

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 November 15, 2018 at

the hour of 2:30 p.m. at the offices of CliftonLarsonAllen LLP,

8390 E Crescent Parkway, Suite 275, Greenwood Village, CO 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/ Mary Kay Provazik
General Manager

**DOMINION WATER & SANITATION DISTRICT
SPECIAL MEETING AGENDA OF THE DISTRICT AND
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 2022
Jack Hilbert, Assistant Secretary	May 2020
John Ostermiller, Assistant Secretary	May 2020
Jeffrey LaForte, Assistant Secretary	May 2022
Chuck Reid, Secretary	N/A

Date: November 15, 2018 – Thursday
Time: 2:30 pm
Location: CliftonLarsonAllen, LLP
8390 E. Crescent Parkway, Suite 275
Greenwood Village, CO 80111

1. CALL TO ORDER / DECLARATION OF QUORUM

2. DISCLOSURE OF CONFLICTS OF INTEREST

3. REVIEW AND CONSIDER APPROVAL OF 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 Consider Approval of Claims Totaling \$599,636.30 represented by check numbers 1000 through 1003; 1206 through 1208; 1364 through 1396 and 1399 (enclosed)

- B. Review and consider approval of minutes of the October 16, 2018 work session and the minutes of the October 16, 2018 regular meeting (enclosed)
 - C. Review and consider approval of Draw Request No. 1 (enclosed)
 - D. Ratify approval of the Master Service Agreement for Masonry Evaluation and Repair between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Atkinson-Noland & Associates, Inc** (enclosed), and Work Orders Nos. 1 and 2 (enclosed)
 - E. Ratify Service Agreement for Masonry Maintenance between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Summit Sealants, Inc.** (enclosed)
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6. MANAGER’S REPORT (PROVAZNIK)

- A. Administrative Matters
 - B. Customer Service
 - C. Utility Matters
 - 1) Water
 - 2) Wastewater
 - 3) Other
 - D. Partnership Matters
 - E. District Leadership Matters
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7. LEGAL MATTERS

A. DISTRICT

- 1. Discuss and approve appointing Sarah Stone as interim General Manager during the absence of Mary Kay Provaznik
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- 2. Discuss and approve updates on District’s Specifications and Standards
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- 3. Discuss regular meeting schedule for 2019. Consider adoption of Resolution no. 2018-11-___, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 72-Hour and 24- Hour Notices (enclosed)

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4. Discuss requirements of Section 31-1-809, C.R.S., and direct staff regarding compliant for 2019 (District Transparency Notice)
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5. Ratify authorization to Bond Trustee to transfer tap fee revenues from the Revenue Fund on November 1, 2018 instead of December 1, 2018
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6. Review and consider approval of Fifth Amendment to Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 1, between Sterling Ranch Development Company, the Sterling Ranch Community Authority Board, Dominion Water & Sanitation District, Roxborough Water and Sanitation District, and the Board of County Commissioners of the County of Douglas (to be distributed).
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7. Review and consider acknowledging Fifth Amendment to Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 2, between Sterling Ranch Development Company, the Sterling Ranch Community Authority Board, and the Board of County Commissioners of the County of Douglas [DOMINION NOT A PARTY] (to be distributed).
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8. Review and approve Temporary Construction Easement with Sterling Ranch, LLC for construction of Willow Creek Lift Station
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B. WATER ACTIVITY ENTERPRISE

1. Discuss water supply purchases
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2. Consider approval of First Amendment to the Intergovernmental Agreement for water service between Dominion Water & 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 (to be distributed)
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3. Discuss and approve Intergovernmental Agreement for purchase and sale of groundwater rights, easements and related improvements between the Town of Castle Rock, acting through the Town of Castle Rock Water Enterprise, and Dominion Water & Sanitation District, acting in its capacity as a water activity enterprise (enclosed)
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4. Discuss operations for Cherokee Foundation
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5. Consider approval of Castle Rock Pipeline Facilities Funding and Acquisition Agreement between the District and Sterling Ranch Development Company (enclosed)
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6. Discuss and approve Eastern Regional Pipeline Project easement acquisitions
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C. WASTEWATER ACTIVITY ENTERPRISE

1. Other
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8. FINANCIAL MATTERS

- A. Conduct Public Hearing to consider amendment of the 2018 Budget. If necessary, consider adoption of Resolution No. 2018-11-____, Resolution of Dominion Water & Sanitation District to Amend the 2018 Budget
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- B. Conduct Public Hearing on the proposed 2019 Budget and consider adoption of Resolution No. 2018-11-____, Resolution to Adopt the 2019 Budget and Appropriate Sums of Money (to be distributed)

- C. Consider engagement of Haynie & Company to prepare the 2018 Audit, for an amount not to exceed \$_____ (to be distributed)

