

RECORD OF PROCEEDINGS

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**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  
March 20, 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 March 20, 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  
Loren McFall Assistant Secretary

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

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

Public: Dave Thomas

**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.

**PUBLIC HEARING ON RATES AND CHARGES**

Director Thomas opened the public hearing on rates at 8:01 a.m. Mr. Gerstner provided the rate presentation and addressed questions from the Board of Directors. Following the presentation, public comments and questions were addressed.

**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 February 21, 2024.

**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 January 2024 Financial Recap for Plum Valley Heights. Upon a motion from Director Lehman, second by Director McFall, and unanimous vote, the Board approved the January 2024 financial reports for Plum Valley Heights.

**BOARD ACTION ITEMS:**

**Consideration of Resolution No. 24-03-01 Approving and Adopting Changes to the Sub-District’s Water and Wastewater Service Rates and Charges** -Director Lehmann moved to approve Resolution 24-03-01 as presented. The motion was seconded by Director Bane. Following discussion, Director Kim moved to amend the original motion to remove the \$2,500 inspection fee from the System Development Charge. The motion to amend the original motion was approved (I don’t think it was clear that anyone voted against the motion to amend).

Following approval of the amendment to the original motion, upon a motion by Director Kim, second by Director Bane, the Board approved and adopted Resolution 24-03-01, approving changes to the Sub-District’s water and wastewater service rates and charges with the removal of the \$2,500 Inspection fee from the System Development Charge. The vote was 4-1 with Keith Lehmann voting no.

**ADJOURN AS THE PVH SUBDISTRICT OF RWSD AND RECONVENE AS THE ROXBOROUGH WATER AND SANITATION DISTRICT BOARD:**

Upon a motion by Director Bane second by Director Lehmann, 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 February 21, 2024.
- b. Ratified Payrolls for February 29 and March 15
- c. Ratified Payments since February 21, 2024: Checks – 103295-103317, 103322, 103324-103331, 103333-103340, 103342-103346, 103348-103349, 103352-103353, 103355, 103360.
- d. Ratified Phase 2 Work Order Contract with Sun Valley Contractors in the amount of \$118,700.00 for the Lift Station Generator Project.
- e. Approved Payments of Claims: Checks – 103318-103321, 103323, 103332, 103341, 103347, 103350-103351, 103354, 103356-103359.
- f. Approved Pay App #2 from Studio 7 North for the VVCC Waterline Project in the amount of \$179,977.87.
- g. Approved Pay App #1 from Sun Valley Contractors for the Lift Station Generator Project in the amount of \$92,492.20.

**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 deferred his comments to the Board Action Items.

**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 January 2024 RWSD Financial Statements to the Board. Upon a motion by Director Bane, second by Director Lehmann, and unanimous vote by the Board, the January 2024 financial reports were approved.

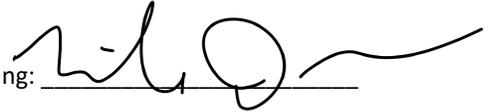
**BOARD ACTION ITEMS:**

- a. **Approve selected contractor for Rampart Pump Station Relocation CM/GC Project** – Upon a motion by Director Lehmann, second by Director Bane and unanimous vote the approved Redline for Rampart Station Relocation CM/GC Project.
- b. **Consider waving Availability of Service Charges for Steve Ketcham** – Upon a motion by Director McFall second by Director Bane and unanimous vote the Board declined waving the Service Charges for Steve Ketchum.
- c. **Consideration of Resolution No. 24-03-01 Approving and Adopting Changes to the District’s Water and Wastewater Service Rates and Charges** - Upon a motion by Director Bane, second by Director Lehmann the Board approved and adopted changes to the District’s water and wastewater service rates and charges with the removal of the \$2,500 Inspection fee from the System Development Charge. The vote was unanimous..

**ADJOURN:**

Upon a motion by Director Bane, second by Director Lehmann, and unanimous vote, the meeting was adjourned at 10:56 a.m.

