

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 March 19, 2019 at the hour of 1:00 p.m. at the Dominion Water & Sanitation District Office, 9250 E. Costilla Ave, Greenwood Village, CO 80112, 2nd Floor Conference Room.

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 Provaznik
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**

| 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 |
| Tiffany Ramaekers, Secretary | N/A |

Date: March 19, 2019 – Tuesday
Time: 1:00 pm
Location: Dominion Water & Sanitation District
9250 E. Costilla Ave
2nd Floor Conference Room
Greenwood Village, CO 80112

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 \$2,084,836.51 represented by check numbers 1015 through 1020; 1358; 2141 through 2166; and 2168 through 2183 (enclosed)
- B. Review and consider approval of Draw Request No. 6 (enclosed)

- C. Review and consider approval of minutes of the February 19, 2019 work session and the minutes of the February 19, 2019 special meeting (enclosed)
 - D. Ratify approval of October 23, 2018 Contract Administration Agreement between Richmond American Homes of Colorado, Inc., Sterling Ranch Community Authority Board, Dominion Water & Sanitation District, and Sterling Ranch Development Company (enclosed)
 - E. Ratify agreement for information technology support services between the District and Optimum Networking, Inc. (enclosed)
6. **MANAGER’S REPORT (PROVAZNIK)**
- A. Administrative Matters
 - 1) Staffing
 - 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. Review and consider approval of Fifth Amendment to Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch Filing No. 1 by and 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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- 2. Discuss agreement between Dominion Water & Sanitation District, acting in its capacity as a water activity enterprise, and Roxborough Water and Sanitation District for use of existing infrastructure to deliver construction water to Sterling Ranch Filing 3
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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 Enterprise (to be distributed)

3. Consider approval of Encroachment Agreement between the Town of Castle Rock and the District (relating to the Ravenna Pipeline) (enclosed)

4. Discuss Rate Study – **ADJOURN TO EXECUTIVE SESSION, IF NECESSARY, FOR THE FOLLOWING ITEMS:**

- (a) Discuss multi-family and commercial tap fees
- (b) Discuss prepaid tap fees

C. WASTEWATER ACTIVITY ENTERPRISE

1. Consider approval of Temporary Construction Easement Agreement (Willow Creek Lift Station) between the District and Sterling Ranch, LLC (enclosed)

2. Consider approval of Temporary Construction Easement Agreement (Willow Creek Lift Station – Sediment Basin) between the District and Sterling Ranch, LLC (enclosed)

8. FINANCIAL MATTERS

9. CONSULTANT AGREEMENTS AND WORK ORDERS/ CHANGE ORDERS

A. Work Order Summary sheet

B. 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 Engineering**:

1. Change Order No. 1 to Work Order No. 29 for Rainwater SWSP and Water Court Applications with an original budget of \$20,000 and a new budget of \$40,000 (enclosed)
 2. Change Order No. 1 to Work Order No. 30 for New Water Rights Application Support and Communication with an original budget of \$25,000 and a new budget of \$45,000 (enclosed)
 3. Change Order No. 1 to Work Order No. 31 for 2019 Rainwater Implementation with an original budget of \$7,500 and a new budget of \$15,000 (enclosed)
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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 Engineering**:

1. Work Order No. 19 for Water Supply Planning with a budget of \$25,000 (enclosed)
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D. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Water Supply Planning Service between the District, acting by and through its Sterling Ranch Water Activity Enterprise its Sterling Ranch Wastewater Activity Enterprise, and **JLD Consulting, LLC**:

1. Work Order No. 8 for West Side Water Supply Planning and Development with a 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 Resident Project Representative Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise its Sterling Ranch Wastewater Activity Enterprise, and **Providence Infrastructure Consultants, Inc.:**

1. Work Order No. 2 for Project Representation on the Eastern Reginal Pipeline Project with a budget of \$50,000 (enclosed)
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F. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Water Resources Related Planning between the District, acting by and through its Sterling Ranch Water Activity Enterprise its Sterling Ranch Wastewater Activity Enterprise, and **Element Water Consulting, Inc.:**

1. Work Order No. 9 for District Engineering Services with a budget of \$50,000 (to be distributed)
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G. Ratify approval of the following Work Order relating to the Master Service Agreement for Easement Acquisition Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Western States Land Services:**

1. Work Order No. 3 for Closing Property Owner Files for Easement Acquisitions for the Eastern Regional Pipeline with a budget of \$15,000 (enclosed)
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H. Ratify 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:**

1. Work Order No. 6 for Wastewater Management and Support with a budget of \$14,665 (enclosed)

I. Ratify approval of the Service Agreement for Pump Testing between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Colorado Water Systems Corp., d/b/a Colorado Water Well Pump Service & Supply, Inc.** (enclosed)

J. Discuss and acknowledge Short-Form Construction Contract between the Sterling Ranch Community Authority Board and Monks Construction Company in the amount of \$28,232.50 for the Willow Creek Lift Station Access Road (the “WCLS Access Road Construction Contract”) (to be distributed)

K. Discuss and consider approval of Cost Share Agreement between the District and with Sterling Ranch Community Authority Board for Willow Creek Lift Station Access Road with **Monks Construction Company** with a budget of \$14,116.25 (enclosed)

L. Discuss agreement for Marketing Services between the District and with Sterling Ranch Community Authority Board for Willow Creek Lift Station Access Road with **dovetail solutions**

10. PUBLIC COMMENTS

11. EXECUTIVE SESSION

12. OTHER MATTERS

- A. Verify quorum for next regular board meeting, Tuesday, April 16, 2019 at 1:00 PM

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

Tuesday, April 16, 2019 – 1:00 p.m.

Dominion Water & Sanitation District, 9250 E. Costilla Ave

Conference room on second floor

Greenwood Village, CO 80112

2019 REGULAR BOARD MEETING SCHEDULE

May 21, 2019, June 18, 2019, July 16, 2019,

August 20, 2019, September 17, 2019,

October 15, 2019, November 19, 2019, December 17, 2019