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
October 21, 2026

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 October 21, 2026, 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:	Loren McFall	President
	Dave Bane	Vice President
	Fran Santagata	Secretary
	David Thomas	Treasurer
	Kim DeGrande	Assistant Secretary

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

RWSD Staff:	Mike Marcum	Public: Christine Thomas
	Mitchell Stroehlein	Robert Case
	Lucie Taylor	Ephram Glass
	Dorice Vidger	
	Addy Kestner	

CALL TO ORDER:
The meeting was called to order as the Roxborough Water and Sanitation District (RWSD) Board of Directors regular meeting at 8:01AM by Director McFall, it was established that a quorum was in attendance and there were no conflicts of interest to disclose.

PUBLIC COMMENT:
Robert Case – Robert Case presented his meter tampering appeal to the Board.
Ephram Glass – Ephram Glass asked the board to reconsider a joint ballot and presented his customer survey.

PLUM VALLEY HEIGHTS SUBDISTRICT:
Upon a motion by Director Santagata, second by Director Thomas 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 Santagata, 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 PVH Subdistrict which are contained in and part of the Minutes of the Roxborough Water & Sanitation District Minutes for the Regular Meeting on August 19, 2026.

GENERAL MANAGER'S REPORT:
Mr. Marcum provided the 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 July and August 2026 Financial Recap for Plum Valley Heights. Upon a motion from Director Santagata, second by Director Thomas and unanimous vote, the Board accepted the July and August 2026 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 Santagata second by Director DeGrande, 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 Santagata, 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 July 15, 2026.
    a. Ratified Payrolls for August 31, 2026:
    b. Ratified Payments from August 19, 2026: 105677 – 105795, 105799 – 105842.
    b. Approved Payments of Claims: Checks: 105796 – 105798, 105843 – 105846.
    c. Ratified Pay App # 7 from QP Services, LLC for $38,424.73 for the 2026 Roxborough CIPP project.

GENERAL MANAGER'S REPORT:
Mr. Marcum provided the General Manager's Report. A copy of Mr. Marcum's report is attached to these minutes.

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 July and August 2026 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director Santagata and unanimous vote by the Board, the July and August 2026 financial reports were accepted.

ADMINISTRATIVE REPORT:
Mr. Marcum provided the Administrative Report. A copy of Ms. Hoover's report is attached to these minutes.

BOARD ACTION Items:
Upon a motion by Director Santagata second by Director DeGrande and unanimous vote the board set November 18, 2026, at 8:00 a.m. for a Hearing on the 2027 Budget.

Upon a motion by Director Santagata second by Director DeGrande and unanimous vote the board approved Resolution 2026-10-01 Certifying Delinquent Accounts to Douglas County Treasurer.

At 9:34 am, upon a motion by Director Bane second by Director Santagata and unanimous vote the Board convened an Executive Session, pursuant to Section 24-6-402(4)(b), C.R.S., to receive to receive legal advice concerning Robert Case's appeal for meter tampering fine he received. Upon a motion by Director Santagata second by Director Thomas and unanimous vote the Executive Session was closed at 9:47am.

At 9:48 am, upon a motion by Director Santagata second by Director Thomas and unanimous vote the Board convened an Executive Session, pursuant to Section 24-6-404(4)(b), C.R.S., to receive legal advice concerning pending Aurora Water IGA restatement. Upon a motion by Director Santagata second by Director Thomas and unanimous vote the Executive Session was closed at 10:30am.

At 10:36 am, upon a motion by Director Santagata second by Director DeGrande and unanimous vote the Board convened an Executive Session pursuant to Section 24-6-402(4)(f)(I) to Discuss Personnel Matters with the General Manager. Upon a motion by Director Thomas second by Director Santagata and unanimous vote the Executive Session was closed at 11:20 am.

ADJOURN: Upon a motion by Director Santagata, second by Director DeGrande and unanimous vote, the meeting was adjourned at 11:21am.

Secretary of the meeting: _____

Roxborough
Water & Sanitation District

GENERAL MANAGER'S REPORT

Plum Valley Heights Subdistrict

Of

Roxborough Water and Sanitation District

October 21st, 2026

Titan Road Industrial Park

- Comcast has indicated that their legal team has completed the review of the documents provided and will plan to petition to include into both districts. We are also waiting on the prepayment for the engineering and past due design review invoices.
- Martin Marrieta has submitted their plans for review and continues to work through Douglas County on approvals.