- D. Conduct Public Hearing to consider adoption of wholesale water rates, sewer rates and tap fees for 2019. Consider adoption of Resolution No. 2018-11-____, Resolution of the Board of Directors of Dominion Water & Sanitation District Adopting Restated Rules and Regulations, Wholesale Service Charges to be Paid by CAB, and Concurring with and Adopting the Wholesale Tape Fees to be Paid to Dominion as Set Forth in the Sterling Ranch Community Authority Board Book of Fees and Forms, as the Same is Amended from Time-to-Time (to be distributed)

9. CONSULTANT AGREEMENTS AND WORK ORDERS/ CHANGE ORDERS

- A. Work Order Summary Sheet

- B. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Surveying and GIS Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **AzTec Consultants, Inc.:**

- i. Work Order No. 2 for water and sanitation inspection forms with a budget of \$1,200 (enclosed)

- C. Discuss and consider approval of the following Work Order relating 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 its Sterling Ranch Wastewater Activity Enterprise, and **Leonard Rice Engineers, Inc.:**
- i. Work Order No. 18 for project administration and general consultation with a budget of \$30,000 (enclosed)
 - ii. Work Order No. 20 for water supply planning and documentation support for County entitlement with a budget of \$20,000 (enclosed)
 - iii. Work Order No. 21 for daily systems operations model with a budget of \$20,000 (enclosed)
 - iv. Work Order No. 22 for water acquisitions with a budget of \$12,000 (enclosed)
 - v. Work Order No. 23 for ground water planning with a budget of \$6,000 (enclosed)
 - vi. Work Order No. 29 for rainwater SWSP and water court application with a budget of \$20,000 (enclosed)
 - vii. Work Order No. 30 for new water rights application support and communications with a budget of \$25,000 (enclosed)
 - viii. Work Order No. 31 for 2019 rainwater implementation a budget of \$7,500 (enclosed)
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- D. Discuss and consider approval of the following Change Orders relating 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 its Sterling Ranch Wastewater Activity Enterprise, and **Leonard Rice Engineers, Inc.:**
- i. Change Order No. 3 to Work Order no. 22 for water acquisitions with an original budget of \$18,000 and a new budget of \$46,000 (enclosed)
 - ii. Change Order No. 2 to Work Order no. 30 for continued new water rights application support and communications with an original budget of \$20,000 and a new budget of \$50,000 (enclosed)
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- E. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Professional Engineering Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Red Mountain Engineering, LLC.:**
 - i. Work Order No. 5 for wastewater management and support with a budget of \$21,500 (enclosed)
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- F. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Engineering Support Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Bambe Engineering Services, LLC:**
 - i. Work Order No. 2 for engineering services related to the completion of the Eastern Pipeline with a budget of \$30,000 (enclosed)
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- G. Discuss and consider approval of the Master Service Agreement for Resident Project Representative Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Providence Consultants, Inc.** (enclosed), and the following Work Order:
 - i. Work Order No. 1 for project representation with a budget not to exceed \$30,000 (enclosed)
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- H. Discuss and consider ratifying approval of the Master Service Agreement for Wastewater Engineering Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Burns & McDonnell Engineering Company, Inc.** (enclosed), and the approval of the following work order:
 - i. Work Order No. 1 for planning and evaluating future wastewater facility improvements with a budget of \$70,000 (enclosed)
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- I. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Professional Engineering Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise, and **Black & Veatch Corporation** (enclosed):
 - i. Work Order No. 10 for CAB engineering submittal review and coordination a budget of \$20,000
 - ii. Exhibit 1 on Work Order No. 10, for Cost Sharing between the District and Sterling Ranch CAB for engineering submittal review and coordination with a budget of \$20,000 (enclosed)
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- J. Discuss and consider approval of the Service Agreement for Executive Candidate Assessment Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise, and **Vela, LLC** (to be distributed), and the approval of the following work order:
 - i. Work Order No. 1 for interview and assessment of candidate with a budget of \$_____ (to be distributed)
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10. PUBLIC COMMENTS

11. EXECUTIVE SESSION

12. OTHER MATTERS

- a. Verify quorum for next regular board meeting, Tuesday December 18, 2018 at 12:00 PM

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

Tuesday, December 18, 2018 – 1:00 p.m.

CliftonLarsonAllen LLP, 8390 E Crescent Parkway, Suite 275

(Conference room on second floor)

Greenwood Village, CO 80111

2018 REGULAR MEETING SCHEDULE

December 18, 2018

2019 REGULAR BOARD MEETING SCHEDULE

**January 15, 2019, February 19, 2019, March 19, 2019,
April 16, 2019, May 21, 2019, June 18, 2019, July 16, 2019,
August 20, 2019, September 17, 2019, October 15, 2019,
November 19, 2019, December 17, 2019**

DEFERRED/PENDING ITEMS: