

**NOTICE OF REGULAR 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 regular board meeting on Tuesday, November 15, 2016 at the hour of 1:00 p.m. at the offices of CliftonLarsonAllen LLP, 8390 East Crescent Parkway, Suite 500, Greenwood Village, Colorado 80111. 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")**  
**REGULAR MEETING AGENDA OF THE DISTRICT, ITS STERLING RANCH**  
**WATER ACTIVITY ENTERPRISE AND ITS STERLING RANCH WASTEWATER**  
**ACTIVITY ENTERPRISE**

**Board of Directors:**

**Term Expires:**

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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

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**Date:** November 15, 2016 – Tuesday

**Time:** 1:00 p.m.

**Location:** CliftonLarsonAllen LLP  
8390 E. Crescent Parkway  
Suite 500  
Greenwood Village, CO 80111

1. Call to Order / Declaration of Quorum  

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2. Disclosure of Conflicts of Interest  

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

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4. BOARD MATTERS  

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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 \$171,053.28, Represented by Check Number 594, and Claims Totaling \$286,262.05, Represented by Check Numbers 680 through 696 (enclosed)
  - B. Review and Consider Approval of Minutes of October 18, 2016 Special Meeting (enclosed)

- C. Review and Consider Acceptance of Unaudited Financial Statements as of September 30, 2016 (enclosed)
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6. UTILITY MATTERS

- A. Director Report / Mary Kay Provaznik
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- B. Discuss and Consider Increasing Rates and Fees for Water/Sewer Service in 2017

- 1. Review Revised Rate Study Prepared by CH2M Hill, Inc. (to be distributed)
  - 2. Review and Consider Adoption of Resolution No. 2016-11-\_\_\_, Resolution Adopting Restated Rules and Regulations, Wholesale Service Charges to be Paid by the CAB and Concurring with and Adopting the Tap Fees to be Paid to Dominion as Set Forth in the Sterling Ranch Community Authority Board Utilities, Parks and Open Space Rules and Regulations (Pertaining to Water, Sanitary Sewer and Stormwater Rates, Fees and Charges Assessed by the Sterling Ranch Community Authority Board) on November 15, 2016 (to be distributed)
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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. Discuss and Consider Approval of Operation Funding Agreement among the District, the District acting by and through Its Sterling Ranch Water Activity Enterprise and Its Sterling Ranch Wastewater Activity Enterprise, and Hobbs Investments LLC (to be distributed)
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- B. Discuss and Consider Approval of Water, Wastewater and Stormwater Operations Intergovernmental Agreement (for Service to Sterling Ranch) by and between the District, the District acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and the Sterling Ranch Community Authority Board (to be distributed)
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**DISTRICT:**

- C. Update on Prairie Conservation Management Plan
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- D. Issuance of the District's Tap Fee Revenue Bonds, Series 2016 (the "Bonds"):

1. Review and Ratify Approval of Exhibit A to the Financial Services Agreement ("Exhibit A - First Amendment to Financial Services Agreement") between the District and Piper Jaffray & Co. (enclosed)
  2. Review and Ratify Approval of Engagement Letter between the District and Ballard Spahr LLP to Provide Services as Underwriter's Counsel for the Dominion Tap Fee Financing (enclosed)
  3. Authorize Any Necessary Actions in Connection with Issuance of the Bonds
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**STERLING RANCH WASTEWATER ACTIVITY ENTERPRISE:**

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

- G. 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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- H. 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.:

Leonard Rice (before approval of items listed below):

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 (LAP 8 has not been released)	\$102,100	\$0.00
5	\$15,000	1,2,3	\$15,000	\$0.00
16	N/A	N/A	N/A	N/A

1. Change Order No. 2 to Work Order No. 1 for Fourth Quarter Services Associated with Project Administration and General Consultation – For an Increase of Budgeted Amount by \$5,000, for a Total Amount of \$50,500 for Work Order No. 2 (enclosed)
  - a. LAP No. 10 under Work Order No. 1 for Project Administration and General Consultation (9/26/16 to 12/25/16) – For an Amount Not to Exceed \$5,000 (enclosed)
2. Change Order No. 2 to Work Order No. 3 for Fourth Quarter Services Associated with Water Supply Planning – For an Increase of Budgeted

Amount by \$10,000, for a Total Amount of \$95,000 for Work Order No. 3 (enclosed)