Plum Valley Heights

- As CAB infrastructure has moved down Moore Rd. to serve the relocated helipad and ultimately Zebulan, I am planning to approach them soon to inquire if they are still willing to allow a second PVH feed off their line. That will bring better fire flows and increased pressures to them along with dual feed. However, this will just be conceptual at this point as it's not budgeted for in 2027.

McMakin Property

- I got an email from Keith Lehman stating that the POA has nearly reached an agreement with Linda McMakin for the development on her 40 acres and said the maximum number of units allowed will be 12. Currently the agreement allows for 16, she used 1 to connect her house so 3 will revert back to us pending an amended inclusion agreement.

General

- Bobcat of the Rockies is in the Douglas County planning process to build a facility on the east side of Santa Fe, south of Titan. They have been provided with a will-serve letter as well. They have continued coordination with us on design requirements, but I have put it on them to seek the necessary easements.

Roxborough Water and Sanitation - PVH Financial Recap
July 31, 2026

General Fund

- Property taxes collected: $ 115,725
- Specific ownership taxes: $2,748
- Interest income: $175
- Professional fees: $1,000

Roxborough Water and Sanitation - PVH Financial Recap
August 31, 2026

General Fund

- Property taxes collected: $ 4,473
- Specific ownership taxes: $2,759
- Interest income: $191
- Professional fees: $1,000
- Debt Service payment $152,044

Roxborough
Water & Sanitation District

General Manager's Report

October 21st, 2026

Projects

- CORE has sent the contract for construction for the removal of the powerlines in Ketcham's property, and we have executed it and sent the payment. Once processed they will schedule a pre-construction with Mitch. Steve Ketcham sent an apology email stating he is working on a land swap with CPW and sorry for the delay. I was also told he has a potential buyer that might purchase all four lots and build a small-scale multi-family unit.
- We continue designing the Halley's / Dusk waterline replacement. We will re-look at our phasing because of the last break and the condition of the pipe as we had another break on Westside and Lynx.

Potential Inclusions / Updates

- The Chatfield Commercial Property has engaged a firm to assist with the formation of a water & sanitation district to serve the corridor. I got an email from their attorney asking for Roxborough to consider forming another sub-district (like PVH) instead of them, recall prior direction from the board was to let them do the heavy lifting and hold the debt, but I thought I'd bring it up again since they asked.
- We've got several locates for the property north of Sherwin Williams and the feedback the field staff has received that they are putting a carwash there, however I have not got a referral nor a request for water.

Dominion Water & Sanitation District

- DWSD has opened bids for the steel structures at their CBWRF and solicited bids for the remainder of the plant. Construction trailers have been installed onsite and work will commence soon.

Public Outreach/Opportunities

- I met with Alex Davis to discuss our IGA. She stated because of a recent rate study it appears RWSD has a shortcoming and they'd like to restate the IGA to correct it. We will discuss further in Executive Session.
- City of Littleton is also evaluating a rate increase that hits the connector districts hard, we are working through that with them. This is to support treatment upgrades at South Platte Renew to keep up with treatment requirements.
- Aurora announced a new watering ban on 9/28 stating no outdoor, spray, irrigation from 10/15-4/30. We also sent a mailer requesting folks limit outdoor watering to 1 day until the ban.
- Lucie has already begun working with Resource Central for our 2027 conservation efforts. 2026 was a huge success and all the rebates were claimed.

Roxborough
Water & Sanitation District

General Manager's Report

- I hope everyone has received the 2027 draft budget for RWSD and PVH, this was sent before the October 15 deadline as required by statute. We will take action to set the budget hearing for next month later in the meeting today.
- Hopefully everyone has received the save the date for the annual board celebration, once the entrée selections are selected you'll receive the official invitation.

