

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
February 15, 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 February 15, 2022, 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: Dave Bane President
 Ken Maas Vice President
 Keith Lehmann Secretary
 Christine Thomas Treasurer
 John Kim Assistant Secretary (via zoom)

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

RWSD Staff: Barbara Biggs Residents: Stephen Throneberry (via zoom)
 Mike Marcum
 Lisa Hoover
 Lucie Taylor
 Dorice Vidger

CALL TO ORDER:

The meeting was called to order at 8:04a.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 Maas, 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 Maas, 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 January 18, 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 December 2022 Financial Recap for Plum Valley Heights. Upon a motion from Director Thomas, second by Director Lehmann, and unanimous vote, the Board approved the December 2022 financial reports 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 Lehman, 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 Lehmann, 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 January 18, 2023.
- b. Ratified Payrolls for January 31 and February 15
- c. Ratified Payments since January 18, 2023: Checks 102256-102302, 102307-102314, 102317-102320, 102322
- d. Approved Payments of Claims: Checks 102303-102306, 102315-102316, 102321, 102323-102332
- e. Approved Pay App #12 for the WTP HSP Serving DWSD in the amount of \$111,109.76
- f. Approved the Pump 201 Addition to Roxborough Lift Station Change Order #2 adding \$43,049.00 and 51 days to Substantial and Final Completion
- g. Approved Pay App #4 for the Pump 201 Addition to Roxborough Lift Station in the amount of \$41,181.55
- h. Approved Amendment No. 3 to HDR, Inc.'s Agreement for Water Treatment Plant Optimization in the not-to-exceed amount of \$11,600

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 on a few legislative initiatives. He will provide more information at future meetings.

OPERATIONS:

Ms. Marcum provided the Operations Report, and a copy of his report is attached to these minutes.

ENGINEERING:

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

FINANCIAL RWSD:

Ted Snailum, of TWS Financial, presented the December 2022 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Maas, and unanimous vote by the Board, the December 2022 financial reports were approved.

BOARD ACTION ITEMS:

ADJOURN:

Upon a motion by Director Thomas, second by Director Lehmann, and unanimous vote, the meeting was adjourned at 9:27 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

February 15, 2023

Valley View Christian Church:

- Permanent and temporary construction easements have been sent to the Chatfield East Property Owners Association for execution.
- TST is preparing a Preliminary Engineering Report for review with the Church prior to starting final design.
- We will be reaching out to two property owners near the connection to the existing water main to notify them of work in the easement on their property.
- Because this project is being funded by the Church and in compliance with the terms of the Inclusion Agreement, this project will be delivered with traditional design/bid/build.

Titan Road Industrial Park:

- Plans have been finalized and signed.

McMakin Property:

- Nothing new to report.

**Roxborough Water and Sanitation - PVH
Financial Recap
December 31, 2022**

General Fund

1. Property taxes collected for the month total \$ 0
2. Specific ownership taxes collected for the month total \$ 4,047
3. Paid \$ 1000 for monthly accounting fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

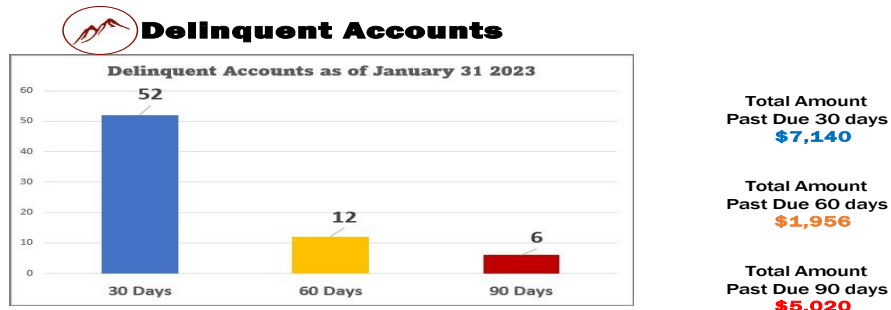
General Manager's Report February 15, 2023

Information Only

- There is a letter from the District's auditors in your packets with disclosures of significant concerns. When Ted and I questioned the auditors regarding the basis of their concerns, we were informed these are standard concerns for smaller entities and new rules mandate the disclosure.

Past Due Accounts:

- As of January 31, we had 6 accounts with a past due balance of \$5,020, compared to 10 accounts with a past due balance of \$6,028 as of December 31.
- We had 9 properties on the shut off list on January 31, and all accounts were paid to avoid interruption of service. Four residents have been approved for the Low-Income Household Water Assistance Program, and their accounts will be paid in full.



