



**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 October and November 2025 Financial Recap for Plum Valley Heights. Upon a motion from Director Bane, second by Director Thomas and unanimous vote, the Board accepted the October and November 2025 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 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 Bane, second by Director DeGrande 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 November 19, 2025.
- b. Ratified Payrolls for November 30, December 15, December 31, 2025 and January 15, 2026.
- c. Ratified Payments from November 19<sup>th</sup>, 2025: 104997-10581, 105083-105090, 105092-105100, 105108-105109, 105111-105134, 105136, 105138-105139, 105141-105144.
- d. Approved Payments of Claims: Checks: 10582, 105091, 105101-105107, 105110, 105135, 105137, 105140, 105145-105149.

**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 advised the Board that the General Assembly is in session and he will monitor proposed legislation impacting the District and update the Board throughout the legislative session.

**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 October and November 2025 RWSD Financial Statements to the Board. Upon a motion by Director Thomas, second by Director DeGrande and unanimous vote by the Board, the October and November 2025 financial reports were accepted.

**ADMINISTRATIVE REPORT:**

Ms. Hoover provided the Administrative Report.

**BOARD ACTION Items:**

Mr. Marcum and Mr. Pogue presented the PVH Service Agreement. Upon a motion by Director Thomas, second by Director DeGrande and unanimous vote the Board approved the PVH Service Agreement with Sterling Ranch CAB.

Mr. Marcum and Mr. Pogue presented the Rampart Pump Station Relocation Water Line Third Party Reimbursement Resolution. Upon a motion by Director Thomas, second by Director DeGrande and unanimous vote the Board approved the Reimbursement Resolution – Rampart Pump Station Relocation Waterline.

**EXECUTIVE SESSION** Upon a motion by Director Thomas, second by Director DeGrande the Executive Session was opened at 9:34am pursuant to Section 24-6-402(4)(b) C.R.S., to receive legal advice with respect to the pending Arrowhead Colorado Metropolitan District condemnation action.

All Board members, Mr. Marcum, Mr. Stroehlein, Mr. Gerstner, Mr. Snailum and Mr. Pogue, were present at commencement of the Executive Session and were present throughout. The subject of the Executive Session was subject to the attorney-client privilege and not required to be recorded pursuant to the Colorado Open Meetings Law.

Upon a motion by Director Thomas, second by Director DeGrande, the Executive Session was closed at 9:51am. No matters outside the scope of the Executive Session were discussed in the Executive Session and no action was taken in the Executive Session.

**EXECUTIVE SESSION** Upon a motion by Director Thomas, second by Director DeGrande the Executive Session was opened at 9:53am pursuant to Section 24-6-404(4)(b), C.R.S., to receive legal advice concerning pending O-Line Capacity Agreement Discussions with Dominion Water and Sanitation District.

All Board members, Mr. Marcum, Mr. Stroehlein, Mr. Gerstner, Mr. Snailum and Mr. Pogue, were present at commencement of the Executive Session and were present throughout. The subject of the Executive Session was subject to the attorney-client privilege and not required to be recorded pursuant to the Colorado Open Meetings Law.

Upon a motion by Director Thomas, second by Director DeGrande, the Executive Session was closed at 10:28am. No matters outside the scope of the Executive Session were discussed in the Executive Session and no action was taken in the Executive Session.

**ADJOURN:** Upon a motion by Director Thomas, second by Director DeGrande and unanimous vote, the meeting was adjourned at 10:29 am.

Secretary of the meeting: 



## GENERAL MANAGER'S REPORT

# Plum Valley Heights Subdistrict

Of

Roxborough Water and Sanitation District

*January 21<sup>st</sup>, 2026*

### Titan Road Industrial Park

- Highlands Ranch Water has received the draft Water Service Agreement from their legal department, and it has been distributed for their internal review. They anticipate having it over to us for review by the end of this month or early February.

### Plum Valley Heights

- The PVH Service Agreement is in CAB's court for review.
- The new Two-Way Emergency Interconnect Agreement is in CAB's court for review.
- The PVH easement vacation document is drafted; we sent back comments last week to get it finalized.

