

PSWD-WE Agenda - April 3, 2001

Rescheduled from March 28, 2001

Meeting Format: *The meeting will commence at 7PM. In order promote attendance and customer involvement, the agenda has been arranged so that customer issues are discussed at the beginning of the session. Regular business operational issues are discussed following the customer issues.*

Agenda review & approval

President's Message

Emergency Water Plan Status

- Water production status and reports
- Status of \$25K fund surplus from water billings
- Discussion - Alert status & Emergency rates
- Reservoir discussion - actions (Continuing discussions)

Customer concerns

Professional's report *(This report will be presented to the directors in writing and will be reviewed only if there are specific questions.)*

- Chemical pit improvement project - Pit 8
- New storage tank status

Acceptance of January meeting minutes

Administration clerk's report *(This report will be presented to the directors in writing and will be reviewed only if there are specific questions.)*

Treasurer's report *(The board expects to review the hauling expenses)*

Technician's report *(This report will be presented to the directors in writing and will be reviewed only if there are specific questions.)*

Old business

- Ruppert rental property discussion
- Prince Well
- Brazelton meeting
- CPA
- Employment listing
- Direct owner billing

New business

- Grape Spring property
- Spare laptop
- prioritization

Executive session *(Personnel discussion if necessary)*

Adjournment

**Minutes of the Regular Meeting of the Board of Directors of the
Pinewood Springs Water District's Water Enterprise**

4-3-01

The regular meeting of the Board of Directors of the Pinewood Springs Water District's Water Enterprise, Larimer County, Colorado, was held in accordance with the applicable statutes of the State of Colorado on 4-3-01 at the Pinewood Springs Firehouse. This meeting was rescheduled from 3-28-01. The meeting was called to order at 7:04PM by President Mike Keilty.

ATTENDANCE: The following directors were present. Mike Keilty, Gary Clements, Linda Mootsey, Andrew Sharp. Also present were Frank Novak, Ron Savage, Renee Myers, Cheri Brown, Rich Tirana, Mike Tracy, Kathy Tracy and Mark Upton.

PRESIDENT'S MESSAGE: Mike Keilty announced that he is resigning as President of the Pinewood Springs Water District. Having new business objectives, it will make it impossible for him to contribute at the level as in the past.

EMERGENCY WATER PLAN STATUS: The river flow has increased, allowing the treatment plant to produce an adequate amount of water. Motion to return the water rates back to normal by Mike Keilty. Seconded by Andy Sharp, approved unanimously. A notice will be sent with the April water bill and an article will be printed in the Breeze.

CUSTOMER CONCERNS:

1. Rich Troiano suggested that water conservation signs be posted, to remind the customers that we still need to conserve.
2. Kathy Tracy suggested educating residents on how to conserve.
3. The point was made that many newer customers really don't understand our water system. Andy Sharp recommends the Water District hold an open house.
4. Renee Myers showed a sample of a handout that has been ordered, showing how customers can conserve water.

SPECIAL REPORT FROM FRANK NOVAK:

PIT 8 IMPROVEMENTS: Digging will begin the last week in April, to locate water lines in preparation for the ground and cement work.

500K TANK: Frank and Gary will attend the meeting of the Planning Commission in Fort Collins on April 18, 2001. Delivery of material will begin in a few weeks. This material will be stored near the firehouse for staging.

CRESCENT LAKE: Boring was started, but was stopped due to the soft ground.

MicroGeophysics was contacted to come in and do seismic testing. This report was turned over for review.

MINUTES: Were not available for review

ADMINISTRATION CLERK REPORT: 14 friendly reminders were mailed out. Remaining Water Alert signs will be removed. Water tests were acceptable. Training schedule with Cheri was distributed.

TREASURER'S REPORT: Revenue from water sales was \$15,012.19. Expenses for the month of February were \$20,666.63, leaving a loss for the month of (\$5,654.44). The loss is a tax revenue timing issue. The remaining \$25K grant fund has been exhausted, and we incurred an additional \$258.34 in hauling expenses.

WATER TECHNICIAN'S REPORT: There were 3 line breaks this month. Repair or replaced 5 meters. Meter on the 20K tank was installed and is operational. Chlorine Analyzer was installed at the plant. Water production from the river is about 38,000 gallons a day. Ron Savage reported on data logger cost. Motion by Mike Keilty to purchase a Telog data recorder and accessories at a cost of \$1725. Passed. Gary Clements asked Ron what the status is of the planned water meter replacement program. Ron said he would get it started this month.

