

NOTICE OF SPECIAL MEETING

**DOMINION WATER & SANITATION DISTRICT
DOUGLAS COUNTY, COLORADO**

NOTICE IS HEREBY GIVEN that the Board of Directors of Dominion Water & Sanitation District, Douglas County, Colorado, will hold a special board meeting on Tuesday, October 18, 2016 at the hour of 1:00 p.m. at the Sterling Ranch building site, Mortenson construction trailer, 9350 N. Roxborough Park Road, Littleton, Colorado 80125. At this meeting the Board will take up regular business of the District as reflected on the agenda attached, and any other matters as may come before the Board. The meeting is open to the public.

This notice is given by order of the Board of Directors of the District.

DOMINION WATER & SANITATION DISTRICT
DOUGLAS COUNTY, COLORADO

By: /s/ Denise Denslow
Manager

DOMINION WATER & SANITATION DISTRICT ("DWSD")
SPECIAL MEETING AGENDA OF THE DISTRICT, ITS STERLING RANCH
WATER ACTIVITY ENTERPRISE AND ITS STERLING RANCH WASTEWATER
ACTIVITY ENTERPRISE

Board of Directors:

Term Expires:

Harold R. Smethills, President	May 2020
James Yates, Treasurer	May 2018
Jeffrey Clark LaForte, Assistant Secretary	May 2018
Jack Hilbert, Assistant Secretary	May 2020
James A. Taylor, Assistant Secretary	May 2018
Denise Denslow, Secretary	N/A

Date: **October 18, 2016 – Tuesday**

Time: **1:00 p.m. (Sterling Ranch site tour immediately following meeting)**

Location: **Sterling Ranch Building Site**
 Mortenson Construction Trailer
 9350 N. Roxborough Park Rd.
 Littleton, CO 80125

1. Call to Order / Declaration of Quorum

2. Disclosure of Conflicts of Interest

3. Review and Approve Agenda and Meeting Location; Appoint Acting Secretary for Meeting, If Necessary

4. BOARD MATTERS

5. **CONSENT AGENDA (THE FOLLOWING CAN BE APPROVED WITH A SINGLE MOTION, OR PULLED FROM THE CONSENT AGENDA AND DISCUSSED SEPARATELY)**

A. Review and Ratify Approval of a Claim Totaling \$214,713.88, Represented by Check Number 593, and Claims Totaling \$429,453.25, Represented by Check Numbers 640 through 679 (enclosed)

B. Review and Consider Approval of Minutes of August 16, 2016 Regular Meeting (enclosed)

- C. Ratify Approval of Intergovernmental Agreement for Water Service between Dominion Water and Sanitation District, Acting in its Capacity as a Water Activity Enterprise, and the Town of Castle Rock Acting through the Town of Castle Rock Water Enterprise
- D. Ratify Approval of Town of Castle Rock / Dominion Water and Sanitation District Canyons Pipeline Capacity License Agreement between the District (acting by and through its Sterling Ranch Water Activity Enterprise) and the Town of Castle Rock Water Enterprise
- E. Approve Payment of Director Fees to All Directors in Attendance at the October 18, 2016 Special Meeting
- F. Ratify Approval of the Following Documents Related to the Master Service Agreement for Water Resource Engineering and Planning between the District (acting by and through its Sterling Ranch Water Activity Enterprise) and Leonard Rice Engineers, Inc.:
 - 1. LAP No. 9 under Work Order No. 1 – Project Administration and General Consultation (7/26/16 to 10/25/16) for an Amount Not to Exceed \$5,000 (enclosed)
 - 2. LAP No. 5 under Work Order No. 3 for PD Platting (Water Supply Planning) (7/26/16 to 11/25/16) for an Amount Not to Exceed \$10,000
 - 3. LAP No. 8 under Work Order No. 4 for Water operations Model in an Amount Not to Exceed \$8,000 (enclosed)
 - 4. LAP No. 6 under Work Order No. 6 for 2016 Hier Well Field Planning and Negotiations with the Town of Castle Rock for an Amount Not to Exceed \$3,000 (enclosed)

Leonard Rice (includes documents listed above):

WO #	WO & CO Budget	LAP #'s Approved	Authorized LAP \$	Remaining WO \$
1	\$45,500	1,2,3,4,5,6,7,8,9	\$45,500	\$0.00
3	\$85,000	1,2,3,4,5	\$85,000	\$0.00
4	\$102,100	1,2,3,4,5,6,7,8	\$102,100	\$0.00
6	\$50,000	1,2,3,4,5,6	\$50,000	\$0.00

6. UTILITY MATTERS

A. Director Report

B. Consider Authorizing the Purchase of 10 Fire Hydrant Meters Complete with Correct Adaptors, Swivels and Gate Valves at an Approximate Total Cost of \$11,000

C. Discuss and Consider Increasing Rates and Fees for Water/Sewer Service 2017

7. LEGAL MATTERS (ADJOURN TO EXECUTIVE SESSION, IF NECESSARY, FOR ANY OF THE FOLLOWING ITEMS)

DISTRICT, STERLING RANCH WASTEWATER ACTIVITY ENTERPRISE, AND STERLING RANCH WATER ACTIVITY ENTERPRISE:

- A. Review and Consider Ratifying Approval of First Amendment to Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 1 by and between Sterling Ranch Development Company, Sterling Ranch Community Authority Board, Dominion Water and Sanitation District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, Roxborough Water and Sanitation District, and the Board of County Commissioners of the County of Douglas (enclosed)
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DISTRICT:

B. Issuance of the District's Tap Fee Revenue Bonds, Series 2016 (the "Bonds"):

1. Review and Consider Approval of Engagement Agreement between the District and CliftonLarsonAllen LLP for Preparation of Financial Forecast (enclosed)

2. Ratify Approval of Engagement of Greenberg Traurig, LLP as Bond Counsel (enclosed)
 3. Review and Consider Approval Engagement of Citigroup Global Markets Inc. as District Underwriter, and Approval of Investment Banking Agreement and MSRB G-17 Disclosure Letter (to be distributed)
 4. Review and Consider Approval of Engagement Letter with CliftonLarsonAllen LLP for Financial Forecast in Relation to Bond Issuance (enclosed)
 5. Authorize any Necessary Actions in Connection with Issuance of the Bonds
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STERLING RANCH WASTEWATER ACTIVITY ENTERPRISE:

- C. Discuss Status of Maintenance of Roxborough Wastewater Treatment Plant
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- D. Wastewater Treatment Plant: Systems and Operations Contract Implementation for Ongoing Expenses / Mary Kay Provaznik
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STERLING RANCH WATER ACTIVITY ENTERPRISE:

- E. Review and Consider Approval of Water System Capacity and Service Agreement (Plum Valley Heights Service) between the District, Acting by and through its Sterling Ranch Water Activity Enterprise, and Roxborough Water and Sanitation District (to be distributed)
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- F. Discuss and Consider Approval of the Following Documents Related to the Master Service Agreement for Water Resource Engineering and Planning between the District (acting by and through its Sterling Ranch Water Activity Enterprise) and Leonard Rice Engineers, Inc.:

1. Change Order No. 2 to Work Order No. 5 for 2016 Water Right Acquisition Support for 250AF IGA with Aurora for an Increase in Budgeted Amount by \$5,000, for a New Total of \$15,000 for Work Order No.5 (enclosed)
2. LAP No. 3 under Work Order No. 5 for Water Right Acquisition Support for 250AF IGA with Aurora for an Amount Not to Exceed \$5,000 (enclosed)

Leonard Rice (before approval of above listed items):

WO #	WO/CO Budget	LAP #'s Approved	Authorized LAP \$	Remaining WO \$
5	\$10,000	1,2	\$10,000	\$0.00

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- G. Discuss and Consider Approval of Execution of Hier Non-Tributary Water Option
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- H. Discuss and Consider Approval of Amended and Restated Purchase Agreement (ARS Reservoir Site) between the District and ARS Sand & Gravel Co., LLC
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- I. Discuss and Consider Approval of the Following Documents Relating to the Master Service Agreement for Engineering Design Services between the CAB and Black & Veatch Corporation:

1. Change Order No. 1 to Work Order No. 1 for Sterling Gulch Dam and Reservoir – to Change the Scope of Services to Include Geotechnical Investigation Program for an Increase in Budgeted Amount by \$147,050, with a New Total Amount of \$938,550 for Work Order No. 1 (enclosed)

Black & Veatch (before approval of above listed item):

WO / CO #	WO Budget \$	LAP #	Authorized LAP \$	Remaining WO \$
1	\$791,500	1	\$207,000	\$584,500

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- J. Review and Consider Ratifying Approval of Proposal from Lytle Water Solutions, LLC to Prepare an Evaluation of Potential Extraterritorial Water Supply Delivery Service Contract from Parker Water and Sanitation District to Sterling Ranch, through Dominion, at a Cost of \$16,200
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8. FINANCIAL MATTERS

- A. Ratify Approval of 2015 Audit and Authorization of Execution of Representations Letter (enclosed)
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- B. FIRST READING on 2017 Draft Budget (enclosed)
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9. PUBLIC COMMENTS

10. MANAGEMENT MATTERS

- A. Discuss 2017 Insurance Renewal, Insurance Schedules, and Statutory Requirement for Position Schedule Bond
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- B. Confirm Quorum for Next Board Meeting to be Held Tuesday, November 15, 2016 at 1:00 p.m. at the Offices of CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 500, Greenwood Village, CO 80111
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- C. Virtual Aerial Tour of District Facilities / Director Yates
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11. ADJOURNMENT

Informational Items:

NEXT SCHEDULED BOARD MEETING

Tuesday, November 15, 2016 – 1:00 p.m.
CliftonLarsonAllen LLP
8390 E. Crescent Pkwy., Suite 500
Greenwood Village, CO 80111

2016 REGULAR BOARD MEETING SCHEDULE

Tuesday, November 15, 2016
Tuesday, December 20, 2016

DEFERRED ITEMS:

- A. Report on Status of WISE Agreement
 - 1. Discuss Water Utility Rate Impact Study for Additional Service to Dominion Water and Sanitation District
- B. Amendment to Rules and Regulations