### McMakin Property

- No action

### General

- CDPHE performed our NWDC Sanitary Survey on December 5<sup>th</sup>, 2025, for the sub-District. We had 0 significant deficiencies, 1 recommendation and 1 violation. The violation was noted as a tier 3 (lowest level) violation under the management section. This was a clerical error due to a misunderstanding of the rule and an annual document for backflow reporting was dated after the May 1<sup>st</sup> due date. Our understanding was the May 1<sup>st</sup> due date only applied if there was a violation of the rule to report. We will comply in the future. We will only have to note this on the 2026 CCR when we send it out next year. The recommendation was to complete valve exercising every year instead of every 3 years, which is not very feasible.

**Roxborough Water and Sanitation - PVH  
Financial Recap  
October 31, 2025**

**General Fund**

1. Property taxes collected for the month total \$ 1,072
2. Specific ownership taxes collected for the month total \$ 2,987
3. Interest Income - \$ 1,471
4. Professional fees \$ 1,265

**Roxborough Water and Sanitation - PVH  
Financial Recap  
November 30, 2025**

**General Fund**

1. Property taxes collected for the month total \$ 0
2. Specific ownership taxes collected for the month total \$ 3,252
3. Interest Income - \$ 1,193
4. Professional fees \$ 1,992

# General Manager's Report

January 21<sup>st</sup>, 2026

## Projects

- I have agreed to allow Sterling Ranch to install a set of antennas on building C at the WTP to support their new meter reading network. After confirming with Initial IT, Browns Hill and Mueller that there would be no interference we agreed to allow it to be installed. The monthly fee is set at \$850 per month with annual 3% escalations. This matches the fee they are charging us to feed PVH from their system. ISP has drafted a site use agreement which has been presented to them. Install is expected any day now.
- Most of our 2025 capital projects are completed for the year and all of them came in on or under budget. The only couple remaining are the sample stations (which are in progress) and the new overflow valves (which have been ordered). These will still be posted in 2025 the capital budget depending on when they wrap up but it should be soon.
- We are gearing up for our 2026 capital projects. Some of the major projects related to the water treatment plant are SCADA replacement, bulk diesel storage and continuing replacing actuators in the pipe gallery. Some of the major projects related to the wastewater system include a PLC replacement at the Roxborough Lift Station, T-Vault blower replacement and force main air vac replacement.

## Potential Inclusions

- McDonalds has successfully subdivided their lot into two. They have declared a 1" tap and are currently being assessed availability of service charges. They have no plans to build immediately.

## Dominion Water & Sanitation District

- Chemical addition at Dominions Titan Road Lift Station continues to be successful, however Mitch had to notify them of some higher H<sub>2</sub>S results. The permanent odor loggers have arrived and Mitch has them installed. This will limit the time the operators spend in Waterton Rd. installing our current ones. Two of these were funded by DWSD from the \$5M bucket.
- DWSD continues their Eastern Reginal Pipeline (ERP) delivery from Castle Rock. The blend amount decreased to about 0.3 MGD to accommodate winter flows.
- Castle Rock is doing a system wide free chlorine burn and the ERP will need to be turned off for 2-3 months and all the flows for Sterling Ranch will come from our system. They are currently planning to start the burn on February 2<sup>nd</sup>. The plant is in a good position to accommodate that.
- We've been working hard on the O-Line Agreement, and we will present the draft to you today in executive session for the restated O-Line Agreement.

## Public Outreach/Opportunities

- December's newsletter had a great trifold publication which contained some winter watering tips a sneak peek at some upcoming 2026 rebates and conservation programs and well as a message from the General Manger. The General Manager message was focused primarily on the mill levy reduction but also highlights some of the major successes RWSD had in 2025.
- Lucie has completed our 2026 communication plan and implementation timeline. Per Dave Thomas's request last board meeting I have attached the communication plan below. The focus for 2026 is to continue to improve public outreach and education, filling the articles with useful information on water quality, conservation and fire mitigation.

