

**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 July 16, 2019 at the hour of 1:00 p.m. at the Dominion Water & Sanitation District Office, 9250 E. Costilla Ave., Greenwood Village, Colorado 80112, 2<sup>nd</sup> 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**

<b>Board of Directors:</b>	<b>Term Expires:</b>
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:** July 16, 2019 – Tuesday  
**Time:** 1:00 pm  
**Location:** Dominion Water & Sanitation District  
9250 Costilla Ave, Second Floor Conference Room  
Greenwood Village, CO 80112

1. Call to order / declaration of quorum

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2. Disclosure of conflicts of interest

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3. Review and consider approval of agenda and meeting location; appoint acting secretary for meeting, if necessary

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4. BOARD MATTERS

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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 \$4,210,356.94 represented by check numbers 1027; 1482 through 1484; 2290 through 2320 (enclosed)
- B. Review and consider approval of Project Fund Disbursement Draw Request No. 10 (enclosed)

- C. Review and ratify approval of Plum Creek Raw Water Return Pipeline/ Eastern Regional Pipeline Project Escrow Fund Draw Request No. 3 (enclosed)
  - D. Review and consider approval of minutes of the June 18, 2019 work session and the minutes of the June 18, 2019 special meeting (enclosed)
  - E. Ratify Burns & McDonnell Work Order No. 4 in the amount of \$18,475 (enclosed)
  - F. Ratify Black & Veatch Corporation Work Order No. 14 in the amount of \$15,986 (enclosed)
  - G. Ratify Service Agreement for Software Implementation between the District and Digitech Computer Networking Consultants, Inc. dba DCNC, Inc. (enclosed)
  - H. Ratify approval of First Amendment to the Intergovernmental Agreement for the Option to Purchase and Right of First Refusal Regarding Ground Water Rights, Easements and Related Improvements by and between the District, acting in its capacity as a Water Activity Enterprise, and the Town of Castle Rock, acting by and through the Town of Castle Rock Water Enterprise (enclosure)
  - I. Ratify 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, acting in its capacity as a Water Activity Enterprise, and the Town of Castle Rock, acting by and through the Town of Castle Rock Water Enterprise (enclosure)
  - J. Ratify approval of Agreement Regarding Licenses/Easements among the District, acting by and through its Sterling Ranch Water Activity Enterprise, Castle Rock Development Company, and the Town of Castle Rock
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
      - i. Update on Willow Creek Lift Station
    - 3) Other
  - D. Partnership Matters
  - E. District Leadership Matters
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7. LEGAL MATTERS

**A. DISTRICT**

1. Meeting Posting and District Website:

- i. Discuss new legislation regarding posting meeting notices and establishment of a website (enclosure – memorandum from McGeady Becher P.C.)
- ii. Review and consider adoption of Resolution No. 2019-07-01, First Amendment to Resolution No. 2019-02-02, Establishing Regular Meeting Dates, Time and Location,

and Designating Locations for Posting of 72-Hour and 24-Hour Notices (to be distributed)

- iii. Review and consider adoption of Resolution No. 2019-07-02, Resolution of the Board of Directors of the Dominion Water and Sanitation District Establishing District Website and Designating Location for Posting of 24-Hour Notices (to be distributed)

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2. Review and acknowledge Tap and Facilities Fee Purchase Agreement (Richmond American Homes – Sterling Ranch Filing No. 4C) (Single Family Detached Lots) by and among Richmond American Homes of Colorado, Inc., the Sterling Ranch Community Authority Board, and Land Title Guarantee Company (enclosure)

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3. Review and consider approval of Partial Termination of Easement [relating to that certain Easement Agreement (Water Tank and Water Loop Improvements), as amended, between the District and Sterling Ranch, LLC pertaining to certain lots in Sterling Ranch Filing No. 4C] (enclosure)

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**B. WATER ACTIVITY ENTERPRISE**

1. Discuss water supply purchases

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2. Discuss and consider award of contract for the High Zone Tank to Reynolds Construction, LLC.
    - i. Discuss Design Build Facilities Funding and Reimbursement Agreement between the District and Sterling Ranch Development Company

**C. WASTEWATER ACTIVITY ENTERPRISE**

1. None
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**8. FINANCIAL MATTERS**

- A. Other
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**9. CONSULTANT AGREEMENTS AND WORK ORDERS/ CHANGE ORDERS**

- A. Work Order Summary sheet
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B. 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)

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C. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Professional Engineering Services with the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Headwaters Corporation**:

- i. Work Order 2 to develop comprehensive District-wide methodology for assessing extra-territorial rates and charges with a budget of \$18,500 (enclosed)
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D. Discuss and consider approval of the following Work Order relating to the Master Service Agreement for Professional Engineering Services with the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Black & Veatch Corporation**:

- i. Work Order 15 for water supply planning with a budget of \$25,000 (to be distributed)

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E. 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)

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10. PUBLIC COMMENTS

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11. EXECUTIVE SESSION

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12. OTHER MATTERS

A. None

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B. Verify quorum for next special board meeting, Tuesday, August 20, 2019 at 1:00 PM

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13. ADJOURNMENT

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**NEXT SCHEDULED BOARD MEETING**

**Tuesday, August 20, 2019 – 1:00 p.m.**

**Dominion Water & Sanitation District**

**9250 E. Costilla Ave**

**2<sup>nd</sup> Floor Conference Room**

**Greenwood Village, CO 80112**

**2019 REGULAR BOARD MEETING SCHEDULE**

**September 17, 2019, October 15, 2019,**

**November 19, 2019, December 17, 2019**