Secretary of the meeting: \_\_\_\_\_





## **GENERAL MANAGER'S REPORT**

# **Plum Valley Heights Subdistrict**

Of  
Roxborough Water and Sanitation District

*March 20, 2024*

### **Valley View Christian Church**

- Construction has continues with Studio 7 North, Mitch will fill you in with the details.
- Mike McKesson was presented with cost estimates for the two waterline options that he requested. Upon seeing those options, he stated that he would need to find other funding options as the numbers were bigger than had anticipated. He said he was going to have to shelf the idea for now but was going to attempt to figure out a solution.

### **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  
January 31, 2024**

**General Fund**

1. Property taxes collected for the month total \$ 0
2. Specific ownership taxes collected for the month total \$ 2,701
3. Paid \$ 1000 for monthly accounting fees.
4. Paid \$ 961 for monthly legal fees.

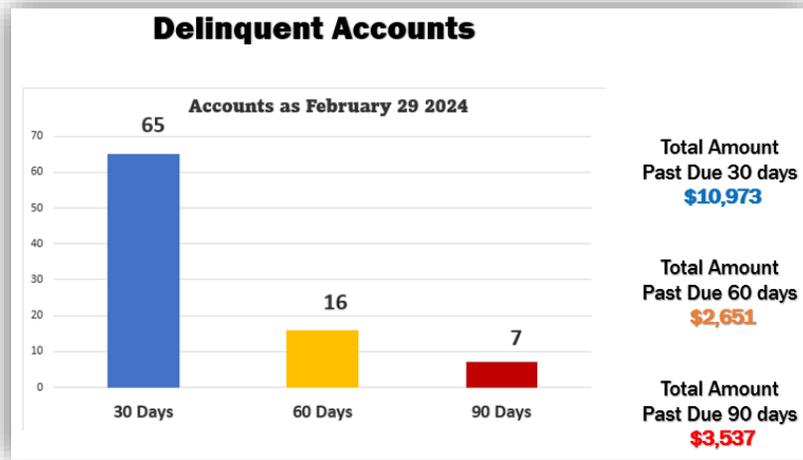
# General Manager's Report

March 20, 2024

Information Only:

General Information:

Past Due Accounts:



As of February 29th, we had 7 accounts with a 90 day past due balance of **\$3,537**, compared to 8 accounts with a 90 day past due balance of **\$3,043** as of January 31st.

We posted 7 customers on March 5<sup>th</sup>. Everyone paid so no shut off.

Dominion Water and Sanitation District/Sterling Ranch:

There were an additional **31** Certificates of Occupancy (CO) issued in Sterling Ranch in February bringing the total number of COs that have been issued in Sterling Ranch to **2,483**. The monthly Wastewater Conveyance Charge for February was **\$49,660**.



# General Manager's Report



Through February there has been a total of **2,551** building permits issues. Sterling Ranch exceeded 2,500 connections which triggered a Capital Improvements payment of \$1,000,000.

- 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. Our odor loggers captured a dose change they made around the 25<sup>th</sup> of February that trended the H2S production in a positive direction. We will continue to monitor our system.
- I responded to a LE referral that came through from Douglas County for another lift station in filing 7. The lift station appeared to have the same design as the Titan Road lift station and no chemical addition was called out. I made comment about that as well as comment regarding capacity in our system, the projected population in filing 7 far exceeds the number of EQR's we have agreed on in the current O-Line agreement. (4000)

## 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 Haberers are yet to sign the easements needed for the Rampart Pump Station Relocation, their council has sent another email requesting clarification. Berkeley Homes has agreed to work with us on a temporary construction easement along their property for the waterline installation. The CM/CG proposals have been reviewed from the approved short list of contractors and interviews have been done. We are looking for action today from the Board to select a contractor award design to.
- O-Line contract with Redline Pipeline has been executed. Site application has been approved by Chatfield Watershed Authority and will be submitted to CDPHE next. Design will continue with Redline through 60% then to 90% over the next month. We will receive a Guaranteed Maximum Price at that point at which time we decide to build the project or not. DWSD is responsible for 60% of all costs associated with this project.
- The Pump Station Rehabilitation Project contract has been executed with Filanc. Design will continue with Filanc through 60% then to 90% over the next month. We will receive a Guaranteed Maximum Price at that point at which time we decide to build the project or not.

