	John Kim	Treasurer
	Loren McFall	Assistant Secretary
 <u>Consultants:</u>	Michael Gerstner, TST Infrastructure, LLC	
	Christy Kline, TST Infrastructure, LLC	
	Ted Snailum, TWS Financial	
	Alan Pogue, Icenogle Seaver Pogue, PC	
 <u>RWSD Staff:</u>	Barbara Biggs	<u>Public:</u> Steve Throneberry
	Mike Marcum	Ana Gauthier
	Lisa Hoover	Tommy Stewart
	Lucie Taylor	
	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 by Director Kim, second by Director Lehman, and unanimous vote, Christine Thomas was excused.

The Board of Directors and Legal Counsel agreed to move two of the action items earlier on the agenda.

ROXBOROUGH WATER AND SANITATION DISTRICT BOARD ACTION ITEMS:

- a. Consideration of Appeal No. 1 of Fine for Meter Tampering. Upon a motion by Director Kim, second by Director Lehman and unanimous vote the \$1,000.00 fine was not waived as it was determined to be comparable to the value of the estimated water use that was not metered. Mr. Stewart will be offered a payment plan to be agreed to with the General Manager.
- b. Consideration of Appeal No. 2 of Fine for Meter Tampering. Ms. Gauthier provided evidence that the meter bypass was in place in her home when she purchased it in 2020, and that she did not use her irrigation system in 2020. Because there was clear evidence Ms. Gauthier did not tamper with the meter and the value of the estimated water use was only \$339.20, staff recommended the fine be waived on condition that Ms. Gauthier agree to a payment plan for \$339.20 in unmetered water use. Upon a motion by Director Lehman, second by Director Kim and unanimous vote a \$339.20, the Board accepted the staff's recommendation.

PLUM VALLEY HEIGHTS SUBDISTRICT:

Upon a motion by Director Lehmann, 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 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 July 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 REPORT:

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

BOARD ACTION ITEMS:

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 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 Bane, 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 July 19, 2023.
- b. Ratified Payrolls for July 31 and August 15
- c. Ratified Payments since July 19, 2023: Checks – 102756-102775, 102777-102803, 102805, 102808-102809, 102811, 102813-102815, 102817-102819, 102821-102822, 102824-102828.
- d. Approved Payments of Claims: Checks – 102776, 102804, 102806-102807, 102810, 102812, 102816, 102820, 102823, 102829.
- e. Approved Invoice No. 1 for Redline Construction in the amount of \$210,242.61 for the Valve Addition and Sewer Repairs Project
- f. Approved Invoice No. 2 for Redline Construction in the amount of \$195,906.44 for Valve Addition and Sewer Repairs Project
- g. Approved Change Order No. 9 for American West for the Rampart Range Road Transmission Main Replacement Project deducting \$162,623.57 and adding 28 days
- h. Approved Change Order No. 5 for Moltz Construction for the WTP High Service Pump Serving DWSD adding 93 days to final completion
- i. Approved Change Order A.5 for Moltz Construction for the WTP High Service Pump Serving DWSD adding 48 days to final completion
- j. Approved Change Order B.2 for Moltz Construction for the WTP High Service Pump Serving DWSD adding 118 days to substantial completion and 367 days to final completion

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 that the only legal matter would be addressed in the Operations Report.

OPERATIONS:

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

ENGINEERING:

Mr. Gerstner, of TST Infrastructure, provided the engineering status report to the Board. A copy of TST’s report is attached to these minutes.

FINANCIAL REPORT:


Ted Snailum, of TWS Financial, presented the June 2023 Financial Recap for RWSD. Upon a motion by Director Lehmann, second by Director Kim, and unanimous vote by the Board, the June 2023 financial reports were approved.