OLD BUSINESS:

1. Ruppert status: Court will be on April 12,2001 at 9:00AM at the courthouse in Longmont. Mike Keilty suggested that those involved come prepared with copies of bills or conversations in writing.
2. CPA: Discussion was deferred at this time.
3. Direct Owner Billing: Gary Clements reported that he checked the Rules & Regulations for any information on how renter billing is handled. The only place renter appears in the Rules & Regulations is under the definitions. It was agreed that direct owner billing needs to be pursued.
4. Prince Well: No new news to report. Mike Keilty will turn over his files with all correspondences. A letter with Exchange and Easement agreements needs to be edited and sent to Mr. Prince.
5. Drought Report: Frank Novak has produced a preliminary report for board approval. Mike Keilty has reviewed it and passed it on to Linda Mootsey for her input.
6. Meeting With Brazelton: The meeting with the water commissioner, Mr. Brazelton is set for April 12, 2001 at 7:00PM at the Pinewood Springs Firehouse.
7. Employment Listing: Gary Clements was contacted by an individual who was inquiring about the job opening for Plant Supervisor. The individual told Gary where he saw the listing. Gary contacted the Rocky Mountain Water Association to have the job listing removed.

NEW BUSINESS:

1. Grape Spring: Gary Clements had noticed that the parcel number on the property with the Grape Spring may have the same numbers on it as the South Side pit property and LaChaumiere property. Gary will look into whether this is Water District Property as well.
2. Spare Laptop/Computer: Mike Keilty asked if the water district should acquire a spare computer to be used by board members/employees when their systems are down. Renee Myers is to look into the pricing of such systems. Gary Clements has an older 386 that he is willing to donate if needed.
3. Prioritization: A discussion on how to allocate the remaining funds for Capital Improvements monies is needed. It was agreed that the next water board meeting will be planned around this prioritization.
4. Due to scheduling problems, it was agreed that the April 25 and May 23 meetings be combined to May 17, 2001.
5. Navarro Property: The driveway was damaged during a water break. It was requested by the property owner in a phone call to have the site returned to its normal condition. The Road Board was requested to look at the site to determine if the area in question was in the roadway or not. It was agreed that the Water District would smooth out the area and leave an indentation for future drainage.
6. Floating Rate Structure: Andy Sharp presented a floating rate structure based on usage. Gary Clements suggested that the lawyers be contacted to see if this is legal.

Motion to move to executive session was made by Mike Keilty at 10:00PM, seconded by Gary Clements.

A motion to move out of executive session was made by Mike Keilty at 10:20PM, Seconded by Linda Mootsey. The board rescheduled Ron Savage's annual review from May to the June 27th board meeting.

Motion to adjourn the meeting by Mike Keilty, approved unanimously.

Respectfully submitted,

Renee Myers, Administrative Clerk for
Meg Rotan, Secretary

Pinewood Springs Water District

Operational report March, 2001

Date: Tuesday, April 03, 2001

From: Ron Savage Water Supervisor

Total water production March 2001

1,409,220 gallons ?

1,205,500 gallons from river ?

0 gallons hauled

203,720 gallons from wells

Water breaks: 2 on Apache, 1 on Cree Ct

All water meters read

Two frozen water meters, three plugged with sand

Working on Zone meter calculations

Meter for 20K tank installed and operational, Amwest still working on proposal for Radios to replace telephone

Chlorine Analyzer Hach Model cL17 in and installed

Tanks 500 K 29 ft 8 inches 100k 22 ft 11 inches

Water production from river about 38,000 gallons/day avg.

April 3, 2001

To: Mr. Mike Keilty, and Members of the District Board

From: Frank L. Novak

Re: Status Report

1) 500K Tank Project

After receiving Eidson's foundation and tank design drawings, I began the process of applying for a Building Permit for the tank from the Larimer County Building Department.

I was advised that we must now first channel the application through the Larimer County Planning Department for their review prior to receiving the Permit from the Building Department. This Planning Department procedure entitled a "Location and Extent" review, seems fairly new. We never encountered it on our previous submittals to the County for any of our earlier projects, and requires the submittal of numerous data plus a \$400 application fee.

I met with Planning Dept. personnel, including the Dept. Manager, to discuss their criteria for determining what type of project required such a review. Based on my understanding of such criteria, I told them that I thought we were entitled to be exempted from the review. I also told them of what happened in Pinewood Springs this past year and the importance of additional storage which this project represented. (I showed them the clippings from all of the media coverage the District received, and found it interesting that they didn't seem to know that much about the situation.) I emphasized that the new tank was simply an enlargement of water storage capacity on the very same site on which has existed a 100,000 gallon tank for probably the last 30 years.