January 2023

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, but we continue to get odor complaints. Dominion expects to have a chemical feed system in place by the second quarter of 2023.
- There were an additional 33 Certificates of Occupancy (CO) issued in Sterling Ranch in January bringing the total number of COs that have been issued in Sterling Ranch to 1,908 for a monthly Wastewater Operations Charge of \$38,160.
- Year to date development summary:



ROXBOROUGH WATER AND SANITATION DISTRICT



- The next \$1M Capital Improvements fee is due from Dominion when they reach 2,000 EQRs. This will bring the total Capital Improvement funds paid to date to \$3M of the \$5M required under the Wastewater Conveyance Agreement. Dominion will be assessed 50% of the cost of the 2022 lift station pump replacement project against this fund as a wastewater capacity improvement, and 50% of the cost to replace the emergency backup generator at the lift station planned for 2023.
- 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. Based on building permits issued in 2022, Dominion was invoiced for \$168,000 in January.



Projects:

- The filter optimization study completed last year determined that post-Actiflo alum addition would improve filter performance. The operations staff is completing this work in-house at significant savings to the District. A big thank you to the team for taking this initiative.
- We will be doing a small amendment to HDR's contract for the filter optimization study for assistance in data review, sampling protocols, and brainstorming solutions to manganese causing discolored water complaints.



ROXBOROUGH WATER AND SANITATION DISTRICT

- The addition of the new pump to serve Dominion's high zone is essentially complete except for the permanent VFD. Dominion has indicated it will pay for this project in full, with a project management fee, when the permanent VFD is received and installed.
- Work on the new south entrance gate is progressing well; and work is ongoing on the yard piping for the conversion of the backwash pond to an emergency containment basin.
- The Rampart Range Road Transmission Main Replacement Project is complete for now. Remaining work will include restoration and seeding of the construction staging area, and mill and overlay of the asphalt patches in the southbound lanes.
- Work continues on the sewer lining project in the Roxborough Park neighborhood. Replacing and adding valves to the water distribution system will occur later in 2023 and be coordinated with the Roxborough Park Foundation.

Public Outreach/Opportunities:

- We are in the process of updating the summer watering restrictions to make the language more clear and concise and in compliance with Aurora requirements.
- Next newsletter will be included with the February bills and include notice of the annual flushing in early March (weather permitting).
- Lucie has taken on a project to revamp the quarterly newsletter to make it more current and eye catching. We're also having a staff contest to come up with a new name for the newsletter. The winner will receive a \$50 gift card.

Water Plant

The water treatment plant has been running smoothly. 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.

The original High Zone Pump contract remains the same. Eaton has given us a ship date of 2/7 for the new VFD and has assured us that ours is the next in the production line.

Backwash Pond Phase 2 continues, Moltz is working on steel pipe and small interior process pipe.

Moltz continues work on the parking lot, the pull boxes are in, and we will now be able to schedule the electrician to complete the wiring and get the south gate functional.

Parts for the post alum injection have been ordered, plant and field staff will be installing all the parts for this project other than the electrical which will be outsourced. This will allow us not to go to bid and offer a generous financial savings for the District, kudos to the staff.

January production was **22** million gallons of treated water, **6.2** million gallons of that was for Sterling Ranch.

Lift Stations

The lift stations are running smoothly.

We are working on solutions to address the drainage at the Transition Vault. Since the CDOT project and work at the Platte Canyon exit the Transition Vault has been flooded multiple times. We don't believe it should be our financial responsibility to fix it since it never flooded before, so we had our initial kick off meeting with representatives from RWSD, TST, CDOT, Mile High Flood District and Jefferson County to discuss. The meeting went well, we've come up with some conceptual design with our thoughts of what needs to be done and are working on a second meeting to review them with the same group.

January saw **24** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.6** million was conveyed for Sterling Ranch.

