

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 July 15, 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 July 15, 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)

RWSD Staff: Mike Marcum Public: Jan Berger (via Zoom)
 Mitchell Stroehlein
 Lisa Hoover
 Lucie Taylor

CALL TO ORDER:

The meeting was called to order as the Roxborough Water and Sanitation District (RWSD) Board of Directors regular meeting at 8:00 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 Santigata, second by Director DeGrande 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 DeGrande, 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 June 17, 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 May 2026 Financial Recap for Plum Valley Heights. Upon a motion from Director Santagata, second by Director Thomas and unanimous vote, the Board accepted the May 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 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 June 17, 2026.
- b. Ratified Payrolls for June 30, 2026:
- c. Ratified Payments from June 17, 2026: 105517-105561, 105567, 105569-105572, 105574-105580.
- d. Approved Payments of Claims: Checks: 105562-105566, 105568, 105573, 105581-105598.
- e. Ratified Pay App # 5 from QP Services, LLC for \$238,534.00 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 reported the Immediate Possession Hearing for discovery for Pomeroy Project will scheduled late November – early December.

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 May 2026 RWSD Financial Statements to the Board. Upon a motion by Director Santagata, second by Director DeGrande and unanimous vote by the Board, the May 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 8:56AM.

Secretary of the meeting: _____



GENERAL MANAGER'S REPORT

Plum Valley Heights Subdistrict

Of

Roxborough Water and Sanitation District

July 15th, 2026

Titan Road Industrial Park

- Comcast has requested an update from their legal department on the status of their document review. We still need the petitions to include in both districts approved and the prepayment for design paid before TST starts design.
- Martin Marrieta requested a will serve letter to begin their approval process with Douglas County.

Plum Valley Heights

- Met with a representative from Douglas County and Zuma Ranch to discuss water service and solutions for their property.

McMakin Property

- No action

General

- No action

Roxborough Water and Sanitation - PVH

Financial Recap

May 31, 2026

General Fund

- Property taxes collected: \$ 79,158
- Specific ownership taxes: \$2,448
- Interest income: \$119
- Professional fees: \$1,000

General Manager's Report

July 15th, 2026

Projects

- CORE indicated several revisions to our design were needed but it has been submitted for final design review. She indicated I should hear something soon on the construction schedule.
- 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.
- We continue working on a couple of capital projects including a generator at the T-Vault, bulk fuel storage at the water plant and back-up batteries for critical distribution panels at the WTP.

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 will work with other members in the area to join the meeting on the 23rd.

Dominion Water & Sanitation District

- The O-Line Agreement is DONE! Effective 7/1, August's invoice will reflect new charges.
- Reminder; DWSD would like to host a dinner with the RWSD 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

- We are tracking drought surcharges and Lisa will report on them later, June did not show a reduction but an increase of 14% from last year.
- The Spring Garden in the box have sold out, Slow the Flow and Rain Sensors have more interest than available and will likely sell out soon as appointments are made. The Fall Garden in a Box coupon's will be available at the end of this month; we'll have about 7-15 additional coupons available. Another successful year of conservation efforts. There will be a billing insert for this going out with the bills.
- Blood drive was a success. We had 27 participants. Thanks to all who donated and to Lucie and Dorice for Volunteering your time. We will post some pictures on website and look forward to future blood drives. There will be a billing insert going out thanking the community for their participation.
- There will be another billing stuffer offering some fire mitigation tips. The next newsletter will go out in August.
- We have had Sigler create a virtual WTP tour and voiceover. Lisa will cue it up.

Water Plant

In June, the plant was operational for 30 days with an average plant production of **1.8** MGD and a max day of **3.2** million gallons.

WTP generators are ready to commission the dual fuel conversions. Once the lift station gas meter is complete, all generators will be commissioned with a load bank test to set the natural gas feed.

The power outage on June 16th caused a fault with the Automatic Transfer Switch in the pump station. Sun Valley Electric and Critical Switchgear were able to fix the issue; however, another fault in the generator required a site visit from Generator Source.

Browns Hill has turned over all programs for InflexionPoint to build the new SCADA system. Operators will be working closely with programmers to ensure the final product is more useful for all operators.

This year's Rotork valve actuators have been delivered. Adapters for the actuators are expected at the end of the month. Once delivered, installation will be scheduled.

Replacement pH sensors for the entire plant have been ordered. The old sensors were unreliable and expensive to maintain.

Anthracite has been ordered to replace the top 4" of filter media to improve filter run times. This is expected to ship at the end of September.

