

**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
June 21, 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 June 21, 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: Directors: Christine Thomas President
 Dave Bane Vice President
 Keith Lehmann Secretary
 John Kim Treasurer (via zoom)
 Loren McFall Assistant Secretary

Consultants: Michael Gerstner, TST Infrastructure, LLC
 Ted Snailum, TWS Financial
 Alan Pogue, Icenogle Seaver Pogue, PC

RWSD Staff: Barbara Biggs Public: Ephram Glass (Resident/RVMD Board)
 Mike Marcum
 Lisa Hoover
 Lucie Taylor
 Dorice Vidger

CALL TO ORDER:

The meeting was called to order at 8:01 a.m. by Director Thomas, 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 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 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 PVH Subdistrict which are contained in and part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on May 17, 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 April 2023 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director McFall, and unanimous vote, the Board approved the April 2023 financial reports for Plum Valley Heights.

BOARD ACTION ITEMS:

- a. Mr. Snailum and Ms. Biggs presented the 2022 audited financial statements. Upon a motion by Director McFall, second by Director Lehmann, and unanimous vote by the Board, the 2022 Audit was approved and staff was directed to file the audit with the Colorado Office of the State Auditor.

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 May 17, 2023.
- b. Ratified Payrolls for May 31 and June 15
- c. Ratified Payments since May 17, 2023: Checks – 102571-102618, 102621-102630, 102632-102633, 102635-102641, 10263-102644, 102646-102647
- d. Approved Payments of Claims: Checks – 102619-102620, 102631, 102634, 102642, 102645, 102648-102663
- e. Approved Pay App #16 for the WTP HSP Serving DWSD in the amount of \$125,196.12
- f. Approved Change Order #8 for the Rampart Range Road Transmission Main Replacement Project for \$0.00 and 28 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:

There was no legal 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 RWSD:

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

BOARD ACTION ITEMS:

- a. Mr. Snailum and Ms. Biggs presented the 2022 audited financial statements. Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote by the Board, the 2022 Audit was approved and staff was directed to file the audit with the Colorado Office of the State Auditor.
- b. Ms. Biggs presented the proposed revisions to the District’s Rules and Regulations. Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote by the Board, the Amended and Restated Rules and Regulations dated June 21, 2023, were approved.

ADJOURN:

Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:58 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

June 21, 2023

Valley View Christian Church:

- We received the permanent and temporary construction easements from the Chatfield East Property Owners Association (POA).
- We prepared a summary of the anticipated work on the two private lots and the District's specifications for revegetation, but I believe on-site meetings with both property owners will be necessary.
- We are still working through issues concerning fire protection with the church representatives and South Metro Fire Rescue. District staff and TST have a meeting with representatives of the church and South Metro Fire and Rescue to discuss South Metro's comments on the proposed fire protection.

Titan Road Industrial Park:

- Construction continues on the luxury cardominiums.

McMakin Property:

- Nothing new to report.

Centennial Water and Sanitation District (CWSD) Agreement

- At the beginning of each month, CWSD notifies RWSD of the water use in the Subdistrict, and RWSD works with Aurora to make the releases to CWSD to replace that water. For May, CWSD hasn't been able to accept the replacement water due to a lack of storage in all its water storage facilities.
- We were also notified by CWSD that someone accessed one of the master meters and turned the power off. The Operations team did a site visit and will add locks to prevent future tampering.

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

General Fund

1. Property taxes collected for the month total \$ 55,178
2. Specific ownership taxes collected for the month total \$ 3,630
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report June 21, 2023

Information Only

General Information:

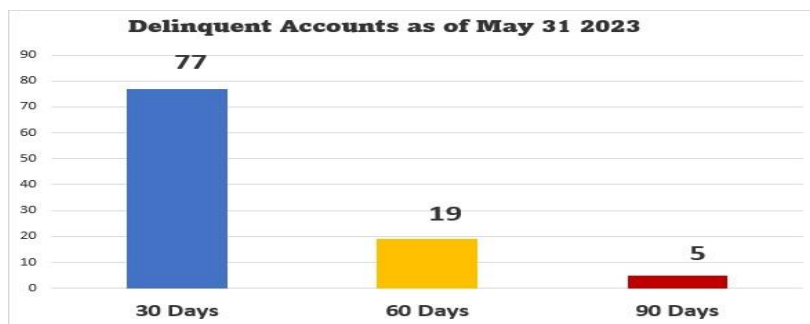
- The District's request for Congressionally Designated Spending to replace the distribution system pump stations was not successful.
- We've moved our primary account with Wells Fargo to a Government Money Market that is fully collateralized in compliance with Colorado's Public Deposit Protection Act as a sweep account that is currently earning 5% interest. This will result in the District paying \$290 per month in fees on the primary checking account, but the interest earnings will more than offset those fees.
- We will be tracking revenue from the excessive use surcharge added to the Tier 4 and 5 rates for water use and evaluate that revenue for a potential turf replacement program during the 2024 rate study. South Metro Water Supply Authority received grants from the State and Douglas County to develop a model turf replacement program for members use.