August Flows (Million Gallons)

Water			
	RWSD	DWSD	Total
WTP	42.1	16.2	58.3
CASTLE ROCK		22 (estimate)	
TOTAL	42.1	38.2 (estimate)	80.3

SEWER			
RWSD	DWSD	LOCKHEED MARTIN	TOTAL RLS
15.6	10.5	4.5	30.6

September Flows (Million Gallons)

Water			
	RWSD	DWSD	Total
WTP	36.5	11.5	48.0
CASTLE ROCK		22 (estimate)	
TOTAL	36.5	33.5 (estimate)	70.0

SEWER			
RWSD	DWSD	LOCKHEED MARTIN	TOTAL RLS
14.0	9.9	4.5	28.4

Water Plant

Inflexion Point continues work on the new SCADA. Most of the plant is complete. IxP is planning to deploy what they have to start providing actual data while running side by side with the current SCADA.

This year's Rotork valve actuators and adapters have been delivered. Due to manufacturing delays, installation will be scheduled after the 2027 order is delivered. 2027 will complete all actuator replacements.

Anthracite has been delivered to replace the top 4" of filter media to improve filter run times. Operators will replace the media.

Operators are also draining both reclaim basins to inspect equipment and have all sludge pumped out and processed in preparation for winter.



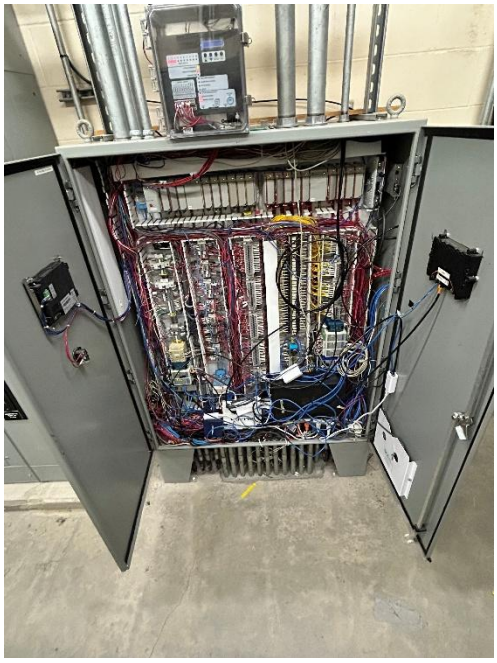
Installation of new pH analyzers is nearly complete. These analyzers are proving to be much more reliable than the old analyzers and will save over $8,600 per year on maintenance costs.

Lift Stations

A small generator is being added to the Transition Vault to power the PLC during power outages. Without PLC communications, the valves cannot open on their own and pumps fault at Roxborough Lift Station.

Force main air vac parts have been delivered. Rebuilding the air vac will save over $300,000 that was budgeted for replacement. The Field Department is working on a maintenance program to ensure proper function following initial rebuilds.

Inflexion Point provided a quote to rehabilitate the existing PLC cabinet. They will methodically reroute each wire, clearly label the wires, replace power supplies, as well as replace network switches. This will take more time but be less intrusive. The other quote was for full demolition and replacement of the entire cabinet, resulting in significant downtime.



Field

The field had **181** locates for the month of September.

Dominion is on the Filing 3 interconnect while repairs are done to a PRV vault in Waterton Rd.

Filanc is working on a warranty claim from the Pump Stations Improvements project. Two of the pumps have separated from the pedestals.

Another leak was found on an old style PRV in NWDC. The last time this PRV leaked, there was a mudslide onto the Santa Fe off ramp. Operators caught this leak early enough to avoid any issues. All pump station PRVs were upgraded in 2025 with the rehabilitation project. The remaining old style PRVs will be phased out.





The usual nitrification in Tank 4 started in August. This year, operators have been able to dose chlorine directly into the tank to stop nitrification and maintain a chlorine residual without needing to flush any water. Regular testing and dosing will continue until the water temperature drops enough to naturally stop nitrification.

QPS completed sewer lining for 2026. They were able to line over 20,000 feet of sewer. 2027 lining will require coordination with Arrowhead and Ravenna golf courses to complete 16,500 feet of the remaining clay sewer in the park.

Annual valve turning in the park is complete. There were a few non-emergency issues with valves that required digging. QPS completed those repairs.

MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

FROM: TST Infrastructure
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: October 14, 2026

I. DEVELOPMENT PROJECTS

A. Berkeley Homes – Construction of water and sewer lines has not started. (No Change)

B. Ravenna Maintenance Facility – Plans resubmitted April 27, 2026 were reviewed and all comments have been addressed. License agreements were reviewed for crossing Denver Water property and have been completed. A revised easement for the revised alignment on Ravenna property is outstanding.