June production was **55.5** million gallons of treated water, **10** million gallons of that was for Sterling Ranch.

Lift Stations

The lightning storm that came through on June 24th damaged the PLC at the Transition Vault. Several parts were replaced.

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.

Flow Equalization Basin is complete. The combined storage of the basin and the collection system added over 300,000 gallons of storage before overflowing to the pond.

July's Operations Report



Force main air vac parts have been ordered. Full replacement air vacs did not offer significant improvements in design. This will also save over \$300,000 in the budget. The Field Department is working on a maintenance program to ensure proper function following initial rebuilds.

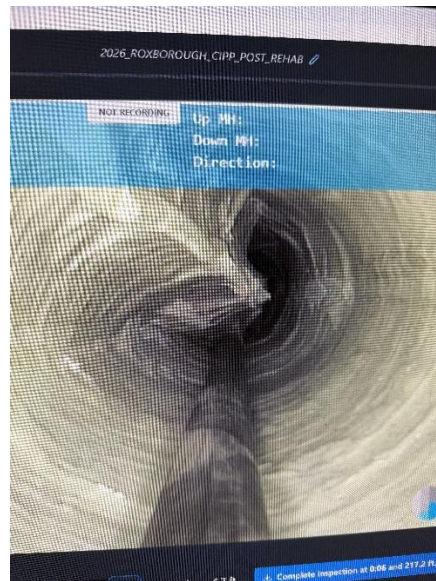


June saw **27.8** million gallons of sewage pumped to Littleton-Englewood. Approximately **9.9** million was conveyed for Sterling Ranch.

Field

The field had **99** locates for the month of June.

QPS is nearly complete with annual sewer lining. Additional lines were included since they came in under budget. One section did not cure properly, requiring QPS to dig and replace about 15' of sewer pipe. QPS covered the costs since they believe it was installer error.



Annual valve turning in the park continues.

Annual sewer jetting and TVing have begun. This year includes Village Circle East and the Chatfields. Roxborough's sections after the Transition Vault were added.

The water main break on June 16th required significant asphalt repair.

July's Operations Report



MEMORANDUM

TO: Roxborough Water and Sanitation District
Board of Directors

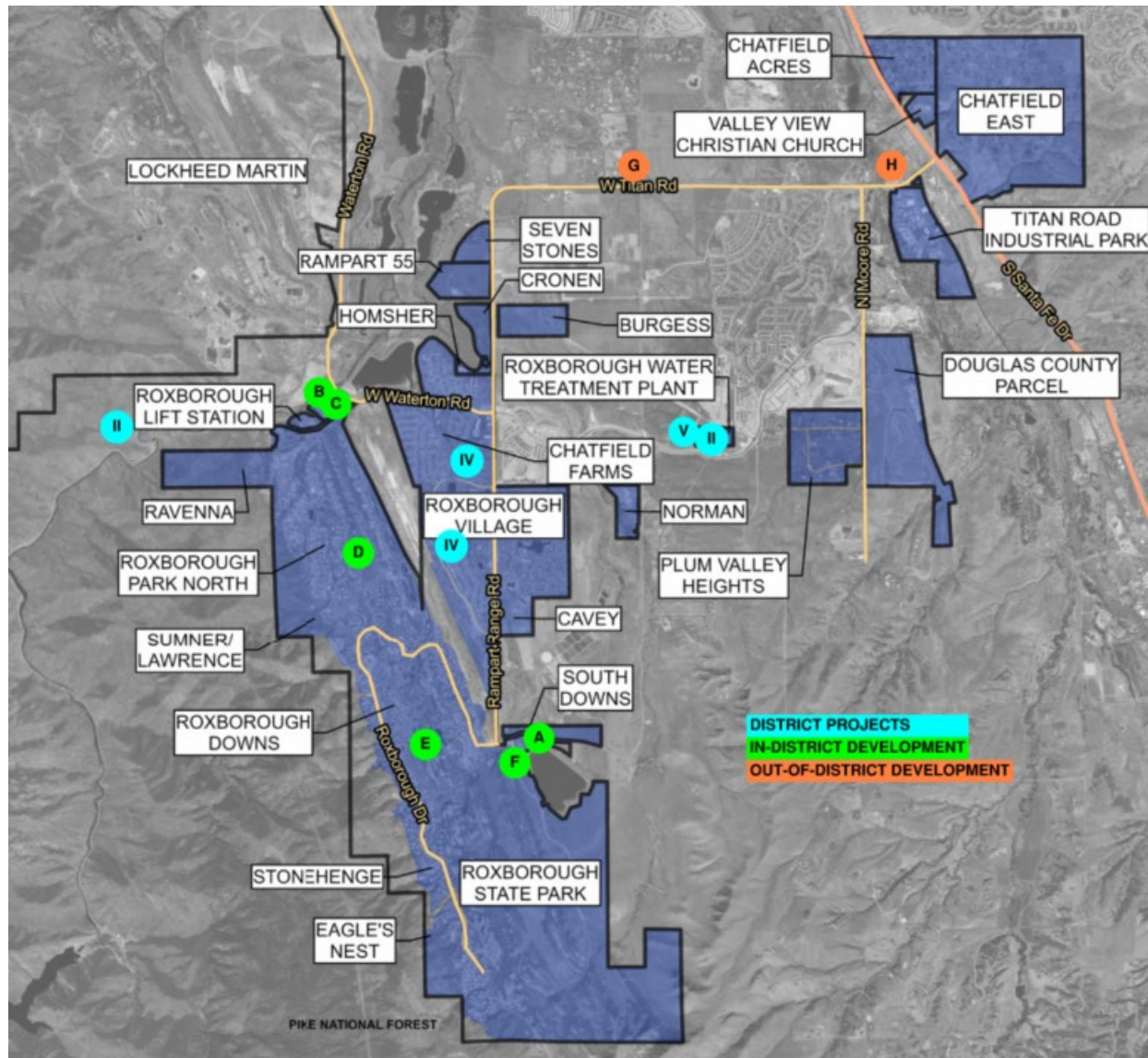
FROM: TST Infrastructure
Michael Gerstner