# General Manager's Report

- I was contacted by an outfit working on the new solar farm project on Rampart Range Road by the electrical substation last week, they were inquiring about water. They want one tap for some tree irrigation and general purposes at the solar farm and wanted to know the cost to bring water to the site. TST updated the last cost estimate for the line to Seven Stones and it was around \$2.6 M. I informed the outfit that there was other interest in the corridor and there was opportunity to cost share.
- Still working with Ravenna on the new 8 lot project and the 4-lot golf course project. Not much to report on the 4 lots but the 8-lot project has received comments on their water and sewer drawings. They are trying to figure their sewer situation. They want to run sewer by gravity from the 8 lots to a central lift station at their relocated maintenance facility and utilize their current force main to push the sewage into the gravity system. The challenge in this is the flow projections are showing more than 2000 GPD flow which requires a CDPHE permit and certified operator.

## Public Outreach/Opportunities:

- Garden In A Box kits have been on sale for over two weeks now. Coupons went fast as always, and the project was a success yet again. As a Roxborough Water customer, you are eligible for a discount starting at \$25 off. Full collection available [ResourceCentral.org/Gardens](https://ResourceCentral.org/Gardens)
- 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.
- Spring flushing will begin in April, we will post this on the website and use our mobile vehicle signs to make the community aware of the efforts.

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## Water Plant

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The water treatment plant has been running well. In February, the plant was operational for **12** days with an average plant production of **1.7** MGD and a max day of **2.0** 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. This is currently scheduled for 3/27.

The new fence at the plant is 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 February, 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 are installed. There are still some bugs to work out.

The ACH pilot study application with CDPHE is approved. Chemicals are on site. HRD is checking if they have a Zetasizer we can borrow. The Zetasizer measures the charge of the water.

February production was **20** million gallons of treated water, **7.7** million gallons of that was for Sterling Ranch.

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## Lift Stations

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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 is anticipated to arrive the last week of June. We have reviewed plans with TST.

## March's Operations Report

We have begun dosing our new chemical combination at RLS. The odor logger was pulled out of the transition vault at the end of February. The logger did not yield good data. TST has but their logger back in. We hope to see better data from their logger.

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. Our logger in the O-Line did show good data. There was a steep drop off H<sub>2</sub>S towards the end of February. This did line up with what Dominion told us they were dosing. Dominion says they will try maintaining a pH of 12 for a longer period to burn off the biofilm they believe is causing the odors. If that does not work, they will try a biocide.

The new generator is scheduled to be set the week of March 18<sup>th</sup>. Phase one of the project includes pouring the pad, and setting the generator, grading, and reseeding. Running the duct bank from the building to the pad has been moved to phase 2.

February saw **22** million gallons of sewage pumped to Littleton-Englewood. Approximately **4.7** million was conveyed for Sterling Ranch.

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## Field

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The field had **158** locates for the month of February.

There was a water main break on Dusk St on March 6<sup>th</sup>. There was a void over the pipe where the break was, which made it difficult to locate the break.

Our leak monitoring pilot has ended. We performed a "blind" simulation. That is where we simulate a leak without telling them to prove the effectiveness of the system. The equipment did work and is all still in place.

Infrastructure for the new meter network is installed. Operators have been installing some new meters to test the function. There have been some issues with connecting to the nodes.