C. Ravenna 8-Lots near Roxborough Lift Station – The plans were approved. Pending Ravenna Maintenance Facility for construction. (No Change)

D. Ravenna 4-Lots near Ravenna Tank – All comments were addressed and plans were approved August 26,2026. Easements are outstanding.

E. Pomeroy – Received District formation approval from Douglas County for infrastructure. Pending developer lawsuit for immediate possession to move forward. (No Change)

F. Roxborough State Park – The plans were approved. (No Change)

G. Chatfield Commercial Center – Meeting with the developer District Formation Lawyer and potential water customers to discuss potential new District for infrastructure financing. Coordinating for map needs. (No Change)

H. Comcast – Meetings with Comcast on next steps were completed the cost estimate was updated. (No Change)

I. Martin Marietta – Review and comment on Douglas County referral for new concrete batch plant.

J. Bobcat of the Rockies – Review and comment on conceptual plan layout.

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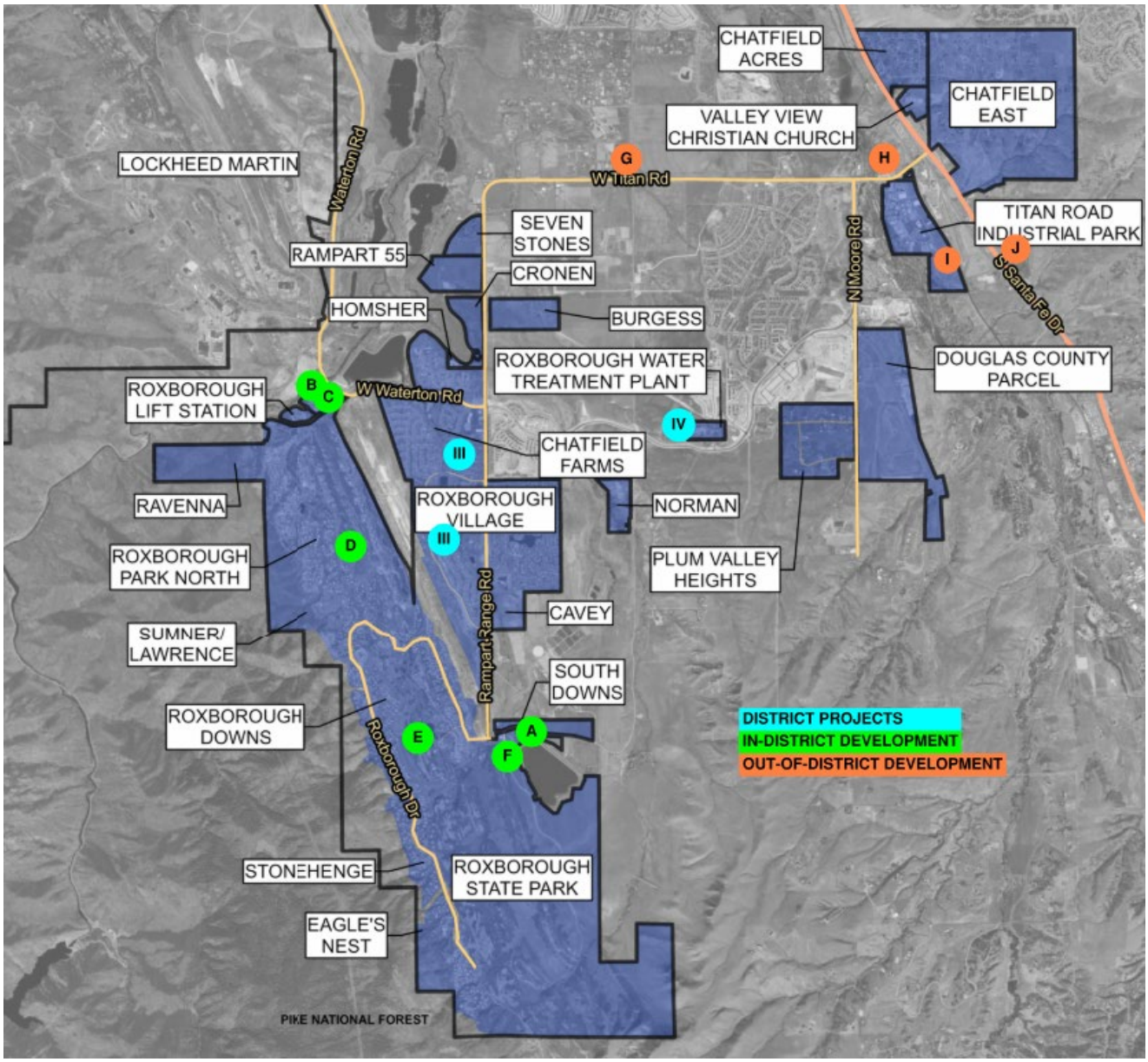

