

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
January 17, 2024**

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 January 17, 2024, 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 and Pogue, PC

RWSD Staff: Mike Marcum
Mitchell Stroehlein
Lisa Hoover
Lucie Taylor
Dorice Vidger

Public: Steve Throneberry (via zoom)
Larry Galvin
Richard Bell

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 December 20, 2023.

GENERAL MANAGER'S REPORT:

Mr. Marcum provided a report on recent activities in the Plum Valley Heights Subdistrict. A copy of Mr. Marcum's report is attached to these minutes.

FINANCIAL PVH:

Ted Snailum of TWS Financial presented the November 2023 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director Bane, and unanimous vote, the Board approved the November 2023 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 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 Bane, second by Director Lehmann, 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 December 20, 2023.
- b. Ratified Payrolls for December 31 and January 15
- c. Ratified Payments since December 20, 2023: Checks – 103138-103140, 103142-103185, 103187-103189, 103191, 103193-103195, 103199, 103201, 103204-103206.
- d. Approved Payments of Claims: Checks – 103141, 103186, 103190, 103192, 103196-103198, 103200, 103202-103203, 103207-103211.

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:

There was no legal report.

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 November 2023 RWSD Financial Statements to the Board. Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote by the Board, the November 2023 financial reports were approved.

BOARD ACTION ITEMS:

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

ADJOURN:

Upon a motion by Director Lehmann, second by Director Bane, and unanimous vote, the meeting was adjourned at 9:23 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

January 17, 2024

Valley View Christian Church

- Contract documents with Studio 7 North have been executed. Insurance and bonding documents have been received and reviewed. Submittals have begun to come in and materials are being procured. A pre-construction meeting was held last week, and all interested parties have been notified that construction related activities are beginning.

Titan Road Industrial Park

- The Facilities Conveyance Agreement with The Titan Car Condo's is complete.
- No updates on other potential developments within the park.

Plum Valley Heights

- Nothing to report in PVH.

McMakin Property

- Nothing new to report.

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

General Fund

1. Property taxes collected for the month total \$ 0
2. Specific ownership taxes collected for the month total \$ 3,594
3. Paid \$ 1000 for monthly accounting fees.
4. Paid \$ 493 for monthly legal fees.



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report

January 17, 2024

Information Only

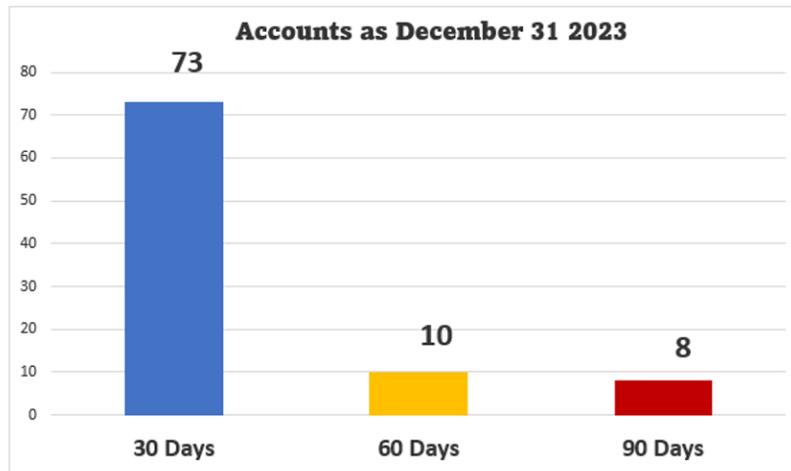
General Information:

Past Due Accounts:

- As of December 31, we had 8 accounts with a past due balance of \$3,316, compared to 9 accounts with a past due balance of \$2,943 as of November 30th.
- We posted 7 customers in December, all 7 paid so no one was shut off.