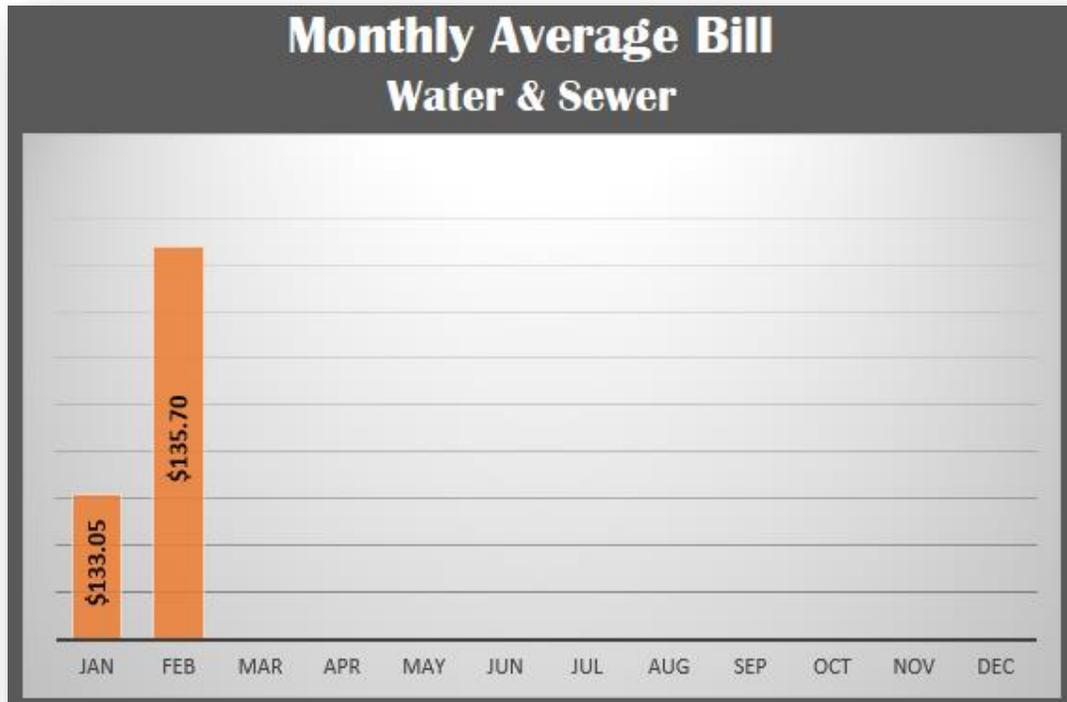
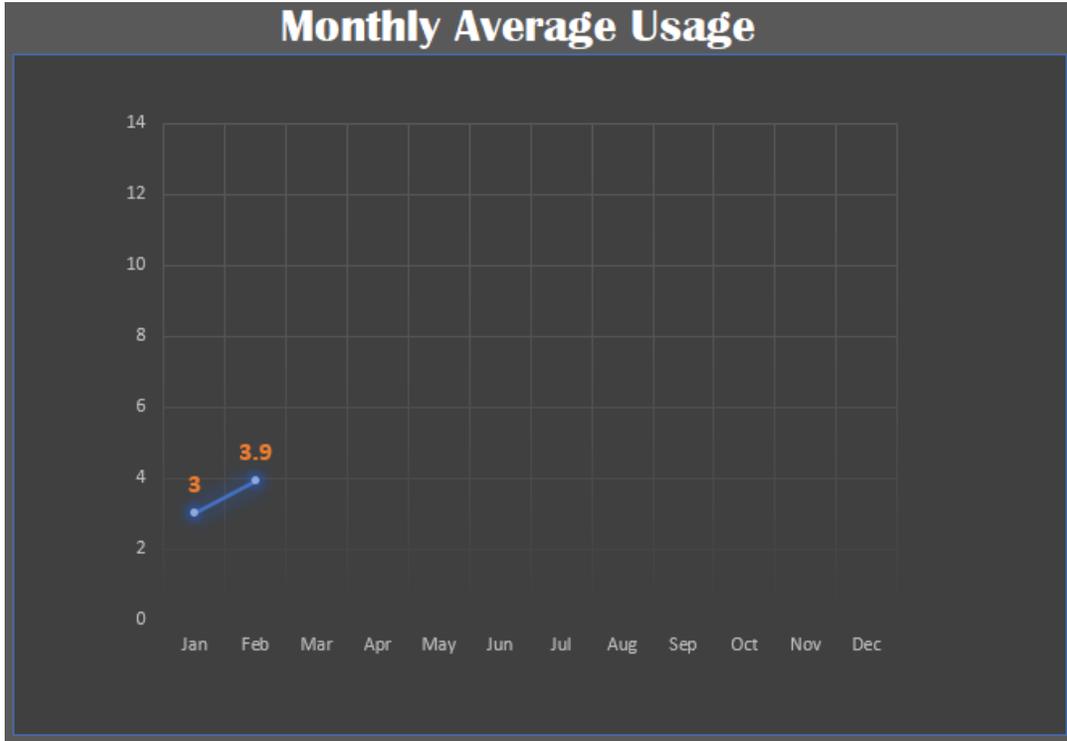
Annual flushing will start around the beginning of April.