BOARD ACTION ITEMS:

- c. Upon a motion by Director Lehmann, second by Director Kim and unanimous vote, Final Pay App (Pay App #13-R3) for American West in the amount of \$170,206.27 for the Rampart Range Road Transmission Main Project was approved.
- d. Upon a motion by Director Lehmann, second by Director Kim and unanimous vote, Final Pay App (Pay App #17) for Moltz Construction in the amount of \$121,108.14 for the WTP High Service Pump Serving DWSD was approved.

ADJOURN:

Upon a motion by Director Lehmann, second by Director Kim, and unanimous vote, the meeting was adjourned at 9:50 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

August 16, 2023

Valley View Christian Church:

- Scheduling geotech and utility locates to finalize the alignment. Will meet with Koppel and Buszkiewicz in early September to discuss work within the easements on their property.

Titan Road Industrial Park:

- Construction continues on the luxury condominiums.
- Nothing to report on the proposed warehouse development on Lot 14 at 9641 Titan Park Circle.

Plum Valley Heights:

- Calvin Craig has purchased a 20-acre parcel on the south side of Plum Valley Heights. He is hoping to replat the parcel to create 2 10-acre lots, build his home on the western lot, and sell the eastern lot to a friend for a second home. Water service would be provided by extending the 8" water main south on Moore Rd. or running two private service lines through horse tracks within Plum Valley Heights. If this alternative is pursued, the water meter(s) would be at the point where the service lines tap the main, and the long service lines to the home(s) would be the owners' responsibility.

I have made it clear to the Plum Valley Heights residents and HOA that the proposed service lines would be owned and maintained by the property owner, not RWSD, and any requirements for approval are between the PVH residents, HOA, and Mr. Craig.

McMakin Property:

- Nothing new to report.

**Roxborough Water and Sanitation - PVH
Financial Recap
June 30, 2023**

General Fund

1. Property taxes collected for the month total \$ 53,563
2. Specific ownership taxes collected for the month total \$ 3,802
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report August 16, 2023

Information Only

General Information:

- The District closed on the sale of the Meadow Ditch surface water rights and Bell Mountain groundwater on July 31.
- During meter replacements this year we have found several homeowners with modifications to their plumbing that prevents the District from metering outdoor irrigation use. This is illegal meter tampering in violation of the Rules and Regulations subject to a \$1,000 fine. Two residents have paid the fines, another two residents are appealing their fines.
- I'll be out of the country from August 19 to August 30, returning to the District on September 5. Mike will be Acting General Manager while I'm away.

Past Due Accounts:

- As of July 31, we had 6 accounts with a past due balance of \$2,871, compared to 5 accounts with a past due balance of \$3,463 as of June 30.
- We posted 14 customers for past due account on July 31, and staff shut off service to 2 properties on August 1.



Delinquent Accounts



Total Amount
Past Due 30 days
\$9,762

Total Amount
Past Due 60 days
\$2,565

Total Amount
Past Due 90 days
\$2,871

July 2023

Dominion Water and Sanitation District/Sterling Ranch:

- Construction is complete on the building to house chemical addition at Dominion's Titan Road Lift Station. Dominion expects to have the chemical feed in place in the next week. We will place odaloggers in our system to track the before and after H2S concentrations.
- We have reviewed a proposal from Veolia Water for a permanent air scrubber unit at the Roxborough Lift Station and submitted some follow-up questions.
- We have not received a response to the District's comments on the scope of work for the engineer designing the new Castle Rock/Dominion water reclamation facility, but in a meeting with Dominion's General Manager she indicated they were developing a site plan that would limit any proposed impact to the emergency containment basin.