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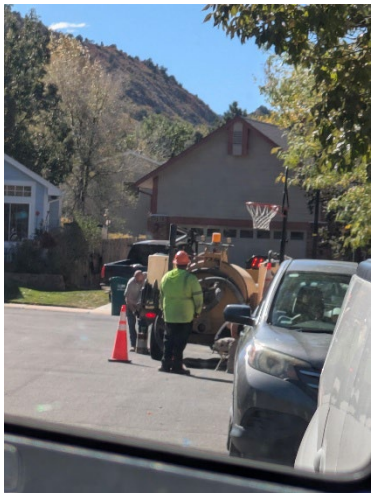
II. MASTER PLAN UPDATE

The Master Plan draft is complete and District review is in progress.

III. 2027 ROXBOROUGH VILLAGE WATERLINE REPLACEMENT

The Subsuface Utility Engineering (SUE) potholing investigation is in progress. Design drawings are approaching 60% completion.





IV. WTP DIESEL STORAGE AND BACKUP POWER SUPPLY/BATTERY BANK EVALUATION

A diesel tank has been delivered. Drawings have been submitted to building department and fire department for permits.

A draft power study for powering critical equipment when the large generators are not needed has been prepared and is under review.

V. GIS

GIS was updated for watering violation changes and inclusion of latest sewer inspection data.

Roxborough Water and Sanitation Financial Recap July 31, 2026

General Fund

- Property taxes collected: $147,316
- Specific ownership taxes: $ 5,041
- Repairs expense: Including $ 4,429 to Initial. IT
- Office expense includes $ 619 to Jet Print and Mail and $ 2,917 to Silver Cloud Mgmt
- Paid $ 5,400 for annual Audit

Debt Service Fund

- Property taxes collected: $ 47,364
- Specific ownership taxes: $1,624
- Transfers in (Debt Surcharge): $94,257

Water Fund – Treatment

- Service charges billed: $ 572,104
- Draught Surcharge billed for the month $ 123,689
- Dominion WTP Operations income: $ 54,030
- Capital surcharges collected: $94,257
- Ravenna monthly SDC: $27,427
- Operating Supplies for the month $ 11,151
- Capital Projects for the month includes $ 17,301 to Beabout Brock Easley and $ 78,354 to Inflexion Point.

Water Fund - Distribution

- Water costs: $430,488
- Repairs Includes $ 29,353 to C&L Water Solutions

Sewer Fund

- Service charges: $185,095
- Lockheed Martin charges: $39,170
- Dominion Sewer Conveyance income: $80,189
- Capital Projects includes $ 238,534 to QPS

Capital Fund

- Flow Equalization Basin - $ 30,462

Interest Income Recap

- Interest income: $110,389
- Wells Fargo rate: 3.5405%
- Colotrust rate: 3.7658%

Roxborough Water and Sanitation
Financial Recap
August 31, 2026

General Fund

- Property taxes collected: $ 9,218
- Specific ownership taxes: $ 5,140
- Repairs expense: Including $ 4,495 to Initial. IT
- Office expense includes $ 1,830 to Jet Print and Mail
- Paid $ 5,000 for to Douglas County

Debt Service Fund

- Property taxes collected: $ 2,970
- Specific ownership taxes: $1,656
- Transfers in (Debt Surcharge): $94,324
- Paid $ 309,790 for August Debt Service

Water Fund – Treatment

- Service charges billed: $ 545,472
- Draught Surcharge billed for the month $ 97,939
- Dominion WTP Operations income: $ 54,030
- Capital surcharges collected: $94,324
- Ravenna monthly SDC: $23,387
- Operating Supplies for the month $ 15,998

• Capital Projects for the month includes $ 26,396 to Beabout Brock Easley and $ 8,537 to Brown Trout Landscape.

