

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 June 18, 2019 at the hour of 1:00 p.m. at 8155 Piney River Avenue, Suite 2100, Littleton, Colorado 80125.

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
Brock Smethills, Assistant Secretary	May 2022
Tiffany Ramaekers, Secretary	N/A

Date: June 18, 2019 – Tuesday
Time: 1:00 pm
Location: Civic Center
8155 Piney River Avenue, Suite 2100
Littleton, CO 80125

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 \$2,202,299.44 represented by check numbers 1026; 1481; 2255 through 2289 (enclosed)
- B. Review and consider approval of Project Fund Disbursement Draw Request No. 9 (enclosed)

- C. Review and ratify approval of Plum Creek Raw Water Return Pipeline/ Eastern Regional Pipeline Project Escrow Fund Draw Request No. 2
 - D. Review and consider approval of minutes of the May 29, 2019 special meeting; minutes of the June 3, 2019 work session and the minutes of the June 3, 2019 special meeting (enclosed)
 - E. Ratify filing of 2018 Annual Report (enclosed)
6. MANAGER'S REPORT (PROVAZNIK)
- A. Administrative Matters
 - 1) Review and discuss Monthly Operations Report
 - 2) Staffing
 - i. Discuss administrative support
 - 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. None
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B. WATER ACTIVITY ENTERPRISE

- 1. Discuss water supply purchases
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- 2. Review bids. Discuss and consider award of contract for the High Zone Tank

- i. Review and consider approval of Design Build Facilities Funding and Reimbursement Agreement by and between the District, Sterling Ranch Development Company, and Glacier Construction Co., Inc or Reynold's Construction, LLC (enclosed)

ii. Review and consider approval of Design Build Facilities Funding and Acquisition Agreement by and between the District, Sterling Ranch Development Company, and Glacier Construction Co., Inc or Reynold’s Construction, LLC (enclosed)

iii. Review and consider approval of Water Tank Shortfall Funding Agreement between the District and Sterling Ranch Development Company (enclosed)

3. Discuss and authorize the execution of documents and all other actions required to provide a Letter of Credit to supplement funding for the Castle Rock Pipeline Project a/k/a Eastern Regional Pipeline Project

4. Ratify the following Change Order 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. 009 Interim Grading/ Embankment for Waterline Installation Construction interim embankment utilizing on-site borrow to construct the 27” waterlines from approximately Sta 910+00 to Sta 916+50 as detailed tin ESI#4. Furthermore, per Section II.B iii of Contract Price Amendment 3, the commencement date for the work shall be the executed date of this Change Order (enclosed)

5. Discuss and consider approval of License Agreement between the District and Castle Rock Development Company (to be distributed)

C. WASTEWATER ACTIVITY ENTERPRISE

1. None

8. FINANCIAL MATTERS

A. 2018 Audit

- i. Discuss auditor’s findings/ report (enclosed)
- ii. Consider accepting December 31, 2018 audited financial statements (enclosed)
- iii. Consider authorizing execution of representation letters (enclosed)

B. Review and consider acceptance of unaudited financial statements for the period ending March 31, 2019 (enclosed)

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 Engineers, Inc.:**

- i. Change Order No. 1 to Work Order No. 19 for Water Supply Planning with a new budget of \$45,000 (enclosed)
 - ii. Change Order No. 2 to Work Order No. 29 for Rainwater SWSP and Water Court Application with a new budget of \$45,000 (enclosed)
 - iii. Change Order No. 2 to Work Order No. 30 for Continued New Water Rights Application Support and Communications with a new budget of \$65,000 (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 Engineers, Inc.:**

- i. Work Order 32 for New User Supply Planning with a budget of \$6,000
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10. PUBLIC COMMENTS

11. EXECUTIVE SESSION

12. OTHER MATTERS

- A. Discuss location and date and time for District work session and regular board meetings

- B. Verify quorum for next special board meeting, Tuesday, July 16, 2019 at 1:00 PM

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING
Tuesday, July 16, 2019 – 1:00 p.m.
Dominion Water & Sanitation District
9250 E. Costilla Ave
2nd Floor Conference Room
Greenwood Village, CO 80112

2019 REGULAR BOARD MEETING SCHEDULE
August 20, 2019, September 17, 2019,
October 15, 2019, November 19, 2019, December 17, 2019