Past Due Accounts:

- As of May 31, we had 5 accounts with a past due balance of \$4,301, compared to 4 accounts with a past due balance of \$3,783 as of April 30.
- We have reached out to the owner of a lot in Ravenna that has a significant past due account explaining that since the SDC was paid, base monthly charges and the Ravenna extended system development charge is due monthly and failure to keep the account current may result in a lien being filed on the property.
- We had 11 properties on the shut off list at the end of May, and 1 was shut off and service was restored within a day when payment was received.



Delinquent Accounts



**Total Amount
Past Due 30 days
\$11,304**

**Total Amount
Past Due 60 days
\$2,734**

**Total Amount
Past Due 90 days
\$4,301**

May 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. There continue to be issues obtaining a building permit.



ROXBOROUGH WATER AND SANITATION DISTRICT

- 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 submitted comments on the scope of work for the engineer designing the new Castle Rock/Dominion water reclamation facility. The most significant issue that will need to be resolved in design is the size of the emergency containment basin that provides emergency storage in the event of a failure of the Roxborough Lift Station or force main.
- There were an additional 32 Certificates of Occupancy (CO) issued in Sterling Ranch in January bringing the total number of COs that have been issued in Sterling Ranch to 2,073 for a monthly Wastewater Operations Charge of \$41,460.
- Year to date development summary:



- We have received the \$1M Capacity Improvements fee due from Dominion. The total Capacity Improvement funds paid to date is \$3M of the \$5M required under the Wastewater Conveyance Agreement.
- 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.





ROXBOROUGH WATER AND SANITATION DISTRICT

Projects:

- Final asphalt repairs in the southbound lanes of Rampart Range Road at Village Circle West will occur on June 22 and should be complete in a day. Douglas County has requested RWSD contribute the cost of the remaining asphalt repairs to the County to offset a portion of the cost for mill and overlay for the entire road. RWSD and TST will be meeting with the County to discuss.
- The project to add additional valves to the distribution system in Roxborough Park to improve the District's ability to operate the system has not gone smoothly thus far. The contractor has been directed to change the procedure for the work on each valve and submit a revised schedule to the District. We have been providing weekly updates on planned work and water service interruptions on the website, social media, and with the Roxborough Park Foundation.
- We continue to work with the Haberer family to relocate the Rampart pump station to their property.

Public Outreach/Opportunities:

- I mentioned previously that we had received complaints from a resident of Roxborough Park regarding air emissions from the sewer lining project we recently did. There was also an article in USA Today recently that highlighted the health impacts of these air emissions. The reality is there is no cost-effective way to deal with the aging sewer system in the District except to line the pipes. Removing and replacing the old sewers would be cost prohibitive and disruptive. In response to the complaint received, we have changed our procedures to provide notice to residents that we will be doing a sewer lining project near their home and suggesting they make sure all sinks and floor drains have recently had water poured down to ensure gases from the sewer cannot migrate into the home. If all sinks and drains have water in the P trap, there should not be a way for the gases to get into the home. We will also suggest they try to be out while the work is being completed. Note that the cloud you see around the truck during lining operations is just steam from the boiler; hot water is pumped into the liner in the sewer pipe, so it expands and adheres to the walls of the pipe.
- I continue to work with the Ramparts at Roxborough HOA on the grant we received for turf replacement at the complex.
- Douglas County solicited volunteers from local water providers to serve on a Technical Advisory Committee to advise the yet to be named Water Commission, and I have volunteered.
- I serve on the Chatfield Storage Reallocation Project Technical Advisory Committee (TAC). The TAC met last Friday and received a report on the impact of the May storms and the continued wet weather. For the first time since completion of the mitigation for the reallocated storage, the entire reallocated storage pool of 22,600 acre feet is currently full.
- Here is a link to the recording of the Drought Summit convened by the CWCB on May 31-June 1, including the panel discussion I moderated on the impact of drought on water quality/quantity:
<https://engagecwb.org/drought-summit>

Water Plant

The water treatment plant has been running smoothly. In May, the plant was operational for **28** days with an average plant production of **1.4** MGD and a max day of **2.7** 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.

