

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 May 20, 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 May 20, 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:	<u>Directors:</u>	Loren McFall	President
		Dave Bane	Vice President
		Fran Santagata	Secretary
		David Thomas	Treasurer
		Kim DeGrande	Assistant Secretary
	<u>Consultants:</u>	Michael Gerstner, TST Infrastructure, LLC	
		Ted Snailum, TWS Financial (via zoom)	
		Alan Pogue, Icenogle Seaver Pogue PC	
	<u>RWSD Staff:</u>	Mike Marcum	<u>Public:</u> Jan Berger (via zoom)
		Mitchell Stroehlein	Christine Thomas
		Lisa Hoover	
		Lucie Taylor	
		Dorice Vidger	

CALL TO ORDER:

The meeting was called to order as the Roxborough Water and Sanitation District (RWSD) Board of Directors regular meeting at 8:02 by Director McFall, 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 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 April 15, 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 March 2026 Financial Recap for Plum Valley Heights. Upon a motion from Director Santagata, second by Director Thomas and unanimous vote, the Board accepted the March 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 Thomas second by Director Santagata, 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 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 April 15, 2026.
- b. Ratified Payrolls for April 30, 2026:
- c. Ratified Payments from April 15, 2026: 105358-105396, 105399-105400, 105402-105405, 105408, 105410-105421, 105425-105428, 105430-105431, 105433-105438, 105440, 105444.
- d. Approved Payments of Claims: Checks: 105397-105398, 105401, 105406-105407, 105409, 105422-105424, 105429, 105432, 105439, 105441-105443, 105445-105446.
- e. Ratified Application #3 to QP Services in the amount of \$311,405.65 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.

Legal Counsel Report: Mr. Pogue gave an update on the Condemnation Hearing with Arrowhead Metro District.

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

ADMINISTRATIVE REPORT:

Ms. Hoover provided the Administrative Report.

BOARD ACTION Items:

ADJOURN: Upon a motion by Director Santagata, second by Director Thomas and unanimous vote, the meeting was adjourned at 9:26am.

Secretary of the meeting: Mike Marcum



GENERAL MANAGER'S REPORT

Plum Valley Heights Subdistrict

Of

Roxborough Water and Sanitation District

May 20th, 2026

Titan Road Industrial Park

- Highlands Ranch Water Board has approved the amended service agreement, and it has been executed by both parties.
- I had a quick meeting with Comcast and let them know the process moving forward would include petitions to include into both District's, inclusion fee payments, prepayment of engineering design and bringing account current. I have provided them links to RWSD's Rules & Reg, fee structure and the amended HRW agreement.
- I had a meeting with Martin Marrieta earlier this month who owns an empty parcel on the SE corner of Titan Circle. They prepaid for 34 EQR's while the District was gauging interest before the sub-district was constructed. They are ready to move forward with their project and would like to construct in the 12-18-month period. They did inquire about any remaining taps which I let them know there were 6 remaining after Comcast and the WVCC addition. He said they would like to purchase them. I let him know I was given direction by the board not to float EQR's until projects are real not concept.

Plum Valley Heights

- I was contacted by 8045 Moore Rd.; this is the Zuma Rescue Ranch informing me their well is dry and inquiring about water. I spoke to her about the challenges and the process and offered some solutions, this remains a work in progress but based on flow projections appears an 1-1/2" tap would be required.

McMakin Property

- No action

General

- No action

Roxborough Water and Sanitation - PVH

Financial Recap

March 31, 2026

General Fund

- Property taxes collected: \$128,548
- Specific ownership taxes: \$2,456
- Interest income: \$56
- Professional fees: \$1,000

General Manager's Report

May 20th, 2026

Projects

- We are working with CORE Electric to complete the removal of the electrical power pole that remains in the easement for the raw water line on Ketcham's property that fed the old raw water pump station. They have performed their site visit and are working on design. They indicated it would be roughly \$6,000 - \$7,000 for our piece. I'm told Ketcham's design is complete and they are actively working on our portion.

Potential Inclusions / Updates

- I had lunch with Jeremy & Jamie Luther who are working on developing the Chatfield Commercial Center on the 1st of May. They are working through the County on their zoning, they have engaged an engineer to assist with the metro district formation and have funding options. I'm working on setting up another meeting with the folks along the corridor to gauge interest.

Dominion Water & Sanitation District

- Our team had a meeting with Andrea Cole, Dominion's General Manager, on May 4th to discuss the Restated O-Line Agreement draft. The 3rd draft is in their court for review; they are eager to execute.
- DWSD would like to host a dinner with the board for all of those who will be attending SDA this year. It is on September 15-17, as you all know lodging goes fast and booking is already open. Follow this link to book <https://www.sdaco.org/2025-conference>.