Studio 7 North has been moving forward with construction.

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

We are scheduling kick-off meetings for the O-Line and Pump Station projects.

## Monthly Averages



**MEMORANDUM**

TO: Roxborough Water and Sanitation District  
Board of Directors

FROM: TST Infrastructure, LLC  
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: March 13, 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 installed 500 of 2250 feet of pipeline.

McDonald's – A fifth 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. (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)

III. RAMPART PUMP STATION RELOCATION

Development of an agreement with the landowner is in progress. 30% design is complete.

CM/GC proposals were received on March 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.

Memorandum  
March 13, 2024  
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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 complete. The Site Application was approved by the Chatfield Watershed Authority. The site application is prepared for submittal to the state health department for approval.

The CM/GC kickoff meeting is scheduled to occur March 26th.

VI. WATER PUMP STATION UPGRADES

60% design drawings are complete. The CM/GC kickoff meeting is scheduled to occur before the end of March.

VII. LIFT STATION GENERATOR

Phase 1 work is estimated to be completed by March 18<sup>th</sup> which includes the generator pad, conduit around the generator and sidewalk adjacent to the storage building. Phase 2 work will commence after Phase 1 and includes completing the conduit to the Lift Station and surface restoration.

VIII. LIFT STATION P-203 PUMP REPLACEMENT

The new pump has been ordered and expected delivery is late June or early July.

The design drawings for pump replacement are in progress. The state health department design approval package has been submitted.

VIII. GIS

District map book was updated to include 2024 sewer lining.

**Roxborough Water and Sanitation  
Financial Recap  
January 31, 2024**

**General Fund**

1. Property taxes collected for the month total \$ 406
2. Specific ownership taxes collected for the month total \$ 9,612

**Debt Service Fund**

1. Property taxes collected for the month total \$ 131
2. Specific ownership taxes collected for the month total \$ 3,097
3. Transfers in for Debt Surcharge in the amount \$ 93,844
4. Transfers in Availability of Service \$26,042

**Water Fund Treatment**

1. Service charges billed for the month were \$ 234,372
2. Availability of Service Collected for the month \$ 19,700
3. Dominion WTP Operations income of \$ 57,833 for the month.
4. Collected \$ 93,844 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 22,563
6. Capital Project for the month of \$ 251,437 to Municipal Treatment

**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

**Sewer Fund**

1. Service charges for the month totaled \$ 165,747
2. Lockheed Martin service charges totaled \$ 31,570 for the month.
3. Dominion Sewer Conveyance income of \$ 49,040

**Capital Fund**

1. Paid \$ 11,686 for Valley View Project
2. Paid \$ 2,789 for Dominion System Improvement
3. Paid \$ 15,009 for O-Line Improvements
4. Paid \$ 35,033 for Ravenna Pump Station