

BOARD ACTION ITEMS:

There were no 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 Bane, 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 June 21, 2023.
- b. Ratified Payrolls for June 30 and July 15
- c. Ratified Payments since June 21, 2023: Checks – 102664-102707, 102710-102711, 102715-102731, 102735, 102737, 102739-102741.
- d. Approved Payments of Claims: Checks – 102708-102709, 102712-102714, 102732-102734, 102736, 102738, 102742-102755

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 he will be distributing a summary of the 2023 General Assembly to the Board members and provided a brief overview of the potential impact of Proposition HH on the District’s mill levy and property tax revenues.

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 TST’s report is attached to these minutes.

FINANCIAL RWSD:

Ted Snailum, of TWS Financial, presented the May 2023 RWSD Financial Statements to the Board. Upon a motion by Director Bane, second by Director Lehmann, and unanimous vote by the Board, the May 2023 financial reports were approved.

BOARD ACTION ITEMS:

ADJOURN:

Upon a motion by Director Lehmann, second by Director Bane, and 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 19, 2023

Valley View Christian Church:

- We are proceeding with final design based on the preliminary comments received from South Metro Fire and Rescue.

Titan Road Industrial Park:

- Construction continues on the luxury cardominiums.
- There is a new proposed warehouse development on Lot 14 at 9641 Titan Park Circle. The property owner declared 2 equivalent residential units (EQRs) but paid an initial Inclusion Fee for only 1 EQR in December 16. Since that time the property owner has been paying the Ongoing Inclusion Fee and Availability of Service Charges for 2 EQRs, but still owes the original \$500 with interest since January 1, 2017 as well as the System Development Charges prior to any plan approval for the extension of the system to serve the development.

McMakin Property:

- Nothing new to report.

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

General Fund

1. Property taxes collected for the month total \$ 126,685
2. Specific ownership taxes collected for the month total \$ 3056
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report July 19, 2023

Information Only

General Information:

Past Due Accounts:

- As of June 30, we had 5 accounts with a past due balance of \$3,463, compared to 5 accounts with a past due balance of \$4,301 as of May 31.
- The billing office made calls to 22 customers on June 22 and 23, and staff shut off service to 7 properties on June 27. Three customers had service restored the same day, one paid over night and was turned back on June 28, and the remaining three customers had service restored before the holiday weekend.



Delinquent Accounts



Total Amount
Past Due 30 days
\$11,535

Total Amount
Past Due 60 days
\$2,058

Total Amount
Past Due 90 days
\$3,463

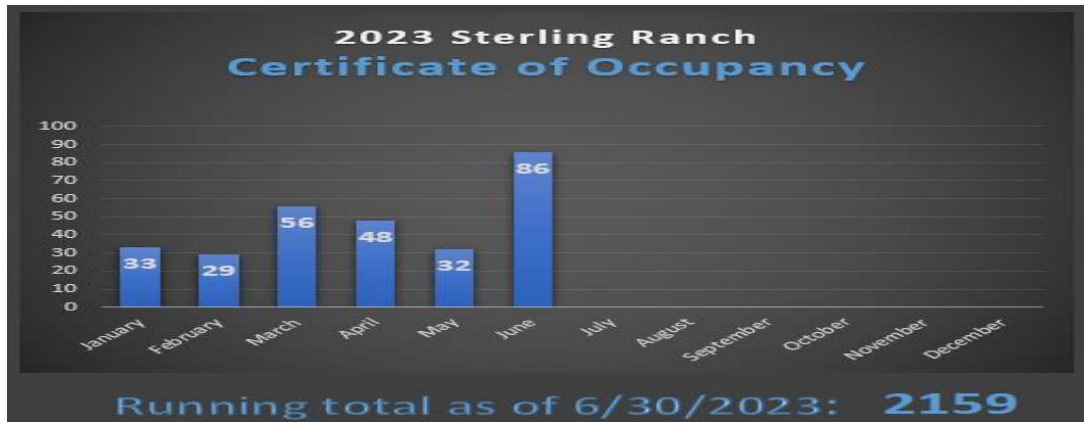
June 2023

Dominion Water and Sanitation District/Sterling Ranch:

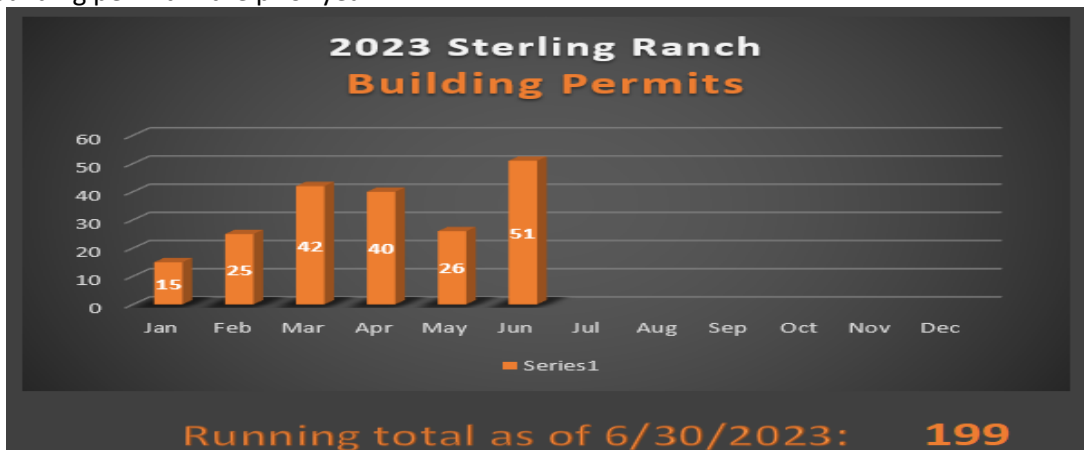
- On June 9 Dominion experienced a line break on its 24" water main from the water treatment plant to the high and low zone tanks. The break was repaired that night, and Dominion and RWSD are working on interim and long-term solutions to prevent future breaks.
- Construction has commenced on the building to house chemical addition at Dominion's Titan Road Lift Station. Dominion is still working on obtaining the hazardous materials permit but was able to secure the building to start construction.
- We had a good follow up meeting with Veolia Water regarding the air scrubber unit recently pilot tested at the Roxborough Lift Station. Veolia is working on a proposal for a unit that may allow RWSD to eliminate the biofilter for odor control at the lift station.
- We have not received any response to the District's comments on the scope of work for the engineer designing the new Castle Rock/Dominion water reclamation facility.
- There were an additional 86 Certificates of Occupancy (CO) issued in Sterling Ranch in June bringing the total number of COs that have been issued in Sterling Ranch to 2,159 for a monthly Wastewater Conveyance Charge of \$43,180.
- Year to date development summary:



ROXBOROUGH WATER AND SANITATION DISTRICT



- 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. 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 are working to develop a cost-sharing proposal for Douglas County to offset a portion of the cost for mill and overlay for the entire road rather than do additional asphalt repairs associated with the Rampart Range Road Transmission Main Replacement Project.
- The project to add additional valves to the distribution system in Roxborough Park to improve the District's ability to operate the system is going more smoothly, although we continue to encounter other unmarked utilities that impact the District's progress. We have been providing weekly updates on planned work and water service interruptions on the website, social media, and for the Roxborough Park Foundation.
- We continue to work with the Haberer family to relocate the Rampart pump station to their property.



ROXBOROUGH WATER AND SANITATION DISTRICT

Public Outreach/Opportunities:

- The grant for turf replacement at the Ramparts at Roxborough HOA has been approved and the HOA is starting work.
- We have commenced the annual meter replacement program that was suspended during the pandemic and have encountered many issues with buried curb stops that impede our ability to complete the meter replacements. Under the Rules and Regulations, homeowners are responsible for maintaining District access to both the curb stop and the meter pit. This also continues to be a problem with new development in the District, especially in Ravenna. We are developing a list of new properties in Ravenna that will need corrective action, and I'll be working on a blog post reminding residents of their responsibility.
- The USGS released a report recently that 45% of U.S. households have PFAS concentrations above EPA's proposed drinking water standard that has received significant media attention. I'll be developing a blog post to reassure residents that the concentrations of regulated PFAS chemicals in the District's drinking water are significantly below the proposed standards.