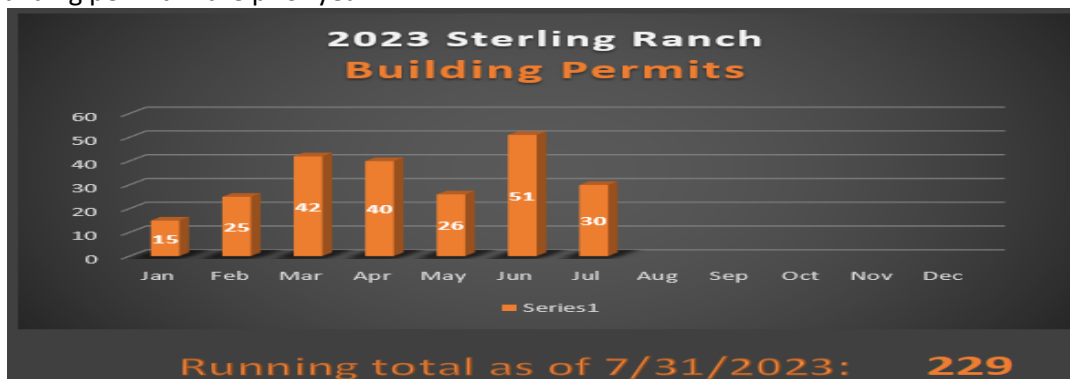


ROXBOROUGH WATER AND SANITATION DISTRICT

- There were an additional 17 Certificates of Occupancy (CO) issued in Sterling Ranch in July bringing the total number of COs that have been issued in Sterling Ranch to 2,176 for a monthly Wastewater Conveyance Charge of \$43,520.
- Year to date development summary:



- Design of the replacement of the approximately 800 feet of the O-Line interceptor near the entrance to Ravenna to ensure adequate capacity is progressing. We have met with Ravenna to discuss the project and are in the process of scheduling geotech borings and utility locates. 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.



Projects:

- We have finalized a cost-sharing proposal for Douglas County to offset a portion of the cost for the mill and overlay for the entire road rather than do additional asphalt repairs associated with the Rampart Range Road Transmission Main Replacement Project.
- Hopefully American West has repaired the sidewalk at the north entrance to Village Circle East before this meeting.
- The project to add additional valves to the distribution system in Roxborough Park to improve the District's operations is complete except for 1 final valve that will be completed in late August/early September. The contractor has moved on to sewer repairs that will have minor traffic impacts but no



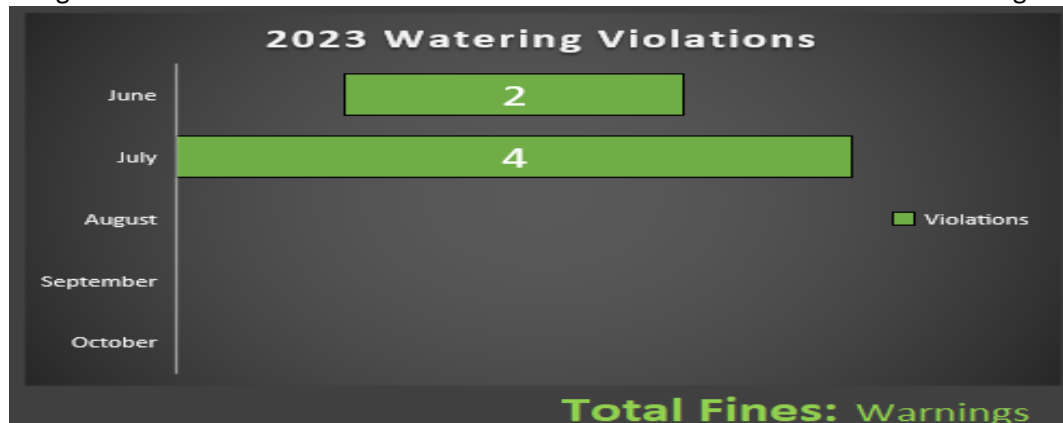
ROXBOROUGH WATER AND SANITATION DISTRICT

interruption in service. We continue to provide weekly updates on planned work on the website, social media, and the Roxborough Park Foundation.

- We are updating the proposed agreement with the Haberer family to relocate the Rampart pump station to their property.

