

**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 December 18, 2018 at the hour of 1:00 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  
REGULAR MEETING AGENDA OF THE DISTRICT AND  
ITS STERLING RANCH WATER ACTIVITY ENTERPRISE AND  
ITS STERLING RANCH WASTEWATER ACTIVITY ENTERPRISE**

<b>Board of Directors:</b>	<b>Term Expires:</b>
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:** December 18, 2018 – Tuesday  
**Time:** 1:00 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

- A. Discuss and consider approval of appointing Tiffany Ramaekers as secretary for Dominion Water & Sanitation Work Sessions and Board Meetings

---

---

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 \$862,898.25 represented by check numbers 1356; 1397 through 1437; and 1004 through 1008 (enclosed)
- B. Review and consider approval of Draw Request No. 2 totaling \$2,859,331.33 (enclosed)

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

---

---

7. LEGAL MATTERS

**A. DISTRICT**

- 1. Discuss and consider approval of District's retirement contributions to employees from 2017 to October (to be distributed)

---

---

- 2. Consider approval and adoption of revised Dominion Water & Sanitation Employee Handbook (enclosed)

---

---

**B. WATER ACTIVITY ENTERPRISE**

- 1. Discuss water supply purchases

---

---

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)
- 
- 

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)
- 
- 

4. Discuss operations for Cherokee Foundation
- 
- 

5. Ratify the following Change Orders relating to Design-Build Agreement for Water and Wastewater Projects between the District, acting by and through its Sterling Ranch Water Activity Enterprise, and **Reynolds Construction, LLC**:

- i. Change Order No. 005 for Authorization to Pre-Purchase Steel Coil for Work Package C (Sedalia: Sutton Pond to BNSF) (enclosed)
  - ii. Change Order No. 005CR for Authorization to Pre-Purchase Steel Coil for Work Package C (CRW Infrastructure) Plum Creek Raw Water Return Pipeline (enclosed)
- 
- 

6. Ratify Eastern Regional Pipeline Project easement acquisitions
    - a. Alexander Family Ranch, LLC
    - b. Loni Clifford
- 
-

7. Discuss and consider approval of Eastern Regional Pipeline Project easement agreement with Castle Rock Development Company

---

---

8. Discuss and consider approval of Agreement for Possession and Use with the Gary L. Sutton Living Trust and The Plum Creek Trust

---

---

9. Discuss and consider approval of Agreement for Possession and Use with the Gary L. Sutton Living Trust and The Plum Creek Trust

---

---

10. Discuss and consider approval of Agreement for Possession and Use with The Plum Creek Trust

---

---

11. Discuss and consider approval of the Agreement for Possession and Use form (to be distributed)

---

---

12. Consider adoption of Resolution No. 2018-12-\_\_\_, Resolution of the Board of Directors of Dominion Water & Sanitation District Authorizing the Deposit of a Letter of Credit with Douglas County Securing the Obligation to Acquire Certain Real Property Interests for the Construction of the Eastern Regional Pipeline a/k/a Castle Rock Pipeline (enclosed)

---

---

13. Discuss and approve document related to the issuance of 1<sup>st</sup> Bank letter for credit to secure commitment for easement acquisitions

---

---

**C. WASTEWATER ACTIVITY ENTERPRISE**

1. Consider approval the following Change Order relating to Design-Build Agreement for Willow Creek Lift Station between the District, acting by and through its Sterling Ranch Water Activity Enterprise, and **Whiting-Turner Contracting Company**:

- i. Change Order No. 0004 for Phase I services for north site relocation, additional Geotech and survey, and design aspects in the amount of \$24,495 (enclosed)
- 
- 

2. Discuss and approve Temporary Construction Easement Agreement (Willow Creek Lift Station) (enclosed)
- 
- 

**8. FINANCIAL MATTERS**

- A. Conduct continued Public Hearing on the proposed 2019 Budget and consider adoption of Resolution No. 2018-12-\_\_\_, Resolution to Adopt the 2019 Budget and Appropriate Sums of Money (enclosed)
- 
- 

- B. Discuss revisions to Dominion Rules and Regulations/ Wastewater Service & Pretreatment requirements (enclosed)
- 
- 

- C. Conduct public Hearing to consider adoption of wholesale water rates, sewer rates and tap fees for 2019. Consider adoption of Resolution No. 2018-12-\_\_\_, 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 Tap 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. Consider approval 2019 Work Orders deferred until 2019 budget approval:

1. Approve 2019 Work 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. 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)
2. Approve 2019 Work Order relating to 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.:**
  - i. Work Order No. 2 for planning and evaluating future wastewater facility improvements with a budget of \$55,000 (enclosed)

3. Approve 2019 Work Order relating to the Master Service Agreement for Water and Wastewater Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Acuity, LLC.**:
    - i. Work Order No. 7 for South Platte Diversion Study with a budget of \$38,000 (enclosed)
- 
- 

- C. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Water Supply Planning Services – related planning between the District, acting by and through its Sterling Ranch Water Activity Enterprise, and **JLD Consulting, LLC.**:
    1. Work Order No. 7 for West Side Water Supply Planning and Development with a budget of \$50,000 (enclosed)
- 
- 

- D. 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 **Bambe Engineering Services, LLC.**:
    1. Work Order No. 3 for engineering services related to the completion of the Eastern Regional Pipeline with a budget of \$30,000 (enclosed)
- 
- 

- 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 **Black & Veatch.**:
    1. Work Order No. 11 for Filing 5 Detailed Water Distribution System Model with a budget of \$15,000 (enclosed)
    2. Exhibit 1 to Work Order No. 11, for Cost Share between the District and Sterling Ranch CAB for Filing 5 Water Distribution System Model with a budget of \$15,000 (enclosed)
- 
-



- F. Discuss and consider approval of the Master Service Agreement for Communications Consultancy Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Steve Coffin Strategies** (enclosed), and the approval of the following work order:

- 1. Work Order No. 1 for communications consultancy services for the District with a budget of \$30,000 (enclosed)
- 
- 

10. PUBLIC COMMENTS

---

---

11. EXECUTIVE SESSION

---

---

12. OTHER MATTERS

- A. Verify quorum for next regular board meeting, Tuesday January 15, 2018 at 1:00 PM
- 
- 

13. ADJOURNMENT

---

---

**NEXT SCHEDULED BOARD MEETING**

**Tuesday, January 15, 2019 – 1:00 p.m.**

**CliftonLarsonAllen LLP, 8390 E Crescent Parkway, Suite 275**

**(Conference room on second floor)**

**Greenwood Village, CO 80111**

**2019 REGULAR BOARD MEETING SCHEDULE**

**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**