



## **Board of Directors Meeting Minutes**

**October 27, 2025, 6:00 p.m.**

62 Plaza Drive Highlands Ranch, CO 80129

[Zoom Link](#)

Telephone: 346-248-7799

Webinar ID: 981 8388 1429

### **Call to Order**

Regular Meeting

Highlands Ranch Water and Sanitation District Board of Directors convened a regular meeting in person and via Zoom on October 27, 2025, at 6:00 p.m.

### **Roll Call**

Upon the call of the roll, the following were present.

Board Members: Tammy Essmeier, Terry Nolan, Frank Johns, and Juli Faller

Excused Absence: SJ Light

A quorum was declared.

Staff present:

Sam Calkins  
Ryan Edwards  
Peter Bong  
Nic George  
Swithin Dick  
Amy Dublin (via Zoom)

Kari Larese  
Rick McLoud  
Austin Long  
Stacy Smith  
Jon Klassen  
Tiffany Hooten

Others present:

Tim Flynn – Ireland Stapleton Pryor & Pascoe, PC  
Member of the Public – Walter Sharp (via Zoom)

### **Reaffirmation of Disclosures**

- No changes

### **Introductory Comments**

- Board Members

- Board member Johns attended the Douglas County Water Commission Meeting and shared that a draft groundwater report will be submitted to the committee in about two weeks.
- Board member Essmeier would like BBA to take a look at the groundwater report provided to the Douglas County Water Commission.
- Board member Johns inquired about our attendance at the Colorado Water Congress and General Manager Calkins stated that he will be in attendance along with staff member Tinetti.
- General Manager
  - General Manager Calkins confirmed with staff member Klassen that our groundwater study results will be available late this year or early next year.
  - General Manager Calkins reminded the board about Pancake Breakfast on Thursday, October 30<sup>th</sup>, from 7 a.m. until 9 a.m. located at the Water Treatment Plant C&D Building.
  - General Manager Calkins reminded the board about the Citizen Engagement Committee (CEC) Alumni on November 3<sup>rd</sup> at 5:30 p.m. located at Max Taps. This will also include members of the Metro District's Citizen's Academy Alumni. Snacks and non-alcoholic beverages will be provided.

### **Public Comments/Questions**

- No public comments were made.

### **Presentations**

- Water Supply Update – Swithin Dick

### **Discussion Items**

- No Items

General Manager Calkins provided the board with an update regarding the recent main break. Board member Johns suggested looking into acoustic monitoring equipment on hydrants for some of the older areas of the community. Staff will follow up with Castle Rock Water since they have installed equipment to help monitor leaks.

Xcel Energy pushed their solar project submission deadlines out. Third Pillar Solar will submit their bid this week and should hear back from Xcel by the 1<sup>st</sup> of December. If the project is accepted, a lease agreement will need to be completed by the end of January. Third Pillar Solar will not need the Letter of Intent to submit their bid. General Manager Calkins and Water Resources Manager McLoud have had conversations with CEC Member Dominick about the project since his career was at the National Renewable Energy Laboratory.

10% of customers have been assessed late fees, however with targeted emails and letters they have slowly started to become current on their bill. About 500 customers have paid overdue bills already. The next step for the first billing cycle was adding late

fees to their bill, then notices at their homes stating their water will be shut off with nonpayment. Board member Johns inquired about the percentage of customers on automatic payments.

General Manager Calkins attended a meeting for the NW Douglas County Regional Opportunities Study today. There are a few alternatives identified, including several that would use our infrastructure to get water out of Chatfield Reservoir and wheel it to other districts. There are also other discussions about building reservoirs south of Sterling Ranch. More information will be available towards the end of the year.

### **Approval of Minutes**

- Special Board Meeting Minutes September 19, 2025
- Study Session Minutes September 19, 2025
- Board of Directors Minutes September 29, 2025

Board member Essmeier moved that the board approve the minutes from September 19, 2025, Special Board Meeting, September 19, 2025, Study Session, and September 29, 2025, Board of Directors Meeting as submitted. Board member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

### **Approval of Business Agenda**

Board member Nolan moved that the board approve the business agenda. Board member Essmeier seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

### **Consent Items**

25-128

Adopt Resolution 25-128 with the following actions:

- Approval of an appropriation of \$6,192,130 for engineering services related to the design of the Water Treatment Plant Improvements – Phase 2 Project.
- Authorization for the General Manager to enter into a Consulting Services Agreement with Carollo Engineers, Inc., in the amount of \$5,722,130 for design engineering services for the Water Treatment Plant Improvements – Phase 2 Project.

25-129

Adopt Resolution 25-129 with the following action:

- Approval of an Integrated Project Delivery Process for the construction of the Water Treatment Plant Improvements – Phase 2 Project.

25-130

Adopt Resolution 25-130 with the following actions:

- Approval of an appropriation for \$197,000 for the McLellan Pump Station B Improvements Project.
- Authorization for the General Manager to award a Construction Manager At-Risk (CMAR) contract with Hensel Phelps in the amount of \$102,317 for preconstruction services for the McLellan Pump Station B Improvements Project.

25-131

Adopt Resolution 25-131 with the following action:

- Approval of the 2026 Holiday Schedule.

25-133

Ratify September 2025 cash and investment transactions (including expenditures).

Board member Nolan moved that the board approve consent business item 25-128, 25-129, 25-130, 25-131, and 25-133 inclusive. Board member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

### **General Business**

25-132

Adopt Resolution 25-132 with the following action:

- Approval of the 2026 schedule for Study Session and Board of Directors Meetings.

The Board discussed moving the August meeting dates up one week and changing the meeting start time for 2026 board meetings to begin at 5:30 p.m starting January 1, 2026.

Board Member Essmeier moved that the board approve general business item 25-132, inclusive. Board member Faller seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried.

**Executive Session**

- No Items

**Adjourn**

Board Member Faller moved to adjourn the meeting. Board Member Johns seconded the motion. The vote was as follows:

Ayes: Board Members Essmeier, Nolan, Johns, and Faller

Nays: None

The motion carried and the Board Meeting adjourned at 6:38 p.m.