

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 August 27, 2019 at the hour of 1:00 p.m. at the Dominion Water & Sanitation District Office, 9250 E. Costilla Ave., Greenwood Village, Colorado 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
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: August 27, 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

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 \$4,754,633.07 represented by check numbers 1028; 1485 through 1487; 2321 through 2356 (enclosed)
- B. Review and consider approval of Project Fund Disbursement Draw Request No. 11 (enclosed)

- C. Review and ratify approval of Plum Creek Raw Water Return Pipeline/ Eastern Regional Pipeline Project Escrow Fund Draw Request No. 4
 - D. Review and consider approval of minutes of the July 16, 2019 regular meeting (enclosed)
 - E. Ratify Subdivision Improvements Agreement and Intergovernmental Agreement for Sterling Ranch No. 3A between Sterling Ranch Development Company, Sterling Ranch Community Authority Board, Dominion Water and Sanitation District, and the Board of County Commissioners of the County of Douglas (enclosed)
 - F. Ratify License Agreement between Public Service Company of Colorado and the District relating to grading changed under power poles as part of Willow Creek Lift Station Project (enclosed)
6. MANAGER’S REPORT (PROVAZNIK)
- A. Administrative Matters
 - 1) Review and discuss Monthly Operations Report
 - 2) Staffing
 - i. Discuss additional position for modeling engineer
 - 3) Discuss Personal Time Off (PTO) policy
 - 4) Discuss business credit card
 - 5) Discuss office space expansion
 - 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 acknowledge Tap and Facilities Fee Purchase Agreement (Dream Finders - Sterling Ranch Filing No. 3A) (Single Family Detached Lots) by and among DFC Sterling Ranch, LLC, the Sterling Ranch Community Authority Board, and Land Title Guarantee Company (enclosed)
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2. Review and acknowledge Tap and Facilities Fee Purchase Agreement (Meritage -Sterling Ranch Filing No. 3A) (Single Family Detached Lots and Single Family Attached Lots) by and among Meritage Homes of Colorado, Inc., the Sterling Ranch Community Authority Board, and Land Title Guarantee Company (enclosed)
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3. Review and consider approval of Bill of Sale from the District to the Town of Castle Rock, acting by and through the Town of Castle Rock Water Enterprise, for Plum Creek Raw Water Return Line Infrastructure (to be distributed)
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B. WATER ACTIVITY ENTERPRISE

1. Discuss water supply purchases
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2. Discuss contract for the High Zone Tank
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3. Discuss and consider approval of Fifth Contract Price Amendment- Notice to Proceed (Eastern Regional Pipeline Project) between the District and Reynolds Construction, LLC (Work Package A-1) (enclosed)
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4. Discuss and consider approval of Sixth Contract Price Amendment – Notice to Proceed (Eastern Regional Pipeline Project) between the District and Reynolds Construction, LLC (Work Package B) (enclosed)
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C. WASTEWATER ACTIVITY ENTERPRISE

1. Review and discuss Technical Memorandum by Burns McDonnell Engineering Company, Inc. on Titan Road Lift Station Evaluation (enclosed)
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8. FINANCIAL MATTERS

- A. Review and consider acceptance of June 30, 2019 unaudited financial statements (enclosed)
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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 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 and its Sterling Ranch Wastewater Activity Enterprise, and **Element Water Consulting:**

- i. Work Order 11 for Water Demand Management Initiatives (WDMI) for non-residential land uses at Sterling Ranch with a budget of \$15,000
- ii. Project Cost Sharing Form between the District and Sterling Ranch CAB for Water Demand Management Initiatives (WDMI) for non-residential land uses at Sterling Ranch with a budget of \$15,000 (enclosed)

- C. 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 its Sterling Ranch Wastewater Activity Enterprise, and **Black & Veatch Corporation:**

- i. Work Order 16 for Low Zone Tank Inspection with a budget of \$12,000 (enclosed)
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10. PUBLIC COMMENTS

11. EXECUTIVE SESSION

12. OTHER MATTERS

A. None

B. Verify quorum for next special board meeting, Tuesday, September 17, 2019 at 1:00 PM

13. ADJOURNMENT

NEXT SCHEDULED BOARD MEETING
Tuesday, September 17, 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
October 15, 2019, November 19, 2019, December 17, 2019