Raw water quality has been very inconsistent lately, the operators are fine tuning the plant to adjust for it. The changes are in PH and turbidity, the PH is down, and the turbidity is up as well as the TOC. Once this stabilizes, we will begin the chlorine oxidation pilot.

May production was **39** million gallons of treated water, **13.6** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

We have received an extension on the odor scrubber pilot to gather more data since we had major infiltration with all the rain, and it skewed our numbers a bit.

May saw **35** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.8** million was conveyed for Sterling Ranch.

Field

The field had **267** locates for the month of May.

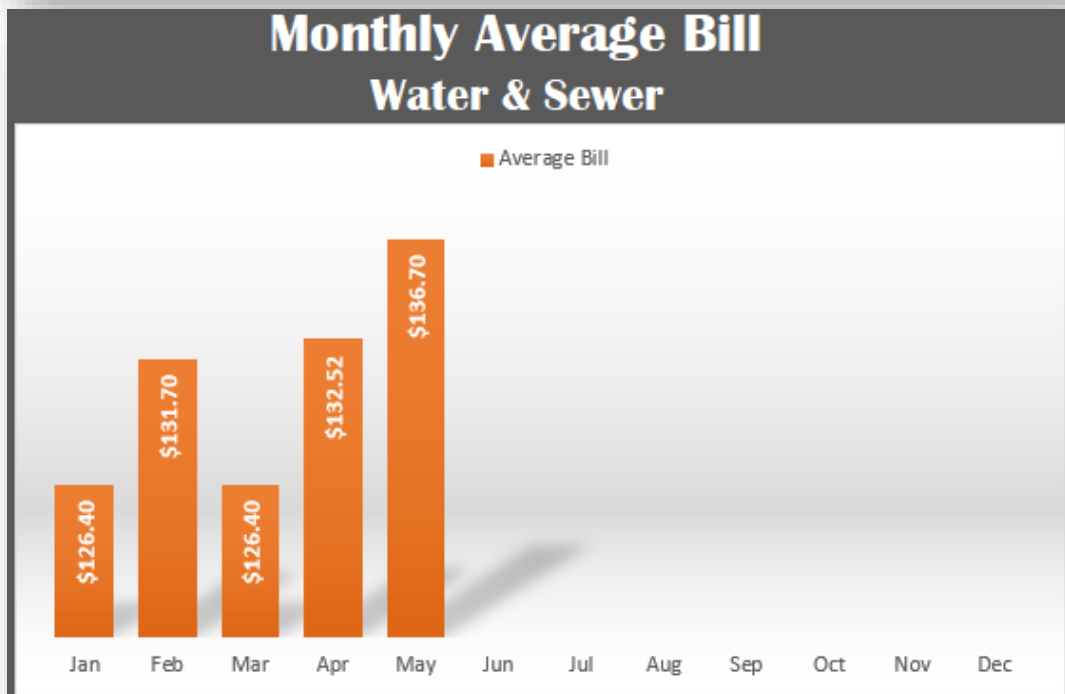
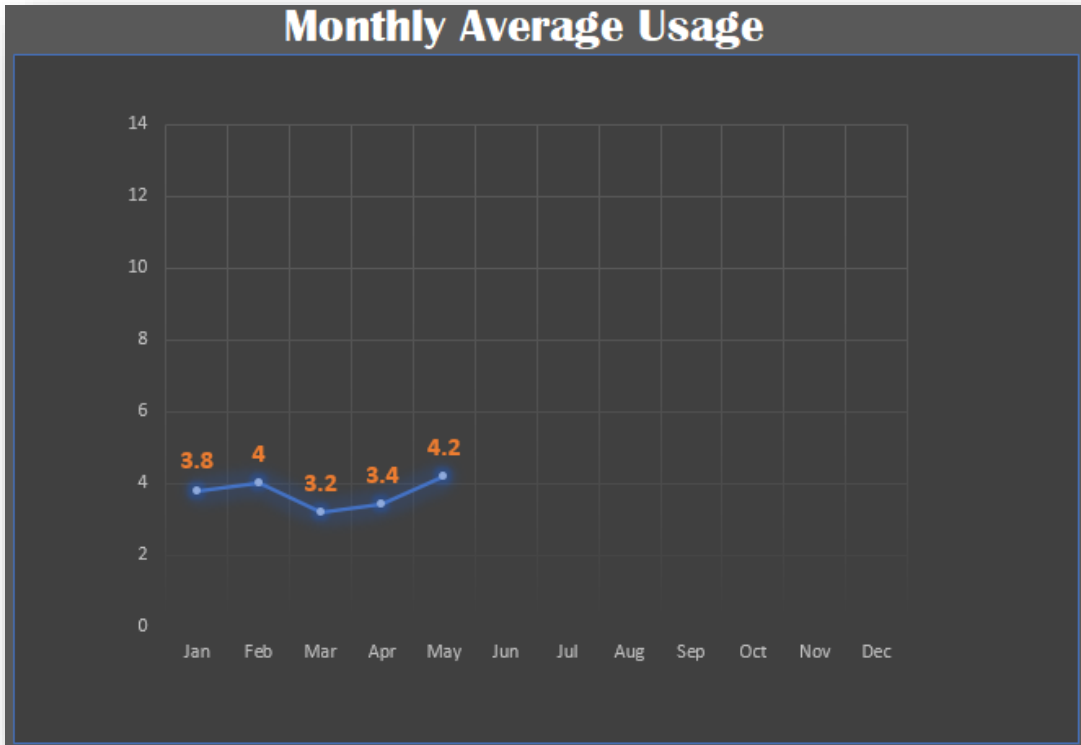
The guys are still busy with locates related to the gas lines in Ravenna.