SUBJECT: Engineering Status Report

DATE: July 8, 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. (No Change)
- 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 – The second set of plans were reviewed and comments returned May 1, 2026. Met with Ravenna Engineer May 27th to review comment questions. (No Change)
- 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 sent updated cost estimates and a map.
- H. Comcast – Meetings with Comcast on next steps were completed the cost estimate was updated. (No Change)



II. LIFT STATION AND WTP GENERATOR NATURAL GAS CONVERSION

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

The Xcel gas line has been upsized and meter installed, and the gas service line installed to the Generator at the WTP. Pending startup once gas line is completed at the lift station. (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 Master Plan draft is in progress. The Service Area and Water System sections are drafted, Wastewater System and Capital Improvements sections are in progress.

IV. 2027 ROXBOROUGH VILLAGE WATERLINE REPLACEMENT

Evaluations for replacement and phasing are in progress. The exhibit for Subsurface Utility Engineering (SUE) investigation is being prepared and potholing locations identified. Cost estimate updates are in progress.

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

A diesel tank has been ordered and final drawings for construction are nearing completion to meet fire code/building code requirements. Coordination with the Contractor for construction of the pad has begun.

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 in progress.

Roxborough Water and Sanitation

Financial Recap

May 31, 2026

General Fund

- Property taxes collected: \$480,911
- Specific ownership taxes: \$ 4,650
- Repairs expense: Including \$ 4,324 to Initial. IT
- Office expense includes \$ 1501 to Jet Print and Mail and \$ 1,458 to Silver Cloud Mgmt

Debt Service Fund

- Property taxes collected: \$ 154,933
- Specific ownership taxes: \$1,497
- Transfers in (Debt Surcharge): \$94,287

Water Fund - Treatment

- Service charges billed: \$ 321,756
- Draught Surcharge billed for the month \$ 30,743
- Dominion WTP Operations income: \$ 54,030
- Capital surcharges collected: \$94,287
- Ravenna monthly SDC: \$23,053
- Operating Supplies for the month \$ 25,237
- Capital Projects for the month includes \$ 131,920 to Municipal Treatment