Water Plant

The water treatment plant has been running smoothly. In June, the plant was operational for **30** days with an average plant production of **1.4** MGD and a max day of **3.2** MGD.

The original High Zone Pump contract is nearly complete, minor punch list items remain.

The Backwash Pond Phase 2 project is nearly complete, minor punch list items remain.

June production was **41** million gallons of treated water, **13.7** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

June saw **30** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.6** million was conveyed for Sterling Ranch.

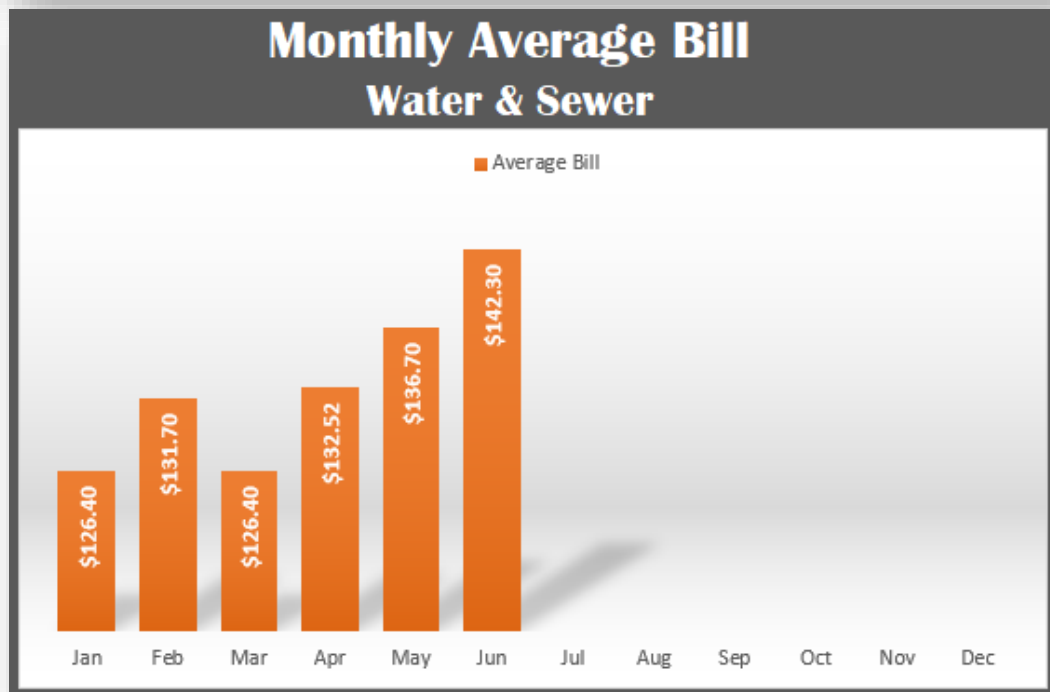
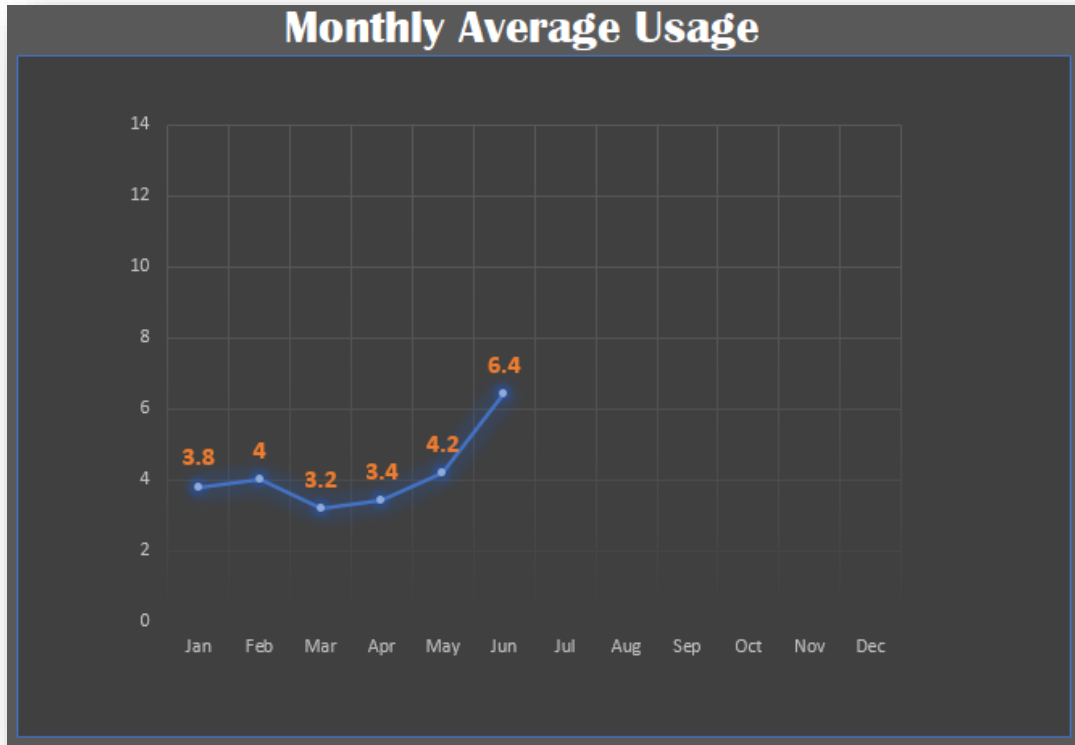
Field