## General Manager's Report

- We never received an appeal letter for the illegal connection the field staff found during a routine meter swap, the \$1,000 fine has been assessed.
- We had a couple of main water breaks over the holidays that Mitch will discuss. We received two emails from customers on each one complimenting staff for their hard work and dedication and thanking them for their hard work. Both Kyle and Dylan did exceptional jobs and represented the District with integrity and professionalism.
- One of our main goals for 2026 is to make the website whole again. Recall the knee jerk reaction to the new ADA requirements was to strip the website of everything that was not required by statute to be on there. We have engaged Sigler to manage the website and make all documents moving forward compliant, so Lisa is not burdened with it along with all her other responsibilities.
- I'm proud to announce an article featuring our water treatment plant titled "*Thinking Big in a Small District – The Larry D. Moore Water Treatment Plant*" was featured in the November – December edition of Rocky Mountain WATER magazine. Here is a link the online edition of Rocky Mountain WATER containing the article, it's on page 44-45.  
[https://issuu.com/kelmanonline/docs/rocky\\_mountain\\_water\\_issue\\_6\\_2025\\_d51aeb2b14f492](https://issuu.com/kelmanonline/docs/rocky_mountain_water_issue_6_2025_d51aeb2b14f492)

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## Water Plant

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The plant is running well other than continued reduced filter runs. In December, the plant was operational for 13 days with an average plant production of **1.75** MGD and a max day of **3.0** million gallons.

Both replacement chlorine generator cells have been replaced. The original cells were sent back to be rebuilt to keep as a shelf item. Both are now in reserve on the shelf.

The WTP generator dual fuel conversions are awaiting Xcel to schedule the gas meter replacement. Once scheduled plumbers will make the final connection for the gas lines to the generators. In the meantime, Eden Innovation will install the dual fuel kits. Once everything is complete, all generators will be commissioned with a load bank test to set the natural gas feed. These systems should extend the run time by 50%-70% by blending natural gas with diesel fuel. Roxborough will also be looking to add bulk diesel storage on site for additional generator run time in an emergency.

CDPHE has approved the switch from Alum to ACH as a coagulant. This change is for better manganese removal to help with discolored water. The switch is currently planned for May/June to use the remaining Alum on hand.

InflexionPoint showed a demonstration of a SCADA system on the Ignition platform. This platform was impressive with abilities to enter notes on equipment, make custom trends on the fly, integrate lift station SCADA, and resilience to updates for cyber security. They have been asked to provide a quote for switching the water plant to this new system. Browns Hill is working on wrapping up old projects for cyber security and server maintenance.

December production was **23** million gallons of treated water, **6** million gallons of that was for Sterling Ranch.

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## Lift Stations

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The lift stations are running well.

Flow Equalization Basin construction continues. DWSD lined two manholes upstream of the FEB that will be flooded for operation of the FEB. Installation of a plug valve on the O-Line was scheduled for 1/15. When the lift station is overwhelmed due to high flows, this plug valve will close, backing up sewage until it overflows into the FEB for added storage capacity until the lift station recovers.

## January's Operations Report

Operators have found a good chemical dose for H<sub>2</sub>S control at the Transition Vault. Permanent H<sub>2</sub>S sensors have been installed at the Transition Vault as well as DWSD's force main air vac in Waterton near McDonalds and their connection to the O-Line at the crosswalk at Waterton and Campfire. These sensors send live data, only requiring attention quarterly.

A new blower has been ordered for the Transition Vault to replace the old, rusted blower.



December saw **28** million gallons of sewage pumped to Littleton-Englewood. Approximately **9.6** million was conveyed for Sterling Ranch.