Administrative Updates

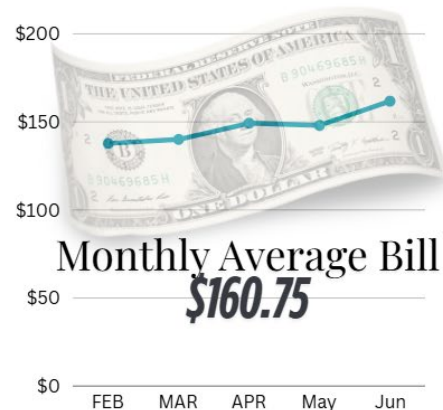
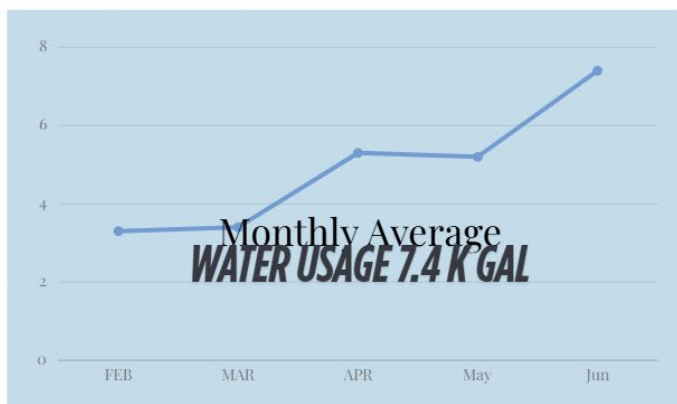
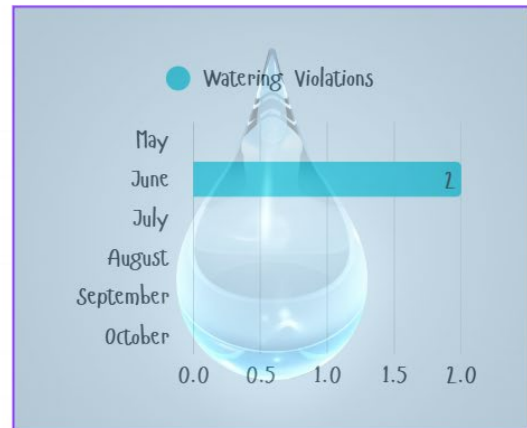
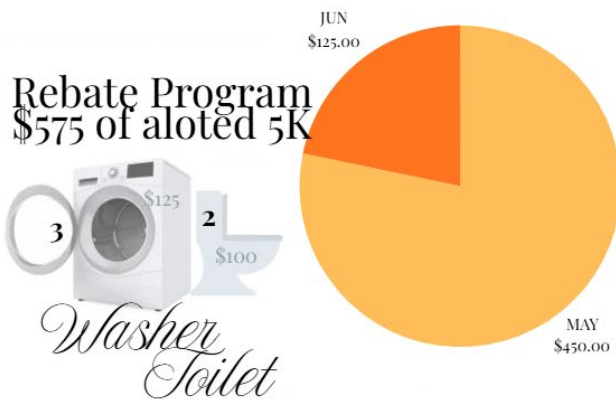
July 15th, 2026