Delinquent Accounts



**Total Amount
Past Due 30 days
\$15,191**

**Total Amount
Past Due 60 days
\$1,741**

**Total Amount
Past Due 90 days
\$3,316**

Dominion Water and Sanitation District/Sterling Ranch:

- Chemical addition at Dominions Titan Road Lift Station commenced on 11/9. RWSD has gathered data in the collection system, appears their current dose is ineffective. They continue to monitor PH and H2S as they up the dose weekly.
- Termination of the RWSD from the Operations Agreement is complete.
- There were an additional 36 Certificates of Occupancy (CO) issued in Sterling Ranch in December bringing the total number of COs that have been issued in Sterling Ranch to 2,425 at year end. The monthly Wastewater Conveyance Charge for December was \$48,500.
- Year to date development summary:



ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report



- O-Line RFQ has been advertised, 3 companies turned in statements of qualifications. We'll ask you to approve the short list as recommended in the action items. DWSD is responsible for 60% of all costs associated with this 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. Dominion was invoiced \$114,900 at the beginning of the year for these.
- Through December there was a total of 2492 building permits issues. They will hit 2500 in January which will trigger a Capital Improvements payment of \$1,000,000. They were invoiced for their Capital Lease payment for the year of \$250,000.





ROXBOROUGH WATER AND SANITATION DISTRICT

General Manager's Report

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.
- The Haberer's are yet to sign the easements needed for the Rampart Pump Station Relocation, their counsel was out towards the end of the year. Their counsel did reach out to Alan to seek some clarification and thinks once she relays that it will bring the clarity needed to get some signatures.
- The CM/GC process has started, we have 7 candidates that submitted statements of qualifications. We will ask the board to approve the short list we have recommended in the action items.
- WTP Fiber – We have an installation date set for the fiber of 01/30/24, Browns Hill and Initial IT will be onsite to configure the new firewalls.
- The Distribution System Leak Monitoring pilot has begun, no leaks have been reported.
- Work at Valley View Christian Church has begun. Studio 7 North has started survey of the alignment and limits of construction. We completed the pre-construction meeting last week.

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 smoothly. In December, the plant was operational for **13** days with an average plant production of **1.8** 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.

HDR has submitted the ACH pilot study application to CDPHE. If approved we will start the pilot immediately once chemical arrives.

December production was **26** million gallons of treated water, **5.2** 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.

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, but a new chemical tank still needed to be ordered.

DWSD odor control systems have been started up and monitoring has begun. They are steadily increasing the dose while trying to hit their target H₂S levels and PH levels. Our loggers indicate they still have a bit to go.

Work on the new generator is supposed to begin the week of 01/15/2024. Phase one of the project will include running the duct bank from the building to the pad, pouring the pad, and setting the generator.

December saw **28** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.1** million was conveyed for Sterling Ranch.

Field

The field had **128** locates for the month of December.

Infrastructure for the new meter network is being installed currently. 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 are planning to perform a "blind" simulation. That is where we simulate a leak without telling them to prove the effectiveness of the system.