Water Fund - Distribution

• Water costs: $ 330,824

• Repairs Includes $ 29,353 to C&L Water Solutions

Sewer Fund

• Service charges: $186,127

• Lockheed Martin charges: $42,593

• Dominion Sewer Conveyance income: $80,949

• Capital Projects includes $ 66,600 to QPS

Capital Fund

• Dominion System Improvements - $ 3,656

Interest Income Recap

• Interest income: $110,739

• Wells Fargo rate: 3.54032%

• Colotrust rate: 3.8172%

Roxborough
Water & Sanitation District

Administrative Updates

October 21st, 2026

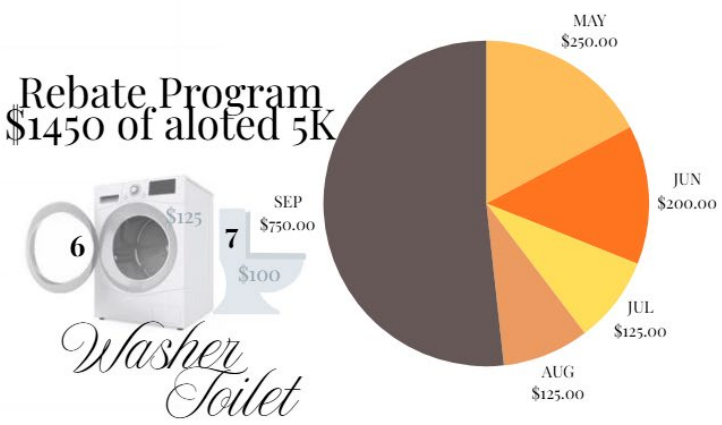


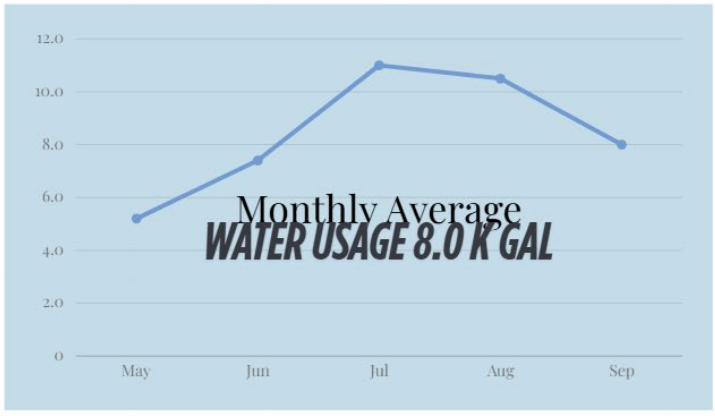
Septmeber 2026 Delinquent Accounts