Public Outreach/Opportunities:

- The District's quarterly newsletter will be included with September bills and includes short articles on PFAS and homeowner responsibility for maintaining District access to curb stops and meter pits.
- Published an updated GM Blog on the results of PFAS sampling compared to proposed Safe Drinking Water Act standards demonstrating the District's water is safe.
- We developed Frequently Asked Questions on PFAS and posted them on the District's website.
- The District is once again sponsoring the Roxborough Music Festival.
- Watering restrictions are in effect from May 1 through September 30 each year. To date we've issued watering violations to 6 homeowners. All were first-time violations that received warnings:



Water Plant

The water treatment plant has been running smoothly. In July, the plant was operational for **31** days with an average plant production of **2.1** MGD and a max day of **3.4** MGD.

Moltz has submitted their final pay application, a few things need completed prior to paying include some outstanding lean waivers, warranty bond and some electrical clean-up.

The catwalk extension for the post Alum project has arrived, staff has assembled it and the project is complete. Staff were able to self-perform this entire project for a capital cost of less than \$60K, offering the District huge cost savings.

The landscaping around the new WTP monument sign is nearly complete. Barb is coordinating a dedication ceremony with former General Manager Larry Moore sometime later this year when he is in town.

We have installed the new chlorine generator and it does not meet spec, it produces chlorine that is about a third less concentrated than it should. The manufacturer rebuilt the cell, and it still did not work and has become unresponsive since. Alan has sent them a notice to cure letter with specific deadlines to fix or replace the unit and we have not heard from them since.

July production was **66** million gallons of treated water, **20.4** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

Our odor scrubber pilot is complete, it yielded very satisfactory results. We are evaluating a full-size scrubber proposal; this will replace the current blower at the Roxborough Lift Station.

DWSD odor control building has been built, they are working through South Metro Fire to obtain their Hazardous Material Permit and completing the electrical work to the building. We anticipate the odor control to start in the next week or two. RWSD will deploy odor loggers in our system where they tie in so we can report the effectiveness to the Board.

July Operations Report

The chain link fence has been installed around the Roxborough Lift Station, this was installed to provide additional security for the station and provide separation from the DWSD wastewater facility.

The new 1000 kW back-up generator has been ordered and is being stored at the dealer until we are ready for installation. TST is preparing electrical drawings and site plans, once this is completed, we will get a contractor on board to get it installed. We have also ordered a docking station for the Lift Station; the purpose of the docking station is if the generator is out of service a mobile generator trailer can be hooked up through the docking station to power the building.

July saw **27** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.6** million was conveyed for Sterling Ranch.

Field

The field had **282** locates for the month of July.