They seemed somewhat sympathetic, but maintained that --" the State was making them do this. " I asked if there was anyone in the State with whom I could discuss this, but I never received an answer. They felt confident that the Planning Commission's approval of our application would -in their words- be a "slam dunk".

I compiled the necessary data, and the fee, and submitted the application to be considered at the April 18th meeting of the Planning Commission. (I expressed concern about the \$400 fee, and they said that we can request that it be waived. They then gave me their form to apply for such a waiver, and we are planning to submit it.)

The strange thing about all of this is that should for some reason the Planning Commission denies the application, it appears that the Pinewood Springs Water District Board can immediately vote to overrule the Commission.

Within the next several weeks, we anticipate receiving the first shipment of materials for the tank to be delivered to the staging area just south of the Fire House, with work on the foundation scheduled toward the end of April.

2) Crescent Lake Soils Investigation

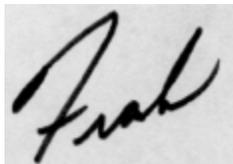
On March 7th, Terracon arrived at Crescent Lake to begin a pattern of soil borings to determine the existence and extent of bedrock beneath the floor of the Lake. It soon became apparent that their rig was having difficulty negotiating the soft surface of the Lake floor which had gone through several recent freeze-thaw cycles prior to their arrival, and it was decided to obtain as many borings as possible from their initial position while they were there.

It then became apparent that there may be some below ground boulders in approximately 25% of the area to be investigated which may be suspended, or floating, in the surrounding clay materials which could in some cases give misleading results, and I suspended the operation at mid-day.

Notwithstanding the above mentioned deterrents, the use of such simple borings would have been the least expensive method to detect rock. Given what actually was encountered, however, we then moved to a higher level using seismic technology which was somewhat more costly, but did not require a drill rig to traverse the floor of the Lake.

On March 19th, the MicroGeophysics Corporation of Wheat Ridge moved on to the site, starting at 7:30 AM, and working non-stop, through lunch, until 4:30 PM, obtaining a fairly extensive pattern of seismic readings on the rock.

Terracon's limited efforts were useful, since the borings they made which were not affected by boulders were valid, and served to corroborate the seismic work. Their cost of \$675 for their work plus the \$3425 cost from Micro-Geophysics amounts to a total of \$4100 against the \$5000 budgeted for this work.

A handwritten signature in black ink, appearing to read "Frank", is centered at the bottom of the page. The signature is written in a cursive, slightly slanted style.

Pinewood Springs Water District
Water Enterprise

Administrative Clerk's Report

April 3, 2001

Rescheduled from March 28, 2001

1. There were zero disconnects this month. 14 Friendly Reminders were mailed out
2. Water Tests for March were acceptable.
3. Residents in Zone 14 (Apache) were notified on 3/12 & 3/22 of repairs to the system. Residents in Zone 5 (Cree Ct) were notified on 3/13 of repairs to the system.
4. I corrected the Motor Vehicle department on an error. They have been charging PSWD for licenses on our vehicles. There are no costs to the Water District now. This will save us about \$400.00 per year. Sorry we still have to do emission tests.
5. We were over charged for workman's comp insurance in 2000 and will receive a refund of \$1,384.00.
6. Insurance rates for employee benefits will go up on July 1, 2001. The exact amount has not been confirmed.
7. March 1, 2001 billing info: Gallons Billed For - 504,100 258 Customers

Water Charges	\$ 2,971.90	Avg Chg. \$ 60.63
Base Rate	\$ 12,720.00	
Disconnect fee	\$ 0.00	
<u>NSF Fee</u>	<u>\$ 0.00</u>	
Total Charges	\$15,643.90	

NSF's 0

Total gallons Pumped: 981,600 gallons

Instrumentation Controls SCADA Programming

245 Caledonia St
Louisville, Colo. 8002
303.666.4641

To: Ron Savage
Pinewood Springs WTP
108 Pinewood Dr.
Lyons, Colo. 80540

3/25/2001

Costs for Teloger data logger, connecting cable and software.

Ron, this data logger is capable of accepting four separate 4-20ma signals and storing the data until downloaded to a computer in an excel spread sheet. It is also capable of recording averages, min and max and other types of math calculations. Its is battery operated so it could be mounted in the field to record data or trouble shoot a problem.

Teloger R-3307	\$1295
cable C21-ATC	\$35
Software S-3PC	\$395

Total cost = \$1725.00

I could show you how to get started with the software and wiring the inputs if you decide to use this equipment.

Jack