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## Field

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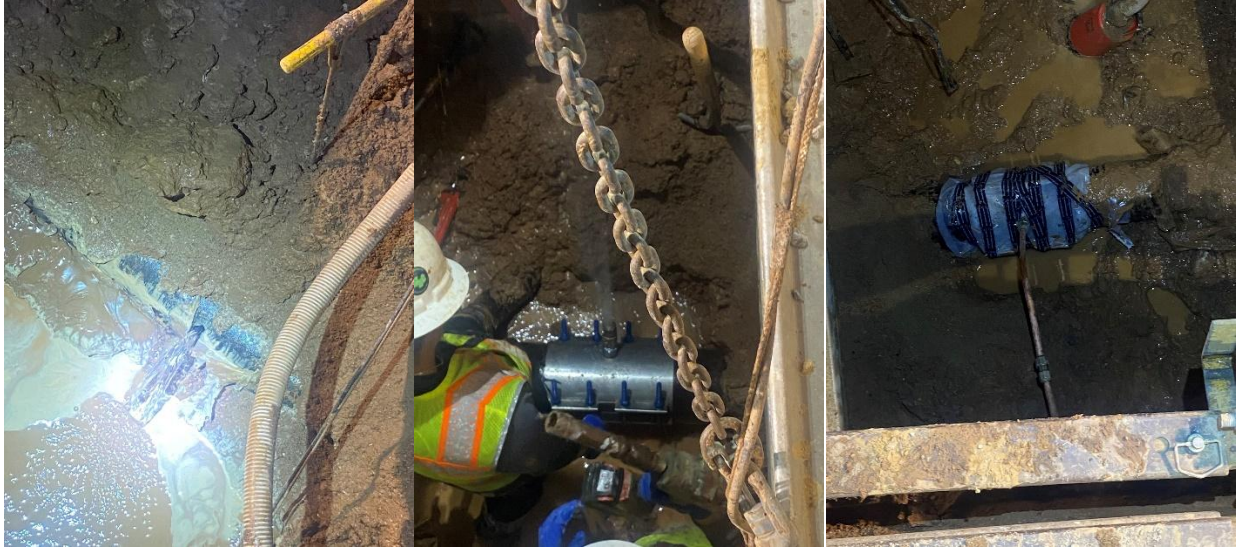
The field had **113** locates for the month of December.

A contractor was caught stealing water from a fire hydrant using another district's hydrant meter. The contractor was charged double for the consumption already on the meter for December and rented one of our meters to complete their work in Roxborough.

The fire department used hydrants for a couple of small fires that broke out around Village Circle West in December.

Two water main breaks occurred, one on Christmas Eve and another on January 2<sup>nd</sup>.

## January's Operations Report



Water quality in Tank 4 required flushing in years past to combat nitrification issues due to water age. Excessive flushing resulted in significant erosion around Thunder Run and Sumac. In an arrangement with Roxborough Park Foundation, RWSD has agreed to reimburse a portion of the work for the Foundation to repair the drainage into the state park and RWSD will contract Redline for repairs to this hillside.



Additional sample stations are being installed by QPS at coliform sampling sites in the park.

Meter installs continue. Operators have switched to indoor installs for the winter.

**MEMORANDUM**

TO: Roxborough Water and Sanitation District  
Board of Directors

FROM: TST Infrastructure  
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: January 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 – A revised drawing layout was provided with comments returned December 24, 2025. License agreements for water mains in Denver Water Caretaker Road are in progress.
- C. Ravenna 8-Lots near Roxborough Lift Station – The fifth set of plans were reviewed and comments returned on January 14, 2026.
- D. Ravenna 4-Lots near Ravenna Tank – The first set of plans have been reviewed and comments returned in June 2024. (No Change)
- E. Pomeroy – Received District formation approval from Douglas County for infrastructure. Pending developer to move forward. (No Change)
- F. Roxborough State Park – The second drawing submittal was received on January 7, 2026 and is currently under review.
- G. Chatfield Commercial Center – Met with District, legal, and financial team to work on development of next steps. (No Change)
- H. Comcast – Meeting with Comcast on confirmation they want to move forward. Pending Highlands Ranch Water approval of additional EQRs. (No Change)



## II. LIFT STATION AND WTP GENERATOR NATURAL GAS CONVERSION

The lift station gas meter is complete, and the conversion is ready for startup at the Lift Station, pending Xcel.

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.

## III. MASTER PLAN AND EMERGENCY RESPONSE PLAN UPDATE

The emergency response plan was updated to include ICS structure, was completed and submitted to the District for review.

Master Plan EQR historical evaluation of water use, and sewer flow evaluations are completed, and planning numbers has been prepared. Exhibits have been updated and updating the water model is in progress.

## IV. GIS

Updates to the GIS system to reset inspections and violations for 2026 has been completed.

