

**DOMINION WATER & SANITATION DISTRICT  
BOARD MEETING AGENDA OF THE DISTRICT AND  
ITS STERLING RANCH WATER ACTIVITY ENTERPRISE AND  
ITS STERLING RANCH WASTEWATER ACTIVITY ENTERPRISE**

**Board of Directors:**

**Term Expires:**

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Jeffrey LaForte, President	May 2022
Harold R. Smethills, Treasurer	May 2023
John K. Ostermiller, Assistant Secretary	May 2023
Brock Smethills, Assistant Secretary	May 2022
Alec Garbini, Assistant Secretary	May 2023
Trina Hartman, Secretary	N/A

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**NOTICE OF SPECIAL MEETING AND AGENDA**

**Date: May 18, 2021 - Tuesday**

**Time: 12:00 p.m.**

**Location: via Zoom**

**DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONA VIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WILL BE HELD BY VIDEO CONFERENCE.**

Zoom Video Meeting at: <https://zoom.us/j/96944981626>

If you are required to enter in a meeting ID, please enter: **969 4498 1626**

Zoom Meeting by phone, dial **(253) 215-8782** OR **(301) 715-8592**

Enter in the **Meeting ID: 969 4498 1626** followed by #

1. Call to order / declaration of quorum
2. Disclosure of conflicts of interest
3. Review and consider approval of agenda and meeting location
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 \$979,021.67, represented by Bill.com for checks between the dates of April 21, 2021 and May 18, 2021. (enclosed)
  - B. Review and consider approval of the Minutes of the February 2, 2021 Special General Manager Search Committee Meeting, March 2, 2021 Special General Manager Search Committee Meeting, March 5, 2021 Finance Committee Meeting, April 2, 2021 Special Board Meeting and April 20, 2021 Special Board Meeting (enclosed)

- C. Review and ratify the Zonda Advisory proposal DWSD – Sterling Ranch Development Company Market Study to conduct analysis within the Denver Market Area, specific to the unincorporated Roxborough area of Douglas County, Colorado for \$20,000. (enclosed)
- D. Review and ratify the DWSD - Town of Castle Rock Bill of Sale and Assignment of Warranty. (enclosed)
- E. Review and ratify Consultant Agreement with Olsson with the District for Andrea Cole, in an amount not to exceed \$15,000. (enclosed)

6. District Management Matters

**A. ADMINISTRATIVE MATTERS**

- 1. Review and discuss Monthly Operations Report. (enclosed)
- 2. Discuss operations for the District, if necessary.
- 3. Discuss District Staff
  - i. Discuss and consider approval of Andrea Cole as the District General Manager.
- 4. Review and consider approval of KORE office space lease. (to be distributed)

**B. CUSTOMER SERVICE**

- 1. New customer update. (Discuss in Executive Session, if necessary)

**C. UTILITY MATTERS**

- 1. None.

**D. PARTNERSHIP MATTERS**

- 1. Discuss Regional Wastewater partnership with Castle Rock. (Discuss in Executive Session, if necessary)

**E. DISTRICT LEADERSHIP MATTERS**

- 1. None.

7. Legal Matters

**A. DISTRICT**

- 1. Review and consider approval of the Non-exclusive Permanent Access Easement Agreement between Sterling Ranch, LLC and the District. (enclosed)

**B. WATER ACTIVITY ENTERPRISE**

- 1. Discuss and update on water operations by Roxborough Water and Sanitation District, if necessary.