10 Customers Posted for Non-Payment

- all paid - No Shut Offs









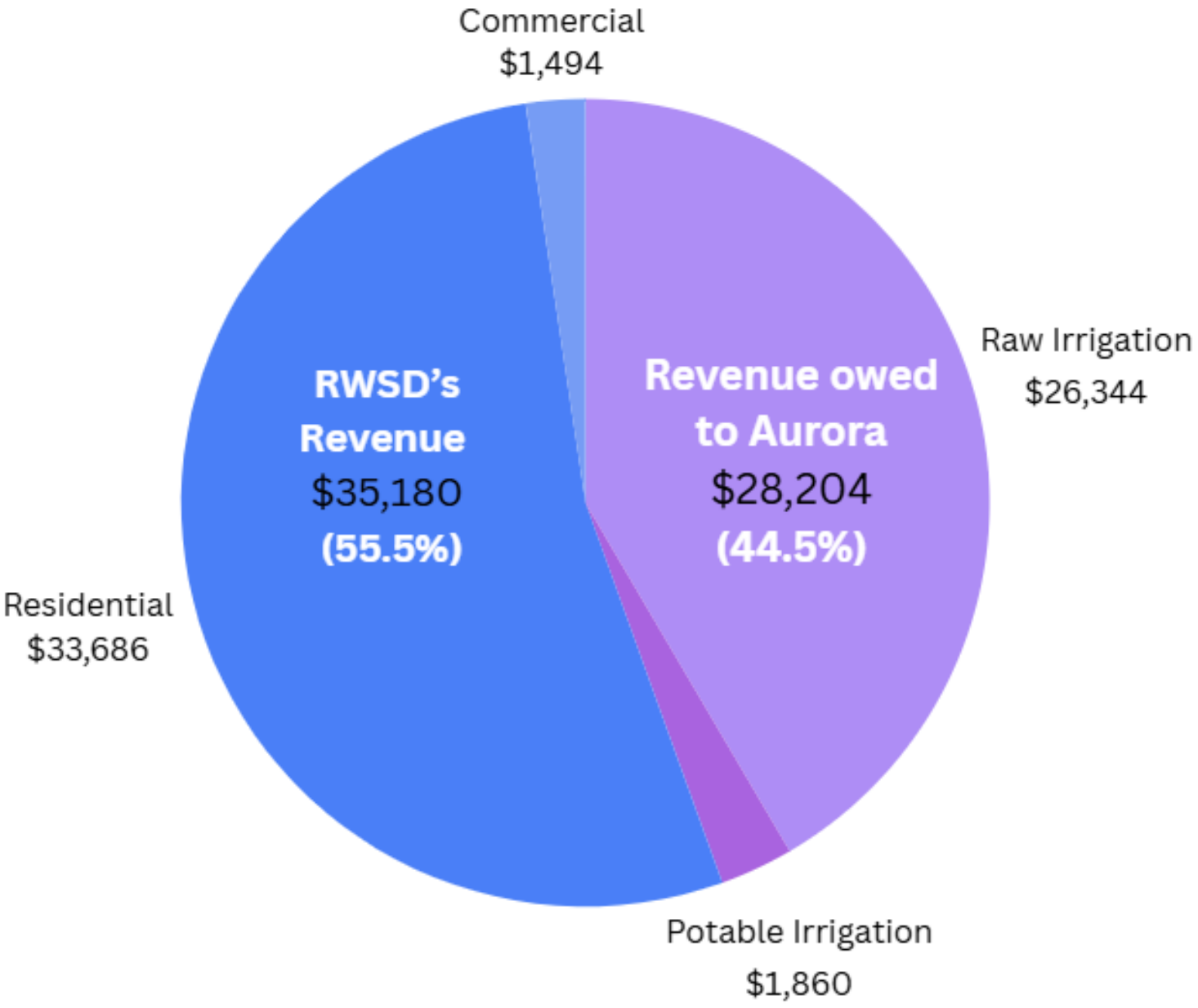
Monthly Average Bill

$166.00



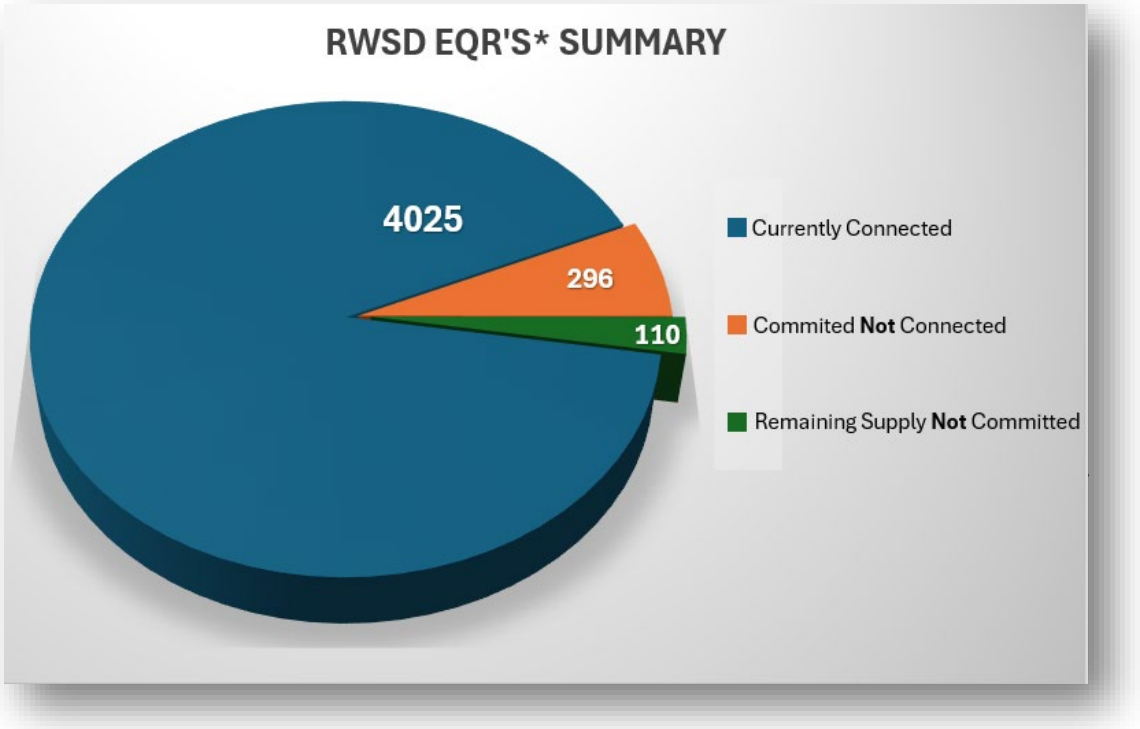
Administrative Updates

September Irrigation Usage vs. Commercial/Residential



Roxborough
Water & Sanitation District

Administrative Updates



Chart

***EQR (Equivalent Residential Unit) Conversion Chart**

Water Tap Size	Multiplier (EQR)
¾"	1
1"	2
1 ½"	4
2"	8
3"	18

This Chart shows how many water service connections we have connected to our water service….

*EQR stands for **Equivalent Residential Unit**. a standardized unit of measurement the district uses to fairly allocate costs based on the equivalent water consumption of a residential/commercial unit.*