The field had **263** locates for the month of June.

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

The valve project in the Park continues, we have been able to stay in front of the paving project in the Park so that has been good. We have about 10 valves left to install.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Bill Goetz

SUBJECT: Engineering Status Report

DATE: July 13, 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 submitted an application to South Metro Fire Department to obtain the required approval for the proposed fire protection system. South Metro disapproved the application because it did not eliminate the existing fire pump. The District and TST met with South Metro to clarify the capabilities of the District's system and to confirm that the existing fire pump must remain in service. We understand that South Metro is reconsidering the application.

Sherwin Williams Store – Construction of sewer 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 second drawing submittal has been reviewed and comments have been sent to the developer. (No Change)

Valvoline Instant Oil Change – Plans have been approved and are waiting for final submittal for signature.

Christian Brothers Automotive – Plans have been approved.

Starbuck's - A third drawing submittal has been reviewed and comments have been sent to the developer. (No Change)

Memorandum
July 13, 2023
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II. RAMPART WATER LINE REPLACEMENT

All 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 geotechnical borings were completed on July 12th. 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
July 13, 2023
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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. Pipe alignment drawings and potholing exhibits are in progress.

IX. WATER PUMP STATION UPGRADES

Development of project scope has been completed and preliminary design is in progress.

X. ROXBOROUGH PARK VALVE INSTALLATION

Valve installation work continues with 9 valves out of 19 installed.

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

General Fund

1. Property taxes collected for the month total \$ 764,443 including Jefferson County
2. Specific ownership taxes collected for the month total \$ 10,973
3. Repairs expense includes \$ 8267.90 to Browns Hill

Debt Service Fund

1. Property taxes collected for the month total \$ 246,277
2. Specific ownership taxes collected for the month total \$ 3,535
3. Transfers in for Debt Surcharge in the amount \$ 93,598

Water Fund Treatment

1. Service charges billed for the month were \$ 255,856
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 21,016 for the month.
4. Collected \$ 93,598 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 21,990
6. Paid capital expenses in the amount of \$ 25,721 to Principle Electric, \$ 15,584 to Ferguson Water, and \$ 21,925 to Signarama DTC

Water Fund -Distribution

1. Water Costs for the month \$ 135,199
2. Paid Capital Expenses to American West in the amount of \$ 10,450.

Sewer Fund

1. Service charges for the month totaled \$ 165,356
2. Lockheed Martin service charges totaled \$ 33,149 for the month.
3. Dominion Sewer Conveyance income of \$ 41,460
4. Paid \$ 15,424 to Univar USA for chemicals

Capital Fund

1. Capital Expenses related to Valley View Church \$ 2,641
2. Paid \$ 75,461 for Dominion WTP Pump
3. Paid \$ 9,779 for O-Line Capacity Improvements