Field

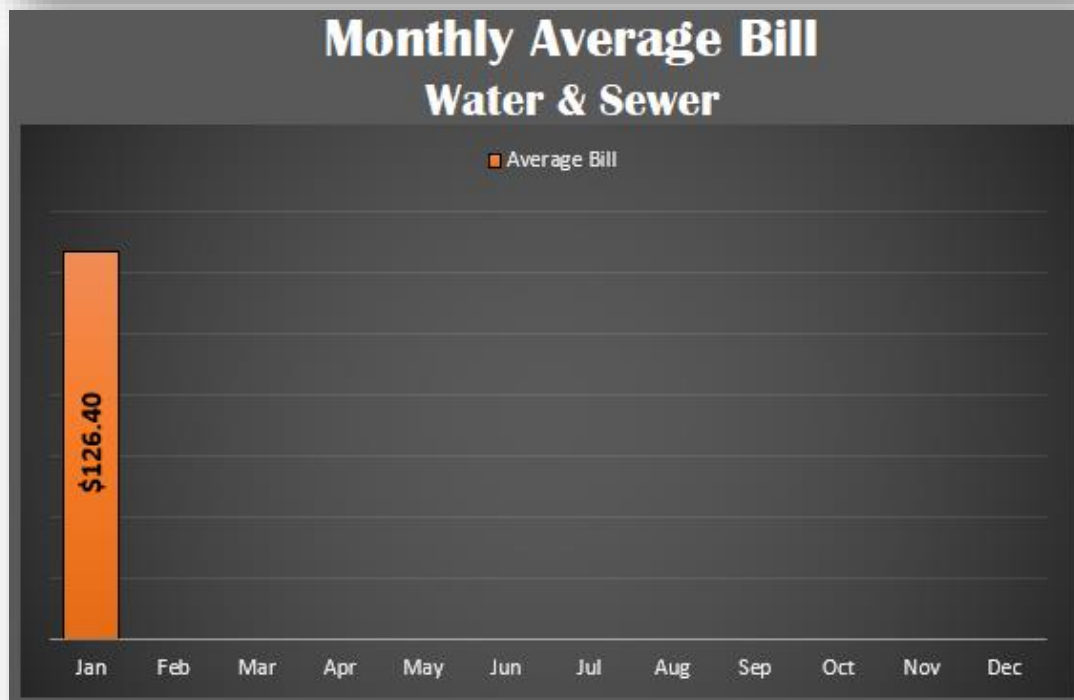
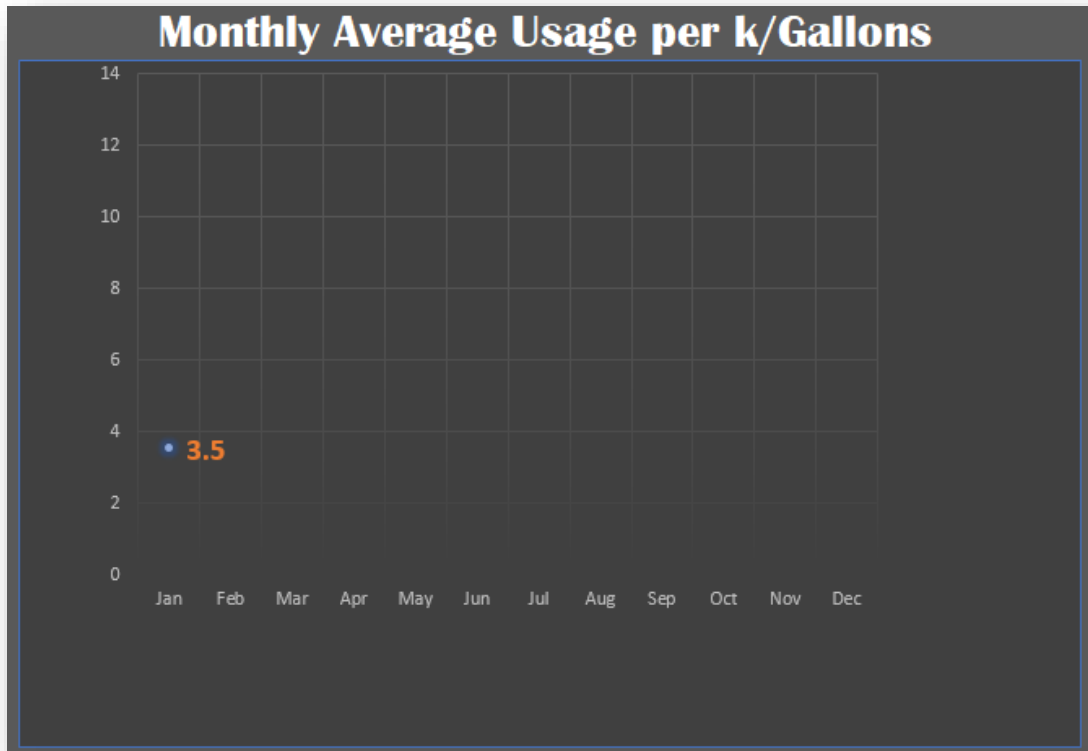
The field had **193** locates for the month of January.