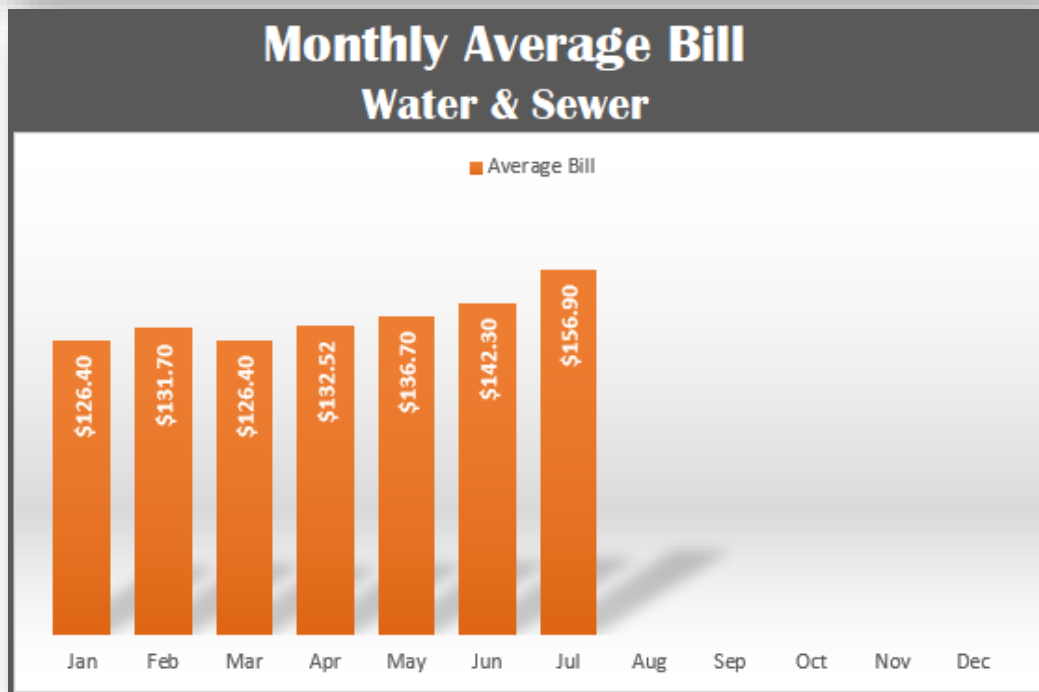
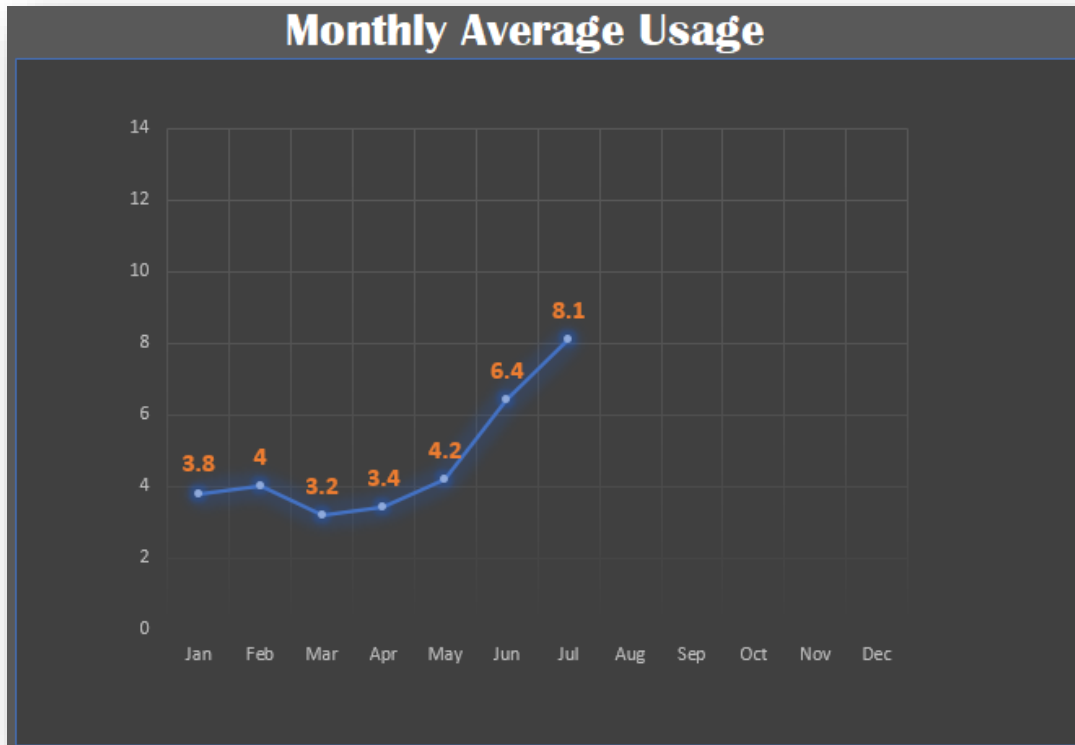
The current phase of the gas line installation in Ravenna is complete; there is still another phase coming to finish up.

The valve project in the Park has continues, we are waiting for parts to complete the last installation. The sewer repairs are moving along nicely as well, the project is expected to be complete by the end of August. As part of this project, we identified several other deficiencies with blow offs and hydrants that we have addressed prior to the paving project the Foundation is doing.