Public Outreach/Opportunities

- April 6th Aurora issued Stage 1 Drought Restrictions. We had 3 follow-up meetings with Alex Davis, Assistant General Manager, to fully understand the restrictions. All RWSD irrigation customers, raw and potable, are being assessed a \$3.23 surcharge which represents a 150% extra-territorial charge. We will be required to give them accounting on all irrigation water at the end of each month and they will access the charge on our monthly bills. Their goal is to see a 20% reduction to avoid moving into stage 2 which will be a larger surcharge and reduce outdoor watering to 1 day per week. We sent drought inserts to all the customers and there was a glitch where some of the customers' names were put on the wrong accounts. We are working on figuring out a solution but know the data file was off by one line.
- As usual the Garden in a Box coupons are going like crazy, there is only 1 remaining per the last update. They released the Slow the Flow, Rain Sensors and Smart Controllers on May 1st. While gauging interest during the preseason period it showed there was more interest than we had signed up for; so due to the drought I opted to add 5 additional controllers and 5 additional rain sensors. The last report showed they are both between 75-100% on the interest list.
- RWSD qualified to host the blood drive, the date is June 29th, there is a banner on the website with a QR code if you'd like to sign up.

General Manager's Report

- We got lots of interest for our summer help positions this year, Toby has hired 4 qualified young adults who will be starting June 1st.
- Fran attended a meeting that I couldn't last week hosted by RVMD and represented the District and fielded questions from the public. She indicated it went well, big thanks to Fran.
- I will be giving a joint presentation with Douglas County OEM & Aurora Water focused on our District's capabilities during emergencies and how we collaborate with management partners.

Water Plant

In April, the plant was operational for 22 days with an average plant production of **1.8** MGD and a max day of **3.8** million gallons.

CDM Smith was out for testing following the switch to ACH. They found that our chemical dosing is in line. They also analyzed core samples of the filters. The top 4" of anthracite are showing signs of breaking down and clogged with Actiflo sand and polymer. Much of this sand settles on the top of the filters after a backwash. Before replacing the top 4", operators have attempted skimming the top layer of sand. This has already proved to be an improvement.

Xcel and gas plumbers were onsite to set the gas meter and make connections for the WTP generators dual fuel conversions. Once the lift station is complete, all generators will be commissioned with a load bank test to set the natural gas feed.

A quote from InflexionPoint has been approved to build a more robust SCADA system on a more modern platform. Operators will be working closely with programmers to ensure the final product is more useful for all operators. InflexionPoint will replace Browns Hill for SCADA support following implementation of the new platform.

This year's Rotork valve actuators will arrive any day. These actuators will replace original Keystone actuators that have been faulting.

The Hach pH sensors around the plant have been unreliable and expensive to maintain. A Badger sensor has shown to be very accurate with simple maintenance operators can perform themselves. BBE, the distributor, is putting together a quote to replace the rest of the plant pH sensors.

DWSD expects flow from Castle Rock to return in the week of May 18th. Prior to Castle Rock's chlorine burnout, DWSD was receiving 9 million gallons per month from Castle Rock.

April production was **40** million gallons of treated water, **15.5** million gallons of that was for Sterling Ranch.

Lift Stations

Flow Equalization Basin is in service following successful testing.

Force main air vac replacements are being evaluated. Current air vacs have been neglected due to size. Replacements would be significantly lighter and have flushing ports to allow maintenance without disassembly.

May's Operations Report

A PO has been sent to replace all four grinders at Waterton and Roxborough lift stations. Grinders shipped 5/18.

The new blower for the Transition Vault has been installed. This is an exact replacement for the old blower with some upgraded parts. The last blower lasted 15 years running nonstop before the enclosure collapsed in on it due to rust.



April saw **27.5** million gallons of sewage pumped to Littleton-Englewood. Approximately **9.7** million was conveyed for Sterling Ranch.

Field

The field had **279** locates for the month of April.

Annual valve turning continues. One 2" valve broke on Rain Dance Trail this was repaired on the same day.

QPS is nearly complete with annual sewer lining. One homeowner called with a sewer backup. This house was just outside of the area that was lined. Sticks and leaves were found clogging a floor drain. QPS ate the cost of Roto Rooter. Final costs are further under budget, so additional lines are being quoted to get a head start on next year.

Redline was scheduled to start making repairs to a hillside off Sumac that was damaged due to flushing mid May.

Annual sewer jetting and TVing are scheduled to start the last week of May. This year includes Village Circle East and the Chatfields.