June 2026 Delinquent Accounts

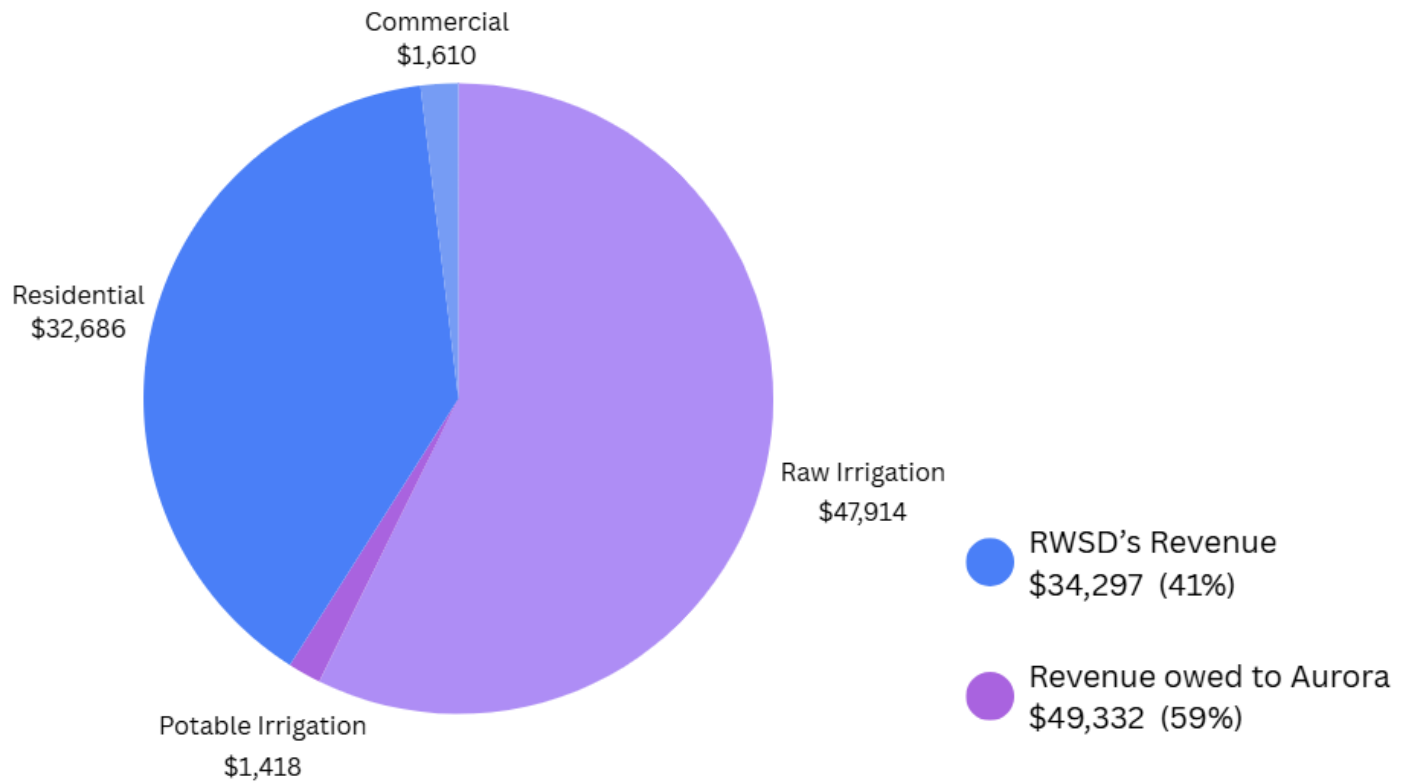
7 Customers Posted
for Non-Payment

- 6 paid
- shut off 1 still off



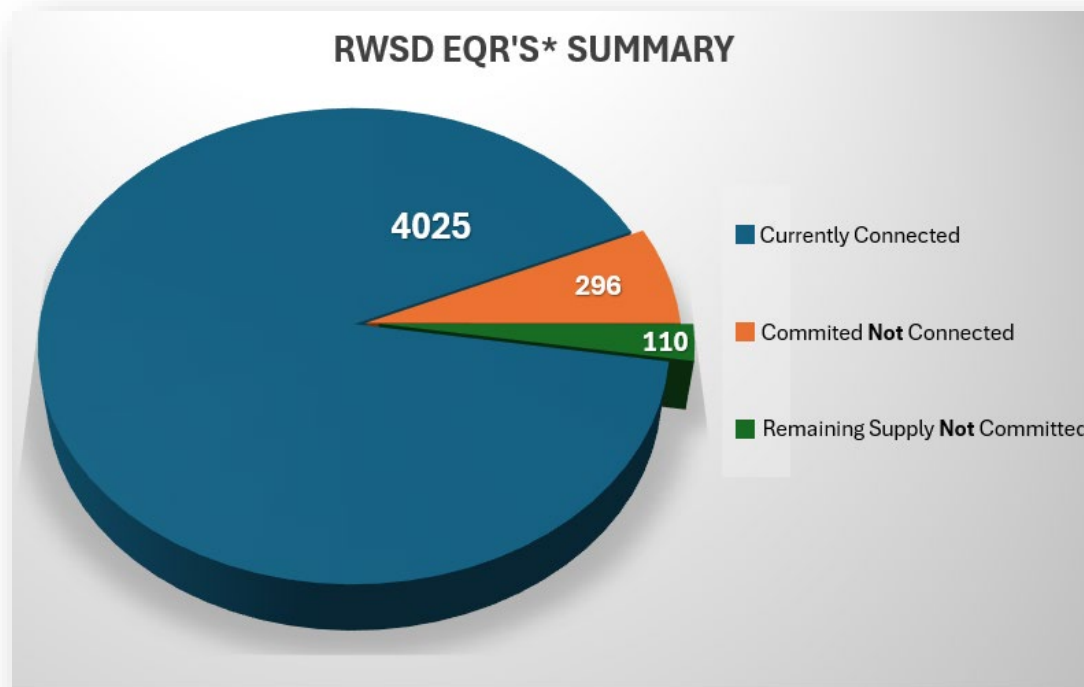
Administrative Updates

June Irrigation Usage vs. Commercial/Residential



Chart

Administrative Updates



***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.*

Connected to the districts water service

Spreadsheet

Administrative Updates

Dominion

Sterling Ranch

There were an additional **12** Certificates of Occupancy (CO) issued in Sterling Ranch in **June** bringing the total number of CO's that have been issued in Sterling Ranch to **3,262**. The monthly Wastewater Conveyance Charge for **June** was **\$65,240**

(\$20/EQR)



In **June**, Sterling Ranch had **36** new Building Permits.

Running Total of **3,457** building permits issued.
(\$300/EQR = \$990K)