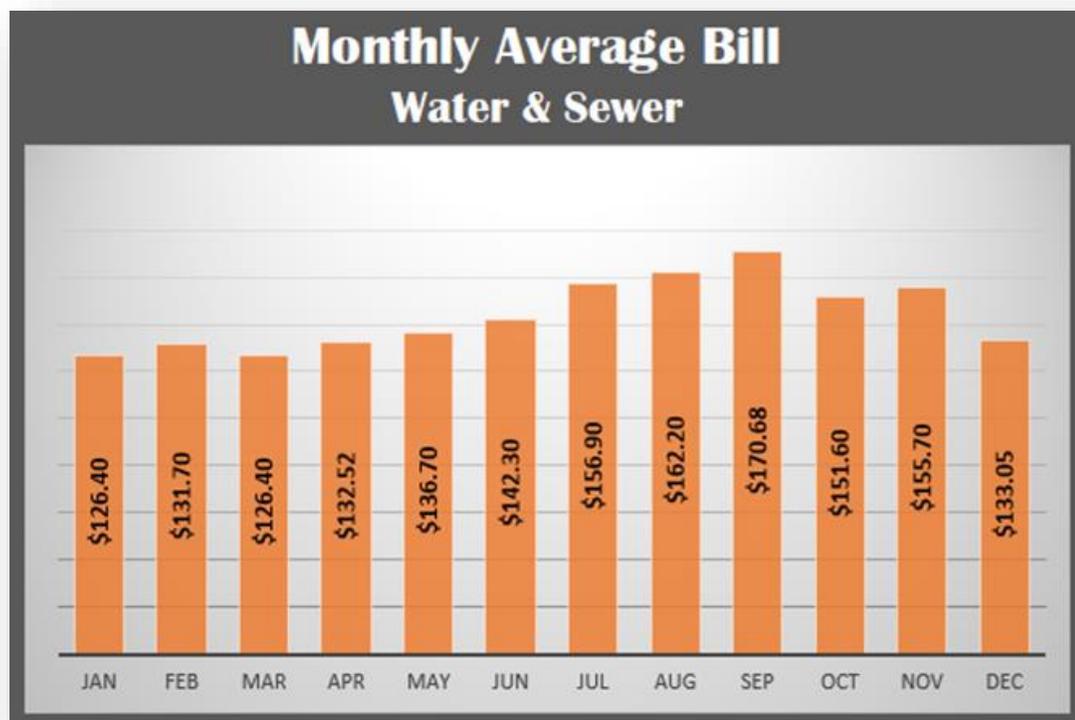
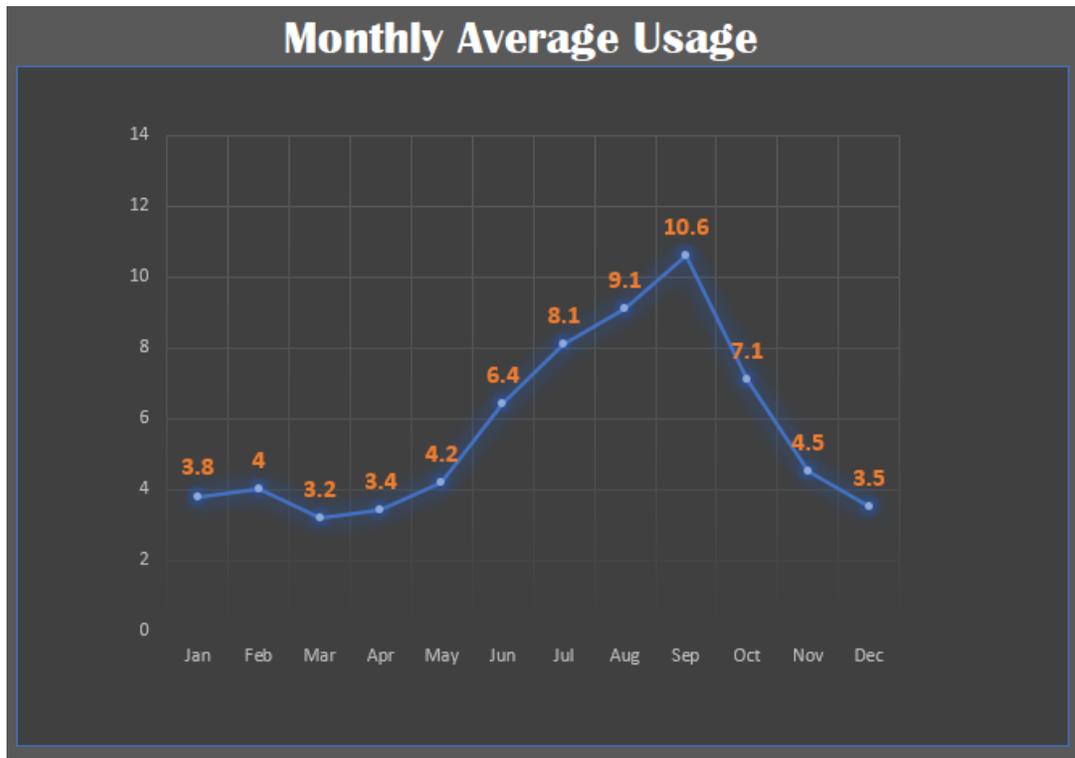
Studio 7 North has starting their GESC work for the Valley View Waterline. A pre-construction meeting was held on 01/11/2024.

