



**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 McFall, 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 McFall, 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 January 17, 2024.
- b. Ratify Payrolls for January 31 and February 15
- c. Ratify Payments since January 17, 2024: Checks – 103224-103242, 103244-103245, 103247, 103249-103258, 103262-103263, 103265-103267, 103269-103271-, 103273-103281, 103283-103290.
- d. Approve Payments of Claims: Checks – 103243, 103246, 103248, 103259-103261, 103264, 103268, 103272, 103282, 103291-103294.
- e. Approve Pay App #1 from Studio 7 North for the VVCC Waterline Project in the amount of \$58,206.53.

**GENERAL MANAGER’S REPORT:**

Mr. Marcum provided the General Manager’s Report. A copy of Mr. Marcum’s report is attached to these minutes.

**LEGAL COUNSEL REPORT:**

Mr. Pogue updated the Board on special district related legislation introduced in the 2024 legislative session.

**OPERATIONS:**

Mr. Stroehlein 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 December 2023 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director McFall, and unanimous vote by the Board, the December 2023 financial reports were approved.

**BOARD ACTION ITEMS:**

- a. **Shortlist of contractors for Rampart Pump Station Relocation CM/GC Project.** Upon a motion from Director Lehmann, second by Director Kim, and unanimous vote the Board approved the Shortlist of Contractors for the Rampart Pump Station Relocation CM/GC Project.
- b. **Shortlist of contractors for O-Line CM/GC Project** Upon a motion by Director Lehmann, second by Director Kim, and unanimous vote, the Board approved the Shortlist of contractors for the O-Line CM/GC Project.
- c. **Pump Station Improvements CM/GC Project.** Upon a motion from Director Lehmann, second by Director McFall and unanimous vote, the Board approved the contractor for the Pump Station Improvements CM/GC Project.

**ADJOURN:**

Upon a motion by Director Lehmann, second by Director McFall, and unanimous vote, the meeting was adjourned at 9:13 a.m.

Secretary of the meeting: 



**GENERAL MANAGER'S REPORT**

**Plum Valley Heights Subdistrict**

Of

Roxborough Water and Sanitation District

*February 21, 2024*

**Valley View Christian Church**

- Contract documents with Studio 7 North have been executed. We were contacted by the pastor at the church to request we amend the temporary construction easements staging area. We updated the legal description and granted his request. Construction has begun, Mitch will fill you in with the details.
- I was contacted by a resident named Mike McKesson who has properties at 10300 & 11002 Wildfield Ln., which is the same street the church, inquiring about the project. He recently spoke to the county once activity started and learned it was a waterline and now wants to participate. He wants a 1-1/2" tap and claims he will help loop the system. This could be beneficial for the church as a looped system could eliminate the need to keep their fire pump.

**Titan Road Industrial Park**

- No updates to report in TRIP.

**Plum Valley Heights**

- Nothing to report in PVH.

**McMakin Property**

- Nothing new to report.

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

**General Fund**

1. Property taxes collected for the month total \$ 0
2. Specific ownership taxes collected for the month total \$ 3,677
3. Paid \$ 1000 for monthly accounting fees.
4. Paid \$ 217 for monthly legal fees.



## ROXBOROUGH WATER AND SANITATION DISTRICT

# General Manager's Report

February 21, 2024

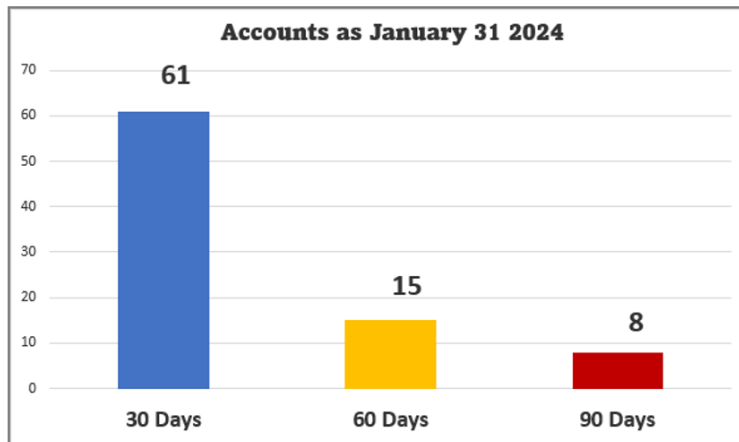
### Information Only

#### General Information:

#### Past Due Accounts:

- As of January 31<sup>st</sup>, we had 8 accounts with a 90 day past due balance of \$3,043, compared to 8 accounts with a 90 day past due balance of \$3,316 as of December 31st.
- We posted 9 customers in January. 1 account was shut off and then paid, so service was restored.