May's Operations Report

There was a water main break on Big Horn Trail in the park. This is the second issue in the last two years on a 2" spur that was not installed to Roxborough spec.



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

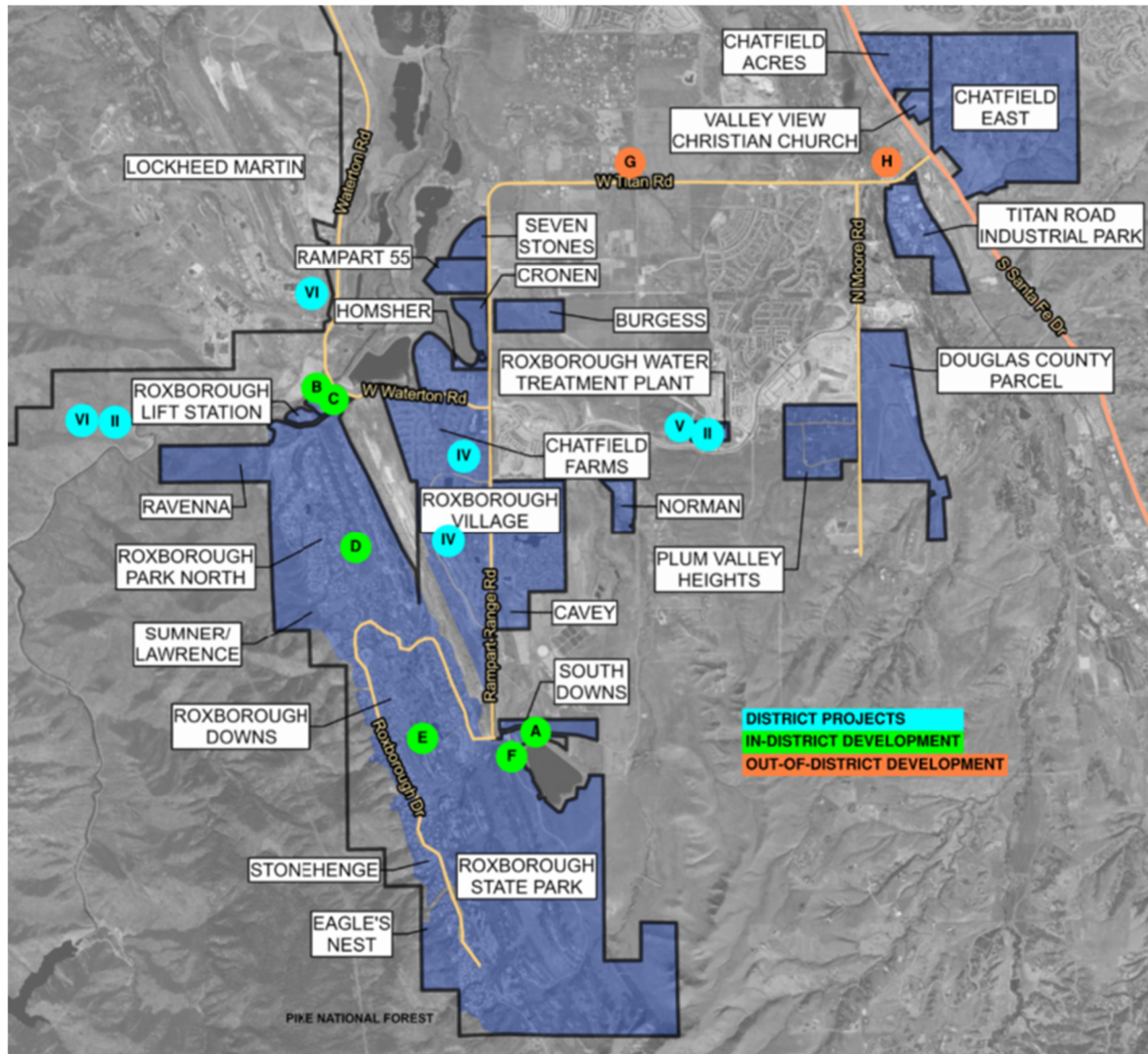
FROM: TST Infrastructure
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: May 14, 2026

I. DEVELOPMENT PROJECTS

- A. Berkeley Homes – Construction of water and sewer lines has not started. A meeting occurred with the developer and the developer indicated no immediate plans to proceed with development. (No Change)
- B. Ravenna Maintenance Facility – Plans resubmitted April 27, 2026 were reviewed and all comments have been addressed. License agreements for water mains in Denver Water Caretaker Road are in progress.
- C. Ravenna 8-Lots near Roxborough Lift Station – The plans were approved.
- D. Ravenna 4-Lots near Ravenna Tank – The second set of plans were reviewed and comments returned May 1, 2026.
- 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.
- G. Chatfield Commercial Center – Review of response for eReferral for rezoning of lot to Light Industrial. (No Change)
- H. Comcast – Meetings with Comcast on next steps were completed the cost estimate was updated.