**Roxborough Water and Sanitation  
Financial Recap  
October 31, 2025**

**General Fund**

1. Property taxes collected for the month total \$ 1,475
2. Specific ownership taxes collected for the month total \$ 10,662
3. Repairs Expense includes \$ 32,515 to Browns Hill

**Debt Service Fund**

1. Property taxes collected for the month total \$ 475
2. Specific ownership taxes collected for the month total \$ 3,435
3. Transfers in for Debt Surcharge in the amount \$ 94,292

**Water Fund Treatment**

1. Service charges billed for the month were \$ 444,859
2. Availability of Services \$ 19,319
3. Dominion WTP Operations income of \$ 66,026 for the month.
4. Collected \$ 94,292 in capital surcharges for the WTP
5. Ravenna monthly SDC totaled \$ 27,903
6. Operating Expenses includes \$ 7,772 to PVS, \$ 10,556 to Trojan Tech, and \$ 32,485 to Hach Co
7. Repairs expense includes \$ 12,675 to BFI Foothills and \$ 7,800 to PK Painting
8. Capital Projects includes \$ 79,146 to Sun Valley Contractors

**Water Fund -Distribution**

1. Water Costs for the month \$ 187,216
2. Capital projects includes \$ 270,102 to QPS

**Sewer Fund**

1. Service charges for the month totaled \$ 180,560
2. Lockheed Martin service charges totaled \$ 35,589 for the month.
3. Dominion Sewer Conveyance income of \$ 62,220
4. Capital Projects includes \$ 250,831 to QPS

**Capital Fund**

1. Paid \$ 13,205 for Dominion System Improvements

**Roxborough Water and Sanitation  
Financial Recap  
November 30, 2025**

**General Fund**

1. Property taxes collected for the month total \$ 2,761
2. Specific ownership taxes collected for the month total \$ 11,913
3. Repairs Expense includes \$ 10,621 to Browns Hill, \$ 3,515 to Pactec and \$ 3,560 to Initial IT

**Debt Service Fund**

1. Property taxes collected for the month total \$ 889
2. Specific ownership taxes collected for the month total \$ 3,838
3. Transfers in for Debt Surcharge in the amount \$ 94,286

**Water Fund Treatment**

1. Service charges billed for the month were \$ 259,298
2. Dominion WTP Operations income of \$ 66,026 for the month.
3. Collected \$ 94,286 in capital surcharges for the WTP
4. Ravenna monthly SDC totaled \$ 22,806
5. Repairs expense includes \$ 6,196 to Frontier Mechanical.
6. Capital Projects includes \$ 79,146 to Sun Valley Contractors and \$ 13,676 to Ten Point Sales

**Water Fund -Distribution**

1. Water Costs for the month \$ 111,202
2. Capital projects includes \$ 270,102 to QPS

**Sewer Fund**

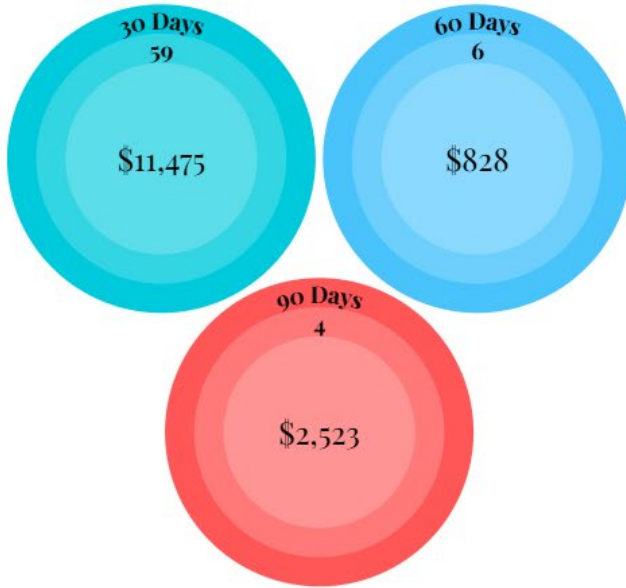
1. Service charges for the month totaled \$ 179,702
2. Lockheed Martin service charges totaled \$ 39,295 for the month.
3. Dominion Sewer Conveyance income of \$ 63,040
4. Capital Projects includes \$ 153,628 to QPS