Douglas County is planning to repave Rampart Range Road next year so they ask us for the funds we would have used to be used towards their project. The only piece we will be required to pave is a patch in Rampart at Village Circle West that was only patched back due to weather.

The valve project in the Park has started, it got off to a slow start due to missing locates and other utilities but is getting better. The intent is to get a valve a day with only short outages for the install and wrap up in early July. We believe this will all be completed prior to the big paving effort in Roxborough Park.

Summer help has started, they will be performing grounds maintenance at all the facilities and fire hydrant maintenance throughout the District.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Bill Goetz

SUBJECT: Engineering Status Report

DATE: June 15, 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 and requested a meeting with the District to clarify the capabilities of the District's system.

Sherwin Williams Store – Plans have been approved. Construction is expected to start towards the end of June.

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 – A fourth drawing submittal has been submitted and is under review.

Christian Brothers Automotive – The third drawing submittal was received and plans have been approved.

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

Memorandum
June 15, 2023
Page 2

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. Douglas County has suggested that the majority of the remaining paving be accomplished by the County rather than the contractor. A meeting between RWSD and the County is required to determine the details.

III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. Survey of the site is scheduled for the week of June 12. The geotechnical investigation has been postponed due to wet conditions and will be rescheduled when ground conditions enable the work to be performed without undue damage to the pasture.

IV. WTP HIGH ZONE PUMP FOR DWSD

Work is complete except for punch list items.

V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

Work is complete except for punch list items.

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.

VII. GIS

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

Memorandum
June 15, 2023
Page 3

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 are in progress.

IX. WATER PUMP STATION UPGRADES

Preliminary design is in progress.

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

General Fund

1. Property taxes collected for the month total \$ 54,497
2. Specific ownership taxes collected for the month total \$ 13,113
3. Election Expenses \$ 19,501
4. Capital Projects includes \$ 17,580 to Groove Toyota

Debt Service Fund

1. Property taxes collected for the month total \$ 17,557
2. Specific ownership taxes collected for the month total \$ 4,224
3. Transfers in for Debt Surcharge in the amount \$ 93,707

Water Fund Treatment

1. Service charges billed for the month were \$ 230,524
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 25,371 for the month.
4. Collected \$ 93,707 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 28,447

Water Fund -Distribution

1. Water Costs for the month \$ 103,366
2. Capital projects includes \$ 17,580 to Groove Toyota

Sewer Fund

1. Service charges for the month totaled \$ 165,374
2. Lockheed Martin service charges totaled \$ 31,246 for the month.
3. Dominion Sewer Conveyance income of \$ 40,820
4. Paid Littleton Sewer Service Fees in the amount of \$ 61,471
5. Capital Expenses for the month includes \$ 17,580 to Groove Toyota

Capital Fund

1. Capital Expenses related to Valley View Church \$ 7,586
2. Paid \$ 306,675 for Dominion WTP Pump