### Delinquent Accounts



**Total Amount  
Past Due 30 days  
\$9,783**

**Total Amount  
Past Due 60 days  
\$3,249**

**Total Amount  
Past Due 90 days  
\$3,043**

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

- Chemical addition at Dominions Titan Road Lift Station commenced on 11/9. RWSD continues to gather data. Their slug flow injection method appears not to be working, they continue to monitor.
- There were an additional **27** Certificates of Occupancy (CO) issued in Sterling Ranch in January bringing the total number of COs that have been issued in Sterling Ranch to **2,452**. The monthly Wastewater Conveyance Charge for December was **\$49,040**.
- Year to date development summary:



## ROXBOROUGH WATER AND SANITATION DISTRICT

# General Manager's Report



- Through January there has been a total of **2,525** building permits issues. Sterling Ranch exceeded 2,500 connections which triggered a Capital Improvements payment of \$1,000,000.



### Projects:

- American West will be required to address settling in the Village Circle East/West intersection as warranty work. Following a meeting with Douglas County the County has pushed this work to spring.



## ROXBOROUGH WATER AND SANITATION DISTRICT

# General Manager's Report

- The Haberers are yet to sign the easements needed for the Rampart Pump Station Relocation, Alan had another follow – up meeting with their attorney to attempt to explain the language. Berkeley Homes has agreed to work with us on a temporary construction easement along their property for the waterline installation. The CM/CG informational conference has been completed; 5 contractors have turned in statements of qualifications.
- O-Line RFPs have been requested from the 2 companies that were approved on the short list. Interviews have been conducted and we'll ask you to approve the selected contractor as recommended in the action items. DWSD is responsible for 60% of all costs associated with this project.
- The pump station rehab project RFP's have been requested from the 3 shortlist contractors, interviews have been conducted and we have a recommendation to bring to the board in the action items for 1 contractor to do the work.
- I have been contacted by a few developers in the past couple weeks inquiring about water availability, most of the properties with inquiries do not have water or sewer close. Properties include the Colorado Rush properties on Titan and Roxborough Park Rd, some outliers on Moore Rd and Titan Rd as well as the ARS property on the dirt road.
- Still working with Ravenna on the new 8 lot project and the 4-lot golf course project. We have submitted comments to the county on the 8-lot project and are currently working on their sewer alignment. We have attended 2 meetings for the 4-lot project and have provided multiple comments regarding the surrounding infrastructure. Currently it looks like they will need to relocate both sewer and water lines in the area to make their concept work.

### **Public Outreach/Opportunities:**

- The 2024 Garden in a Box is getting ready to start, generally the coupons get used up fast.
- Ramparts Turf Replacement project was very successful this year. Most of the work is done but there will be one more small claim for some spring seeding in 2024 that I will submit for them.

---

## Water Plant

---

The water treatment plant has been running well for this time of year. In January, the plant was operational for **13** days with an average plant production of **1.7** MGD and a max day of **2.7** MGD.

Fiber has been run into the plant and delivery orders have been placed. Next steps are for Lumen to land the circuits to the delivery point and have our SCADA integrators pick them up and land them to our fire walls. Ultimately, we will have two 100 mb circuits, one for the SCADA networks and one for the admin network.

The new fence at the plant is almost complete. This fence will provide security for the new overflow pond, stormwater pond, and the septic system.

The leach field for the septic system has been overloaded. In January, a soil treatment was applied to the leach field to help water soak in better. Operators have also reduced the flow to the leach field. After three monthly inspections, if there is not enough improvement, the county may get involved. We have been looking at options to connect to Sterling Ranch's sewer earlier than expected.