2. Update on Eastern Regional Pipeline Project and High Zone Tank construction.
3. Review and consider approval of Extension to the Amended and Restated Purchase Agreement dated November 18, 2016 by and between ARS Sand & Gravel Co., LLC and Dominion Water & Sanitation District in the amount of \$25,000. (enclosed)
4. Review and consider approval of Amendment 2 to the Water and Wastewater Systems Operations and Maintenance Agreement between Roxborough Water and Sanitation District and Dominion Water & Sanitation District. (enclosed)

**C. WASTEWATER ACTIVITY ENTERPRISE**

1. Discuss and provide update on wastewater operations by Headways Consulting, Inc.
2. Review and consider approval Western States Land Services, LLC for Land acquisition services for Lift Station on Titan Road for \$17,700. (enclosed)
3. Review and consider approval of estimate to complete the Willow Creek Lift Station Pump Replacement from Whiting-Turner Contracting Company for \$28,589. (enclosed)
4. Review and consider approval of a Design-Build Change Order relating to the Design-Build Agreement for Eastern Regional Pipeline Phase 1 & 2 services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Reynolds Construction, LLC**:
  1. Change Order No. 6 to make modifications to the tank drain vault, including increasing the size of the drain with a budget of \$8,613. (enclosed)
5. Review and consider approval of a Design-Build Change Order relating to the Design-Build Agreement for Eastern Regional Pipeline Phase 1 & 2 services between the District, acting by and through its Sterling Ranch Water Activity Enterprise and its Sterling Ranch Wastewater Activity Enterprise, and **Reynolds Construction, LLC**:
  1. Change Order No. 26 to make changes to Work Package D (HZ to MZ Connection) and Restrain Existing Low Zone Pipe Allowance with a budget of \$39,175.72. (enclosed)
8. Financial Matters
  - A. Update from Financial Committee Meeting
  - B. Discussion regarding the structuring of the 2021 Bond issuance and refunding of the outstanding 2016 Bonds.
9. Consultant Agreements and Work Orders/ Change Orders
  - A. Work Order Summary Sheet. (enclosed)

- B. Ratify approval of a Work Order relating to the Master Service Agreement for Water Resource Engineering and Planning work 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.:**
    - 1. Work Order No. 09-2021 for removal and relocation of the Sterling Ranch Climate Station with a budget of \$15,000. (enclosed)
  
  - C. Ratify approval of a cost share Work Order relating to the Master Service Agreement for Collection System Planning and Baseline Analysis 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. Cost share Work Order for Collection System Planning and Baseline Analysis Services with a budget of \$24,000 (DWSD to pay \$12,000) and Sterling Ranch Community Authority Board to pay \$12,000. (enclosed)
  
  - D. Review and consider approval of a Work Order for Project Management, Data Collection and Review, and Water and Wastewater Financial Planning 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 Project Management, Data Collection and Review, and Water and Wastewater Financial Planning Services with a budget of \$54,115. (enclosed)
10. Public Comments - Members of the public may express their views to the Boards on matters that affect the Districts that are not on the agenda. Comments will be limited to three (3) minutes per person. Comments will be taken in the order reflected on the sign in sheet.
11. Executive Session
- A. Executive session of the Board of Directors pursuant to Section 24-6-402(4)(e), C.R.S. for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators as such section relates to a Wholesale Water Connection Agreement with NL Range, O-Line matters, and discussion with Castle Rock regarding regional partnerships for regional projects.  
  
Executive session of the Board of Directors pursuant to Section 24-6-402(4)(g), C.R.S. for consideration of personnel matters involving the appointment and employment of a general manager, which is exempt from disclosure under the provision of the Colorado Open Records Act, Section 24-72-204(3)(a)(IX), C.R.S.  
  
Executive session of the Board of Directors pursuant to Section 24-6-402(4)(b), C.R.S. for receiving confidential legal advice as it relates to the imposition of fees.

12. Other Matters

- A. Verify quorum for next regular board meeting, Tuesday, June 15, 2021 at 12:00 p.m.

13. Adjournment

NEXT SCHEDULED BOARD MEETING

**Tuesday, June 15, 2021– 12:00 p.m.**

**Zoom Video Meeting**

**2021 REGULAR BOARD MEETING SCHEDULE**

**July 20, 2021, August 17, 2021,  
September 21, 2021, October 19, 2021,  
November 16, 2021, December 21, 2021**