II. LIFT STATION AND WTP GENERATOR NATURAL GAS CONVERSION

The lift station gas meter is pending installation, and the conversion is ready for startup in progress at the Lift Station, pending Xcel. (No Change)

The Xcel gas line has been upsized, and the gas service line installed to the Generator at the WTP. Pending startup on Xcel installing new meter. (No Change)

III. MASTER PLAN UPDATE

Master Plan EQR historical evaluation of water use, and sewer flow evaluations are completed, and planning numbers has been prepared. The water model update is nearing completion. The Master Plan draft is in progress.

IV. 2027 ROXBOROUGH VILLAGE WATERLINE REPLACEMENT

Survey for site is completed. The Geotechnical and Cathodic field investigation is completed and lab work and reports are in progress.

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

A diesel tank quote has been obtained and is under review and will need to be updated.

A site walk was conducted to evaluate necessary equipment to power during a power outage. A powering schedule has been prepared and a power study is being coordinated.

VI. FORCEMAIN CLEANING

The forcemain cleaning has been scheduled to occur the week of June 1st.

Roxborough Water and Sanitation

Financial Recap

March 31, 2026

General Fund

- Property taxes collected: \$180,541
- Specific ownership taxes: \$ 4,539
- Repairs expense: \$ 15,387 including \$ 10,845 to Egnyte and \$ 4,473 to Initial.IT
- Office expense includes \$ 2800 to Silver Cloud Management

Debt Service Fund

- Property taxes collected: \$58,164
- Specific ownership taxes: \$1,462
- Transfers in (Debt Surcharge): \$94,198

Water Fund - Treatment

- Service charges billed: \$245,993
- Dominion WTP Operations income: \$66,02
- Capital surcharges collected: \$94,198
- Ravenna monthly SDC: \$22,799
- Repairs expense includes \$17,157 to Generator Source

Water Fund - Distribution

- Water costs: \$128,560
- Capital projects: Includes \$ 40,504 to Ferguson Waterworks and \$ 33,195 to TST

Sewer Fund

- Service charges: \$179,484
- Lockheed Martin charges: \$39,482
- Dominion Sewer Conveyance income: \$64,400
- Paid \$34,900 to QPS for Capital Projects
- Repairs Expenses includes \$ 14,461 to Generator Source

Capital Fund

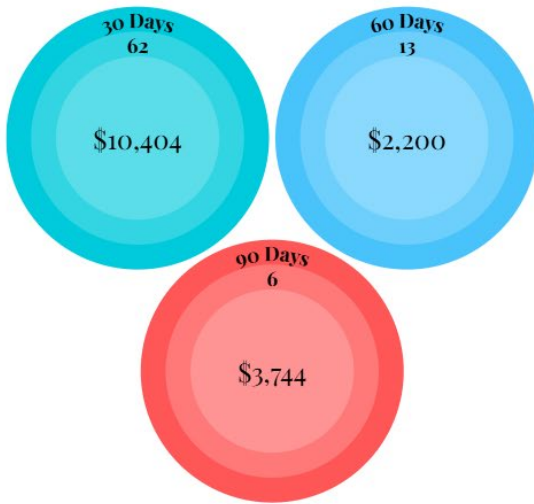
- Dominion System Improvements: \$353
- Flow Equalization Basin: \$249,945

Interest Income Recap

- Interest income: \$104,620
- Wells Fargo rate: 3.7909%
- Colotrust rate: 3.7610%

