

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 May 29, 2019 at the hour of 1:30 p.m. at the Dominion Water & Sanitation District Office located at 9250 E. Costilla Ave, Greenwood Village, Colorado 80112.

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
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:
Jeffrey LaForte, President	May 2022
Harold R. Smethills, Treasurer	May 2020
Jack Hilbert, Assistant Secretary	May 2020
John Ostermiller, Assistant Secretary	May 2020
Vacant, Assistant Secretary	May 2022
Tiffany Ramaekers, Secretary	N/A

Date: May 29, 2019 – Wednesday
Time: 1:30 pm
Location: Dominion Water & Sanitation
9250 E. Costilla Ave
1st 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

- A. Consider appointment of Brock Smethills to the Board of Directors (Notice of Vacancy published May 2, 2019)
- B. Administer Oath of Director to Mr. Brock Smethills and appoint as Assistant Secretary

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 \$1,733,770.60 represented by check numbers 1024 through 1025; 1480; and 2221 through 2254 (enclosed)
- B. Review and consider approval of Project Fund Disbursement Draw Request No. 8 (enclosed)
- C. Review and ratify approval of Plum Creek Raw Water Return Pipeline/ Eastern Regional Pipeline Project Escrow Fund Draw Request No. 1 (enclosed)
- D. Review and consider approval of minutes of the April 16, 2019 work session and the minutes of the April 16, 2019 special meeting (enclosed)
- E. Ratify Service Agreement between the District and Layne Christensen Company for Pump Testing (enclosed)

6. MANAGER'S REPORT (PROVAZNIK)

- A. Administrative Matters
 - 1) Review and discuss Monthly Operations Report
- 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. Consider adoption of Resolution No. 2019-05-01, Resolution of Appreciation for years of service of Jim Yates (to be distributed)

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- 2. Consider adoption of Resolution No. 2019-05-02, Resolution of Appreciation for the service of Harold Smethills (to be distributed)
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3. Discuss and consider engineer review of title transfer from Sterling Ranch Community Authority Board to Dominion Water & Sanitation District for ownership of Titan Lift Station, Force Main, and Low Zone Tank
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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 Enterprise a/k/a Wheeling Agreement IGA (enclosed)
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3. Review and consider approval of First Amendment to Water Infrastructure Design and Construction Cost Sharing Intergovernmental Agreement (Plum Creek Raw Water Return Pipeline / Eastern Regional Pipeline Project) between the District and the Town of Castle Rock, acting by and through the Town of Castle Rock Water Enterprise (enclosed)
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4. Consider approval of Pipeline Lease Agreement between Dominion Water & Sanitation District, acting in its capacity as a water activity enterprise, Roxborough Water and Sanitation District, and Sterling Ranch Community Authority Board for use of existing infrastructure to deliver construction water to Sterling Ranch Filing 3 (enclosed)
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5. Discuss and ratify changes to Assignment of WISE Partnership Interest between Stonegate Village Metropolitan District Water Activity Enterprise and Dominion Water & Sanitation District, acting in its capacity as a Water Activity Enterprise (enclosed)
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6. 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. 004A to Eliminate Balance of the Steel Coil authorized by Change Order 001 and modified by CO –4, as the cost is included in the Contract Price Amendment 4 for Work Package C (enclosed)
 - ii. Change Order No. 005A to Eliminate Change Order 005 – “Purchase Steel Coil”, as the cost is included in the Contract Price Amendment 4 for Work Package C (enclosed)
 - iii. Change Order No. 005CRA to Eliminate Change Order 005CR – “Purchase Steel Coil”, as the cost is included in the Contract Price Amendment 4 for Work Package C (enclosed)
 - iv. Change Order No. 006A to Eliminate Change Order 006 – “Early manufacturing of Steel Pipe for Work Package C”, as the cost is included in the Contract Price Amendment 4 for Work Package C (enclosed)
 - v. Change Order No. 006CRA to Eliminate Change Order 006CR – “Early manufacturing of Steel Pipe for Work Package C”, as the cost is included in the Contract Price Amendment 4 for Work Package C (enclosed)
 - vi. Change Order No. 007 Authorization to Pre-Purchase Steel Coil for Work Package A-1 (Indian Creek/ Lehigh Gulch Crossing) (enclosed)
 - vii. Change Order No. 008 Authorization to Pre-Purchase Steel Coil for Eastern Regional Pipeline Project Work Package B (End of Work Package C to south end of the Keep property) as detailed in the 30% Plans dated April 15, 2019 (enclosed)
 - viii. Change Order No. 008CR Authorization to Pre-Purchase Steel Coil for PCRWRPP Work Package B (End of WP C to TCR Tie-In) (enclosed)
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7. Eastern Regional Pipeline Project easement acquisitions:

- i. Ratify approval of Easement Agreement (Waterline Improvements) between the District and CPV, Inc (enclosed)

8. Discuss and consider approval of License Agreement between the District and Castle Rock Development Company (enclosed)

9. Review bid proposals. Discuss and consider approval of Notice of Award for High Zone Tank Project

C. WASTEWATER ACTIVITY ENTERPRISE

- 1. Ratify Notice to Proceed – Phase 2 Services to the Willow Creek Lift Station Design Build Agreement for Water and Wastewater Projects between the District and The Whiting-Turner Contracting Company (enclosed)

- 2. Discuss and consider approval of Willow Creek Lift Station Allowances for Water and Wastewater Projects between the District and The Whiting-Turner Contracting Company (enclosed)

- 3. Discuss and consider purchase of back-up pump for Titan Road Lift Station

8. FINANCIAL MATTERS

- A. Discuss and consider approval of monthly electronic payment for rent to Clinton-Costilla Center LLC
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9. CONSULTANT AGREEMENTS AND WORK ORDERS/ CHANGE ORDERS

- A. Work Order Summary sheet
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- B. Ratify approval of the following Work Order relating to the Master Service Agreement for Environmental Constraints Assessments between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **ERO Resources Corporation**:

1. Work Order No. 3 for Programmatic Biological Assessment or Habitat Conservation Plan with a budget of \$6,500 (enclosed)
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- C. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Water Supply Planning Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **JLD Consulting, LLC**:

1. Work Order 9 for West Side Supply Planning and Development with a budget of \$70,000 (enclosed)
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- D. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for On-Call Services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Carollo Engineers, Inc.**:

1. Work Order _____ for Rate and Tap Fee and Rate Study with a budget of \$_____ (to be distributed)

2. Exhibit 1 to Work Order No. _____, for Cost Share between the District and Sterling Ranch CAB for Tap Fee and Rates Study with a budget of \$_____ (to be distributed)
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E. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Water Resource Related Planning between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Element Water Consulting Inc.:**

1. Work Order 10 for Water Resource Planning Support with a budget of \$60,000 (enclosed)
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F. Discuss and consider approval of the Master Service Agreement and fee proposal for Public Relations and Media Management between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **dovetail solutions, inc.** (enclosed)

10. PUBLIC COMMENTS

11. EXECUTIVE SESSION

12. OTHER MATTERS

- A. Verify quorum for next special board meeting, Tuesday, June 18, 2019 at 1:00 PM
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13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING

Tuesday, June 18, 2019 – 1:00 p.m.

Civic Center @ Sterling Ranch

8155 Piney River Avenue

Siemen's Conference Room, Suite 2100

Littleton, CO 80125

2019 REGULAR BOARD MEETING SCHEDULE

**July 16, 2019, August 20, 2019, September 17, 2019,
October 15, 2019, November 19, 2019, December 17, 2019**