- a. LAP No. 6 under Work Order No. 3 for PD Platting (Water Supply Planning) (9/26/16 to 12/25/16) – For an Amount Not to Exceed \$10,000 (enclosed)
3. Change Order No. 2 to Work Order No. 4 for Fourth Quarter Services Associated with Water Operations Modeling – For an Increase of Budgeted Amount by \$9,000, for a Total Amount of \$111,100 for Work Order No. 4 (enclosed)
  - a. LAP No. 9 under Work Order No. 4 for Water Operations Modeling – For an Amount Not to Exceed \$9,000 (enclosed)
4. Change Order No. 3 to Work Order No. 5 for Fourth Quarter Services Associated with Water Right Acquisition Support for 250 AF IGA with Aurora – For an Increase of Budgeted Amount by \$5,000, for a Total Amount of \$20,000 for Work Order No. 4
  - a. LAP No. 4 under Work Order No. 5 for Water Right Acquisition Support for 250 AF IGA with Aurora – For an Amount Not to Exceed \$5,000 (enclosed)
5. Work Order No. 16 for 2016 Strategic Water Supply Planning for an Anticipated Budget of \$40,000 (enclosed)
  - a. LAP No. 1 under Work Order No. 16 for 2016 Strategic Water Supply Planning for an Amount Not to Exceed \$20,000 (enclosed)

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I. Discuss and Consider Approval of Execution of Hier Non-Tributary Water Option

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J. 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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- K. Discuss and Consider Approval of the Following Documents Relating to the Master Service Agreement for Owner's Representative Engineering Services between the CAB and Black & Veatch Corporation:

Black & Veatch (before approval of items listed below):

WO / CO #	WO Budget \$	LAP #	Authorized LAP \$	Remaining WO \$
1	\$23,040	1	\$23,040	\$0
2	\$66,010	1,2,3	\$66,010	\$0

1. Change Order No. 1 to Work Order No. 1 for Standards Review & Development for an Increase in Budget Amount by \$5,620 for a New Total Amount of \$28,660 for Work Order No. 1 (enclosed)
  - a. LAP No. 2 under Work Order No. 1 for Standards Review & Development for an Amount Not to Exceed \$5,620 (enclosed)
2. Change Order No. 2 to Work Order No. 2 for Task 2000 – Raw Water System Master Plan for an Increase in Budgeted Amount by \$250 for a New Total Amount of \$66,260 for Work Order No. 2 (enclosed)
  - a. LAP No. 4 under Work Order No. 2 for Task 2000 – Raw Water System Master Plan for an Amount Not to Exceed \$250 (enclosed)

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- L. 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 (enclosed)
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8. FINANCIAL MATTERS

- A. Conduct Public Hearing to Consider Amending 2016 Budget; If Necessary, Consider Adoption of Resolution to Amend the 2016 Budget
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- B. Conduct SECOND READING and Public Hearing to Consider Adoption of 2017 Budget; Consider Adoption of Resolution No. 2016-11-\_\_ to Adopt 2017 Budget and Appropriate Sums of Money (enclosures)

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9. PUBLIC COMMENTS

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10. MANAGEMENT MATTERS

- A. Review and Discuss Master Service Agreement and Payment Processes Memorandum / Chuck Reid (enclosed)

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- B. Discuss 2017 Insurance Renewal, Insurance Schedules, and Statutory Requirement for Position Schedule

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- C. Confirm Quorum for Next Regular Board Meeting to be Held Tuesday, December 20, 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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- D. Discuss Setting 2017 Regular Meetings for the Third Tuesday of Every Month at 1:00 p.m. at the Offices of CliftonLarsonAllen LLP

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- E. Review and Consider Approval of Adoption of Resolution No. 2016-11-\_\_, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices (District No. 1 Resolution enclosed; District Nos. 2-7 Resolutions are identical and not enclosed)

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11. CONTINUATION

- A. Consider Continuation of Regular Meeting to December 1, 2016
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Informational Items:

**NEXT SCHEDULED BOARD MEETING**

Tuesday, December 20, 2016 – 1:00 p.m.  
CliftonLarsonAllen LLP  
8390 E. Crescent Pkwy., Suite 500  
Greenwood Village, CO 80111

**2016 REGULAR BOARD MEETING SCHEDULE**

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