Administrative Updates

May 20th, 2026

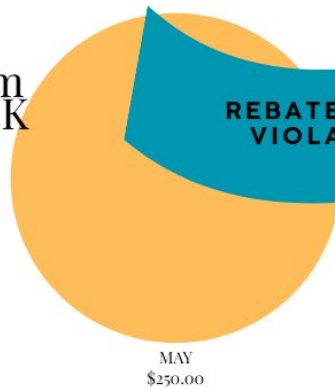


April 2026 Delinquent Accounts

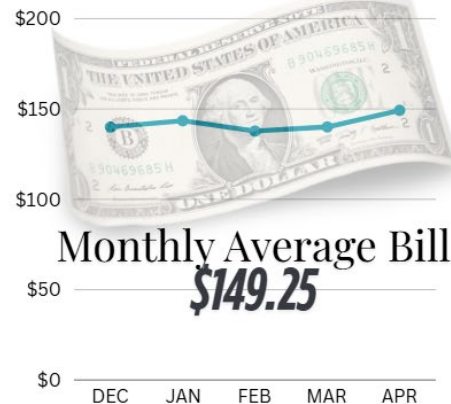
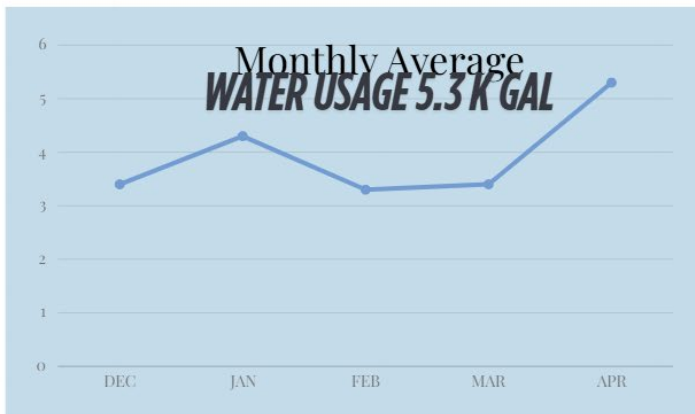
13 Customers Posted
for Non-Payment

- 5 SHUT OFF - 2 PAID & RESTORED SERVICE
- 3 STILL SHUT OFF - 1 RES, 2 NO OCCUPANTS

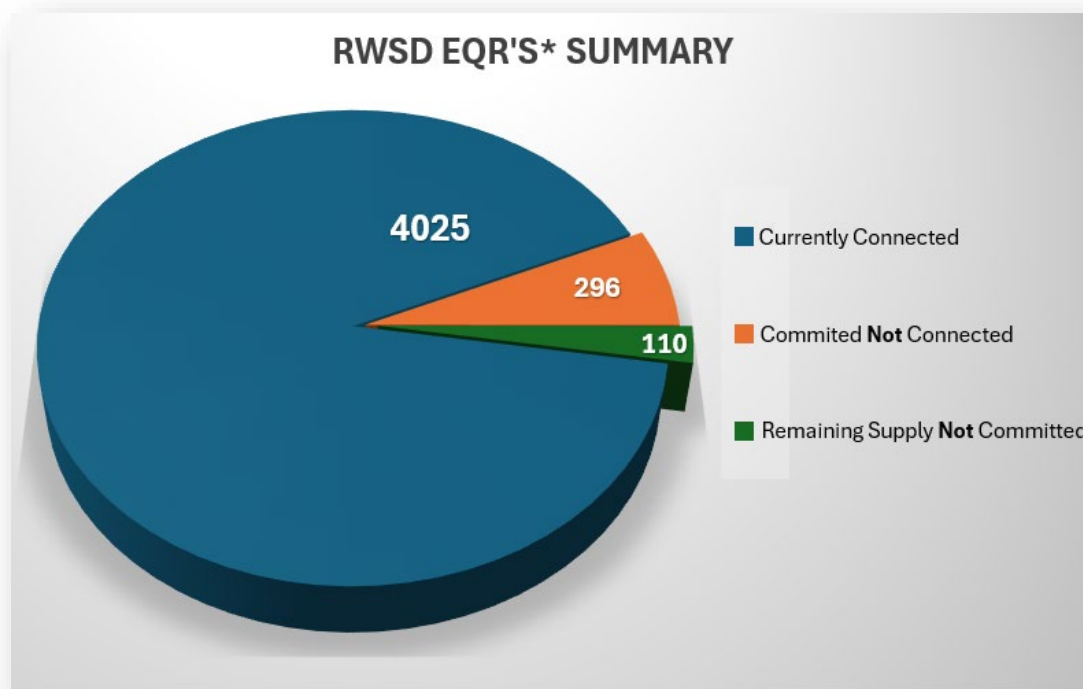
Rebate Program
\$250 of aloted 5K



REBATE PROGRAM & WATER
VIOLATIONS RESUME IN
MAY



Administrative Updates



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

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

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

Spreadsheet

*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.*

Administrative Updates

Dominion

Sterling Ranch

There were an additional **11** Certificates of Occupancy (CO) issued in Sterling Ranch in **April** bringing the total number of CO's that have been issued in Sterling Ranch to **3,230**. The monthly Wastewater Conveyance Charge for **April** was **\$64,600**

(\$20/EQR)



In **April**, Sterling Ranch had **43** new Building Permits.

Running Total of **3,342** building permits issued.
(\$300/EQR = \$990K)