We held an informational conference meeting for the CM/GC, Pump Station project before the holidays. We had good attendance.

Discussions with the Haberers are progressing well on the Rampart PS relocation, we are finalizing the agreement and progressing with the design.

O-Line Project site application to CDPHE has turned in, waiting on approval.

Monthly Averages



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure, LLC
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: January 11, 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 – A preconstruction meeting was held January 11th and the contractor is anticipating to mobilize the week of January 15th.

Sherwin Williams Store – All work is complete.

Titan Road Vehicle Storage (Luxury Condominiums) – All work is complete.

McDonald's – A fourth drawing submittal has been received and is under review.

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

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

II. RAMPART WATER LINE REPLACEMENT

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

Memorandum
January 11, 2024
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III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. 30% design is in progress. CM/GC advertisement for Request for Qualifications will publish January 18th and Statement of Qualifications is due from contractors on February 8th for short-list selection by the Board at the February board meeting.

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. GIS

District mapping was updated to include 2023 sewer lining and 2023 sewer inspections.

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

30% design drawings are in progress. The Site Application is in the process of receiving signatures from South Platte Renew (SPR) and will be submitted to Chatfield Watershed Authority for review upon receiving application signatures from SPR.

CM/GC Statements of Qualifications (SOQ) were received on January 10th. A total of three contractors submitted SOQs including:

- Apex Plumbing, Inc.
- Redline Pipeline LLC
- T. Lowell Construction, Inc.

The SOQs are being evaluated and scored. A recommendation for a shortlist of contractors to proceed to Request for Proposal will be presented to the Board for consideration at this month's board meeting.

Memorandum
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VII. WATER PUMP STATION UPGRADES

Preliminary electrical and mechanical design drawings have been received and are under review. CM/GC Statements of Qualifications (SOQ) were received on January 10th. A total of seven contractors submitted SOQs including:

- Conroy Excavating, Inc.
- J.R. Filanc Construction Company, Inc.
- Glacier Construction Company, Inc.
- GSE Construction Company, Inc.
- Integrated Water Services, Inc.
- Rice Lake West, Inc.
- RN Civil Construction

The SOQs are being evaluated and scored. A recommendation for a shortlist of contractors to proceed to Request for Proposal will be presented to the Board for consideration at this month's board meeting.

VIII. LIFT STATION GENERATOR

The contractor mobilized January 8th and has started grading and electrical conduit installation. Phase 1 work is estimated to be completed by the end of February.

IX. LIFT STATION P-203 PUMP REPLACEMENT

The new pump was ordered and a submittal was received. The pump submittal is under review.

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

General Fund

1. Property taxes collected for the month total \$ 1,650
2. Specific ownership taxes collected for the month total \$ 13,073

Debt Service Fund

1. Property taxes collected for the month total \$ 532
2. Specific ownership taxes collected for the month total \$ 4,212
3. Transfers in for Debt Surcharge in the amount \$ 93,830

Water Fund Treatment

1. Service charges billed for the month were \$ 258,123
2. Dominion WTP Operations income of \$ 57,833 for the month.
3. Irrigation Water \$ 10,797 for the month.
4. Collected \$ 93,830 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 22,612

Water Fund -Distribution

1. Water Costs for the month \$ 97,060

Sewer Fund

1. Service charges for the month totaled \$ 166,44
2. Lockheed Martin service charges totaled \$ 38,277 for the month.
3. Dominion Sewer Conveyance income of \$ 47,700
4. Repairs Expense includes \$ 75,922 to DES Pipe Maint.
5. Capital Projects includes \$ 18,682 to QPS

Capital Fund

1. Paid \$ 15,025 for Valley View Project
2. Paid \$ 6,980 for Dominion System Improvement
3. Paid \$ 24,649 for O-Line Improvements
4. Paid \$ 21,408 for Ravenna Pump Station
5. Received \$ 659,951 for Valley View Project