The new valve actuators have been delivered to the plant. We are scheduling installation.

HDR has submitted the ACH pilot study application to CDPHE. The application has been approved and we are ordering chemicals.

January production was **23** million gallons of treated water, **6.4** million gallons of that was for Sterling Ranch.

---

## Lift Stations

---

The lift stations are running smoothly.

The new pump from RLS has been ordered by submitting a PO to Water Technology Group last month. This pump has a 6–8-month lead time.



## February's Operations Report

We have begun dosing our new chemical combination at RLS. We are yet to get any good data at the Transition Vault due to multiple issues. The first issue was due to odor logger failure and the second issue was a leak sprung in the Calcium Nitrate tank causing a large chemical overdose. The leak was repaired by the operators. An odor logger is currently logging in the transition vault. Operators are making weekly adjustments to the chemical dose. The logger is set to be pulled at the end of February and should yield good data.

A new chemical tank has been ordered. Delivery should be mid-March. We will schedule installation.

DWSD odor control systems have been started up and monitoring has begun. They attempted a slug method to treat the H<sub>2</sub>S in their force main. After shocking the system with a pH of 12, they shut off the chemical. After a couple days, the pH returned to normal. Now, they are steadily increasing the dose while trying to hit their target H<sub>2</sub>S levels and PH levels. Our logger has been placed in the O-Line. We will download the data at the end of the month.

Work on the new generator is going slow. The weather has not helped. Phase one of the project will include running the duct bank from the building to the pad, pouring the pad, and setting the generator.

January saw **26** million gallons of sewage pumped to Littleton-Englewood. Approximately **5.1** million was conveyed for Sterling Ranch.

---

## Field

---

The field had **113** locates for the month of January.

Infrastructure for the new meter network is installed. A meeting to find out progress on the billing and customer side of the network is being set up. The new meters and endpoints have arrived. Badger was notified that we will not be purchasing products from them moving forward. Any warranty claims moving forward with Badger will get issued credits to our account which can be used against monthly service fees for the meters that are installed and still working.

Our leak monitoring trail continues, no leaks have been found yet. We performed a "blind" simulation. That is where we simulate a leak without telling them to prove the effectiveness of the system.

West Metro Fire was inspecting fire hydrants and found several hydrants that had issues. Most of the issues were hydrants that were too low. C&L has been raising those hydrants. Some just needed to be turned to face the street. Field operators have been fixing those hydrants.