**Capital Fund**

1. Paid \$ 1,158 for Dominion System Improvements
2. Paid \$ 1,910 for Ravenna Phase  $\frac{3}{4}$
3. Paid \$ 4,612.50 for Valley View Project

# Administrative Updates

January 21<sup>st</sup>, 2026



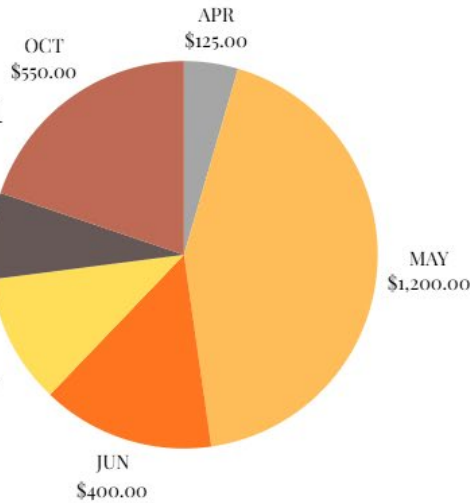
## Delinquent Accounts

**17** Customers  
Posted for  
Non-Payment

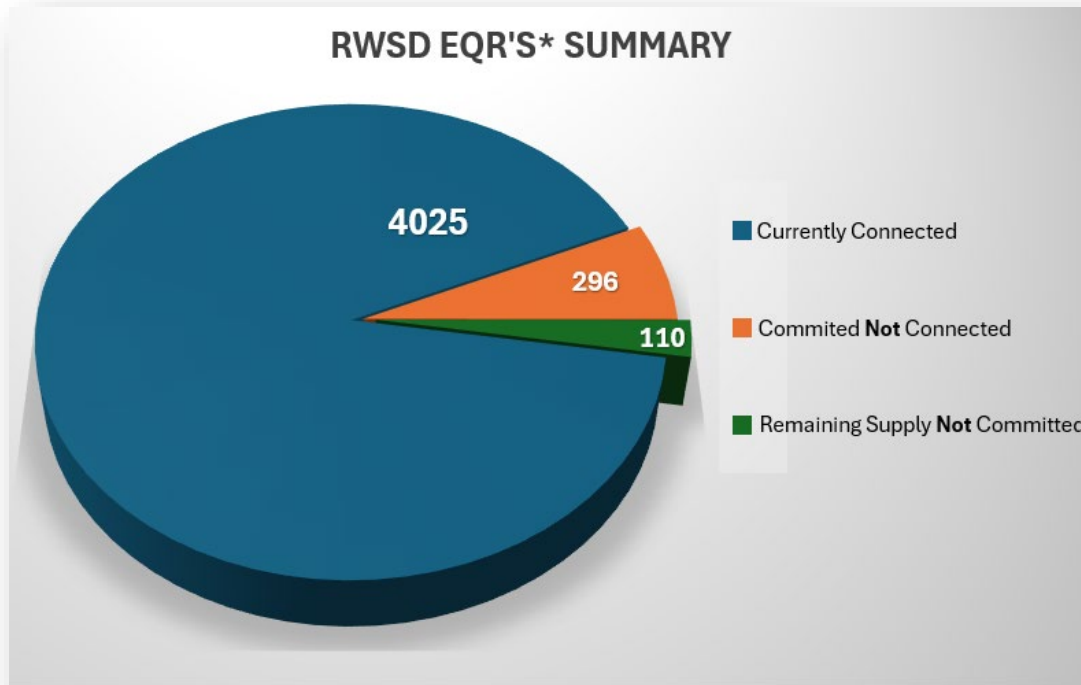
- 1 SHUT OFF
- PAID SAME DAY / TURNED BACK ON

## Rebate Program

\$2,575.00 / 5k



# 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.*

## Dominion

### Sterling Ranch

There were an additional **14** Certificates of Occupancy (CO) issued in Sterling Ranch in **December** bringing the total number of CO's that have been issued in Sterling Ranch to **3,166**. The monthly Wastewater Conveyance Charge for **December** was **\$63,320**

(\$20/EQR)



In **December**, Sterling Ranch had **19** new Building Permits.

Running Total of **3,249** building permits issued.  
(\$300/EQR)