The fence around the Zone 1 pump station is complete, we received several complaints from the homeowner on the end of Blue Mesa about the fence. She believes it is an eye sore and impacts the environment in a negative way, specifically related to deer migration. We met with Roxborough Village and representatives from the Blue Mesa HOA onsite before construction to discuss concerns. The fence chosen was wrought iron to address aesthetic concerns, and the fenced area was reduced from the entire site to just securing the two tanks to address deer migration.

The meter replacement project is nearing an end for the year; we have about 50 more meters to replace for the year. About 350 meters will have been replaced this year, and 4 illegal connections were discovered. The Board may expect some appeals of the fines they have received however staff feels they are justified.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: August 9, 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 for the Chatfield East Property Owners Association have been signed by the District. VVCC received approval from South Metro Fire Department. The water main alignment is being finalized on VVCC property. Coordination to schedule geotechnical investigation and potholing is in progress.

Sherwin Williams Store – Construction of sewer line is complete. Construction of the water line has started.

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. (No Change)

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

Valvoline Instant Oil Change – Plans have been approved.

Christian Brothers Automotive – Plans have been approved.

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

Memorandum
August 9, 2023
Page 2

II. RAMPART WATER LINE REPLACEMENT

The contractor is working to address a concrete sidewalk warranty item. All other work onsite is complete and the contractor is compiling closeout documents.

III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. Survey of the site is complete and the geotechnical report was received. The Location and Extent package is ready for submittal upon easement agreement with the landowner.

IV. WTP HIGH ZONE PUMP FOR DWSD

Work is complete except for punch list items. (No Change)

V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

Work is complete except for punch list items. (No Change)

VI. TRANSITION VAULT DRAINAGE IMPROVEMENTS

CDOT installation of curb to divert roadway drainage away from the site is complete. A plan has been developed for cleanup of the existing site. (No Change)

VII. GIS

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

Memorandum
August 9, 2023
Page 3

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

A meeting was completed to review project alignment. Coordination to schedule geotechnical investigation and potholing is in progress. Work on the Preliminary Engineering Report is in progress.

IX. WATER PUMP STATION UPGRADES

Preliminary design is in progress and CMGC package is being prepared.

IX. ROXBOROUGH PARK VALVE INSTALLATION AND SEWER REPAIR

Valve installation work continues with 15 valves out of 16 installed. 3 of the 10 sewer repairs are completed.

**Roxborough Water and Sanitation
Financial Recap
June 30, 2023**

General Fund

1. Property taxes collected for the month total \$ 122,637
2. Specific ownership taxes collected for the month total \$ 13,619
3. Paid final payment on 2022 Audit in the amount of \$ 19,931
4. Repairs expenses includes \$ 18,311 to Browns Hill

Debt Service Fund

1. Property taxes collected for the month total \$ 39,509
2. Specific ownership taxes collected for the month total \$ 4,388
3. Transfers in for Debt Surcharge in the amount \$ 93,801

Water Fund Treatment

1. Service charges billed for the month were \$ 319,701
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 21,522 for the month.
4. Collected \$ 93,801 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 22,011
6. Paid capital expenses in the amount of \$ 8,056 to Beacon Communications and \$ 9640 to Mona Composites.

Water Fund -Distribution

1. Water Costs for the month \$ 132,324
2. Paid Water Rights expense in the amount of \$ 28,461 to Lyons Gaddis
3. Capital Projects expense includes \$ 31,341 to Kumar & Assoc

Sewer Fund

1. Service charges for the month totaled \$ 166,165
2. Lockheed Martin service charges totaled \$ 34,650 for the month.
3. Dominion Sewer Conveyance income of \$ 43,180

Capital Fund

1. Capital Expenses related to Valley View Church \$ 968
2. Paid \$ 135,057 for Dominion WTP Pump
3. Paid \$ 8,848 for O-Line Capacity Improvements