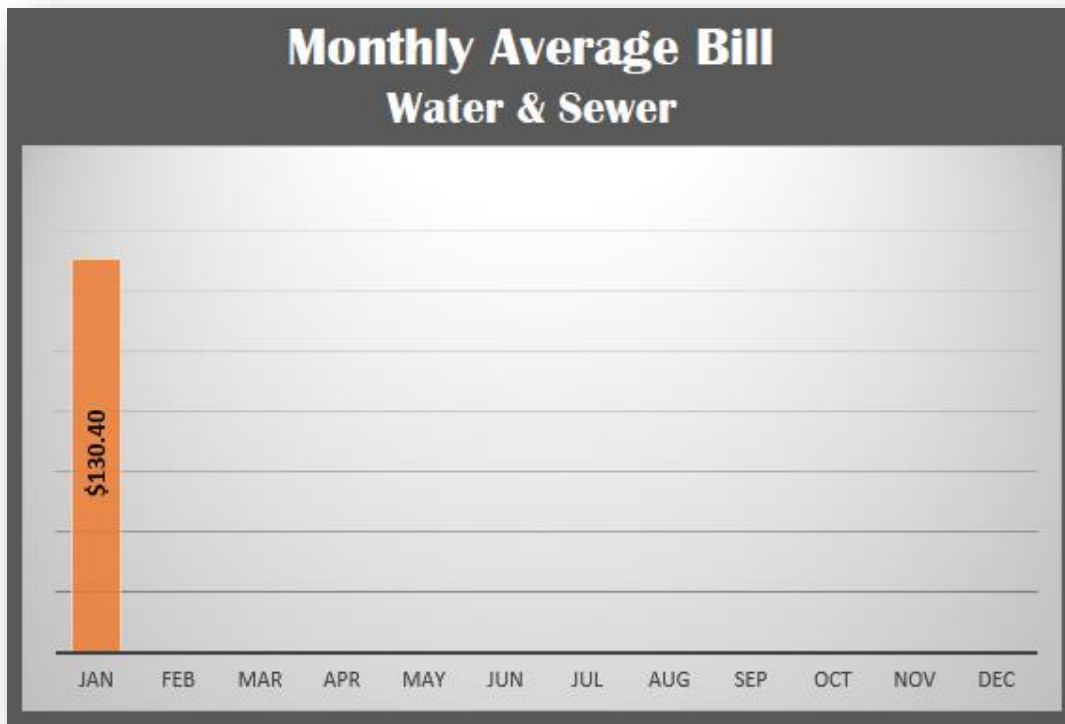
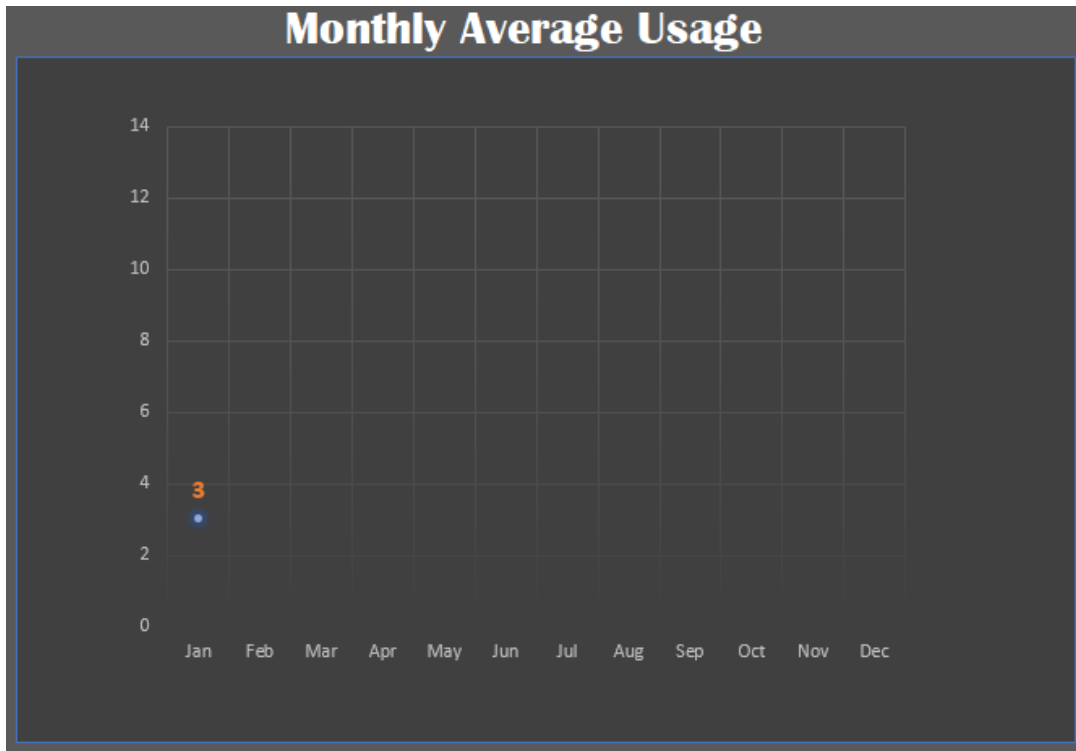
## February's Operations Report

Studio 7 North has starting their GESC work for the Valley View Waterline. Construction has begun.

We held interviews with potential contractors for the CM/GC, Pump Station project.

We held interviews with potential contractors for the CM/GC, O-Line project.

## Monthly Averages



**MEMORANDUM**

TO: Roxborough Water and Sanitation District  
Board of Directors

FROM: TST Infrastructure, LLC  
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: February 14, 2024

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 – The contractor has obtained permits and is preparing for the waterline connection.