The guys have been super busy in Ravenna and Rampart Range Road working closely with the boring contractors installing the new gas lines. They have done great keeping up with locates and protecting our assets.

The sewer lining project is underway in the park, they are making good progress, but the weather has shut them down more than they would like.

We are looking into switching meter technologies, the cellular technology has not been reliable and despite what they say won't work in the park. We are talking with Mueller who offers a fixed network, historically fixed networks are very expensive to implement, however what is nice with them is they install it, own it and maintain it. By installing small antennas on all of our tanks and pump stations the new meters will all report to them and offer the same features of cellular without needing the service. We are working with them to get a mock antenna so we can show the DRC what an install looks like and pick a color to paint it.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: February 8, 2023

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 – Legal Descriptions were prepared and provided for incorporation into easement documents. The easement documents were sent to the Chatfield Property Owner Association for review. A preliminary engineering report is being prepared to document District supply capabilities to Valley View Church Staff.

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) – Plans were revised by the developer and reviewed. Final plans have been submitted and signed by the District.

McDonald's – Second review set of drawings was received and is under review.

Valvoline Instant Oil Change – Plans were submitted for review and comments have been provided.

Christian Brothers Automotive - Plans were submitted and are under review.

Memorandum
February 8, 2023
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II. RAMPART WATER LINE REPLACEMENT

Waterline work is complete. Concrete path replacement is complete. Asphalt is 90% complete and the contractor will return in the spring to complete asphalt mill and overlay in the Spring. Revegetation will occur once weather conditions are appropriate. (No Change)

III. RAMPART PUMP STATION RELOCATION

Cost estimates and exhibits were prepared on location agreed to by Aurora. A meeting was held with the property owner on the new pump station site and a tentative agreement for a pump station site has been reached. (No change)

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 of February 7th was not met. A new shipment date has not been provided. TST updated the control narrative due to changed pipe configuration at the DWSD high zone to low zone pipe interface.

V. WATER TREATMENT PLANT OVERFLOW POND (PHASE 2)

Installation of yard and interior piping continues. The contractor has started work on the electrical duct bank installation.

VI. LIFT STATION PUMP 201 REPLACEMENT

The pump is producing noise that appears to be cavitation and testing was completed. The data is under review.

VII. TRANSITION VAULT DRAINAGE IMPROVEMENTS

Preliminary design options have been updated after meeting with CDOT, Jefferson County, and Mile High Flood District about potential cost sharing and options. A follow-up meeting is planned February 27th.

Memorandum
February 8, 2023
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VIII. GIS

The latest IT pipes data showing condition of existing sewer was added to the GIS. Existing easements that are available in CAD format are being added to the GIS. (No Change)

IX. DISTRIBUTION SYSTEM ISOLATION VALVES

Planning of installation sequence has been completed and staff is reviewing the proposed sequence with Foundation staff. (No Change)

X. SEWER LINING PROJECT

The GIS map is being updated to indicate the status of sewer lining. (No Change)

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

TST is evaluating route alternatives, trenchless options for replacement and preparing exhibits. Onsite geotechnical investigation was conducted on February 1st and results are expected in late February.

**Roxborough Water and Sanitation
Financial Recap
December 31, 2022**

General Fund

1. Property taxes collected for the month total \$ 4,247
2. Specific ownership taxes collected for the month total \$ 11,576
3. Repairs Expense includes \$ 11,520 to Browns Hill

Debt Service Fund

1. Property taxes collected for the month total \$ 2,093
2. Specific ownership taxes collected for the month total \$ 5,706
3. Transfers in for Debt Surcharge in the amount \$ 93,598

Water Fund Treatment

1. Service charges billed for the month were \$ 234,111
2. Dominion WTP Operations income of \$ 51,074 for the month.
3. Irrigation Water \$ 5,961 for the month.
4. Collected \$ 93,598 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 21,503

Water Fund -Distribution

1. Water Costs for the month \$ 84,772
2. Capital includes \$ 251,355 To American West, \$ 36,443 to QP Services

Sewer Fund

1. Service charges for the month totaled \$ 157,763
2. Lockheed Martin service charges totaled \$ 26,960 for the month.
3. Paid \$ 475,824 to for semi-annual Littleton Sewer fees

Capital Fund

1. Paid \$ 142,119 to Moltz Construction
2. Paid \$ 43,790 for Dominion System Improvements