Spreadsheet

Roxborough
Water & Sanitation District

Administrative Updates

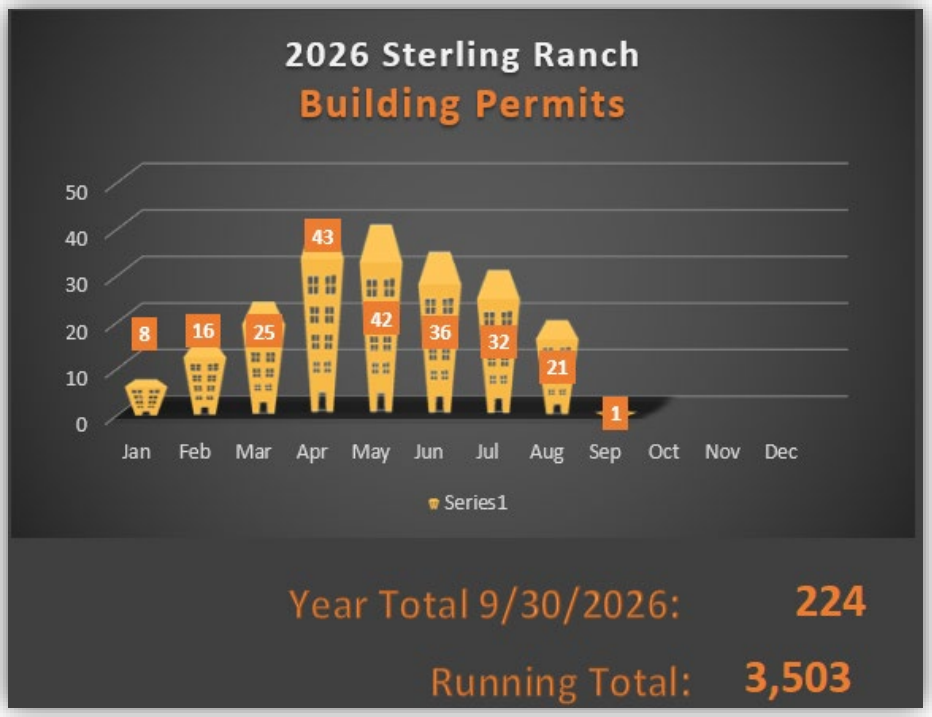
Dominion

Sterling Ranch

There were an additional **12** Certificates of Occupancy (CO) issued in Sterling Ranch in **September** bringing the total number of CO's that have been issued in Sterling Ranch to **3,300.** The monthly Wastewater Conveyance Charge for **September** was **$80,949**

($24.53/EQR)





In **September**, Sterling Ranch had **1** new Building Permit.

Running Total of **3,503** building permits issued.

($300/EQR)