McDonald's – A fourth drawing submittal was reviewed and comments returned.

Valvoline Instant Oil Change – Plans have been approved. (No Change)

Christian Brothers Automotive – Plans have been approved. (No Change)

Ravenna Maintenance Facility – Coordination with the developers' engineer has occurred to develop sewer flow rates to serve the facility.

II. RAMPART WATER LINE REPLACEMENT

The contractor was directed by Douglas County to wait until Spring to address asphalt warranty work. (No Change)

III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. 30% design is in progress and nearing completion.

CM/GC Statements of Qualifications (SOQ) were received on February 8<sup>th</sup>. A total of five contractors submitted SOQs including:

- Aslan Construction, Inc.
- Glacier Construction Co., Inc.
- J.R. Filanc Construction Company, Inc

Memorandum  
February 14, 2024  
Page 2

- Moltz Construction, Inc.
- Redline Pipeline LLC

The SOQs were evaluated and scored. A recommendation for a shortlist of contractors to proceed to Request for Proposal will be presented to the Board for consideration.

#### IV. 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)

#### V. REPLACE O-LINE O-2 TO O-5

60% design drawings are in progress. The Site Application was submitted to Chatfield Watershed Authority for approval. Following Chatfield Watershed Authority approval, the site application will be submitted to the state health department for approval.

CM/GC proposals were received on February 7<sup>th</sup> from the short-listed contractors. The short-listed contractors were interviewed and the proposals were scored. A recommendation for the selected contractor for award of the CM/GC contract will be presented to the Board for consideration.

#### VI. WATER PUMP STATION UPGRADES

60% design drawings are in progress. CM/GC proposals were received on February 7<sup>th</sup> from the short-listed contractors. The short-listed contractors were interviewed and the proposals were scored. A recommendation for the selected contractor for award of the CM/GC contract will be presented to the Board for consideration.

#### VII. LIFT STATION GENERATOR

The contractor has completed rough grading and imported base material for the generator pad. Conduit has been installed and waiting Douglas County inspection. Phase 1 work was estimated to be completed by the end of February, but due to

Memorandum  
February 14, 2024  
Page 3

snow in February, has been delayed by about two weeks.

VIII. LIFT STATION P-203 PUMP REPLACEMENT

The new pump first submittal was reviewed and returned. The pump second submittal was received and is under review.

The design drawings for pump replacement are in progress. The state health department design approval package is in progress.

VIII. GIS

District mapping was updated to include 2023 sewer lining and 2023 sewer inspections. (No Change)

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

**General Fund**

1. Property taxes collected for the month total \$ 1,267
2. Specific ownership taxes collected for the month total \$ 13,256

**Debt Service Fund**

1. Property taxes collected for the month total \$ 480
2. Specific ownership taxes collected for the month total \$ 4,271
3. Transfers in for Debt Surcharge in the amount \$ 93,885
4. Paid debt service for water supply loan in the amount of \$ 976,649

**Water Fund Treatment**

1. Service charges billed for the month were \$ 225,660
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 8,447 for the month.
4. Collected \$ 93,885 in capital surcharges for the WTP
5. System Development charges \$ 74,353
6. Ravenna monthly SDC totaled \$ 22,563

**Water Fund -Distribution**

1. Water Costs for the month \$ 90,327
2. Repairs expense in the amount of \$ 61,195 includes C&L Water Solutions in the amount of \$ 44,989
3. Capital Expense includes \$ 36,618 to Groove Toyota

**Sewer Fund**

1. Service charges for the month totaled \$ 165,458
2. Lockheed Martin service charges totaled \$ 31,503 for the month.
3. Dominion Sewer Conveyance income of \$ 48,500
4. Paid Littleton Semi-annual fees in the amount of \$ 567,486
5. Capital Projects includes \$ 36,618 to Groove Toyota

**Capital Fund**

1. Paid \$ 2,060 for Valley View Project
2. Paid \$ 3,462 for Dominion System Improvement
3. Paid \$ 11,612 for O-Line Improvements
4. Paid \$ 27,328 for Ravenna Pump Station